

LAUBACH LITERACY ONTARIO 2019-2020 ANNUAL REPORT





ANNUAL GENERAL MEETING
Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Thursday, June 11, 2020
Online GoToWebinar

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President's Report

Hellooooo!! Is anyone out there???

Boy, are we living in unbelievable times!!! It sometimes feels like I am all alone and then I get a reminder, when the Purolator driver comes with a package - "Oh wait, there are other people still around. Thank goodness, I almost forgot."

This Annual General Meeting is coming to you virtually. I say that with mixed emotions. Happy that we can come together at all but sad that it is not in person, at the conference. This is the first time that LLO has hosted a virtual AGM. (Let's be honest, when many of us started our careers in literacy, virtual AGM was not even a term!) But we are getting the job done!!!

First things first. Last year I ended my report by stating that learners rock. Well, this year it will be one of the first things I say. I say it because even though many of us are finding it hard to function in this new reality, I can't imagine the difficulties some of you may face in learning this way. Oh wait, I can – I couldn't get a webinar to load last week and I had a hissy fit!!! Learners, your strength of character is so clear right now. I have heard stories of learners contacting instructors for **more** work to do on their own. Many are signing up for online classes and some are even calling their executive directors to make sure that they are doing ok. We have always known that you are amazing but how you have reacted to this new learning situation is over the top. We have been and always will be very proud of what you do and who you are.

This year has been a year of painless transition for LLO. Lana retired as Executive Director after last year's conference. Robyn took over for Lana and then Lana slipped in to MaryAnne's role after she also decided to retire. I don't want to minimize anyone's impact on the organization, but things are ticking along as normal. I think it is because Robyn and Lana spent a lot of time working together over the years and Lana felt confident in turning over the reins. Robyn knows literacy so well that she just had to learn how to handle Gary...I mean the entire board! I have been so impressed how this staff works together and makes sure that the board is informed. I know that Robyn and Diana miss seeing Lana and MaryAnne as much as they once did. LLO has always been in good hands and will continue to be in good hands. Thank you Robyn, Diana and Lana for the incredible work you do.

I also want to thank the rest of the board – Cathy Graham, Jo Cryderman, Mary Ann Furdic, Gary Porter and our student representative Jeremy Katz for their hard work and their support of our staff.

Well, we are not meeting in person for this meeting. But your attendance at this unique AGM means that we are all trying to stay safe while still having a vested interest in the work of LLO. I want to thank you for your support of this organization and our staff. Hopefully next year we will be able to meet in person for a few days of business, catching up and lots of laughs.

Vandra McQuarrie
President
Laubach Literacy Ontario

**Minutes of Laubach Literacy Ontario's
Annual General Meeting 2019
Thursday, June 13, 2019 at 4:00 p.m.
Brescia University College, London, Ontario**

Members Present:

Barrie Literacy Council (**proxy**)
Community Literacy of Ontario
Grand Erie Learning Alternatives
Wellington Centre for Continuing Education
Hamilton Literacy Council
YMCA Literacy Services (**proxy**)
Kenamatewin Native Learning (**proxy**)
Literacy Group Waterloo Region - Kitchener
Core Essentials St. Louis (**proxy**)
Nokee Kwe Native Literacy Centre

Literacy Link South Central (**proxy**)
Gateway Centre for Learning
Literacy Council York-Simcoe (**proxy**)
Literacy Nipissing
Orillia & District Literacy Council
Literacy Alliance West Nipissing (**proxy**)
Literacy Council York South (**proxy**)
Essential Skills Upgrading Waterloo DSB
Windsor Public Library
Learning Disabilities Assoc of Windsor-Essex

Board Members Present:

Cathy Graham (Vice President), **Jo Cryderman** (Secretary) **Jeremy Katz** (Student Representative), **Gary Porter** (Treasurer) **Vandra McQuarrie** (President)

Regrets:

Tracey Mollins

Staff in Attendance:

Lana Faessler – Executive Director, **Diana White** – Office Administrator,
Robyn Cook-Ritchie – Project Manager, **Mary Anne Baker** – Office Manager

1. Welcome, Call to Order and Declaration of Quorum

Quorum is 16 Organizational Members (25% of 64). We have 12 members present, and have received proxies for 8 additional Organizational Members bringing the total to 20.

A. After satisfying that quorum was met, Vandra McQuarrie – President called the meeting to order at 4:07 p.m. and welcomed everyone to LLO's 37th Annual General Meeting.

B. Voting Procedure

Vandra explained the following voting procedure. Each organizational member will have one vote, so if you have a voting card, you can make a motion, second a motion and vote on motions. Some of you may have more than one voting card because you have been asked to be a proxy for a member who couldn't attend. When you make a motion, or second a motion, please stand up and state your name clearly. When voting please hold up your voting card(s).

2. Approval of Agenda:

Chair asked for a motion to approve the agenda.

Moved by Jake Martell, Nokee Kwe

Seconded by Cathy Graham, Orillia & District Literacy Council

All in Favour. No Discussion followed. Motion carried.

3. Greetings from the President:

Vandra McQuarrie welcomed everyone and gave her report.

Recognized upcoming retirement of Lana Faessler and Mary Anne Baker.

4. Approval of Minutes from June 2018 AGM:

Chair asked for a motion to approve the minutes.

Motion to approve minutes of the June 12, 2018 AGM

Moved by Jo Cryderman, LLO Board

Seconded by Jake Martell, Nokee Kwe Native Literacy

All in Favour. No Discussion followed. Motion carried.

5. Treasurer's Report:

Chair introduces Gary Porter- Treasurer.

Gary summarized the Treasurer's Report

5.1 Approval of Audited Financial Statements

Chair asks for a motion to approve the Audited Financial Statements for 2018 - 2019.

Moved by Cathy Graham, Orillia & District Literacy Council

Seconded by Jennifer Ellis, Gateway Centre for Learning

All in Favour. No Discussion. Motion carried.

5.2 Motion for Appointment of Auditor for 2019-2020

Chair asks for a motion to appoint Curtis Villar as LLO's auditors for 2019-2020.

Moved by Helen McLeod, Hamilton Literacy Council

Seconded by Lisa McArthur, The Literacy Group of Waterloo Region

All in Favour, No Discussion. Motion carried.

6.0 Nominations Report

Jo Cryderman - Nominations Chair advised all board members are standing, and are in mid-term. No election required.

Jo Cryderman announced the new Student Representative is Jeremy Katz, Hamilton Literacy Council, voted in at the Student Annual Meeting.

Mary-Ann Fuduric is welcomed back to the LLO Board.

Motion to accept the slate of directors as presented

Moved by Jennifer Ellis, Gateway Centre for Learning, Midland

Seconded by Jake Martell, Nokee Kwe Native Literacy

All in favour. No Discussion. Motion carried.

7. Introduction of Board of Directors for 2019-2020

Lana introduced the new Board of Directors and asked them to stand as their name was called. Lana announced that the new Board of Directors will appoint the officers of the Board, following the AGM. The officers will be announced at the closing plenary.

8. Annual Report Highlights

Lana provided some highlights of 2018-2019.

9. LLO Social Enterprise:

Diana White reported on the book store – sales were great this year but U.S./Canadian exchange has been really bad so profits are not where they should be. Majority of orders are now placed using PayPal.

Diana thanked Lana Faessler and Mary-Ann Baker (who are retiring) for all of their help and expertise through the years.

10. Upcoming Year

Robyn Cook-Ritchie discussed what will be going on this year.

11. Other Business

None

12. Adjournment

Chair asks for a motion to adjourn at 4:32.

Moved by Jake Martell, Nokwee Kwe Native Literacy

Seconded by Lisa McArthur, The Literacy Group of Waterloo Region

All in favour. No Discussion. Motion Carried

Treasurer's Report

The Statement of Financial position reveals that LLO ended the 2020 fiscal year with a fund balance of **\$86,646.00**, of which \$53,250.00 is invested, leaving **\$33,396.00** in our General Fund (unrestricted operating surplus). This reflects a substantial increase to last year's General Fund of over \$20,000.00.

General Fund:

- The General Fund accounts for LLO's program delivery and administrative activities.
- This fund reports unrestricted resources and restricted operating grants.
- It is accumulated over the years and includes donations, membership fees, investment interest, and other sources of revenue apart from the Ministry's core funding—particularly our Social Enterprise, the Laubach Literacy Bookstore.

Laubach Literacy Bookstore:

- Profits from the Laubach Literacy Bookstore are used to reduce conference registration fees for students and to offset any losses in the Conference budget.
- See our Social Enterprise report for further details.

Donations:

- Cash donations totalled \$529.00. LLO also received a student laptop prize donated by Mike Johnson, North Bay valued at over \$400.00.

Conference 2019:

- Our goal each year is to break even—with registration fees and Ministry funds covering conference costs and staff time. This year, Ministry funds of \$8,724.00 and Bookstore profits of 2,052.00 offset overruns.

Staffing:

- Major changes in staffing were due to Lana Faessler and Mary Anne Baker retiring in June. Robyn Cook-Ritchie the new Executive Director, and Diana White, who was promoted to Office Manager have done a remarkable job in taking over the reins. Lana Faessler assists staff in financial administration, and other duties as assigned, one day a week.

LAUBACH LITERACY ONTARIO

AUDITED FINANCIAL STATEMENTS*

FOR THE YEAR ENDED MARCH 31, 2020

*** The full Auditor's report can be obtained by contacting
Laubach Literacy Ontario.**

INDEPENDENT AUDITOR'S REPORT

To the Members of Laubach Literacy Ontario

Opinion

We have audited the financial statements of Laubach Literacy Ontario (the Company), which comprise the statements of financial position as at March 31, 2020 and 2019, and the statements of revenue and expenditures, changes in net assets and cash flow for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at March 31, 2020 and 2019, and the results of its operations and its cash flow for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audits in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audits of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

(continues)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
May 28, 2020

Curtis-Villar LLP
CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

LAUBACH LITERACY ONTARIO
Statement of Financial Position
As at March 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 34,337	\$ 7,456
Term deposits (Note 2)	53,250	52,753
Accounts receivable	12,727	22,056
Inventory	1,130	1,795
Prepaid expenses	1,622	6,588
	<u>103,066</u>	<u>90,648</u>
PROPERTY, PLANT AND EQUIPMENT (Note 3)	<u>1,021</u>	<u>2,268</u>
	<u>\$ 104,087</u>	<u>\$ 92,916</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 14,205	\$ 17,139
Deferred revenue (Note 4)	997	7,144
	<u>15,202</u>	<u>24,283</u>
NET ASSETS		
Capital Asset Fund (Note 1)	2,239	2,268
Organization (Note 1)	86,646	66,365
	<u>88,885</u>	<u>68,633</u>
	<u>\$ 104,087</u>	<u>\$ 92,916</u>
ON BEHALF OF THE BOARD		
<u>M. Feduric</u>	Director	
<u>VR McQuaid</u>	Director	

LAUBACH LITERACY ONTARIO
Statement of Revenue and Expenditures
Year Ended March 31, 2020

	Ministry of Labour, Training and Skills Development (Restricted) 2020	General (Unrestricted) 2020	Total 2020	Total 2019
REVENUE				
Grants	\$ 133,219	\$ 4,333	\$ 137,552	\$ 139,251
Book sales	-	36,506	36,506	61,130
Conference registration fees	-	17,000	17,000	18,478
Memberships	-	3,025	3,025	4,425
Interest	-	597	597	722
Donations	-	529	529	200
Other income	-	371	371	465
	133,219	62,361	195,580	224,671
EXPENDITURES				
Salaries and benefits	91,292	1,077	92,369	78,610
Books (Note 7)	-	30,333	30,333	49,622
Conference	8,724	10,328	19,052	25,643
Rent	6,000	-	6,000	5,887
Board meeting expenses	4,301	-	4,301	6,011
Professional fees	4,054	-	4,054	5,036
Subcontractor	4,000	-	4,000	36,107
Office expenses and computer supplies	3,543	376	3,919	4,335
Management fees	2,654	-	2,654	-
Telephone	2,543	-	2,543	2,848
Insurance	1,579	(34)	1,545	1,694
Amortization (Note 3)	1,219	-	1,219	3,533
Website	1,051	-	1,051	1,030
Printing expense	854	-	854	1,356
Travel	815	-	815	1,697
Courier and postage	371	-	371	45
Professional memberships	219	-	219	269
Professional development	-	-	-	50
Reference materials, focus groups and meetings	-	-	-	847
	133,219	42,080	175,299	224,620
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ 20,281	\$ 20,281	\$ 51

Nominations Report

For Laubach Literacy Ontario Board of Directors

Nominations Committee

The Nominations Committee this year was comprised of two LLO Board members: Jo Cryderman, Chair of the Nominations Committee, Gary Porter, and Robyn Cook-Ritchie, Executive Director of Laubach Literacy Ontario.

Nominations Policies and Procedures

When there are vacancies on the board, LLO reviews the skills of the board of directors, and based on identified gaps in skills, the Nominations Committee recruits individuals for election to the LLO Board of Directors. Since all of the directors, except for the Student Representative, are within three-year terms, an election is not required this year. As the Student Representative can serve for three one-year terms, LLO sends nomination forms annually for the student representative to each member organization via email.

Nominations Procedures

In accordance with policy guidelines, all literacy students attending the Student Annual Meeting at each year's conference have the right to elect a student representative. Due to the pandemic, LLO is unable to hold our Annual Conference. Three nominations were received so there will be a need to hold an election prior to LLO's online AGM on June 11, 2020. In order to ensure that an election could take place for the student representative, the committee met and put forward an alternative process for this year. This process was put to the board through a motion that was passed. Nominees were asked to submit a video speech. This speech will be posted online for a period of one week where eligible students will be able to vote online. The student representative will be announced at LLO's AGM. Once elected, the provincial Student Representative will be bound by all the governing regulations that apply to the LLO Board of Directors as set out in the LLO bylaw.

The LLO Board is comprised of 6 Directors, one of whom is the Student Representative. As there are no vacancies on the LLO board, there will not be an election at LLO's AGM. There are three board members who are in the midst of a three-year term, so are not up for re-election.

Voting Procedures

According to Article 8.1, the Directors shall be elected by a simple majority of votes cast by Voting Members present at the Annual General Meeting or represented by proxy duly appointed.

A representative from each organizational member will participate in the online vote by raising their hand using the tool provided for each motion. There is one vote per organizational member. Voting members present may vote more than once, if they are appointed as a proxy for absent members.

Once voting is completed and votes counted and announced, a motion is made and seconded to accept the slate of directors as presented, and the Chair calls for a vote on the motion. The directors shall be elected by a simple majority of votes cast by LLO members present at the AGM or represented by proxy duly appointed.

Officers of the Board

In accordance with LLO Bylaws, the new Board of Directors will appoint the officers of the Board:

President, Vice-President, Treasurer, and Secretary, following the AGM.

The officers will be posted on the LLO website after the AGM.

Slate of Directors and Terms

Second year of first 3-year term

June 2019-June 2022

Mary-Ann Fuduric

Second year of last 3-year term

June 2019-June 2022

Cathy Graham

Last year of first 3-year term

June 2017 – June 2020

Vandra McQuarrie

Gary Porter

Last year of second 3-year term

June 2017—June 2020

Jo Cryderman

***Jo Cryderman
Chair of Nominations Committee
LLO Board of Directors***

Executive Director's Report

My first 11 months as Executive Director of LLO have been a whirlwind. It started out with Conference 2019 and ended with a pandemic. Although I have worked for the organization for more than 20 years in various roles, the learning curve was large and will probably never end. Lifelong learning is so important and the crux of everything we do, so I truly welcome this new chapter and learning experience as the Executive Director at LLO.

I'd like to thank Diana and Lana for their support, constant information sharing, and unending dedication to LLO over this past year. We have spent many hours in the office, on the phone and lately online – with my role being the student in many cases – a real “EACH ONE TEACH” experience. I would also like to thank the board of directors for their support, encouragement, and flexibility as we have navigated through this past year.

Through this transition, the organization has accomplished many things -some of which I have shared in the highlights.

I am looking forward to the next year as we all work through the challenges that have been put in front of us. Literacy practitioners and students have shown resiliency and dedication in making sure that no one is being left behind right now. It won't be easy but I know we will find a way to make it work!

I hope by next year we will be meeting again in person!

Robyn Cook-Ritchie

2019-2020 HIGHLIGHTS



HEALTH CARE CURRICULUM

Developed curriculum to support preparation for Healthcare-related occupations.
<http://www.laubach-on.ca/bookstore/book/get-set-for-health-service-support-jobs>

ONLINE RESOURCES

In partnership with Community Literacy of Ontario, added over 80 additional resources to the online Resources and Discussion Forum platform:
<https://lbsresourcesandforum.contactnorth.ca/>



BUILDING BRIDGES

Provided a low-cost, province-wide, high quality PD and networking opportunities during the June 2019 conference in London for LBS providers and students.
<http://www.laubach-on.ca/2019Evaluations>

SUCCESSION PLANNING

Revised the Succession Planning Toolkit that was originally developed by Literacy Link South Central in 2012 to reflect changes in LBS and in legislation governing non-profits in Ontario.
<https://sites.google.com/site/liscsuccessionplanning/>



TWO MORE ALE COURSES

Revised, rewrote, and added two more online courses for the Adult Literacy Educator Program to LLO's Training Post.

NEW TRAINERS

Held two face-to-face trainer workshops with a total of 10 trainers participating. Five trainers also completed the online portion to become fully certified.



Social Enterprise Report

Laubach Literacy Ontario continues to be a distributor of New Readers Press materials (resources for learners, trainers and instructors) as well as Orca books (Rapid Reads, a series of adult low-level readers). We also offer free LLO published documents online.

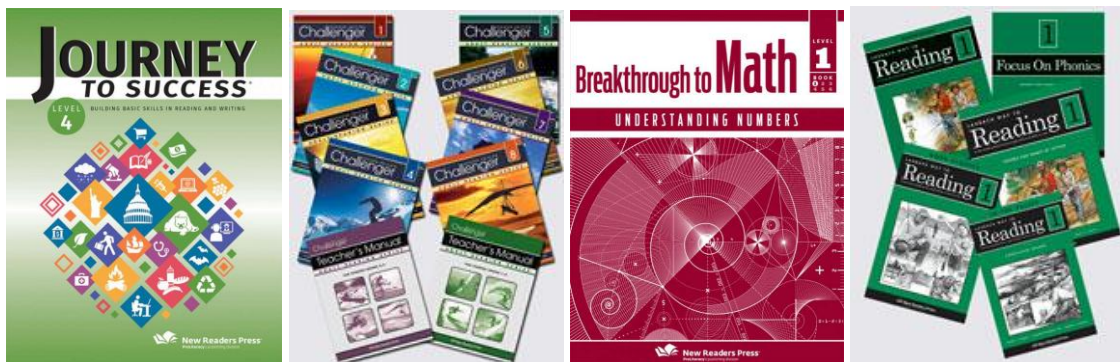
The Laubach Bookstore made a profit of \$5900 this year, down from \$7500 last year. This was mostly due to overall lower sales. Sales were down about \$24,000 from last year. Profits showing are not a true reflection of the actual profits this year. We had a nice surge of orders in March for year end but due to the COVID-19 pandemic were unable to process the orders in time to have the expenses show up in the business year. Fortunately, we were able to invoice members who needed March billing for their year end.

We have two new Organizational members this year, The Canadian Hearing Society in Toronto, Ontario and The Mid North Network in Sudbury, Ontario.

We also have one new (returning) Associate member, La Crete Community Adult Learning Council in La Crete, Alberta.

The most frequently ordered resources continue to be Laubach Way to Reading, Challenger and Breakthrough to Math. A new resource - Journey To Success is also very popular.

Submitted by: Diana White



Source of photos: newreaderspress.com

Bylaw Change

The following notice was made to members on May 8, 2020:



Notice of Proposed Laubach Literacy Ontario Bylaw Amendment Annual General Meeting Date: June 11, 2020

Meeting will take place online.

Amending Bylaw 7.22 Length of Term in Office

Current Bylaw	7.22 Length of Term of Office: A Director will be elected to hold office for three years, with the exception of the Student Representative who will hold office for one year. Any Director may offer for re-election for a maximum of three (3) consecutive terms, providing they remain qualified. An Executive position(s) may be held for a maximum of three consecutive years.
Proposed Change Delete "one year". Add "two years".	7.22 Length of Term of Office: A Director will be elected to hold office for three years, with the exception of the Student Representative who will be elected to hold office for one year two years . Any Director may offer for re-election for a maximum of three (3) consecutive terms, providing they remain qualified. An Executive position(s) may be held for a maximum of three consecutive years.
New Bylaw	7.22 Length of Term of Office: A Director will be elected to hold office for three years, with the exception of the Student Representative who will be elected to hold office for two years. Any Director may offer for re-election for a maximum of three (3) consecutive terms, providing they remain qualified. An Executive position(s) may be held for a maximum of three consecutive years.

Rationale:

The Student Representative is a very important position on the Laubach Literacy Ontario (LLO) board. There is a learning curve for working on a board of directors, which requires time and commitment. The LLO board meets four times per year. This does not give a Student Representative an adequate amount of time to become a full participant in the process in a one-year term. Increasing the term to two years will give the Student Representative a much better immersive experience as a board member and ensure the student group has better representation.

Note: The student representative, who will be elected on June 10, 2020, will remain in office until the next Annual Meeting in 2021. At the next Annual Meeting (2021) the student Representative will be elected for a period of two years if this bylaw is .

If you have questions or comments about this motion that will be put forth at the LLO AGM on June 11, 2020, please contact us prior to the AGM and we will forward your message to the Chair of the LLO Board of Directors.
By phone: 519-743-3309
By email: literacy@laubach-on.ca



Laubach Literacy Ontario

Laubach Literacy Ontario (LLO) is a volunteer-driven, non-profit charitable organization dedicated to increasing literacy in Ontario, guided by the principle of "Each One Teach One".

LLO has been in existence since 1981 and incorporated since 1992.

LLO provides training, resources, and services to meet the changing needs of our members and adult students to create a stronger, more literate Ontario.

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This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada Ontario Job Fund Agreement.