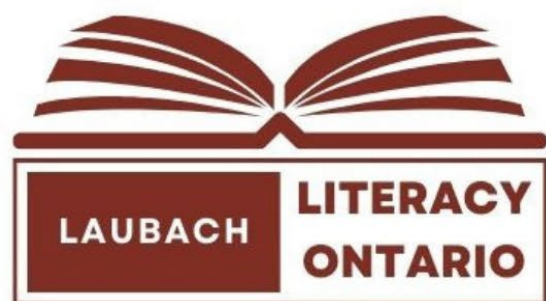




2025 - 2026

ANNUAL REPORT





ANNUAL GENERAL MEETING
Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Tuesday, June 16, 2026
Online via Zoom

Agenda and Table of Contents

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Message from the President

June 2026

Hello fellow literacy enthusiasts,



Welcome to the 44th Annual General Meeting of Laubach Literacy

Ontario. We are grateful and thrilled that you have joined us 😊

Every year I try to think of some clever “hook” to my report to capture your attention. I want to make sure that this amazing organization is highlighted and celebrated as a leader in the literacy field. But this year I got nothing 😞 Look, even my grammar stinks!! I know that so many amazing things have happened for LLO and for the field in the past year, but I am stymied. Was there a name change or something?

Robyn informs the board of everything she has worked on and accomplished this past year. I think that report is up to 128 pages at time of this report!! Just kidding, it's lengthy and informative but I may have exaggerated a bit with 128. She has worked on a plethora of projects this year that all agencies benefit from. Robyne continues to have the ear of the ministry and that opportunity is beneficial to all of us. Diana has kept the office and bookstore humming as beautifully as ever.

I could reiterate everything that LLO has done but my mind keeps going to one area of growth. Our annual student writing challenge. The first year that we hosted this event, we had 5 entries. 5!!!! We were so excited. Five adults writing about their experiences, good or bad. We were thrilled. Then last year we had 13. Almost triple from the previous year. Did you see me walking on the ninth cloud?? Nothing could have prepared us for the content, the bravery, the creativity and the heart that went into these written works of art.

Well, this year we have 58 entries. As I type that number, I am gobsmacked. 58!!!!!! 58 adults have seen this as an opportunity to express themselves. Some of them are expressing themselves publicly FOR THE VERY FIRST TIME!!! What have you done lately for the FIRST time that will be judged??? AS AN ADULT???????? The only draw back of 58 entries is that we now have to read them all. Do you know how many boxes of tissues I have gone through reading these gems?? I am not built for this.

I want to publicly say Congratulations to all the learners who wrote this year, last year and the year before that. We have read your stories, and we are proud of you. You inspire us with your courage and your ability. You are now inspiring next year's writers. If you can do it, so can they.

I want to thank Jaclyne, our board member and Jack, our student representative, for their incredible work and leadership with this contest. This idea was Jack's in the beginning and Jaclyne jumped in with both feet to help. Jack has used his powers of persuasion to have the main prize donated. Jack puts our learners first and is always thinking of ways to showcase their incredible talents. Jaclyne and Jack, (or as we affectionately call them. "Jack Squarred") are a terrific team. Jack's term as student representative is complete and we want to thank him for his amazing work on behalf of our learners. Jaclyne is staying on as a board member, and I am sure she is thinking of writing categories for our next contest.

I want to thank our other board members, Helen and Jo. LLO is so blessed to have these two pillars of literacy as part of our board. They are so valued.

I want to thank Robyn and Diana for their amazing hard work for agencies, tutors and learners. This is one thing I say every year, but it is always worth repeating. We are so lucky to have them.

Lastly, I want to take the time to say a big thanks to Gary. Gary is finishing his term on the board. Gary is a literacy champion, and it has been an honour and privilege to serve with him the past nine years. I see the passion for literacy and especially for Laubach Literacy. So, Gary, my prayer for you is for blue skies, well manicured greens, below par scores and for the ability to knock a few strokes off your score without anyone noticing. Happy golfing and hey, you don't have to leave the course to race home to join a meeting now. 😊

Thank you all for your support. We hope that Laubach Literacy Ontario is helping you while you are helping others.

It has been a joy and privilege to be part of this great organization.

With incredible fondness,

Vandra McQuarrie
Chair, Laubach Literacy Ontario

**Minutes of Laubach Literacy Ontario's
Annual General Meeting 2025
Thursday, June 19th, at 10:00 a.m. (via ZOOM)**

Members Present:

- Next Step
- Literacy Council Niagara West
- Barrie Literacy Council (proxy)
- Brant Skills Centre (proxy)
- Community Learning Alternatives
- Bridges to Success/Grand Erie Learning Alternatives (proxy)
- Literacy Society of South Muskoka (proxy)
- HRIC - Hamilton Regional Indian Centre
- Iroquois Falls Adult Learning Centre (proxy)
- Kenamatewin Learning Centre (proxy)
- The Literacy Group of Waterloo
- Literacy Link South Central
- Gateway Centre for Learning
- Literacy Council York-Simcoe
- Literacy Nipissing (proxy)
- Northern Connections Adult Learning Centre
- Literacy Council York South (proxy)
- Niagara Regional Learning Centre
- Tillsonburg & District Multi-Service Centre
- Essential Skills Upgrading – WRDSB (proxy)
- Windsor Public Library
- Learning Disabilities Association of Windsor (proxy)

Board Members Present:

Vandra McQuarrie (President), **Jaclyne Edmondson** (Vice President), **Gary Porter** (Treasurer), **Jo Cryderman** (Secretary), **Jack Osborne** (Student Representative)

Regrets: N/A

Staff in Attendance:

Robyn-Cook-Ritchie (Executive Director), **Diana White** (Bookstore and Office Manager)

Welcome, Call to Order and Declaration of Quorum

Quorum is 13 Organizational Members (25% of 57 current paid-up members). We have 12 members present and have received proxies for 10 additional Organizational members bringing the total to 22.

1. After satisfying that quorum was met, Vandra McQuarrie, President called the meeting to order at 10:08 a.m. and welcomed everyone to LLO's 43rd Annual General Meeting.
2. The AGM report was emailed to all member organizations on June 16, 2025.
3. Voting Procedure - Robyn Cook-Ritchie explained the online voting procedures.

Approval of Agenda

Chair asked for a motion to approve the agenda.

***Moved by Thomas Dusome, Hamilton Regional Indian Centre
Seconded by Summer Burton Literacy Link South Central
All in Favour. No Discussion. Motion Carried.***

Greetings from the President

Vandra McQuarrie welcomed everyone and gave her President's report.

Approval of Minutes from June 2024 AGM

Chair asked for a motion to approve the Minutes of the June 14th, 2024, AGM.

***Moved by Jo Cryderman, Literacy Society of South Muskoka
Seconded by Summer Burton Literacy Link South Central
All in Favour. No Discussion. Motion Carried.***

Treasurer's Report

Helen McLeod (Treasurer) shared highlights of the provided Treasurer's report.

6.0 Approval of Audited Financial Statements

Vandra McQuarrie asks for motion to approve the Audited Financial Statements for 2024/2025.

***Moved by Helen McLeod
Seconded by Trisha Patrick, Literacy Council York-Simcoe
All in Favour. No Discussion. Motion Carried.***

6.1 Motion for Appointment of Auditor for 2025-2026

***Helen McLeod (Treasurer) asks for motion to approve Curtis-Villar as LLO's auditors for 2025-2026.
Moved by Shira Harrison McIntyre, Next Step
Seconded by Randi Lee Durham, Tillsonburg & District Multi-Service Centre
All in Favour. No Discussion. Motion Carried.***

7.0 Nominations Report

Jo Cryderman gave verbal report based on what was provided within in the annual general report. Current slate of directors noted.

Chair asked for motion to accept the slate of directors as presented.

***Moved by Thomas Dusome, Hamilton Regional Indian Centre
Seconded by Jackie Catterick, Literacy Council of Niagara West
All in Favour. No Discussion. Motion Carried.***

7.1 Introduction of Board of Directors for 2025/2026

The Board of Directors was introduced. Robyn Cook-Ritchie announced that the Board of Directors will meet to appoint the Officers of the Board, following the AGM.

8. Annual Report Highlights

Robyn Cook-Ritchie gave an overview of 2024-2025 highlights, and some upcoming work in 2025-2026.

9. LLO Social Enterprise

Diana White provided brief report on the Laubach Bookstore.

- Same 4 most popular resources – BTM, Challenger, LWR and Journey to success.
- Challenging year for the bookstore/suffered a bit of a loss so price increase was necessary.

10. Other Business?

Student Writing Competition Winners

Student Writing Challenge

Jaclyne Edmondson provided report on the latest Challenge, including winners.

- Most submissions yet.
- Tough job voting.
- Donation from Mike Johnson North Bay - allowed us to pick an 'overall favourite' for a nice prize.
- We will reach out to programs to see where to send prizes.

Thanks so much for all submissions. Very tough challenge. Hopefully it will continue to grow.

11. Adjournment

Chair asked for a motion to adjourn at 10:36 a.m.

Moved by: Shira Harrison-McIntyre, Next Step

Seconded by: Jaclyne Edmondson, Iroquois Falls Adult Learning Centre

All in Favour. No Discussion. Motion Carried.

Treasurer's Report

As reported in the Audited Financial Statements, LLO ended the 2025-2026 fiscal year with a fund balance of **\$120,035**, of which **\$59,496** is invested, leaving **\$60,539** in our General Fund (unrestricted operating surplus). There was a \$9,490 increase to the General Fund as of the end of March 2026.

Our General Fund—accumulated over the years-- includes donations, membership fees, investment interest, and other sources of revenue apart from the Ministry core funding—particularly the Laubach Literacy Bookstore in past years.

We would like to thank the Ministry of Labour, Training, Immigration and Skills Development (MLITSD) for the core funding received in support of our business plan, and the additional funding to support the Program Development.

The following pages are excerpts from the Auditor's report, which were reviewed and accepted by the LLO Board of Directors. Anyone wishing to view the full report can contact staff at the Laubach Literacy Ontario office.



Helen McLeod
Treasurer
Laubach Literacy Ontario

LAUBACH LITERACY ONTARIO
Financial Statements
For the Year Ended March 31, 2026



INDEPENDENT AUDITOR'S REPORT

To the Members of Laubach Literacy Ontario

Opinion

We have audited the financial statements of Laubach Literacy Ontario (the organization), which comprise the statement of financial position as at March 31, 2026, and the statements of revenue and expenditures, changes in net assets and cash flows for the year 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 organization as at March 31, 2026, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit 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 organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these 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 ASNPO, 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 organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

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

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.

(continues)

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Website www.curtisvillar.ca

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Independent Auditor's Report to the Members of Laubach Literacy Ontario *(continued)*

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 organization'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 organization'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 organization 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.

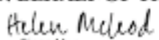
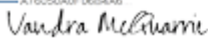
Fergus, Ontario
June 9, 2026


CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

LAUBACH LITERACY ONTARIO
Statement of Financial Position
As at March 31, 2026

	2026	2025
ASSETS		
CURRENT		
Cash	\$ 69,896	\$ 35,905
Term deposits (Note 2)	10,020	10,020
Marketable securities (Note 3)	49,476	48,468
Accounts receivable (Note 4)	17,940	35,484
Inventory (Note 1)	984	984
Prepaid expenses (Note 1)	3,280	3,280
	<u>151,596</u>	134,141
PROPERTY, PLANT AND EQUIPMENT (Note 5)	<u>3,254</u>	1,437
	<u>\$ 154,850</u>	\$ 135,578
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 6)	\$ 31,560	\$ 21,178
Deferred revenue (Note 7)	-	3,898
	<u>31,560</u>	25,076
NET ASSETS		
Capital asset fund (internally restricted) (Note 1)	3,255	2,217
General fund (unrestricted) (Note 1)	120,035	108,285
	<u>123,290</u>	110,502
	<u>\$ 154,850</u>	\$ 135,578

ON BEHALF OF THE BOARD


 Signed by _____ Director

 _____ Director
91E1171C41CF420

LAUBACH LITERACY ONTARIO
Statement of Revenue and Expenditures
For the Year Ended March 31, 2026

	Ministry of Labour, Immigration, Training and Skills Development (Restricted) 2026	General (Unrestricted) 2026	Total 2026	Total 2025
REVENUE				
Grants <i>(Note 11)</i>	\$ 436,681	\$ -	\$ 436,681	\$ 383,270
Book sales	-	28,314	28,314	30,487
Donations	-	3,241	3,241	508
Memberships	-	2,300	2,300	2,400
Interest	-	1,232	1,232	2,334
	436,681	35,087	471,768	418,999
EXPENDITURES				
Salaries and benefits	199,965	-	199,965	186,273
Subcontractor	191,016	-	191,016	154,449
Books <i>(Note 9)</i>	-	23,754	23,754	37,185
Honorarium	12,000	-	12,000	-
Professional fees	10,362	-	10,362	10,646
Office expenses and computer supplies <i>(Note 10)</i>	2,687	1,843	4,530	8,621
Board meeting expenses	4,528	-	4,528	5,423
Website	4,000	-	4,000	5,803
Telephone	2,799	-	2,799	3,297
Travel	2,252	-	2,252	107
Amortization <i>(Notes 1, 5)</i>	1,481	-	1,481	1,208
Insurance	1,328	-	1,328	1,280
Professional memberships	356	-	356	432
Courier and postage	344	-	344	60
Reference materials, focus groups and meetings	265	-	265	4,006
Printing expense	-	-	-	170
Rent	-	-	-	2,550
	433,383	25,597	458,980	421,510
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$ 3,298	\$ 9,490	\$ 12,788	\$ (2,511)

Nominations Report For Laubach Literacy Ontario Board of Directors

The LLO Board is comprised of 3-6 directors, including up to one student representative.

There are currently 3 vacancies on the board for 2026-2027.

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 recruit's individuals for election to the LLO Board of Directors.

As the Student Representative can serve for a two-year term, LLO sends out links to nomination forms every two years for the student representative to each member organization through our newsletter. Information is also posted on our Facebook page and our website.



This year, LLO received two nominations for directors. LLO did not receive a nomination for a student representative.

Nominee #1: Sarah Keefe

Student and Tutor Coordinator, Literacy Society of South Muskoka
Nominated by Jo Cryderman

Nominee #2: Deanna Wilkinson

Executive Director, Literacy Nipissing
Nominated by Vandra McQuarrie



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.

Current Slate of Directors and Terms 2026-2027

First year of first 3-year term

June 2026 – June 2029

Sarah Keefe

Deanna Wilkinson

Third year of first 3-year term

June 2024 – June 2027

Jo Cryderman

Helen McLeod

Second year of second 3-year term

June 2025—June 2028

Jaclyne Edmondson

Executive Director's Report

Laubach Literacy Ontario (LLO) successfully achieved all ten Business Plan deliverables in 2025–2026, meeting or exceeding all targets while delivering practical, field-responsive resources and professional development that strengthened Ontario's Get SET (Skills, Education and Training) system.

Key accomplishments included the development of an online training module to support practitioners working with English as a Second Language (ESL) learners, the review and update of targeted training curricula, and the expansion of the LLO/CLO Resource Database with new digital, artificial intelligence, and apprenticeship resources. Evaluation results were exceptionally positive, with many initiatives receiving 100% positive feedback from participants.

LLO also collaborated with sector partners to deliver provincial working groups supporting Culminating Task implementation, engaging 168 practitioners and significantly increasing confidence and understanding related to task selection, administration, and learner preparation.

Communication efforts exceeded expectations, with eight editions of the LLO Express newsletter distributed during the year, providing timely updates on professional development, Ministry initiatives, and emerging sector priorities.

A major achievement was the launch of PD Place, Ontario's new provincial learning management system, developed in partnership with sector organizations and Contact North. Four foundational online courses were created and piloted, receiving overwhelmingly positive feedback and establishing a sustainable platform for future professional development. You can create a free account here:

<https://pdplacedp.contactnorth.ca/login/index.php>

LLO also led provincial coordination of Ontario Adult Literacy Curriculum Framework (OALCF) development activities, including culminating task development, translation, training, and integration of milestones into EOIS-CaMS.

Additional highlights included the successful Ask a Librarian pilot, which provided customized support to agencies across a range of program areas, and active leadership in provincial Communities of Practice that fostered collaboration, information sharing, and continuous improvement.

Beyond its formal commitments, LLO contributed to sector priorities through CAEC advocacy, tutor training redevelopment, milestone testing for EOIS-CaMS, and the delivery of webinars and other professional development opportunities.

Strong partnerships, high practitioner engagement, and a commitment to practical, accessible resources contributed to LLO's success. Despite challenges associated with coordinating multiple partners and responding to evolving Ministry priorities, all deliverables were completed on time and generated measurable benefits for practitioners, organizations, and learners across Ontario.

In 2026–2027, LLO's planned deliverables will strengthen the capacity of the Get SET sector through professional learning, resource development, collaboration, and system improvement. Activities will include enhancing supports for adult English language learners, expanding digital and apprenticeship resources, advancing culminating task implementation, developing a strategic planning toolkit, and coordinating OALCF modernization. LLO will also collaborate with sector partners to expand online professional development and foster knowledge sharing through communities of practice. Together, these initiatives will increase practitioner knowledge, strengthen organizational capacity, and support consistent, evidence-informed service delivery across Ontario.

Respectfully submitted by Robyn Cook-Ritchie

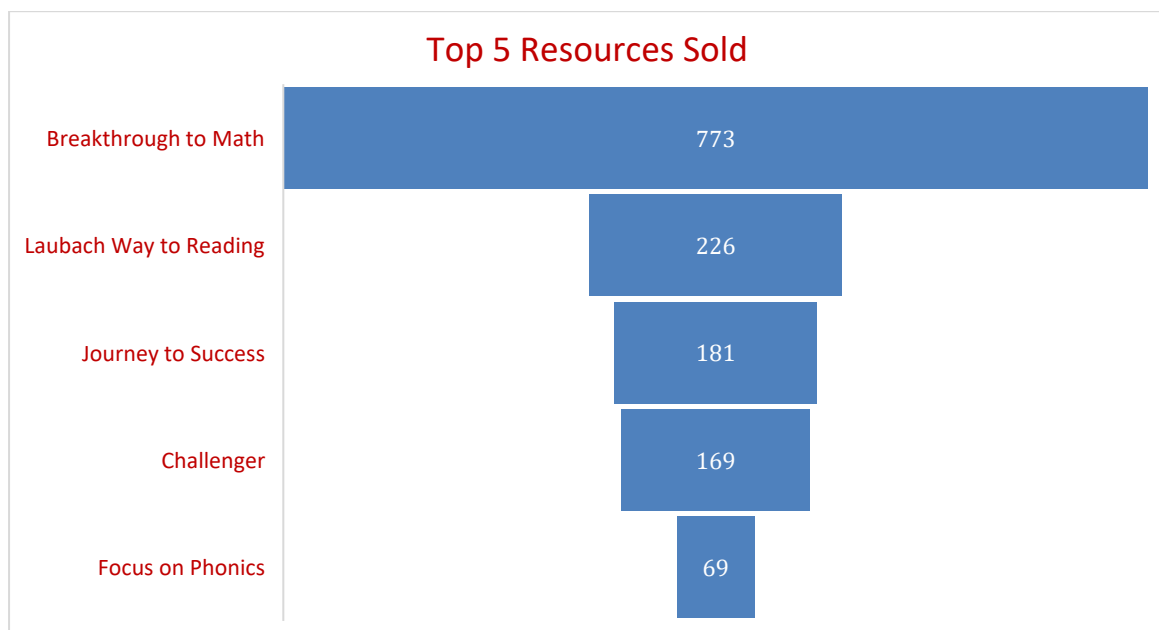
Social Enterprise Report

Laubach Literacy Ontario is a proud distributor of New Readers Press materials, including a variety of resources for tutors, trainers, teachers and adult literacy students. We also offer free downloads of many publications and resources researched and written by LLO for literacy practitioners.

All proceeds from the Laubach Literacy Bookstore — LLO’s social enterprise — are dedicated to supporting our member agencies and their adult literacy students, through subsidies to member discounts on New Readers Press materials and supporting our student writing contest and other student initiatives.

Member organizations receive a significant discount off most resources in the LLO Bookstore.

2025-2026 Update



These 5 resources accounted for 1418 of 1722 resources sold through the year (82.3%). After last year ending a little rough for our bookstore, some necessary pricing increases were made to our resources, and this was a much better year. We strive to keep the cost of books for our members as low as we can within reason - with no fear of losing money. This past year we received a number of fair-sized orders from non-members (who do not receive a discount) which really helped to boost our profits. Profits go into our student fund, which will be used for purchasing prizes for our very well received Student Writing Challenge.

Link to our Bookstore: <https://www.laubach-on.ca/bookstore/>

Respectfully submitted by Diana White

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".

CONNECT

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Instagram: @literacyontario

CONTACT

literacy@laubach-on.ca

T. 519-743-3309



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.

