

Literacy

for  
**Life**

F o u n d a t i o n

Come Learn With Us!

# Annual Report 2024-2025

## VISION <<<<

Everyone has the learning skills to live  
their best life.

## MISSION <<<<

Literacy for Life is a Non-Profit  
Organization that creates and delivers  
learning programs and services to  
improve the lives of all community  
members.

# AGENDA



## ANNUAL GENERAL MEETING

October 15, 2025@ 1600 - Literacy for Life Office

### AGENDA

Welcome and Introductions

Approval of Agenda:

Approval of Minutes: October 2024 AGM Minutes

Financial Review: Virginia Tyler – Financial Year end review for August 1, 2024 to July 31, 2025  
Financial Report prepared by Mary Bakaluk

### Reports:

Chairperson Report: Helen Rogers

Executive Director Report: Nicole Levesque

### New Business:

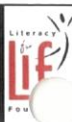
- 1) Presentation of Budget for August 1, 2025 to July 31, 2026 – Motion by Virginia Tyler that the Budget be approved.
- 2) Nomination and Election of Board Members:
  - a. Nominees: (call for Nomination from the floor, may include self nominations)
  - b. Election to the Board – two year term ending at the AGM 2027:
  - c. Election of Officers:
    - i. Vice-Chair: (one year term ending at the AGM 2026)
    - ii. Treasurer: (one year term ending at the AGM 2026)
    - iii. Secretary: (one year term ending at the AGM 2026)
  - d. Appointment of Auditors for 2025-2026 year:

Thank you for the efforts of all the Board members for the past year.

Adjournment:

Next AGM to be held: October 21, 2026 at time to be determined

# 2024 AGM MINUTES



## Literacy for Life Foundation Annual General Meeting

**Meeting Date:** October 16, 2024 at 5:30 PM  
**Meeting Location:** Literacy for Life Boardroom  
**Attendees:** Nicole Levesque, Helen Rogers, Virginia Tyler, Stephanie Laitre, Ruthanne Koyama, Sandra Oleksiw  
**Regrets:** KC DeCastro, Pam Guthrie-Fleming

1. WELCOME AND INTRODUCTIONS
  - i. Helen called the meeting to order at 5:37 PM.
2. APPROVAL OF AGENDA
  - i. Virginia moved to approve the agenda as amended. CARRIED.
3. APPROVAL OF MINUTES
  - i. Sandra moved to approve the October 2023 AGM minutes. CARRIED.
4. FINANCIAL REVIEW
  - i. Stephanie Laitre – Financial Year-end review for August 1, 2023 to July 31, 2024. Stephanie moved to accept the Financial Report for information purposes. CARRIED.
5. REPORTS
  - i. Chairperson Report: Helen Rogers
  - ii. Executive Director Report: Nicole Levesque
  - iii. Virginia moved that the Chairperson and Executive Director reports be accepted for information purposes. CARRIED
6. NEW BUSINESS
  - i. Presentation of CALP Operating Budget for July 1, 2024 to June 30, 2025. Sandra moved to approve the CALP budget as presented. CARRIED
  - ii. Nomination and Election of Board Members:
    - a. Nominees: Helen for position of Chairperson to October 2026 and Sandra for position of Board Member to October 2026.
    - b. Election: Stephanie moved that the nomination of Helen as Chair and Sandra as Board Member be accepted. CARRIED

Thank you for the efforts of all Board members for the past year.

- i. The meeting was adjourned at 6:55 pm
- ii. Next Annual General Meeting to be held: October 15, 2025 at 4:30 pm.

## CHAIRPERSON REPORT



This year marked the third year of our strategic plan for the years 2022-2025. I am pleased to see that, because of the hard work of our Executive Director and our Board that we have been successful in meeting most of the challenges we set. During this past year we have also seen the completion of year one of our current funding agreement with Advanced Education. It has been a busy and successful time as we have been able to provide literacy training and support to a wide range of learners across the Foothills.

During this year we have said goodbye to two of our long-term volunteer Board members. Sandra Oleksiw and Stephanie Laitre both left the Board this year after devoting many years to our organization. Their wealth of knowledge and commitment to our vision and mission have contributed greatly to our success and they will be missed.

For Literacy for Life to continue its work a committed active Board is essential. I am pleased that during this year we were able to welcome two new Board members,addy Atausi and Michèle Luit. I look forward to working with both as they add their unique experience and knowledge to our endeavors.

On behalf of the Board I thank Nicole Levesque, our Executive Director for all her dedication and hard work. Nicole makes our volunteer efforts worthwhile.

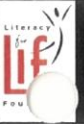
Thank you to all our volunteers, facilitators and staff for their efforts over the past year. Finally, we would not be able to operate without the ongoing support of the Government of Alberta, Advanced Education and its Community Adult Learning Program grant. On behalf of the Board, I thank those organizations and the people within them that give us so much assistance.

Sincerely,  
Helen Rogers

Board Chair, Literacy for Life Foundation



## EXECUTIVE DIRECTOR REPORT



Literacy for Life's Annual AGM is a time to reflect on all that the Foundation has accomplished over the past programming year. This was our first of our current three year grant application with Advanced Education and we have several things to celebrate.

We have now completed a full year in our new office and programming space and have realized how positive the move has been for the organization. Being in the larger center in the region we serve has led us to be more visible and enabled us to form stronger working relationships with community partners. This has helped to diversify how we connect and serve our learners.

Literacy for Life prides itself on having a low turnover of staff and facilitators however had a long time employee retired in late 2024. I am grateful for the Board to have assisted in the process of finding a replacement and to support in the realization that the position needed to be re-evaluated and modified to best suit our current needs. Staying flexible and shifting when necessary is one of the biggest strengths of the organization.

June 2025 marked the end of our first year of our three-year funding agreement where we were able to report continued success in meeting the needs of adult learners in our communities. This success is due to our dedicated facilitators and office staff and volunteers to whom I cannot thank enough.

Being able to be flexible with our program delivery also made it possible for us to provide programming on site in Eden Valley in May and June 2025. Creating a new program that allowed us to build relationships and connections with foundational learners was an invaluable opportunity. We look forward on continuing with this relationship and doing our best to removing barriers to those wanting to engage in adult learning opportunities.

Literacy for Life relies on a knowledgeable and supportive Board of Directors to implement effective programming. I am truly thankful for the individuals who have dedicated their time and enthusiasm to steer the foundation's mission and vision as we continue to work together to bring relevant, quality programming to the Foothills County.

I am enthusiastic about the upcoming opportunities for the organization, our learners, Board, staff, volunteers and community partners. I am grateful to continue to be a part of this remarkable network of individuals who represent the essence of Literacy for Life.

Sincerely,

Nicole Levesque

Executive Director, Literacy for Life Foundation



# PROGRAMS



## English Classes Beginner & Intermediate



## Basic Digital Skills Classes

### CAEC Tutoring



ONLINE

Small Classes

Personalized Support



## Building Blocks Family Literacy Program

### pre - CAEC support



Join us for this casual online class and get personalized support to increase your learning skills to move forward in attaining the Canadian Adult Education Credential!



## One on One Support



## CYBER SECURITY FOR BEGINNERS

## STORIES OF SELF

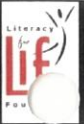
### ART JOURNALING CLASS

Join Literacy for Life for 6 weeks this Spring in this learning opportunity for adults to increase reading & writing skills through art journaling & self expression.

## ENGLISH INTERVIEW SKILLS 101

In person

## SPECIAL EVENTS



**JOIN US!**

### WAVE MAKERS: A VOLUNTEER RECOGNITION & RECRUITMENT EVENT



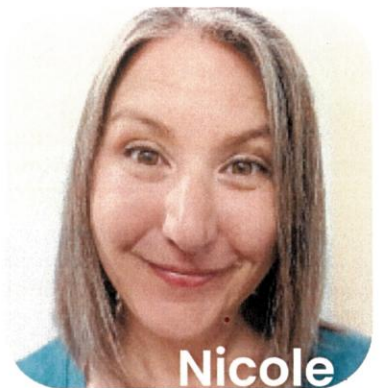
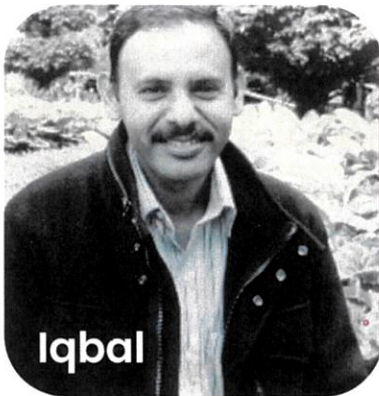
### MCG CAREERS PRESENTS CAREER & EMPLOYMENT EXPO 2025



### Foothills Family Expo



## SPECIAL PEOPLE



## SPECIAL PEOPLE-2024-2025 BOARD MEMBERS





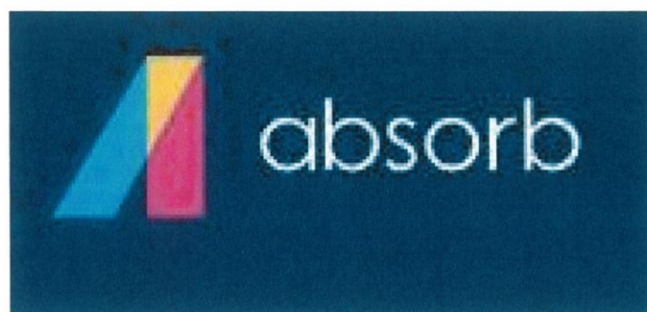
**The C.H. (Budd)  
and Joan Andrews  
Legacy Fund**



**HIGH RIVER  
UNITED CHURCH**

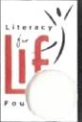


**Anonymous Donors**



**Absorb Software**

# FINANCIAL STATEMENT



**M B S**

**Mary's Business Solutions**

Mailing Address      514 Marshall Rise NW  
High River AB T1V 1R2

Telephone              (403)601 0316

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## NOTICE TO READER

We have compiled the Balance Sheet of the Literacy for Life Foundation, as at July 31, 2025, and the Statement of Income and Expenses for the year then ended from information provided by management. Readers are cautioned that these statements may not be appropriate for their purposes. No responsibility is accepted, expressly or inadvertently, for the errors or omissions that may arise as a result of inaccurate or misleading records.

Mary Bakaluk  
o/a Mary's Business Solutions

*M Bakaluk*

September 2025

# FINANCIAL STATEMENT



## Literacy for Life Foundation Unaudited Balance Sheet As of July 31, 2025

|                                       | 31-Jul-25            | 31-Jul-24            |
|---------------------------------------|----------------------|----------------------|
| <b>ASSETS</b>                         |                      |                      |
| Holding Account                       | \$ 66.00             | \$ -                 |
| Servus Rewards                        | 161.88               | 131.88               |
| Servus Common Shares                  | 1.76                 | 1.68                 |
| Literacy for Life Operating           | 679.25               | 2,046.50             |
| High Yield Savings                    | 24,269.30            | 21,590.93            |
| Advance Education Business Savings    | 169,496.77           | 159,551.47           |
| Casino                                | 43,452.92            | 55,377.67            |
| Accounts Receivable                   | -                    | -                    |
| GST Receivable                        | 367.54               | 248.21               |
| <b>TOTAL ASSETS</b>                   | <b>\$ 238,495.42</b> | <b>\$ 238,948.34</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                      |                      |
| <b>Liabilities</b>                    |                      |                      |
| Accounts Payable                      | \$ 1,398.51          | \$ 3,199.96          |
| Deferred Casino Income                | 18,459.22            | 36,918.44            |
| Deferred Alberta Government Income    | 171,329.00           | 171,329.00           |
| <b>Total Liabilities</b>              | <b>191,186.73</b>    | <b>211,447.40</b>    |
| <b>Equity</b>                         |                      |                      |
| Retained Earnings                     | 27,500.94            | 17,643.31            |
| Net Income                            | \$ 19,807.75         | \$ 9,857.63          |
|                                       | <b>47,308.69</b>     | <b>27,500.94</b>     |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>\$ 238,495.42</b> | <b>\$ 238,948.34</b> |

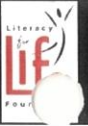
Chair

Treasurer

Date

October 15, 2025

# FINANCIAL STATEMENT



## Literacy for Life Foundation Statement of Operations and Equity For the period ended July 31, 2025

|                                                      | 31-Jul-25            | 31-Jul-24            |
|------------------------------------------------------|----------------------|----------------------|
| <b>INCOME</b>                                        |                      |                      |
| Sales/Workshop Revenue                               |                      |                      |
| Community fees & fees for service                    | \$ 2,587.74          | \$ 4,268.00          |
| Provincial Grants                                    |                      |                      |
| Innovation & Advanced Ed CALP                        | 171,329.00           | 138,937.00           |
| Other                                                |                      |                      |
| Other Income                                         | 572.50               |                      |
| Interest                                             | 1,914.15             | 1,770.60             |
| Donations                                            | 4,208.86             | 2,036.00             |
| Donations in Kind                                    | 250.00               | 250.00               |
| Fundraising (Casino)                                 | 18,459.22            | 18,459.23            |
| <b>TOTAL INCOME</b>                                  | <b>\$ 199,321.47</b> | <b>\$ 165,720.83</b> |
| <b>OPERATING &amp; ADMINISTRATIVE EXPENSES</b>       |                      |                      |
| Advertising & promotion                              | 155.00               |                      |
| Bank charges                                         | 169.88               | 148.89               |
| Canada Helps fees                                    | 6.00                 | 8.75                 |
| Communications                                       | 589.18               | 1,167.30             |
| Eventbrite fees                                      | 38.60                | 0.07                 |
| Paypal fees                                          | 3.71                 | -                    |
| Wages 1                                              | -                    | 29,548.84            |
| Facility Cleaning                                    | -                    | 480.00               |
| GST Non Recovery                                     | 367.54               | 248.20               |
| Insurance                                            | 454.00               | 2,979.00             |
| Mileage - education & staff                          | 42.09                | -                    |
| Moving expenses                                      | -                    | 1,261.08             |
| Office Supplies                                      | 932.11               | 919.70               |
| Payroll deductions                                   | 2,028.59             | 2,012.04             |
| Photocopy                                            | 592.76               | 739.51               |
| Professional fees                                    | 1,575.77             | 1,219.57             |
| Rent                                                 | 8,000.00             | 6,900.00             |
| Security                                             | -                    | 359.90               |
| Wages 2                                              | 24,875.20            | 11,326.59            |
| Technology & computer                                | 2,482.36             | 2,790.35             |
| Training-staff                                       | 53.41                | -                    |
| WCB                                                  | 2,154.89             | 1,775.02             |
| <b>TOTAL OPERATING &amp; ADMINISTRATIVE EXPENSES</b> | <b>\$ 44,521.09</b>  | <b>\$ 63,884.81</b>  |
| <b>PROGRAM EXPENSES</b>                              |                      |                      |
| Advertising & promotion                              | \$ 8,359.70          | \$ 2,084.91          |
| Communications                                       | 528.87               | 25.48                |

# FINANCIAL STATEMENT



|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
| Wages 1                               | 61,646.52            | 29,548.83            |
| Facilitator & Education Mileage       | 3,636.21             | 1,916.63             |
| Furniture, fixtures & equipment       | 743.92               | 1,060.76             |
| Health spending                       | 717.69               | 778.98               |
| Instructor & Facilitators Program     | 43,289.49            | \$ 36,653.07         |
| Norquest College Support              | 312.75               | -                    |
| Wages 2                               | 3,206.34             | 11,326.54            |
| Participant supports                  | -                    | 440.00               |
| Payroll deductions                    | 4,937.97             | 4,350.08             |
| Program resources & supplies          | 1,777.42             | 1,317.20             |
| Training & professional development   | 5,463.15             | 1,894.72             |
| Volunteer Appreciation                | 372.60               | 581.19               |
| <b>TOTAL PROGRAM EXPENSES</b>         | <b>\$ 134,992.63</b> | <b>\$ 91,978.39</b>  |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 179,513.72</b> | <b>\$ 155,863.20</b> |
| <b>NET INCOME/LOSS FOR THE PERIOD</b> | <b>\$ 19,807.75</b>  | <b>\$ 9,857.63</b>   |

# 2025-2026 BUDGET



| REVENUE                                 | 2025-2026<br>Budget |
|-----------------------------------------|---------------------|
| Community fees and fees for service     | 4,500.00            |
| CALP                                    | 171,329.00          |
| Interest                                | 1,600.00            |
| Fundraising/Organizational contribution | 27,005.22           |
| <b>Total Revenue</b>                    | <b>204,434.22</b>   |

## EXPENSES

### Operating and Office

|                                     |                  |
|-------------------------------------|------------------|
| Bank charges                        | 150.00           |
| Communications                      | 600.00           |
| Insurance                           | 1,800.00         |
| Marketing and advertising           | 60.00            |
| Office supplies and services        | 1,800.00         |
| Professional fees                   | 2,000.00         |
| Rent                                | 7,200.00         |
| Technology & computer               | 2,990.00         |
| Worker's Compensation               | 2,700.00         |
| Wages                               | 27,650.00        |
| <b>Total Operating &amp; Office</b> | <b>46,950.00</b> |

### Program Delivery

|                                     |                   |
|-------------------------------------|-------------------|
| Advertising & promotion             | 4,000.00          |
| Communications                      | 700.00            |
| Furniture, fixtures & equipment     | 1,500.00          |
| Health spending                     | 900.00            |
| Instructor & facilitators           | 48,950.00         |
| Mileage                             | 4,500.00          |
| Participant supports                | 1,000.00          |
| Program resources & supplies        | 2,000.00          |
| Training & professional development | 5,000.00          |
| Volunteer appreciation              | 800.00            |
| Wages & Deductions                  | 73,775.00         |
| <b>Total Program Delivery</b>       | <b>143,125.00</b> |

|                          |                      |
|--------------------------|----------------------|
| <b>Total Revenue</b>     | <b>\$ 204,434.22</b> |
| <b>Total Expenses</b>    | <b>\$ 190,075.00</b> |
| <b>(Deficit) Surplus</b> | <b>\$ 14,359.22</b>  |

## 2024-2025 BOARD MEMBERS



**Helen Rogers - Chair**

**Sandra Oleksiw - Vice Chair**

**Stephanie Laitre - Treasurer**

**Virginia Tyler - Secretary**

**Ruthanne Koyama - Director**

**Eddy Atusi- Director**

**Michèle Luit - Director**

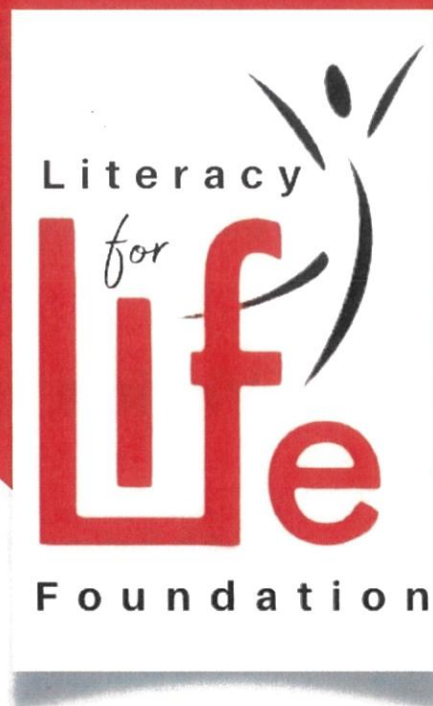


# Thank You!

**Serving  
Adults &  
Families**

in the Foothills County

- English Classes
- CAEC support
- Basic Digital Skills Classes  
for smart phones, tablets and laptops
- Family Literacy Programs
- One on one support with your  
identified learning goal



**Located at the  
Arts & Learning  
Campus in Okotoks!**



## More information

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[www.litforlife.com](http://www.litforlife.com)