



**Annual Report  
2010-11**

c/o NSCC Truro Campus, Rm 125 Forrester Hall, 36 Arthur St., Truro NS B2N 1X5  
Tel: 902-897-2444 • Email: [literacyns@nscc.ca](mailto:literacyns@nscc.ca) • Website: [www.ns.literacy.ca](http://www.ns.literacy.ca)

## About Literacy Nova Scotia

---

**Our Vision** is for all Nova Scotians, as members of learning communities, to have access to the resources and opportunities that form the cornerstone for achieving their goals and fulfilling their potential.

### **Our Mission**

To ensure that all Nova Scotians have equal access to quality literacy, essential skills and lifelong learning opportunities.

LNS will achieve its mission and vision by embracing and promoting values that include:

- Being responsible stewards of funding resources, supports and trust placed on it by stakeholders
- Respect for the individuality, culture and diversity of learners
- Learning for all

*Special thanks to the Office of Literacy and Essential Skills - Human Resources & Skills Development, NS Department of Labour and Advanced Education, Nova Scotia Community College,*



---

**Literacy Nova Scotia is a not-for-profit charitable umbrella organization** that provides a provincial forum for organizations and people to work together so that every adult has literacy and essential skills learning opportunities. We do that by raising awareness about the state of literacy in the province and the country, promoting accessible programs for all, collaborating with others who have similar interests and goals to support and celebrate learning, finding solutions and making connections.

**Literacy Nova Scotia supports the adult literacy field in the broadest sense.** We will work to ensure that literacy and essential skills learning opportunities are available wherever and whenever there is a need or interest. LNS supports community sector, college, school board, workplace and workforce programs. We understand that literacy is bigger than reading and writing; it is all those skills needed for accessing and using information that help us contribute to our workplaces, families and communities.

*NS PGI Golf Tournament for Literacy, National Adult Literacy Database, Nova Scotia Provincial Library, LNS Members and Donors for their support.*

## Message from the Chair



**We are now nearing the end of the United Nations Literacy Decade (2003-2013) with its theme, *Literacy for all; voice for all, learning for all*, and as we approach its end, Literacy Nova Scotia (LNS) continues to do all we can to work toward this.** With core funding in place from the Office of Literacy and Essential Skills, HRSDC for a three year term, LNS has been able to focus on our goals: supporting and strengthening all those involved with literacy, essential skills and lifelong learning, developing and encouraging partnerships to ensure that every Nova Scotian has access to these opportunities, to inform everyone of the issues connected with literacy and essential skills, and to strengthen the learner's voice in Nova Scotia.

**In this report you'll find activities that LNS has undertaken this year that have helped to accomplish these goals.** Thanks to funding from the Department of Labour and Advanced Education, the new Practitioner Training Course was officially offered for the first time and we will soon have a new group of certified practitioners in the adult literacy field. In the spring LNS held a Provincial Forum on Literacy and Essential Skills in Workplaces in NS, bringing together many partners from all areas of adult literacy and workplace education for the opportunity to share and network. We continue to enhance our communications to all our partners and the public via our website and social media. After LNS held its first Learners' Institute in Truro last November, a provincial Learners' Working Group was set up allowing the learners to have a voice in LNS activities that would affect their peers.

**The Board has reviewed and updated Literacy Nova Scotia's Strategic Plan and will continue to make additions as we proceed.** This will be our guide to keep us on track in planning activities and nurturing and expanding our partnerships to reach our goals. Literacy Nova Scotia has an exceptional staff and a dedicated Board of Directors who all are committed to our vision: *All adult Nova Scotians have access at home, in the community and at work, to the literacy, essential skills, and lifelong learning resources and opportunities needed to achieve their goals and fulfill their potential.* It is a pleasure to work with everyone involved with LNS and the experience enhances my own lifelong learning process constantly.

*Martene Duckworth*

Chair

## Executive Director's Message

---



**The skills we need to thrive in Nova Scotia and elsewhere in Canada have changed.** All aspects of life, particularly the workplace, require an ever greater ability to process information, to use technology, and to keep on learning throughout our lives. Literacy Nova Scotia has always been interested in and supported workplace literacy and essential skills. Our mission emphasizes that everyone needs access to learning opportunities. According to recent research, half of those in need of essential skills support are in the workplace.

**LNS has developed a new strategic plan that includes an emphasis on workforce/workplace literacy and essential skills.**

One area that we will focus on in the future is knowledge exchange among employers, union representatives, literacy providers, employability agencies, and others. We want to include adult learners from workplace and workforce programs in more of our activities, such as the annual Adult Learners' Week celebration. And we want to continue to develop and strengthen our partnership with the Department of Labour and Advanced Education.

**Literacy is developed wherever it happens. It doesn't matter if it is not called literacy. What is important is that adults have easy access to opportunities to develop the set of skills they need to help them succeed with the tasks they want to do.** Literacy is bigger than reading and writing, and LNS has consistently defined and promoted it in its broadest sense.

**I look forward to Literacy Nova Scotia working in partnership with others as we continue to broaden our focus in support of literacy and essential skills.** We must foster a learning culture in Nova Scotia, wherever and whatever the need for learning is, including all workplaces. In our work for the coming years, we will continue to bring players together from adult literacy and workplace education to find out what they have in common and identify possible intersections for positive collaboration.

A handwritten signature in cursive script, appearing to read 'A. Downie'.

Executive Director

## Highlights of the Work of LNS 2010-11

---

LNS worked to achieve four strategic goals this year:

### **Goal 1 – To build knowledge and expertise**

- Supported learners through inclusion of three representatives on the Board of Directors, Learn Line, Bursaries & Scholarships, PGI awards and grants, Canadian Literacy and Learning Network's learners' committee, celebrating and promoting Adult Learners' Week, writing workshops and two editions of the on-line learner magazine, *The Learning Beacon*
- Researched literacy and essential skills tools for adult learners, hosted a learner's conference on essential skills
- Planned and participated in the annual Peter Gzowski Golf Tournament for Literacy, provided adult learner guest speakers
- Developed Essential Skills bookmark and included descriptions of literacy and essential skills in LNS's print material
- Emphasized multi-media for communications and maintained the eCampus for use by LNS and others in the field for training and information sharing

### **Goal 2 – To develop and sustain partnerships and networks**

- Emphasized collaboration with provincial government departments and other agencies and organizations, including Labour and Advanced Education, seniors, Provincial Library, Nova Scotia Community College, Rural Communities Foundation of NS, ABC Life Literacy, Canadian Learning and Literacy Network, Colchester Regional Development Agency, and Chamber of Commerce
- Engaged literacy and essential skills organizations and a wide range of groups to collaborate and partner with one another
- Partnering with the Association of Nova Scotia Community Learning Organizations (ANSCLLO) and Learning Disabilities Association of NS to develop a professional development strategy for community learning organizations.
- Consulted with Regional Planning Teams that support local LES, shared information with community learning organization boards, as well as with their umbrella organization, ANSCLO
- ED consulted with ABC Life Literacy re their programs and resource initiatives, including Essential Skills Day
- Hosted a Good Reads project author in September 2010 at Word on the Street, promoted and photographed the event and produced web album



---

### **Goal 3 – To broker tools, supports and best practices**

- Offered foundational online training program under contract with the Department of Labour and Advanced Education for literacy practitioners. 14 courses offered over the year
- Disseminated current information, tools and best practices about literacy and essential skills through monthly electronic newsletters to 712 recipients, distributed OLES resources on literacy and essential skills at all events
- Published two editions of the print newsletter, distributed 450 copies of each. Themes included furthering workplace literacy and essential skills and links between literacy and economic prosperity.
- Concentrated on social media to distribute resources, to keep practitioners, learners, partners and the public up to date with literacy and essential skills activities, resources and information, in addition to providing a platform for discussion and sharing information on literacy and essential skills
- Distributed refurbished computers and other equipment through the Computers for Schools Initiative
- Distributed \$6,835 to individuals and organizations through the Professional Development Fund for Community Literacy Organizations
- Managed the Assistive Technology Fund for the Department of Labour and Advanced Education
- Distributed \$61,475 to twenty-five community and family literacy groups through PGI and Raise a Reader Grants

### **Goal 4 – To maintain a results-based, administratively sound and accountable organization**

- LNS board of directors met quarterly
- Completed a scan of the literacy and essential skills field and developed a new vision, mission and strategic plan for LNS
- Developed communications plan that emphasizes use of social media
- Staff and board continue to upgrade skills through professional development opportunities
- Secured funding from the Voluntary Trust Sector for a project to support the professional development needs of community learning organizations
- Contracted with Rural Communities Foundation of NS to provide administration and communication services and served on the board of directors
- Reported to funding partners in a timely manner on all initiatives



**Practitioner Training and Certification Program:** This program consists of nine modules, eight of which are online. It provides a more accessible training and certification program that will accommodate the learning styles, travel constraints, and IT access issues of literacy practitioners. This will ensure adult learners have access to well trained, certified practitioners who understand the adult learning process and can use appropriate teaching methodologies that address learning barriers.

Eleven sessions of the modules along with 3 orientations have been offered with 165 participants completing these individual modules. All of the nine modules, with the exception of Module 6- *Communications: Learners in Transition* have been offered at least once.

**Learners - Use Tools that Work for You:** This is a 27 month project of Literacy Nova Scotia in partnership with community based learning organizations, the Nova Scotia Community College, the Nova Scotia Provincial Library, and the Dept. of Labour and Advanced Education to develop an Essential Skills Toolkit for the network of community-based learning organizations to help adults improve their employability skills, community participation, and family life.

The first phase of the project has been completed. It included identifying and selecting existing tools that target continuous lifelong learning, working with others, oral communication, and thinking skills. Research was conducted to identify existing tools with input from past and present adult learners.

The second phase of the project involved organizing and holding a provincial institute for forty adult learners from across Nova Scotia. The tools identified in the previous phase were presented to the learners who gave feedback at the institute and who later determined which tools best meet their needs.

The project is in the third phase. Six tools were selected and tested with six distinct groups of learners. The Essential Skills Toolkit is in the development stage and will be presented to the Project Working Group for discussion and response.

In the fourth and final phase, the Essential Skills Toolkit will be distributed and presented to the community based organizations and other interested adult learning organizations.

## Board of Directors: September 1, 2010 - August 31, 2011

**Marlene Duckworth** (*Chair*), South Shore Regional Representative

**Jo-Anne Binns** (*Vice Chair*), Cape Breton Regional Representative

**Jean Desmond** (*Secretary*), Learner Representative

**Corina Walsh** (*Treasurer*), HRM Regional Representative

**Krys Galvin** (*Past Chair*), Northern Regional Representative (term ended November '10)

**Lise de Villiers**, Strait Regional Representative

**Tammy Harrison**, Valley Regional Representative

**Pam Haldane**, Northern Regional Representative

**Ken MacLean**, Business Representative

**Stephanie Nickerson**, Learner Representative (term ended November '10)

**Barb Pottier**, Learner Representative

**Paul Robson**, Learner Representative

**Linda Wentzel**, Labour Representative

## Staff

**Ann Marie Downie**, Executive Director

**Jayne Hunter**, Director of Programs

**Heather Lauther**, Office Manager

**Marie David**, Project Manager

**Elaine Frampton**, Communications Coordinator

**Gary Mason**, Facilitator

## Revenues and Expenses

### *Revenues*

#### *Year ending August 31*

	<i>2011</i>	<i>2010</i>
PGI Golf Tournament	20,818	41,248
PGI Grant from Dept of Labour and Advanced Education	40,000	40,000
Special Projects	424,915	622,799
Memberships, interest and other	<u>20,667</u>	<u>33,949</u>
<b><i>TOTAL REVENUES</i></b>	<b><i>506,400</i></b>	<b><i>737,996</i></b>

### *Expenses*

	<i>2011</i>	<i>2010</i>
Amortization	2,964	3,394
General Office/Project Expense	61,814	57,138
Meetings, facilities and travel	48,085	50,085
PGI & RaR Grants	61,475	40,016
Professional fees	69,080	134,317
Salaries and benefits	247,478	349,789
Scholarships, bursaries, LAW and learner support	15,131	14,740
Staff and board travel	<u>26,817</u>	<u>42,355</u>
<b><i>TOTAL EXPENSES</i></b>	<b><i>532,844</i></b>	<b><i>691,829</i></b>

*This summary is based on excerpts from draft of the audited financial statements. The entire report of the financial audit can be reviewed upon request.*



***Financial Position***  
***Year ending August 31***

***Assets***

Cash and short term deposits

839,595

809,220

Accounts receivable

43,531

47,097

Prepaid expenses

1,489

1,717

884,615

858,034

*Property, plant & equipment*

11,858

14,822

***896,473***

***872,856***

***Liabilities***

Accounts payable and accrued liabilities

67,930

50,294

Deferred revenue

373,105

340,680

***441,035***

***390,974***

***Fund Balances***

Unrestricted – investment in property, plant and equipment

11,858

14,822

Unrestricted – operating

443,580

467,060

***455,438***

***481,822***

***TOTAL LIABILITIES & FUND BALANCES***

**896,473**

**872,856**

*This summary is based on excerpts from the draft of the audited financial statements.  
The entire report of the financial audit can be reviewed upon request.*



*Yes! I want to be a member of Literacy Nova Scotia!*

***You can make a difference!***

Your support helps Nova Scotians access quality literacy programs. It also ensures instructors and volunteers have the skills they need; supports adult learners' participation; and promotes the value of literacy to all Nova Scotians.

**Annual individual fee: \$5.00**

**Annual organizational fee: \$50.00**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization

Individual

LNS is a member of the Canadian Literacy and Learning Network (CLLN). Please check here if you would like to receive information about CLLN membership.

I would like to make a donation of \$ \_\_\_\_\_. (Donations of \$10.00 or more will receive a tax receipt) \*Please make cheques payable to Literacy Nova Scotia or go to [www.ns.literacy.ca](http://www.ns.literacy.ca) click on CanadaHelps.org button to donate online.

\*Multi-year membership will be accepted at the same cost per year

**Note:** LNS memberships run from September 1<sup>st</sup> – August 31<sup>st</sup> each calendar year. All memberships expire on August 31<sup>st</sup> and renewal fees are due on September 1<sup>st</sup>. Memberships purchased within six months prior to September 1<sup>st</sup> will expire on August 31<sup>st</sup> of the following year.