

# Annual Report 2022/23



**Ottawa-Carleton Lifeskills Inc.**

At the start of fiscal 2022 – 2023, OCL continued to see COVID-19 still being at the forefront of serving those in our care and all employees. Serving individuals, many with compromised immune systems, was a difficult task, not only to keep them safe, but our Direct Support Professionals as well. OCL could not have continued to deal with ongoing pandemic outcomes if it were not for the amazing employees we have.

Faced with continued operating pressures, including an ongoing staffing crisis, much like the rest of the agencies in the DS sector – OCL moved forward. With our Strategic Plan 2019 – 2024 – all of OCL worked hard to continue to achieve the five key strategic directions fore the betterment of the individuals we serve and the people we employ.

1. Have a clear sustainable Business Model that goes beyond the DS sector.
2. Have developed a sustainable Person-Centred and individualized service delivery model.
3. Identified and developed targeted partnerships and the necessary communications/branding strategies.
4. Be actively living its culture statement.
5. Have developed a sustainable information technology plan to assist in achieving the desired outcomes for the organization and for the individuals its serves.



In times of uncertainty, how we address uncertainty is the measure of our agency. Through our Strategic Plan, we continue to take a business approach to create a sustainable and successful future for OCL. In being proactive and controlling of our own destiny, we ensure the high level of care OCL prides itself on, that families have come to expect.



# A year in review

## Vaccination policy

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OCL continued its active vaccination education. This resulted in positive impacts throughout the agency, with our supported individuals receiving their third and fourth doses. Ottawa Rotary Home (ORH) again took a lead role in making the much-needed vaccinations available to both those we serve and our employees.

OCL continued to remain in compliance with the Office of the Chief Medical Officer of Health's (OCMOH) August 2021 Instructions, OCL developed a "COVID-19 Vaccination Policy." Current employees need to provide proof of full vaccinations against COVID-19 or a medical reason for not being fully vaccinated or participate in an employer-offered education program.

## Rapid antigen testing

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We also continued to follow the OCMOH requirement that unvaccinated employees submit to regular rapid antigen testing. To effectively comply with this requirement, OCL continued to contract with ORH to provide free testing for unvaccinated employees.

OCL continued to make it mandatory for families and visitors to be fully vaccinated, and to provide proof of a negative result on the same day before entering our locations.

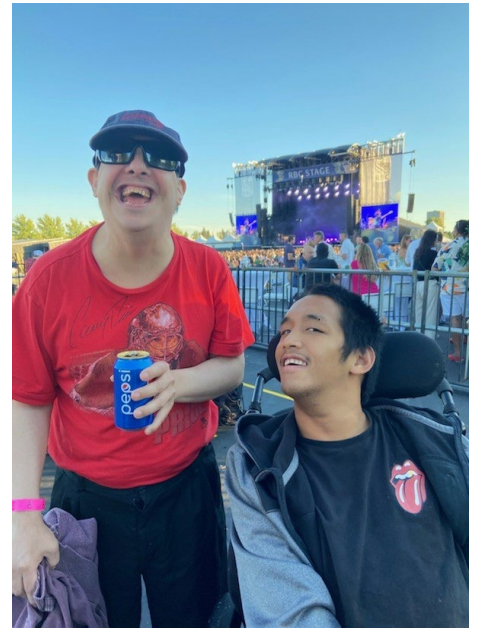


## A good-bye and a hello

With over 28 years with OCL, Jocelyne Paul, Executive Director, retired on June 30, 2022. Her leadership over the years guided OCL through some very rough waters. As we said a sad good bye to Jocelyne, OCL welcomed Tim Howe, as the new Executive Director in July.

We were fortunate that Tim had previously worked for OCL as the Director of Strategy, Planning and Agency Performance for nearly five years, before he “tried” to retire.

## The reason we're here



# Financial Report

## Statement of Financial Position As of March 31, 2023

### Assets

Cash and Investments	2,818,279
Prepaid Expenses and deposits	99,516
Accounts Receivable	566,554
Capital Assets	3,462,909
<b>Total Assets</b>	<b>\$6,947,258</b>

### Liabilities

Accounts Payable and Accrued Liabilities	1,600,085
Deferred Revenue and Contributions	348,133
Long-term debt	110,589
<b>Total Liabilities</b>	<b>\$2,058,807</b>

### Fund Balances

Externally Restricted	3,929,132
Unrestricted	959,319
<b>Total Net Assets</b>	<b>\$4,888,451</b>

Total Liabilities and Net Assets	\$6,947,258
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## Statement of Revenue and Expenditures As of March 31, 2023

### Revenue

Ministry of Children, Community and Social Services	16,680,793
Client Revenue	1,092,203
Donations, Grants and Allocations	1,562,732
<b>Total Revenue</b>	<b>\$19,335,728</b>

### Expenditures

Salaries and Benefits	14,675,878
Client Related (Food, Vehicles, Supplies)	2,057,274
Occupancy (Rent, Repairs, Utilities)	1,459,847
Other Expenses	860,721
<b>Total Expenditures</b>	<b>\$19,053,720</b>

Excess of Revenue Over Expenditure	\$282,008
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Ottawa-Carleton Lifeskills Inc. completed the fiscal year of April 1, 2022 to March 31, 2023 with another balanced budget and positive results.

At a meeting with the auditors and the Finance subcommittee, the draft audited financial statements were reviewed along with the Audit Planning and Findings report. We had an unqualified audit opinion that the year-end statements are a fair presentation of the financial results for the 2022-2023 fiscal year (2023). They found no internal control deficiencies as related to the preparation of the financial statements and did not identify any corrected or uncorrected differences in the financial statements.

A brief overview of some key line items for 2023 are highlighted below:

Key Item	2022	2023
Revenue	\$18,377,180	\$19,335,728
Expenses	\$18,182,770	\$19,053,720
Excess (Revenue over Expenses)	\$194,410	\$282,008
Cash and Equivalent	\$2,913,008	\$2,818,279
A/P and Accrued Liabilities	\$2,092,146	\$1,600,085
Deferred Contributions & Revenue	\$383,071	\$348,133
Structural Adjustment Reserve	\$595,108	\$959,319
Cash Flow		
Operating Activities	\$341,840	\$59,984
Financing Activities	(\$33,023)	(\$31,445)
Investing Activities	(\$224,376)	(\$123,268)
Cash Beg Period	\$2,828,567	\$2,913,008
Cash End Period	\$2,913,008	\$2,818,279

In regards to Long-Term debt and operating commitments the organization has the following commitments for mortgages coming due.

Principal payments due within the following years are as follows:

2024	\$	33,318
2025		34,293
2026		35,292
2027		7,686
	\$	110,589

The Organization has entered into various operating lease agreements for various premises, office equipment and vehicles. The annual lease payments are approximately as follows:

2024	\$	192,638
2025		35,046
	\$	227,684