



# OCTEVAW

*Ottawa Coalition To End Violence Against Women*

---

# COCVFF

*Coalition d'Ottawa contre la violence faite aux femmes*

## *Annual Report*

**2009-2010**

## *Report from Steering Committee*

---

The Steering Committee is excited to report on our final year of accomplishments for our 2008-2010 Strategic Plan. The Committee consisted of Mandy Faulkner (chair), Halina Siedlikowski (vice-chair), Ann Hodge (Secretary/Treasurer - stepped down in December 2009), Sandy Onyalo (Secretary/Treasurer), Isabelle N. Miron (Chair of the Accessibility and Outreach Standing Committee - on leave as of January 2010), Christine Duchesne (Chair of the Accessibility and Outreach Standing Committee), Lula Adam (Chair of the Advocacy and Public Engagement Standing Committee - stepped down in December 2009), Bailey Reid, Valerie Collicott and Line Lebel-Lylyk (Co-Chairs of the Advocacy and Public Engagement Standing Committee), Angelika Lorinser (Chair of the Justice Standing Committee), Sandy Milne (Chair of the Front-line Support Committee), Christine Culham-Keays (Member-at-large and Secretary/Treasurer - stepped down in September 2009), Bonnie Stephanson (Member-at-large), Jenny Wolff-Jean-Francois (Member-at-large), Richard Tomlinson (Member-at-large), Stefanie Lomatski (Member-at-large) and Erin Williams (Staff - Executive Director).

The three Steering Subcommittees have been quite busy working to develop and put into place the appropriate policies, procedures and work plans, all in line with the mission and vision of OCTEVAW. The three Subcommittees consist of the following: Governance and Nominations, Human Resources and Finance.

The Governance and Nominations Subcommittee was chaired by Halina Siedlikowski, and included Sandy Onyalo, Mandy Faulkner and Erin Williams. Our Conflict of Interest Policy was created by the Subcommittee and approved by Steering this year. The Subcommittee also engaged in strategic discussions on succession planning and AGM preparation.

The Human Resources Subcommittee was chaired by Bonnie Stephanson, and included Halina Siedlikowski and Richard Tomlinson. This year the Subcommittee worked on creating a Performance Review tool for the Executive Director position by incorporating feedback from the ED and from Steering members. The tool is an amalgamation of similar ones used at other centres and includes criteria drawn from the ED's job description. The process encouraged more personalized feedback and reflection based on progress toward and achievement of the ED's goals as articulated in her annual work plan. Our intention is that this tool will be piloted this year, and the Committee will incorporate any feedback. The Performance Review process is to be facilitated by the Chair and Vice-Chair as supervisors of the ED. *At the time of printing, the Performance Review tool was approved at Steering in May 2010.*

In addition, the Subcommittee recommended and received approval from Steering to add the newly legislated "Family Day" to the list of statutory/public holidays that our employees receive.

The Finance Subcommittee was chaired by Sandy Onyalo, and included Stefanie Lomatski, Mandy Faulkner and Erin Williams. The Subcommittee continued to work extremely hard to establish a sustainable and transparent financial system. This work was done in part with the extraordinary help of Adva Cohen from FSFO and Gaele Card, our contract bookkeeper. The committee is also continuing to work with our funders to broaden our funding base. We engaged our primary funder,

the City of Ottawa, in a discussion regarding our funding and continue to establish a relationship with the Ministry of Community and Social Services. The Subcommittee has also made recommendations to Steering to move forward with Incorporation and Charitable Status.

As a whole, our coalition is in its final year of our three-year Strategic Plan 2008-2010. A Strategic Planning Subcommittee was struck to work on preparations for a one-day strategic planning retreat for OCTEVAW members in the fall of 2010. Barbara Laskin from Meta4 Communications was hired as our Strategic Planning Consultant and is responsible for helping the Subcommittee to evaluate the coalition's previous plan and facilitate an inclusive, bilingual, and inter-sectoral strategic planning process for 2011-2013.

We are confident that OCTEVAW will continue to engage its membership and the community in the valuable work that the coalition undertakes. Only in solidarity and united voices can we continue to strive to end all forms of violence towards women and its impact on children.

## ***Report from Executive Director***

---

This year, longer-term and more sustainable initiatives were pursued with our inter-sectoral partners to advance our collective response to violence against women. A keen interest on financial sustainability through actively pursuing more funding was a clearly stated goal for this year and was followed accordingly. A comprehensive Outreach Plan was implemented this year which will extend into 2011 and a special focus on advocacy and response letters to various bills and policy leaders in a local, provincial and federal level were increased.

### **Human Resources**

#### Permanent Staff

The ED position continues to be a full-time permanent position of 35 hours per week. Four days funded by the City of Ottawa and one day funded by the Ministry of Community and Social Services.

#### Paid Contract Staff

1. Samantha Algan - Outreach Coordinator (September 2009 - March 2010)
2. Gaele Card - Bookkeeper (present)
3. Trina Forrester - Researcher (present)
4. Ashley McConnell - Outreach and Information Officer (Summer 2009)
5. Pierrette Moreau - French language translator (present)
6. Marnie Potter - Event Coordinator (February 2010 - May 2010)
7. Annelies van Oers - Website technician (present)

#### Placement Students

1. Danielle Alarie from the Department of Criminology and Women's Studies at the University of Ottawa completed her undergraduate field placement with special attention to our Man Talk and Court Watch programs during the 2009-2010 academic year.

2. Lisa Binney from the Social Services Worker program at Algonquin College completed her first placement with special attention to the Vagina Monologues 1<sup>st</sup> Youth Show, International Women's Day 2010 and Man Talk Take Two events during the January-April 2010 semester.
3. Thamina Jaferi joined OCTEVAW for her second year law school internship from the University of Ottawa for January 2010 to assist our Court Watch team with legal research.

### Volunteers

1. Valérie Bah joined OCTEVAW as a French language translator from January – May 2010.
2. Caroline Bédard joined OCTEVAW to focus on the gun registry bill from July - December 2009.
3. Courtney-Anne Craft joined the Justice Standing Committee as our minute taker in January 2010 - present.
4. Lisa Gelineau joined OCTEVAW as our Outreach Coordinator in March 2010 – present.
5. Christine Moncrieff joined the Justice Standing Committee as our minute taker from March to June 2009.
6. Phil Muise joined the Stats Working Group through the Justice Committee in February 2010 – present as a geography student with skills in mapping for our *Hidden from Sight* report Vol 2.

A sincere thank you goes out to all our paid contract staff, placement students and volunteers who make the administration and project coordination of our coalition vibrant and strong!

### **Funding Report**

<b>Date</b>	<b>Funding Source</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Status (current)</b>
October 2009	Justice Canada – Policy Centre for Victim Issues	Court Watch project	47,000.00	Submitted – decision pending
November 2009	Justice Canada – Policy Centre for Victim Issues	National Victims of Crime Awareness week – Man Talk Take 2 April 22, 2010	10,000.00	Approved
February 2010	Community Foundation of Ottawa	Research and <i>Hidden From Sight</i> part 2	12,000.00	Approved
February and April 2010	Ministry of Community and Social Services	Accessibility and Survivor Engagement and NFF	7,802.00 6969.00	Approved
February 2010	HRSDC Summer Student	General office support and Incorporation and Charitable status application	2,837.71	Approved
March 2010	Ontario Trillium Foundation	Enhanced Public Education and Engagement (pamphlet reprint and translation into 5 other languages, events calendar and website postings)	100,000.00	Rejected
August 2010	Law Foundation of Ontario	Court Watch project	95,000.00	Submitted – decision pending

## **Partnerships**

In 2009-2010, OCTEVAW began or continued to contribute to and/or support the following non-member agencies, projects and/or committees:

1. Canadians for Choice
2. City for All Women Initiative
3. Domestic Violence Court Advisory Committee
4. Family Law Advisory Committee, Legal Aid Ontario
5. In Love and In Danger, Family Services à la famille Ottawa
6. International Women's Day 2010 Pan-organizational Committee
7. Committee on Disability and Abuse (CODA), Crime Prevention Ottawa
8. Women with Pets Escaping Violence Project
9. Women's Event Network - Clothesline Project 2009, Take Back the Night 2009 and the 20<sup>th</sup> Anniversary of December 6 Massacre 2010
10. The Vagina Monologues

## ***OCTEVAW Membership and Statistics***

---

This year OCTEVAW welcomed six (6) new agency members, six (6) new individual members and two (2) new non-voting participant agencies to our coalition. This is a direct result of our Outreach plan as well as our continued visibility and relevancy to the Ottawa community.

### **Voting Member Agencies (2008-2009): 27**

Amethyst Women's Addiction Centre  
Bethany Hope Centre  
Catholic Family Services Ottawa  
Children's Aids Society/VAW Integrated Services Project  
Comité Réseau  
Eastern Ottawa Resource Centre  
Elizabeth Fry Society of Ottawa  
Family Services à la famille Ottawa  
Hunt Club/Riverside Community Services Centre  
Immigrant Women Services Ottawa  
Interval House of Ottawa  
Jewish Family Services of Ottawa - Shalom Bayit  
Maison D'amitié  
Minwaashin Lodge - Aboriginal Women's Support Centre  
Military Family Resource Centre  
Neighbours, Friends and Families  
Nelson House of Ottawa-Carleton  
Ottawa Rape Crisis Centre  
Pinecrest-Queensway Health and Community Services  
Sexual Assault Network

Sexual Assault & Partner Abuse Care Program (Ottawa Hospital)  
Somerset West Community Health Centre  
The Metivta of Ottawa  
University of Ottawa Community Legal Clinic  
Ottawa Victim Services  
Women's Initiative for Safer Environments  
Western Ottawa Community Resource Centre

OCTEVAW also has nine (9) **Individual Voting Members**.

**Non-Voting Participant Agencies (2008-2009): 8**

City of Ottawa – Ottawa Public Health  
City of Ottawa – Social Services Department  
Council on Aging of Ottawa  
Crime Prevention Ottawa  
Crown Attorney's Office  
Ministry of Community Safety and Correctional Services - Probation and Parole  
Ottawa Community Housing  
Ottawa Police Service, Partner Assault Unit  
Ottawa Police Service, Sexual Assault and Child Abuse Unit  
Ottawa Police Service, Victim Crisis Unit  
Victim Witness Assistance Program

**Statistics 2009-2010**

Coalition Participation

1. **Accessibility and Outreach Standing Committee** – On Hold
2. **Advocacy and Public Engagement Standing Committee**  
Total Participants: 25  
Total Participant Hours: 200
3. **Justice Standing Committee**  
Total Participants: 47  
Total Participant Hours: 480
4. **Front-line Support Standing Committee**  
Total Participants: 40  
Total Participant Hours: 600
5. **Steering Committee**  
Total Participants: 10  
Total Participant Hours: 600

## Strategic Plan

**1. Visibility and Media Contacts** (i.e. press releases, letters to editor, interviews, info tables)

Average per month: 4

Total: 49

**2. Outreach and Public Relations Contacts** (i.e. presentations, consultations, conferences)

Average per month: 6

Total: 75

**Community Postings on Website Event Calendar**

Average per month: 15+

Total: 165+

**Website Visits**

Average per month: 622

Total: 7,468

Absolute Unique Total: 4,347

<i>Country/Territory</i>	<i>Number of Visits</i>	<i>Avg. Time on Site</i>
Canada	6,753	04:15
United States	433	00:31
United Kingdom	43	00:19
Australia	21	01:18
India	10	04:49
Russia	8	03:23

**Public Inquiries and Referrals** (phone and email requests)

Average per month: 4+

Total: 46+

**3. Advocacy Initiatives** (i.e. letters, campaigns, meetings)

Average per month: 1

Total: 17

**4. Governance** (i.e. HR, supervision, internal committees and subcommittees)

Average per month: 9

Total: 104

## *Reports from Standing Committees*

---

### *1. Accessibility and Outreach (AO) Standing Committee*

This standing committee continues to be temporarily suspended for 2009-2010, while its mandate was amalgamated into the Steering Committee.

### *2. Advocacy and Public Engagement (APE) Standing Committee*

This year, the APE Standing Committee split into two committees, the Advocacy working group and the Public Engagement working group. Lula Adam was initially chair of this entire Standing Committee, but after the working groups began to function, Isabelle N. Miron took over as Chair of Advocacy while Bailey Reid became the Chair of Public Engagement. Together the working groups effectively communicated with media, advocated in both local and international legislative areas and engaged the public through the OCTEVAW website, forums and pamphlets.

All together both working groups consisted of the following members:

1. Angela Mackay (Community Member)
2. Bailey Reid (Neighbours, Friends and Families Campaign)
3. Barb Lotan (Lanark County)
4. Bernadette Ingugnu (Western Ottawa Community Resource Centre)
5. Caroline Bédard (Volunteer)
6. Carrolyn Johnston (Carleton University)
7. Chantale Lavoie (Maison D'Amitié)
8. Corrine Mason (Community Member - University of Ottawa)
9. Ikram Jama (Ottawa Rape Crisis Centre)
10. Iman Ibrahim (Muslim Coordinating Council of Ottawa)
11. Isabelle N. Miron (Eastern Ottawa Resources Centre)
12. Kimalee Phillip (Community Member)
13. Joan Gullen (Honorary Member)
14. Larissa Sherman (Volunteer - Women's Worlds 2011)
15. Laura Szanto (Volunteer - Women's Worlds 2011)
16. Line LeBel-Lylyk (Comité Réseau)
17. Lisa Binney (OCTEVAW placement student)
18. Lula Adam (Interval House)
19. Mirjana Probic (Ottawa Victims Services)
20. Nancy Worsfold (Crime Prevention Ottawa)
21. Sam Algan (OCTEVAW Outreach Coordinator)
22. Susan Landau-Chark (Metivta of Ottawa)
23. Theresa Willoughby (Sexual Assault Network)
24. Tina Vincent (Minwaashin Lodge)
25. Valerie Collicott (Women's Initiative for Safer Environments)



### Man Talk Forum - October 15 & 16, 2009

One of the main initiatives that were identified as paramount during this strategic plan was finding positive ways to engage men in ending violence against women. As such, in October 2009, the APE Standing Committee successfully organized Man Talk, an event that was the first of its kind in Ottawa. Man Talk looked to begin a dialogue in the community about engaging men and boys in ending violence against women (VAW). We worked in partnership with the Sexual Assault Network, and invited Michael Kauffman, co-founder of the White Ribbon Campaign to come to speak to us. Day 1 of the forum focused on service providers with over 130 participants present, and Day 2, with over 200 students, was hosted by Carleton University and focused on youth from both high school and university. Michael created a new resource for young men focusing on guy stuff and healthy relationships entitled: "What every guy oughta /gotta know about good relationships." He focused on the nature and causes of men's violence against women and concrete strategies, action plans and effective approaches to address it. Since the event, many community initiatives have been sparked by male youth.

### Website Re-launch - January 2010

We increased the support to our public engagement strategy through an enhancement to our website in order to increase its accessibility by:

1. Creating a bilingual events calendar and forums page. The current site was only partially bilingual. Now Francophone women will see our widely popular events calendar in French.
2. Updating the events calendar to make it accessible for members to post events bilingually.
3. Making our site more accessible for people with vision impairments who rely on screen readers to navigate the site by replacing embedded graphics with text links.
4. Creating easy to use paths for the URL's of each page which makes the site easier to search and better indexable.
5. Creating a side bar to highlight important parts of the website that users can easily navigate to.
6. Updating the code of the website to be compliant with W3C standards.

### Advocacy Letters and Petitions

Another major focus was letters to Parliamentarians and Senators on disarming domestic violence and keeping the gun registry to protect women in August 2009. The Committee also drafted and published letters on "Women at Risk" and the murders of Jessica Lloyd and Marie-France Comeau. We addressed a sexual assault which occurred on a school bus and produced a positive public education letter for Halloween advertising campaigns by local clubs in the Byward market aimed at young women and men. The Committee worked to keep abreast of the Niqab issue and the recently purposed legislation in Quebec by conferring with the Canadian Muslim Women's group.

The Committee signed the following petitions on OCTEVAW'S behalf: campaign to gain the freedom of a young Canadian woman held against her will by her father in Saudi Arabia, the domestic violence bail reform, and the reinstatement of funding for the Aboriginal Healing Foundation. Members also attended the Global Action Day sessions on Human Trafficking.

*Written by: Bailey Reid and Valerie Collicott*

### *3. Justice Standing Committee*

The Justice Standing Committee chaired by Angelika Lorinser (Chrysalis House), consisted of the following members who have attended anywhere from one to multiple meetings:

1. Danielle Alaire (OCTEVAW student)
2. Jan Armstrong (Children's Aid Society)
3. Madelena Arnone (Ottawa Victim Services)
4. Tracy Bray (Ottawa Victim Services)
5. Anne Marie Blais (Family Military Resource Centre)
6. Andrea Blakeley (Assistant Crown Attorney)
7. Toby Brooks (Community Member)
8. Monica Christian (Ottawa Police Partner Assault)
9. Courtney-Anne Craft (OCTEVAW volunteer)
10. Larry Colotelo (Ottawa Police Partner Assault)
11. Emily Comor (University of Ottawa Legal Clinic)
12. Christine Culham-Keays (Ottawa Community Housing)
13. Jennifer Fraser (Community Member)
14. Edward Flynn (Ottawa Police Partner Assault)
15. Melissa Gordon (Eastern Ottawa Community Resource Centre)
16. Joan Gullen (Community Member)
17. Mark Holmes (New Directions)
18. Natalie Hopkins (Eastern Ottawa Resource Centre)
19. Holly Johnson (University of Ottawa Department of Criminology)
20. Peter Jupp (Ottawa Police Partner Assault)
21. Noha Kirkish (Victim Witness Assistance Program)
22. Serge Legault (Victim Witness Assistance Program)
23. Stefanie Lomatski (Ottawa Victim Services)
24. Brigitte Mainville (Maison d'Amitié)
25. Sandy Milne (Family Services à la famille Ottawa)
26. Phil Muisse (OCTEVAW volunteer)
27. Ashley McConnell (OCTEVAW student)
28. John McGetrick (Ottawa Police Sexual Assault/Child Abuse)
29. Shawna McClemens (Children's Aid Society)
30. Andrea McCue (Victim Witness Assistance Program)
31. Sandy Onyalo (Ottawa Rape Crisis Centre)
32. Lynne Oreck-Wener (Community Member)
33. Sarah Palmer (CAS/VAW Integrated Services Project)
34. Jamie Paradis (Children's Aid Society)
35. Sandy Pinhey (Western Ottawa Community Resource Centre)
36. Louise Quinn (Probation and Parole)
37. Darlene Scantland (Victim Witness Assistance Program)
38. Dana Reynolds (Ottawa Police Partner Assault)
39. Darlene Scantland (Victim Assistance Services of Ottawa-Carleton)
40. Tammy Seguin (Eastern Ottawa Resource Centre)
41. Halina Siedikowski (Community Member)
42. Vivian Lee Stewart (Assistant Crown Attorney)

43. Richard Tomlinson (Sexual Assault & Partner Abuse Care Program)
44. Louise Toone (University of Ottawa Legal Clinic)
45. Roxan Vailancourt (Victim Assistance Services of Ottawa-Carleton)
46. Donna Watson-Elliott (Ottawa Police Victim Crisis Unit)
47. Annette Werk (Jewish Family Services)

#### Femicide Forum - April 29, 2009

Shake the Justice Tree, an ad-hoc subcommittee which was formed in the community to bring together various ideas on how to end the murders of women in Ottawa, held a symposium with the Committee during National Victims of Crime Awareness Week entitled "*Supporting, Connecting, Evolving: Ottawa's Response to Intimate Partner Femicide.*" The forum provided the opportunity for many different agencies and organizations to come together to discuss the Ontario Domestic Violence Death Review Committee (DVDRC) recommendations from 2004-2007. Over 140 people were in attendance.

#### Hidden from Sight Statistical Report - May 2009

OCTEVAW received a grant from MCSS to conduct a research project on the prevalence of violence against women in Ottawa from 2007-2008. The first of its kind in our city, the project had two main goals: to consolidate currently available VAW data collected by local agencies and to educate the public on the prevalence of VAW in Ottawa. In total, 16 agencies, services and institutions contributed by providing relevant data. A final report was written detailing our findings along with recommendations arising out of the process and was released in May 2009. A Volume 2 has been planned and funding has been received from the Community Foundation of Ottawa.

#### Human Trafficking - June 2009

Sgt. Dan Ste-Marie of the RCMP presented to OCTEVAW members on Human Trafficking. Approximately 32 people attended the presentation. Sgt. Dan Ste-Marie discussed the difference between human smuggling (voluntary movement of people across borders) vs. human trafficking (exploitation/recruitment of people through force, coercion, abduction, threat, etc. and may include acts generally defined as human rights abuses). Thanks to all who attended and helped in getting this together.

#### Advocacy Initiatives

Members of the Justice Committee reviewed and respond to the submission by The Men's Project to the Cornwall Public Inquiry. One of the concerns addressed was: "Why existing shelters for victims of family violence exclude men and their children?" In addition, the Justice committee continued to investigate cross-training and information sharing with the Judges and the Justices of the Peace.

#### Court Watch Project

Despite the challenges of developing a project without funding, OCTEVAW's Court Watch project has continued to grow over the past year. The Court Watch Committee has expanded and currently includes representatives from Harmony House, the Elizabeth Fry Society, Maison D'amitié, the University of Ottawa and Ottawa Victim Services. The Court Watch project has also gained numerous students and volunteers who dedicate a great deal of time and energy to keep the project running, either by attending court and recording information with the survey tool, conducting research or administering the project.

*Written by: Angelika Lorinser and Danielle Alarie*

#### *4. Front-line Support (FLSC) Standing Committee*

There are approximately 45 members of the FLSC with about 40 active members (those who attend meetings). Attendance is approximately 25 members per meeting. FLSC meetings are held from September to June approximately every 6 weeks on Friday mornings at Family Services à la famille Ottawa. There were 8 meetings held in the fiscal year April 2009 to March 2010.

The work plan continues to have the following goals:

1. Provide a forum for networking sharing information and providing support
2. Identify trends and current issues
3. Optimize options for women seeking service regarding abuse
4. Maintain a grassroots perspective of service delivery
5. Engage in political action and advocacy
6. Promote public awareness regarding VAW
7. Support and promote diversity and accessibility
8. Acknowledge workplace safety and emotional well-being

The FLSC engaged in the following initiatives this past year:

- The committee maintains a lawyers list and support group list for its members
- FLSC keeps a list of presentations that members have made in the community
- An FLSC member represents OCTEVAW at the Legal Aid Ontario Family Law Advisory Committee
- Two members from the FLSC represented OCTEVAW at a Risk Assessment Conference. A sub-committee of FLSC reviewed over a dozen risk assessment tools and produced "A Review of the Risk Assessment Tools." This is now included in the Ottawa Service Providers Guide to Safety Planning for Intimate Partner Violence
- FLSC members participated in raising awareness of VAW at the Ottawa Hospital Civic Campus having a Museum Wall Display re 16 Days of Activism and display tables were set up at the Civic and General Campus during Woman Abuse Awareness Month
- Members presented on New Identities for Victims of Crime, Canadian Conference on the Prevention of Domestic Violence
- FLSC members provided support and review to the Ottawa Services Providers Guide to Safety Planning for Intimate Partner Violence
- Outreach and diversifying FLSC membership
- The 20<sup>th</sup> anniversary of the Women's Support Group Facilitators Sub-Committee (now Front-Line Support Committee ) commemorated the women who started doing groups for abused women and who began the committee 20 years ago. A luncheon was held and Joan Gullen presented these inaugural members with plaques beautifully made by a FLSC member

The FLSC members actively participated in making this a relevant committee, one where members: continue to bring issues to the table affecting women we work with; participate in sub-committees requiring additional work; bring VAW awareness to the community; and volunteer with tasks to enable the committee to work smoothly. Overall, as FLSC members, we can be proud of our collective efforts.

*Written by: Lynn Urquhart and Sandy Milne*

## Financial Report 2009-2010

### Statement of Revenues and Expenses April 1, 2009 to March 31, 2010

REVENUE	2010	2009
Provincial Grants	\$ 32,614.30	\$ 30,836.70
City of Ottawa	\$ 68,917.39	\$ 66,267.75
Donations	\$ 281.57	\$ 25.00
Membership Fees	\$ 835.00	\$ 610.00
Miscellaneous Revenue	\$ 9,889.46	\$ 733.00
Ont. Proxy Equity	\$ 2,072.04	\$ 2,072.04
Special Projects	\$ 15,262.00	\$ 1,744.00
<b>TOTAL REVENUE</b>	<b>\$ 129,871.76</b>	<b>\$ 102,288.49</b>

EXPENSES	2010	2009
Salaries & Benefits	\$ 63,057.12	\$ 59,291.97
Occupancy Costs	\$ 4,668.00	\$ 4,506.00
Equipment & Repairs	\$ -	\$ 708.29
Staff Development	\$ 208.00	\$ -
Travel/Transportation	\$ 297.60	\$ 295.11
Outreach	\$ 3,128.61	\$ 4,426.51
Telephone & IT	\$ 5,843.63	\$ 1,297.80
Translation/Cultural Interp.	\$ 10,965.21	\$ 10,312.80
Accessibility Supports	\$ 3,529.29	\$ 566.41
Professional Fees	\$ 8,694.50	\$ 3,489.93
Administration	\$ 8,261.43	\$ 8,084.50
Meetings & Expenses	\$ 16,750.77	\$ 9,418.02
Supplies, Printing & Postage	\$ 1,717.88	\$ 3,408.53
Other Expenses	\$ 761.08	\$ 6,240.00
<b>TOTAL EXPENSES</b>	<b>\$ 127,883.12</b>	<b>\$ 112,045.87</b>
<b>REVENUE LESS EXPENSES</b>		
<b>Net (Deficit)/Surplus</b>	<b>\$ 1,988.64</b>	<b>\$ (9,757.38)</b>

<b>OPENING RESERVE</b>	<b>\$ 24,741.00</b>	<b>\$ 34,498.38</b>
use of	\$ (2,745.03)	\$ (9,757.38)
addition to	\$ 14,699.95	
<b>ENDING RESERVE</b>	<b>\$ 36,695.92</b>	<b>\$ 24,741.00</b>

Note: Addition to reserve includes \$9966.29 held in Ottawa Women's Credit Union Account

#### Appendix

1. Family Service à la famille Ottawa Auditor's Note
2. Steering Committee Terms of Office