Independent Living
Vie autonome
Ottawa
Voir au-delà du handicap
Promoting a new perspective on disability



2025 Annual General Meeting

(613) 236-2558, ext.225

OILRC.com

1400 St. Laurent Blvd., Unit 103A

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Message from the Board

Hello everyone! It's September again!

September is not just about summer's end, though; it's also about new beginnings: people starting or returning to school, for instance. And this fall in particular is about new beginnings for the Ottawa Independent Living Resource Centre (OILRC). We move into our new space September 30th! There are many positive reasons for the move, including the opportunity to more work closely with our partners at Service Coordination Supports. Big thanks to Gina, Martha, Ximena, and everyone on the Board who worked hard and spent a lot of time making this move possible. This is an exciting time for the Centre and I know this space will help OILRC grow in the ways we all want it to in the future. In fact, as your Board members, we recognize that OILRC is growing and thriving already, right now. The proof of that is in our growing membership, in the way our members, volunteers, students, and staff continue to work together and support each other, and – of course! – in the fun, funny, and fantastic things that happen at the Centre every day.

Your activities this year included indoor programming, such as sessions on special topics, workshops, exercise classes, adult and youth discussion groups, group lunches, and the Hallowe'en, holiday, and New Year's Eve parties that have become a tradition at the Centre. You also came together to enjoy outdoor community outings in every season and every kind of weather. For instance, learning how to skate and exploring downtown Ottawa together. You also once again shared (and sold!) your beautiful, creative work at the Tulip Festival and at art markets across Ottawa, thanks to more painting sessions with the ever-popular Allyson Luedtke. Many of you worked hard to learn how to canoe…and even though this accomplishment doesn't belong in the timeframe of this report, officially, I have to mention OILRC's successful participation in Ottawa's Dragon Boat Race this summer – congratulations to all the paddlers and those who cheered them on!

Message from the Board, Continued

As the OILRC family, all of us have so much to be proud of. We are growing: it's a fact. We've welcomed more students and volunteers to help with programming and our new space will have more tables and chairs to accommodate more members. In the middle of all this, it means so much to us, as your Board, to know that each of you continues to welcome new faces, mentor each other, and help to plan and deliver OILRC's programming.

If OILRC's heart is its members, then its backbone is its staff: Ximena Rodriguez is our Direct Funding Coordinator. She has been very busy this year, as new self-managers join the program. Martha Lavaire joined OILRC staff in April and has since taken on the role of Peer Support Coordinator. Her enthusiastic and caring nature make her a wonderful addition to the team. To our continued great good fortune, the Centre's Executive Director is Gina Varelas-Stapper. Gina brings exemplary passion, integrity, and resourcefulness to her work, day in and day out. The Board would like to extend a huge thank you to Ximena, Martha and Gina.

I would also like to thank my fellow Board members, Carl Farah, and David McDonald. Special mention goes out to Fern Kwantes, who stepped away from the Board a few months ago, due to competing commitments. We had a busy year! Your time and efforts on behalf of the Centre and our members are much appreciated.

Last but never least, we would like to extend heartfelt thanks to the OILRC's behind-the-scenes support group, made up of volunteers, community partners, and funders. For crucial support, we are so grateful to Cistel Technology, Service Coordination Supports, and the Lola Charitable Gaming Association. Much gratitude also goes to the Centre's individual donors. Your support is so appreciated. Without you, the impact of the OILRC programs and services would be severely diminished. Thank you!

Thank you

SCS
SERVICE COORDINATION SUPPORT
SERVICE COORDINATION SOUTIEN

cistel

Ontario

WELCOME TO CAPITAL GAMING
CAPITAL GAMING
AND ENTERTAINMENT CENTRE

Independent Living
Vie autonome
Canada



OILRC AGM Meeting Minutes

September 29, 2025

- AGM called to order at 6:18pm – Erin Naef
- Explanation about voting and what it means to “pass a motion”- Gina Varelas-Stapper
- Review of the agenda: Gina Varelas-Stapper
  - Motion passed: Tracy
  - Seconded: Laurie Tremblay
- Message from the Board- Erin Naef
  - Appreciation of new beginnings for the centre with the move to our new space.
  - Recognition of growth for the centre and new programming for Peer Support
  - Congratulations to the Dragon Boat team for the race
  - Thank you to the staff, other board members, SCS, donors, partners, volunteers and students
  - Motion passed: Kim M.,
  - Seconded: Laurie T.
- Meeting minutes from last year- Gina Varelas-Stapper
  - Motion passed: Marie-Lynne L.
  - Seconded: Shahow A.
- Program updates introduction- Gina Varelas-Stapper
  - Introductions and background on staff- Gina described her educational and work background for the new board members.
- Peer Support Updates- Martha Lavaire
  - Been having 22-30 programs per month. Has been challenging when we didn’t have a space, but has worked through creativity and flexibility from members and SCS. Thank you for the support from SCS
  - Have kept programs like painting w Allyson, money matters, healthy relationships
  - New programs and community involvement, topic of the week (personal hygiene, mental health, organization), teaching Spanish
  - Big membership increase, about 15-19 people at any given time
  - Thank you to Stephen (student placement) for his assistance
  - 250-300 participations per month
  - 15% increase in participation in the past year and 65% increase in the past two years
  - One of the program’s goals is to continue being part of and supporting the community with activities such as the Dragon Boat festival.
- Consumer Spotlight
  - Marie-Lynne Leblanc, member since 2024
- Direct Funding Update- Ximena Rodriguez
  - Ximena explained her roll in Direct Funding Program
  - DF past year comparison to the current year.
  - New applications- at least 15 in the year.
  - Mention that there is no waitlist.
  - Projections for the next year.

OILRC AGM Meeting Minutes

September 29, 2025

Motion passed: Muna Abdi
Seconded: Beulah

- Review of the auditor's report- Gina Varelas-Stapper
  - Overview of the auditor's report, explaining the most important items.
  - No questions from attendees

Motion passed: Dirieh Farah
Seconded: Marie-Lynne LeBlanc

- Appointment of auditors
  - Perks of current auditors, discounted price and good, thorough work. Positive working experience
  - Motion passed: Tracy
  - Seconded: Dirieh F.
- Welcome of new members
  - Mitchell bellman
    - ED of SCS
    - Has worked in other non-profits
    - Married, three kids and a dog
    - No questions for Mitchell
    - Voted in, no objections
  - Valoree McKay
    - ED in healthcare associations. Works with Chiropractors
    - Gardens as a side-gig for people
    - Has two cats
    - No questions for Valoree
    - Voted in, no objections
  - Timothy (Tim) Howe
    - Spent a lot of time in school, has worked in a lot of organizations
    - Helps organizations find their way. Long background in disability services
    - Was Canada's national wheelchair tennis coach and took the team to Barcelona
    - Very happy to be part of this if voted in
    - Voted in, no objections
  - Eve Valman
    - Has worked for 15 years in DS field in Ottawa
    - Worked with drug and alcohol addictions support in the UK
    - Believes in the philosophy of IL Canada and supporting each other in community.
    - Voted in, no objections
  - Tracy white
    - Lives downtown with partner and two cats
    - Late diagnosed autistic, which built a passion for advocacy for neurodivergent people
    - Honored to be here and considered for the board
    - Voted in, no objections
- Vote to keep current members on the Board
  - Motion passed: Beulah
  - Seconded: Dirieh

AGM Closed by Erin at 7:30pm

Program Review

2025



Peer-Support Programing Highlights

- Been having 22-30 programs per month. Has been challenging when we didn't have a space, but has worked through creativity and flexibility from members and SCS. Thank you for the support from SCS.
- New programs and community involvement, topic of the week (personal hygiene, mental health, organization), and teaching Spanish.
- One of the program's goals is to continue being part of and supporting the community with activities such as the Dragon Boat festival.
- Thank you to Stephen (student placement) for his assistance.
- 250-300 participations per month
- 15% increase in participation in the past year and 65% increase in the past two years.
- Big membership increase, about 15-19 people at any given time.
- Have kept programs like painting with Allyson, money matters, and healthy relationships.

Direct Funding Updates

Ximena Rodriguez

- Ximena explained her roll in Direct Funding Program
- DF past year comparison to the current year.
- New applications- at least 15 in the year.
- Mention that there is no waitlist.
- Projections for the next year.



Consumer Spotlight

Marie-Lynne LeBlanc

We are proud to highlight Marie-Lynne LaBlanc, who has been volunteering with us since 2024.

During this time, she has supported our programs and brought warmth and kindness to everyone she meets. Marie-Lynne's sweet and friendly nature makes her a joy to work with, and her dedication has left a lasting impression on our community. We are truly grateful to have had her with us this past year!



OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

Independent Auditors' Report
Statement of Financial Position
Statement of Operations and Changes in Net Assets
Statement of Cash Flows
Notes to Financial Statements
Program Schedule of Revenue and Expenses

FROUIN GROUP

INDEPENDENT AUDITORS' REPORT

To the Directors of: Ottawa Independent Living Resource Centre

Qualified Opinion

We have audited the financial statements of Ottawa Independent Living Resource Centre, which comprise the statement of financial position as at March 31, 2025, and the statement of operations, statement of changes in net assets and cash flows statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of Ottawa Independent Living Resource Centre as at March 31, 2025, 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.

Basis for Qualified Opinion

In common with many not-for-profit organizations, Ottawa Independent Living Resource Centre derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Ottawa Independent Living Resource Centre. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, cash flows from operations and net assets for both March 31, 2025 and the previous year. We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the 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 qualified audit 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 Canadian accounting standards for not-for-profit organizations, 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 Centre's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Centre's financial reporting process.

Auditors' Responsibilities for the Audit of 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 auditors' 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. As part of an audit in accordance with Canadian generally accepted audit 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 controls.
- 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 Entity'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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 matter 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.



Frouin Group Professional Corporation
Ottawa, Ontario
September 25, 2025

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

AUDITED STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2025

	2025	2024
ASSETS		
CURRENT ASSETS		
Cash	$ 76,294	$ 44,059
Accounts receivable	2,502	4,639
HST receivable	5,740	5,002
Prepaid expenses	2,079	2,079
TOTAL ASSETS	$ 86,615	$ 55, 779
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$ 3,850	$ 4,049
DEFERRED PROJECT REVENUE (Note 4)	48,461	43,919
TOTAL LIABILITIES	52,311	47,968
NET ASSETS	34,304	7,811
TOTAL LIABILITIES AND NET ASSETS	$ 86,615	$ 55, 779

APPROVED ON BEHALF OF THE BOARD:

Director _____ Director _____

(See accompanying Notes to Financial Statements)

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

AUDITED STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2025

	2025	2024
REVENUE		
Contract revenue	$ 608	$ 2,916
Bingo - Peer Support Program	32,016	20,168
Donations	14,083	13,682
Fundraising and other	5	2,165
Government and other grants	232,756	180,284
	279,468	219,215
EXPENSES		
Bank charges and interest	597	386
Contract work	12,639	9,450
Capital asset purchases (Note 2a)	150	1,155
Fundraising	1,027	4,416
Insurance	4,518	4,421
Meetings and refreshments	6,848	5,853
Office supplies, photocopying and printing	4,712	1,274
Professional fees	7,616	6,414
Rent and utilities	27,034	27,709
Salaries and benefits	183,364	166,539
Subscriptions, memberships and other	2,101	4,047
Telephone and Internet	2,315	1,208
Travel and parking	54	803
	252,975	233,675
NET REVENUE / (EXPENSE) FOR THE YEAR	26,493	(14,460)
NET ASSETS, beginning of the year	7,811	22,271
NET ASSETS, end of the year	$ 34,304	$ 7, 811

(See accompanying Notes to Financial Statements)

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

AUDITED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2025

	2025	2024
CASH FLOWS FROM OPERATING ACTIVITIES		
Net revenue / (expense) for the year	$ 26,493	$ (14,460)
Net change in non-cash working capital		
Accounts receivable	1,400	(2,716)
Accounts payable and accrued liabilities	(200)	10,400
Change in deferred contributions	4,542	12,790
	5,742	
NET CHANGE IN CASH	32,235	(1,670)
CASH, beginning of year	44,05	45,72
CASH, end of year	$ 9	$ 9 44,
	76,29	059
REPRESENTED BY:	4	
Cash	$ 76, 294	$ 44, 059

(See accompanying Notes to Financial Statements)

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

NOTES TO AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

1. PURPOSE OF THE ORGANIZATION

The Ottawa Independent Living Resource Centre (OILRC) provides programs and support in order to enhance the process for empowering individuals with disabilities to direct their own lives and participate fully in the community. The Centre is economically dependent on Employment and Social Development Canada for core program funding. The Centre was incorporated on June 21, 1989 under the Canada Corporations Act as a not-for-profit organization and is a Registered Charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a. Capitalassets

Capital assets are expensed in the year of purchase. This is in accordance with Canadian accounting standards for not-for-profit organizations with average gross revenues less than $500,000. In the current year, $150 of equipment was purchased and expensed. There were $1,155 in expenditures in 2024.

b. Contributedmaterialsandservices

Contributions received in the form of materials and services are recorded at fair value at the date of contribution when the fair value can be reasonably estimated and when the materials and services are used in the normal course of operations.

c. Revenue recognition

The Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

d. Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

NOTES TO AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

3. FAIR VALUE OF FINANCIAL INSTRUMENTS

The carrying value of cash, accounts receivable and accounts payable and accrued liabilities approximate both their fair value and amortized cost because of the relatively short period to maturity of the instruments. Management is of the opinion that the organization is not exposed to significant interest, currency or credit risk arising from its financial instruments.

4. DEFERRED PROJECT REVENUES

Deferred project revenues represent restricted grant and other funding received in the current year that is related to the subsequent period and are comprised as follows:

	2025	2024
Peer Support Program	$ 38,461	$ 33,852
Ottawa Community Foundation	0	10,067
Direct Funding Program	10,000	0
Total	$ 48,461	$ 43,919

5. COMMITMENTS

The Centre has entered into a long-term sublease agreement with the Service Coordination for Persons with Special Needs, beginning June 1, 2025, and ending on September 30, 2032, with a commitment for paying gross rents of $2,500 per month plus HST.

6. ECONOMIC DEPENDENCE

The Centre derives a major portion of its revenue from government funding and various grants. During the year, the Centre received a total of $36,972 (2024: $36,972) from Human Resources and Skills Development Canada (HRSDC). The Centre also received $113,244 (2024: $91,032) in funding through The Centre for Independent Living in Toronto (CILT). Going forward, management has lowered various expenses and continues to seek additional sources of revenue.

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

NOTES TO AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

7. FINANCIAL RISK MANAGEMENT POLICY

Ottawa Independent Living Resource Centre is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at March 31, 2025:

a) Credit risk

Credit risk associated with accounts receivables is minimized by regular evaluation of the credibility of debtors. The accounts receivable at year end mainly comprise of amounts receivable from CRA as well as recoverable expenses.

b) Currency risk

The Centre's functional currency is the Canadian dollar. Ottawa Independent Living Resource Centre does not enter into foreign currency transactions and does not use foreign exchange forward contracts.

c) Liquidity risk

Ottawa Independent Living Resource Centre manages its liquidity risk by regularly monitoring forecasted and actual cash flow and financial liability maturities, and by holding assets that can be readily converted into cash. Accounts payable are normally paid within 30 days.

d) Interest rate risk

Ottawa Independent Living Resource Centre is exposed to interest rate risk with regards to its demand loan. Fluctuations in market rates of interest on the demand loan do not have a significant impact on the Centre's results of operations.

AUDITORS' COMMENTS ON SUPPLEMENTARY FINANCIAL INFORMATION

To the Directors of:
Ottawa Independent Living Resource Centre:

The audited financial statements of the Centre as of March 31, 2025 and our report thereon dated September 25, 2025 are presented in the preceding section of this annual report. The financial information presented hereinafter was derived from the accounting records tested by us as part of the auditing procedures followed in our examination of the financial statements and, in our opinion, it is fairly presented in all material respects in relation to the financial statements as a whole.



Frouin Group Professional Corporation
Ottawa, Ontario
September 25, 2025

OTTAWA INDEPENDENT LIVING RESOURCE CENTRE

EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA PROGRAM
SCHEDULE OF REVENUES AND EXPENSES
AS AT MARCH 31, 2025

	2025	2024
REVENUE	$ 36,972	$ 36,972
EXPENDITURES		
Personnel	21,232	21,232
Professional fees	1,840	1,840
Rent and utilities	13,900	13,900
	36,972	36,972
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	$ 0	$ 0