



# **Annual Report**

## **2015 – 2016**

**Regina Work Preparation Centre Inc.**

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*Building the Saskatchewan Workforce  
One Person at a Time*

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### **Vision Statement**

The Regina Work Preparation Centre leads the community in providing employment services that are specifically tailored for our diverse clients

### **Mission Statement**

Regina Work Preparation Centre's mission is to strengthen and increase the individual's capacity to participate in the community, with a focus on employment or vocational pursuits.

### **Our Mandate**

The Regina Work Preparation Centre's mandate is to provide services and opportunities for individuals to overcome their personal employment barriers in order that they may reach their employment potential.

### **Service Commitments**

1. To provide each client with the resources needed to reach his or her employment potential.
2. To provide each client with personal and vocational counselling, so they may realistically and effectively plan for the future.
3. To provide clients with information regarding resources available in the community; i.e.: child care, vocational training, legal, educational, medical, and personal counselling.
4. To arrange job placements, funding or training-on-the-job opportunities for those clients ready and desiring to work or to go into training.
5. To provide on-going follow-up counselling and support until clients reach their goals or discontinue our service.
6. To develop programs and services to address client needs.
7. To develop contacts and relationships with employers to find hiring opportunities.

## Chair's Report

Looking back on my first year as Chair of the Board at the Regina Work Preparation Centre I feel like we have accomplished a lot and are in the process of accomplishing much more. The past year has seen some excellent progress from the Resource Development Committee headed by Dale Young on setting fundraising goals and building a road map for how we will accomplish them. Brenden Wallace has championed the Tools for Success campaign which has the potential to become a very effective program for assisting our clients in their transition to the workforce and providing additional discretionary funding to Work Prep. Betty Ann Pottruff, Barb Church-Staudt and Frankie Jordan have made a lot of progress on strengthening our governance capacity through developing our board evaluation process, compiling documentation on board philosophy and governance and past board decisions in order to give us and future board members a foundation to continue to build upon. As he has for some years Mike Farrer continues to provide sound fiduciary oversight as our Treasurer. We have also moved to a wonderful new space which better accommodates our clients and staff.

Along the way we have developed two new partnerships which are benefiting Work Prep in numerous ways. Brown Communications is a major driver and partner in the Tools for Success Campaign; with their help we are making a lot of progress on that project and also on furthering our brand. The other group that I feel we were very lucky to become involved with is the South Saskatchewan Community Foundation. The SSCF will be managing our investments and even more importantly has been integral to us being able to access some new sources of funding, including a grant from the Lorne and Evelyn Johnson Foundation to refurbish and upgrade our Computer Resource Centre and computer classroom. I am excited to be working with both of these organizations and look forward to the benefits that these relationships will bring to Work Prep.

At the board level, we have had a number of members come and go thru this past year. Both Nettie Pelletier and Deborah Todd have had to step down due to time constraints but their input and participation was very appreciated while they were on the board. We also have three additions to the board this year with Ashlee Langlois, Isaac LeClair, and Michele Geres joining us; all of them bring unique perspectives and skill sets that are complimenting the board well. I would also like to thank all board members for an excellent year, the pool of diverse skills and experience we have to draw on is a great benefit to the continued governance of Work Prep.

I am looking forward to the progress that we will make over the next year as we continue to move numerous initiatives forward with the expectation of getting us to a more stable and sustainable position. Work Prep's main goal must always be to provide the assistance our clients need to succeed, in order to do this we need to give the staff the tools and stability to focus on their clients. We have a lot of exciting things starting to take shape and I am confident the Work Prep will only become a stronger and more effective for our staff, clients and community next year and into the future.

Sincerely,  
Leigh Lamontagne  
June 2016

### Regina Work Preparation Centre Board of Directors

During the 2015 - 16 fiscal year the following were members of the Board.

|                                   |                      |
|-----------------------------------|----------------------|
| Brenden Wallace – Past Chair      | Frankie Jordan       |
| Leigh Lamontagne – Chair          | Ashlee Langlois      |
| President Dale Young - Vice Chair | Isaac LeClair        |
| Mike Farrer - Treasurer           | Michele Geres        |
| Barb Church-Staudt - Secretary    | Antoinette Pelletier |
| Betty Ann Pottruff                | Deborah Todd         |

## Executive Director Report

There are many reasons for the strength of the Regina Work Preparation Centre, and one important reason is the leadership and oversight of our Board of Directors. Work Prep Board members are extraordinarily generous with their time and wisdom. They ensure Work Prep remains committed to its vision and mission.

This year Brenden Wallace stepped down as Board Chair and took on the role of Past Chair. We are thankful that Brenden continues to be actively involved with Work Prep. Leigh Lamontagne has taken up the mantle of Board Chair and has ensured strong governance leadership.

I would like to thank the staff of Work Prep. Work Prep survives and thrives because of the commitment and dedication of its passionate employees. Their contribution to Work Prep can be measured in targets and outcomes (both of a high standard) but their real contribution must be measured in the impact they have on people. Work Prep staff bring a positive attitude to work every day. Their enthusiasm is a trait that cannot be learnt and a skill which cannot be taught. Because of that, projects become easier to execute, changes become easier to implement and problems become easier to solve. More importantly they inspire people to change and move forward in their lives.

In the hurly burly of work life, in the constant pressure to meet funder expectations and in the need to support people in the here and now, we often forget about our longer term impact. Hardly a week goes by that I don't meet someone who had accessed Work Prep services somewhere in the dim past, but who nonetheless credit Work Prep for being the catalyst for their future success. The line between Work Prep and today may be stretched and hard to see but it is real and it's strong. We do make a difference!

We are proud of our work building community partnerships. Some examples are:

- Continued delivering of our Quick Skills training. Thank you to:
  - the Double Tree by Hilton for their support in the development of our hotel program
  - Pratt's for their support in the development of our warehouse program
- Partnering with the North Central Family Centre (NCFC). NCFC supplies housing, child care and other core resource supports for Work Prep clients individuals. We offer employment supports to NCFC clients
- Continuing our ongoing relationship with the Regina Provincial Correctional Centre (RPCC) where we support their work in the Honour Dorm and at the Dedicated Substance Abuse Treatment Unit.
- Partnering with Dumont Technical Institute's ABE 12 program. We worked with the students to build their employability skills and work search knowledge.
- Partnering with Aboriginal Family Services in the development of the Helping Individuals Reach Employment (HIRE) program. HIRE works with aboriginal youth from helping them with their life skills through to finding work.
- Partnering with Meewasasin, a program delivered by the North Central Community Association. Meewasasin provides employability skills training for people 16-29 years old. We do cross referrals between agencies.
- Participating on the File Hills Employment and Training Centre working group in Balcarres
- Partnering with All Rise Project providing employment support services to their clients
- Organizing and delivering weekly orientations for Ministry of Social Services clients to assess employability and develop action plans

Work Prep moved this year! Not a far move (we stayed in the same building) but a big move (more classroom space, better public access, windows!). We were greatly aided by the generosity of the Lorne and Evelyn Johnson Foundation (administered by the South Saskatchewan Community Foundation), which provided us a grant to revitalize our Computer Resource Centre and computer classroom. We now have space which reflects the respect and dignity our staff and clients deserve. Come see us at 2020 Halifax Street.

In 2015-16 we began a wonderful partnership with Brown Communications. Roxanne Kanak, Lori Romanoski and Jim Aho are providing overall eldership with Isaac LeClair and Andrew Christofel providing hands on support. Brown's is working with us to increase our brand and social media presence, in the short term, and, in the longer term, launch a Tools For Success initiative. Stay tuned!

We have had a close relationship with Labour Market Services, Saskatchewan Ministry of the Economy (and its organizational forebears) since the inception of Work Prep. Currently they fund our core counselling services, our Computer Resource Centre and our Job Launch Program.

Over the last few years Service Canada has funded our Youth Employment Readiness Program on a project basis. This year they funded two intakes. Our work with youth is important to us and we thank Service Canada for the support they provide us.

The Regina United Way continues to be a strong partner and supporter of Work Prep. Their core funding provides the resources for us to be administratively strong.

K&S Potash continued this year to support our Lunch N Learns. Lunch N Learns are an opportunity for people interested in employment issues to learn, meet, network and nourish themselves.

This year our funding from the Saskatchewan Arts Board ended for our Visual Arts program led by our Artist In Residence. The Program focused on using the arts as a catalyst to build confidence in an individual's transferrable skills and talents. It was a very valuable resource and it is missed.

The non-profit world is a world of constant ups and downs. This was true this year and I am sure it will be true for the next. Through it all, however, Work Prep board and staff have remained true to our vision and mission. Together, we are *Building the Saskatchewan Workforce, One Person at a Time*.

## Work Prep Centre at a Glance

Regina Work Preparation Centre is building the Saskatchewan workforce, one person at a time.

Every day, we meet clients where they are at and help them meet their goals.

Every day, we meet the changing needs of the local economy, labour market, clients and the community. We are developing employees, consumers and taxpayers.

Continued industry growth requires an investment in labour development. Saskatchewan has an untapped labour pool consisting of people with significant challenges to employment. This is our client base. Work Prep provides supports and services across the employment continuum to help individuals successfully participate in the labour market.

### At Work Prep, We Make A Difference

Over 4,500 individuals came through our doors in 2015-16 for information and/or services. With the multiple visits we estimate upwards of 12,000 'points of contact' in reception this year.

In 2015-16, 3,824 people engaged with Work Prep. Of those

- 388 received Intensive Support
- 3,436 were Self Directed

#### 1. Intensive Support

People receiving Intensive Support accessed a combination of:

- One-to-one counselling (388). Our counsellors conduct assessments of individuals' employability dimensions, identify barriers to employment, assist clients to develop job readiness skills & job search strategies and help link them to employment.
- Group based programming (46). Our group facilitators support participants from knowledge acquisition through to job acquisition. Our programming includes our Quick Skills Training which focuses on linking participants to specific industries, our Youth Employment Readiness Program and our Job Finding Club.

Through our counselling and programming:

- 203 Work Prep clients found work in 2015-16. Work Prep partnered with 149 employers
- 32 clients enrolled in education or training in 2015-16. Work Prep partnered with 12 vocational training institutions

#### 2. Self Directed

Self Directed clients primarily access our Computer Resource Centre (CRC). The CRC is open to anyone needing access to a computer for work search purposes. It is designed for self directed, independent work searchers. It is open to anyone needing computer access. We have professional staff providing anything from career counselling, helping prepare resumes, facilitating internet job searches to computer skills training.

In 2015-16:

- 3436 people accessed the CRC
- We provided 7533 points of service, or 2.19 contacts per individual served.

### **Employability Dimensions**

In 2015-16, we worked with people across six Employability Dimensions:

#### **1. Job Readiness:**

We worked with 101 individuals addressing personal challenges that were barriers to employment. Each individual had a unique set of challenges, but some of the more frequent challenges were:

- Self-esteem, Self-management, Self-awareness
- Childcare
- Housing
- Lack of Identification
- Financial Management
- Lack of Communication Technology (phone, email)
- Community Supports (this may include support for a range of physical, cognitive and psychosocial issues, addictions , spiritual support)

#### **2. Career Decision Making**

We worked with 121 individuals identifying their personal skills, interests, values and personality types in order to develop individualized career action plans. Career Decision Making includes:

- Identifying strengths, skills, interests, values and transferable skills
- Identifying career/employment goals
- Connecting skills, interests, values and personality types to career choices and labour market needs
- Researching and planning to meet individual career goals (i.e. education/training requirements; future employment prospects/demand; scope and breadth of empowerment opportunities; local opportunities)
- Developing a career action plan

#### **3. Skills Enhancement**

We helped 66 individuals return to school. Education and training is a critical component in many individual's pursuit of self-sufficiency. We help people by:

- Concretizing their training/education goals
- Researching future employment prospects related to his/her training/education goal prior to pursuing education/training
- Acquiring the study skills and personal skills needed to be successful in education/training
- Developing strategies to address challenges that may impact progress (i.e. child care, transportation, funding)
- Helping with the identification of programming/education/training options and with the application process



#### 4. Job Search

We worked with 205 individuals to develop work search skills. The skill sets and tools necessary to conduct a successful job search include:

- Identifying employment goals
- Identifying the personal strengths and skills that support successful work search
- Identifying potential employers and potential employment opportunities
- Finding and using resources, tools and methods to support work search
- Preparing resumes and cover letters
- Tailoring and reconfiguring resumes and cover letters to fit specific job opportunities
- Developing job interviewing skills
- Developing and following through on career plan of action
- Providing the encouragement, enthusiasm and motivation to sustain the effort/stress of looking for work

#### 5. Employment Maintenance

We worked with 45 individuals helping them maintain employment. Securing employment is not the last step in the employment process. Maintaining employment is a critical, and often overlooked, skill. We help people acquire the skills and attitudes to be successful in the workplace, by:

- Identifying important skills and attitudes that improve chances of keeping employment
- Identifying the job roles, responsibilities and expectations that support success on the job
- Identifying community and/or workplace resources individuals can access for support/guidance related to keeping work
- Encouraging individuals to assertively seek assistance when needed

#### 6. Career Growth

We worked with 10 individuals helping them navigate their employment path to increased self-sufficiency and self-satisfaction. The skills and attitudes to plan for career movement and to manage career change include:

- How to increase hours of employment
- Changing employment and searching for work while at work
- Identifying and applying for positions with current employer
- Identifying the skills required for career enhancement

#### Programs and Services

With funding from the Ministry of the Economy and The Cooperators, we partnered with the Double Tree by Hilton and Pratt's Food to deliver Quick Skills Training for the hotel and warehouse industries. Quick Skills Training delivers industry specific group based employability skills training, facilitated connections to employment and a variety of certificates suitable to the industry. The group dates, industry areas and partners in 2015-16 were:

- Hotel QuEST – held in September 2015 with our employer partner Double Tree by Hilton Regina  
8 participants.  
7 (87%) participants found work
- Warehouse QuEST- held in October 2015 with our employer partner Pratt's Food  
7 participants  
4 (57%) participants found work and 2 (29%) of participants furthered their education for a success rate of 86%.

- Hotel QuEST – held in March 2016 with our employer partner Double Tree by Hilton Regina  
8 participants  
4 (50%) participants found work

With Funding from Service Canada we held two Youth Employment Readiness Programs (YERP). YERP is a three-month paid group, which assists youth with multiple barriers to employment. They gain the skills, motivation and commitment to find employment or further their education.

- YERP – held in August 2015  
6 participants  
3 (50%) participants found work
- YERP – held in November 2015  
6 participants  
4 (66%) participants found work and 1 (16%) went on to further education for a success rate of 83%

With funding from the Ministry of the Economy we held a Job Finding Club (JFC) in January 2016. JFC is designed to help people stay positive during their job search. Individuals are provided with support and guidance from an Employment Facilitator, are connected to our Employer Liaison and benefit from the knowledge and experience of other job seekers in the group.

- Job Finding Club – held in January 2016  
11 participants  
5 (45%) participants found work.

Our Job Launch program offers targeted services to individuals who have had recent contact with the provincial correctional system. The program is designed to help people make a swift transition to work, hopefully reducing recidivism. In 2015-16 we worked with 78 individuals. Of those:

- 49 (63%) participants found work
- 5 (6%) returned to school
- For a success rate of 69%

We have an Aboriginal Liaison who helps to:

- Heighten the cultural awareness of our staff.
- Take the lead in preparing clients to 'walk in both worlds'
- Develop cultural programming with an employment focus
- Develop contacts and identify resources with surrounding bands and tribal Councils

We have Employer Liaisons who help to:

- Connect with local employers to identify employment and training needs
- Develop partnerships with employers to mutually support their human resource needs and client employment needs
- Match current job opportunities to job seekers
- Increase job retention by supporting employees and employers during the first six months of employment
- Stay current with local labour market needs, trends and changes

April 2015 – March 2016 Annual Statistics

Work Prep Centre is committed to collecting useable and useful data to ensure we are providing effective and efficient services.

| Self Directed             |         |         |
|---------------------------|---------|---------|
| Computer Resource Centre  | 2014-15 | 2015-16 |
| Individuals Accessing CRC | 2568    | 3436    |
| Points of Service         | 6058    | 7533    |
| Average # of Visits       | 2.35    | 2.19    |
| Service Need              |         |         |
| Independent               | 3710    | 4669    |
| Assisted                  | 2368    | 2862    |

| Intensive Support Activity        |         |         |
|-----------------------------------|---------|---------|
|                                   | 2014-15 | 2015-16 |
| Total Accessing Intensive Support | 714     | 723     |
| # Walk In                         | 360     | 357     |
| # Referrals                       | 354     | 366     |
| Total Assessed                    | 660     | 623     |
| Total Opened                      | 346     | 257     |

| Intensive Support - Closures      |         |         |
|-----------------------------------|---------|---------|
| Outcomes                          | 2014-15 | 2015-16 |
| Total Closed                      | 276     | 388     |
| Employed                          | 97      | 203     |
| Returned to education or training | 86      | 32      |
| Total Successful Outcomes         | 183     | 235     |
| Success Rate                      | 66%     | 61%     |

| Intensive Support - Closures         |            |            |
|--------------------------------------|------------|------------|
| Demographics:                        | 2014-15    | 2015-16    |
| <b>Culture:</b>                      |            |            |
| First Nation/Métis                   | 176 (63%)  | 215 (55%)  |
| New Canadian                         | 10 (4%)    | 50 (13%)   |
| Other                                | 79 (29%)   | 87 (22%)   |
| None Selected                        | 11 (4%)    | 36 (9%)    |
| <b>TOTAL</b>                         | <b>276</b> | <b>388</b> |
| <b>Gender:</b>                       |            |            |
| Male                                 | 117 (42%)  | 212 (55%)  |
| Female                               | 159 (58%)  | 176 (45%)  |
| <b>TOTAL</b>                         | <b>276</b> | <b>388</b> |
| <b>Age:</b>                          |            |            |
| Under 30                             | 127 (46%)  | 172 (44%)  |
| 30-49 years                          | 120 (43%)  | 159 (41%)  |
| 50+ years                            | 29 (11%)   | 57 (15%)   |
| <b>TOTAL</b>                         | <b>276</b> | <b>388</b> |
| <b>Education:</b>                    |            |            |
| Less than Grade 12                   | 150 (54%)  | 185 (48%)  |
| Grade 12 or Higher                   | 126 (46%)  | 203 (52%)  |
| <b>TOTAL</b>                         | <b>276</b> | <b>388</b> |
| <b>Misc.</b>                         |            |            |
| Self Declared Disability             | 22 (13%)   | 31 (8%)    |
| Recent involvement in justice system | 84 (30%)   | 78 (20%)   |

## Staff

### Current:

|                   |                                      |
|-------------------|--------------------------------------|
| Marla Bengert     | Employment Facilitator               |
| Melva MacDonald   | Administrative Coordinator           |
| Kathy Palmer      | Program Manager                      |
| Chris Bailey      | Executive Director                   |
| Debbie Deausy     | Financial Coordinator                |
| Diana Florence    | Employment Facilitator               |
| Larissa Kwasnitza | Program Support Coordinator          |
| Robert Turtle     | Employment Facilitator               |
| Lindell Haywahe   | Computer Resource Centre Facilitator |
| Andrew Osborne    | Computer Resource Centre Facilitator |
| Tracy Tomlinson   | Employment Facilitator               |
| Garry Forbes      | Employment Facilitator               |
| Tishenna Sparvier | Janitor/Relief Reception             |
| Susan McArthur    | Employer Liaison                     |
| Shelley Lerat     | Computer Resource Centre Facilitator |

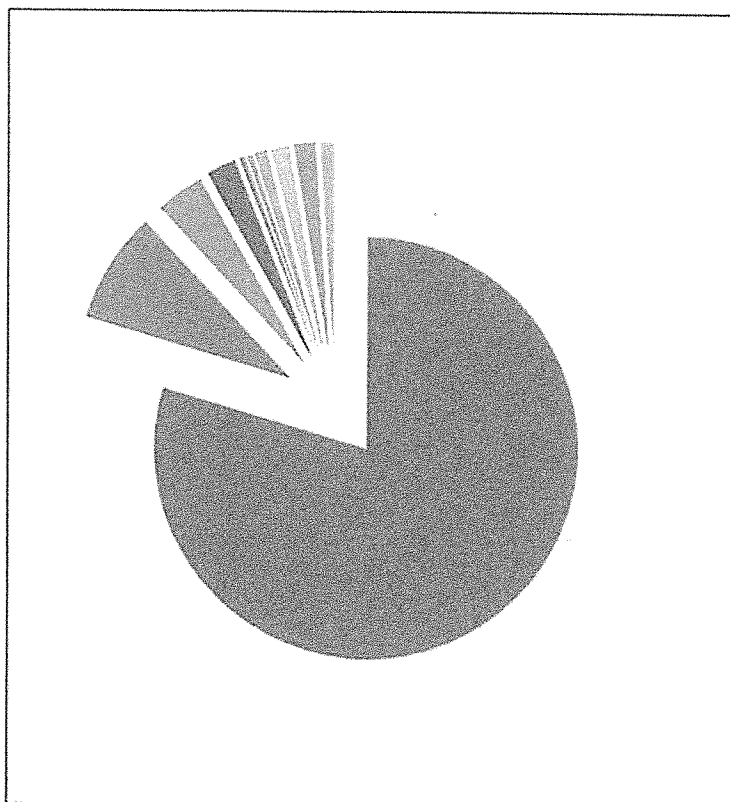
### Former:

|                   |                          |
|-------------------|--------------------------|
| Carol Pelletier   | Aboriginal Liaison       |
| Nitole Quader     | Employment Facilitator   |
| Nadine Sapp       | Janitor/Relief Reception |
| Patti Schmidt     | Employer Liaison         |
| Crystal Howie     | Artist in Residence      |
| Lorne Kequahtoway | Employer Liaison         |
| Judy Beck         | Employment Facilitator   |
| Crystal Longman   | Employment Facilitator   |

## Acknowledgements

We wish to thank the following agencies and individuals for their support, in a multiplicity of ways, of the Regina Work Preparation Centre.

### Funders



- Ministry of Economy
- Service Canada
- United Way of Regina
- Lorne & Evelyn Johnson Foundation
- K & S Potash
- The Co-operators
- Aboriginal Family Services
- Saskatchewan Arts Board
- Contract Services
- Fundraising and Donations
- Miscellaneous

### Organizations and Individuals

Dave Scantelbury  
Dr Sean Lessard  
Cameron Okilita  
South Saskatchewan Community Foundation  
Newo Yotina Friendship Centre  
Balfour Collegiate, Shirley Schneider Centre  
Broadway Western Pizza  
Canada Post  
Carmichael Outreach  
Casino Regina  
CH Construction  
City of Regina  
Clements Printers  
Coram Construction

Dr Shauneen Pete  
Doug Elliot Sask Trends  
Chili For Children  
Regina Immigrant Women Centre  
North Central Family Centre  
Regina Open Door Society (RODS)  
Regina Qu'Appelle Health District  
Regina Transition House  
RPCC – Honour Dorm & DSATU  
Salvation Army  
SaskTel  
Saskatchewan Government Insurance  
Saskatchewan Polytechnic  
Selo Gardens

|                                       |   |
|---------------------------------------|---|
| Country Inn and Suites by Carlson     | Shoppers Drug Mart                                  |
| Creeland Mini Mart                    | Sophia House  |
| Double Tree by Hilton                 | South Saskatchewan Independent Living Centre        |
| Dumont Technical Institute            | Supreme Basics                                      |
| Eatwell Nutrition Counselling         | The Wireless Age                                    |
| Ehrlo Community Services              | Wal Mart (North & South)                            |
| Family Service Regina                 | YellowQuill First Nation Urban Band Office          |
| FHQ Developments                      | YMCA  |
| File Hills Employment Training Centre | YWCA  |
| First Nations Employment Centre       | Conseil Economique Et Cooperatif De La Saskatchewan |
| George Gordon Developments            | All Rise Project                                    |
| Giant Tiger                           | Street Culture Project Inc.                         |
| Hiring Hands                          | Kids First  |
| Home Depot                            | Oxford House  |
| Hotel Sask                            | W.H. Ford School                                    |
| Italian Star Deli                     | Dress for Success                                   |
| Jays Moving                           | Sherwood Co-op Groceries                            |
| John Howard Society                   | Priority Management CK TAN                          |
| Loblaw                                | Old Navy  |
| Meewasasin                            | WCB Darla Brehmer                                   |
| Albert Scott Community Centre         | Sandmann Inn  |
| North Central Community Association   | Manpower  |
| Western Pizza                         | Habitat for Humanity                                |
| Partners In Employment                | Moxies  |
| PnC Computers                         | Delta Hotel   |
| Prairie Spirit Connection             | Ramada Inn  |
| Pratt's Food                          | Leon's Furniture                                    |
| Primex Training                       | Mike McCann Consulting                              |
| Queen Victoria Estates                | Souls Harbour Rescue Mission                        |
| Rainbow Youth                         | Dollar Tree   |
| Regency Park Safeway                  | Shayll Home   |
| Regina Anti-Poverty Ministry          | Wingate   |
| Regina Food Bank                      | Saskatchewan Science Centre                         |
| Street Culture Kidz Project Inc.      | University Of Regina                                |
| Gene's Reality                        |   |

Our Major Supporters



THE LORNE AND EVELYN JOHNSON FOUNDATION





Regina Work Preparation Centre

Minutes  
Annual General Meeting

June 11, 2015

- 
- 
1. **Present:** Brenden Wallace, Leigh Lamontagne, Mike Farrer, Dale Young, Betty Ann Pottruff, Barb Church-Staudt, Chris Bailey

**Regrets:** Frankie Jordan, Nettie Pelletier

**Guests:** Ashlee Langlois, Diana Florence, Deb Deausy, Kathy Palmer, Larissa Kwasnitza, Lorraine Lamontagne, Nitole Quader, Melva Macdonald

2. **Approval of Last Year's Annual Meeting Minutes**

|   |         |
|---|---------|
| M/S Pottruff/Farrer to approve the Minutes of the 2014 Annual General Meeting | CARRIED |
|---|---------|

3. **Business Arising**

- None

4. **New Business**

- None

5. **President's Report**

|  |         |
|--|---------|
| M/S Farrer/Church-Staudt to accept the President's report as presented | CARRIED |
|--|---------|

6. **Executive Director's Report**

|  |         |
|--|---------|
| M/S Wallace/Young to accept the Executive Director's report as presented | CARRIED |
|--|---------|

7. **Financial Audit Report**

|  |         |
|--|---------|
| M/S Lamontagne/Pottruff to accept the Financial Audited Statement for the for the 2014-15 fiscal year as presented | CARRIED |
|--|---------|

8. **Appointment of Auditor**

|  |         |
|--|---------|
| M/S Farrer/Pottruff to appoint Robert Szautner to be the auditor for 2015 - 2016 fiscal year | CARRIED |
|--|---------|



9. Election of the Board

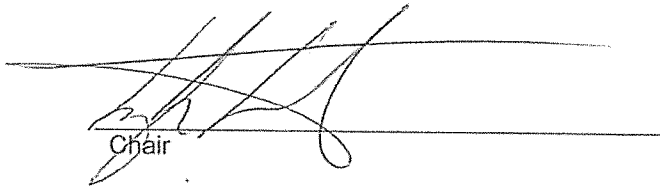
|  |                    |
|--|--------------------|
| M/S Wallace/Church-Staudt to proclaim the following as elected to the Board by acclamation | CARRIED            |
| Past Chair-<br>Chair   | Brenden Wallace    |
| Vice Chair   | Leigh Lamontagne   |
| Treasurer  | Dale Young         |
| Member At Large  | Mike Farrer        |
|  | Betty Ann Pottruff |
|  | Frankie Jordan     |
|  | Nettie Pelletier   |

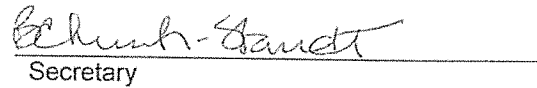
|   |         |
|---|---------|
| M/S Wallace/Pottruff to proclaim Barb Church-Staudt as Secretary to the Board | CARRIED |
|---|---------|

|  |         |
|--|---------|
| M/S Wallace/Young to welcome Ashlee Langlois to the Board Member as a Member At Large elected by acclamation | CARRIED |
|--|---------|

10. Adjournment

|                       |         |
|-----------------------|---------|
| M/Pottruff to adjourn | CARRIED |
|-----------------------|---------|

  
Chair

  
Secretary

**Regina Work Preparation Centre Inc.**  
**Financial Statements**  
*March 31, 2016*



## Independent Auditors' Report

To the Members of Regina Work Preparation Centre Inc.:

I have audited the accompanying financial statements of Regina Work Preparation Centre Inc., which comprise the statement of financial position as at March 31, 2016, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these 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.

### *Auditors' Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Opinion*

In my opinion, these financial statements present fairly in all material respects the financial position of Regina Work Preparation Centre Inc. as at March 31, 2016 and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "Robert D. Szautner". The signature is written in a cursive, flowing style.

Regina, Saskatchewan  
May 25, 2016

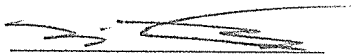
Robert D. Szautner  
Chartered Professional Accountant

**Regina Work Preparation Centre Inc.**  
**Statement of Financial Position**

*As at March 31, 2016*

|  | 2016    | 2015    |
|--|---------|---------|
| <b>Assets</b>  |         |         |
| <b>Current</b>   |         |         |
| Cash   | 149,219 | 207,269 |
| Investments (Note 3)                                       | 36,372  | 34,171  |
| Accounts receivable  | 115,946 | 37,838  |
| Accrued interest receivable                                | 2,619   | 1,155   |
| Prepaid expenses   | 2,383   | 2,391   |
|  | 306,539 | 282,824 |
| Long-term investments (Note 3)                             | 127,433 | 127,433 |
| Capital assets (Note 4)                                    | 35,737  | 17,088  |
|  | 469,709 | 427,345 |
| <b>Liabilities</b>   |         |         |
| <b>Current</b>   |         |         |
| Accounts payable   | 22,316  | 5,892   |
| Government remittances payable                             | 16,888  | 9,422   |
| Deferred contributions                                     | 5,151   | 35,325  |
| Deferred contributions – Evelyn & Lorne Johnson Foundation | 18,618  | -       |
| Accrued vacation payable                                   | 14,209  | 15,006  |
|  | 77,182  | 65,645  |
| <b>Net Assets</b>  |         |         |
| Unappropriated   | 392,527 | 361,700 |
|  | 469,709 | 427,345 |

Approved on behalf of the Board

  
Director

  
Director

*The accompanying notes are an integral part of these financial statements*

**Regina Work Preparation Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2016*

|  | 2016             | 2015             |
|--|------------------|------------------|
| <b>Revenue</b>                                 |                  |                  |
| Ministry of Economy                            |                  |                  |
| Multi-year program                             | 628,617          | -                |
| Pre-employment                                 | -                | 280,186          |
| Job Launch                                     | 105,523          | 93,008           |
| Warehouse project                              | -                | 54,922           |
| SCES   | 154,185          | 465,364          |
| Service Canada                                 | 94,555           | 107,026          |
| Aboriginal Family Services                     | 5,000            | -                |
| The Co-operators                               | 3,209            | 11,525           |
| Saskatchewan Arts Board                        | 10,403           | 38,395           |
| K + S Potash                                   | 1,960            | 1,258            |
| MORE program                                   | 15,340           | 20,180           |
| United Way of Regina                           | 41,271           | 41,271           |
| Summer student                                 | 6,084            | -                |
| Contract services                              | 200              | 6,205            |
| Donations – Evelyn & Lorne Johnson Foundation  | 6,582            | -                |
| Fundraising and donations                      | 11,972           | 10,152           |
| Miscellaneous                                  | 6,029            | 3,885            |
|  | <b>1,090,930</b> | <b>1,133,377</b> |
| <b>Expenses</b>                                |                  |                  |
| Ministry of Economy                            |                  |                  |
| Multi-year program                             | 628,630          | -                |
| Pre-employment                                 | -                | 280,179          |
| Job Launch                                     | 105,523          | 92,550           |
| Warehouse project                              | -                | 47,538           |
| SCES   | 154,136          | 466,271          |
| Service Canada                                 | 94,238           | 109,682          |
| Aboriginal Affairs - Urban aboriginal strategy | 2,085            | 3,235            |
| The Co-operators                               | 3,287            | 11,076           |
| Saskatchewan Arts Board                        | 13,178           | 38,395           |
| K + S Potash                                   | 1,960            | 1,258            |
| MORE program                                   | 14,439           | 20,180           |
| Administration                                 | 29,848           | 50,455           |
| Summer student                                 | 8,929            | -                |
| Contract services                              | -                | 5,738            |
| Fundraising                                    | 999              | 4,804            |
| Miscellaneous                                  | 2,851            | -                |
|  | <b>1,060,103</b> | <b>1,131,361</b> |
| <b>Excess of revenues over expenses</b>        | <b>30,827</b>    | <b>2,016</b>     |

*The accompanying notes are an integral part of these financial statements*

**Regina Work Preparation Centre Inc.**  
**Statement of Changes in Net Assets**  
*For the year ended March 31, 2016*

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|   | 2016    | 2015    |
|---|---------|---------|
| Unappropriated surplus, beginning of year | 361,700 | 359,684 |
| Excess of revenues over expenses          | 30,827  | 2,016   |
| Unappropriated surplus, end of year       | 392,527 | 361,700 |

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*The accompanying notes are an integral part of these financial statements*

**Regina Work Preparation Centre Inc.**  
**Statement of Cash Flows**  
*For the year ended March 31, 2016*

|   | 2016     | 2015      |
|---|----------|-----------|
| <b>Cash provided by (used for) the following activities</b> |          |           |
| <b>Operating activities</b>                                 |          |           |
| Excess of revenues over expenses                            | 30,827   | 2,016     |
| Amortization  | 20,018   | 9,447     |
| (Increase) decrease in:                                     |          |           |
| Accounts receivable   | (78,108) | 74,239    |
| Accrued interest receivable                                 | (1,464)  | (44)      |
| Prepaid expenses  | 8        | 4,891     |
| Increase (decrease)   |          |           |
| Accounts payable  | 16,423   | 1,188     |
| Government remittances payable                              | 7,466    | 9,422     |
| Accrued vacation payable                                    | (797)    | (1,518)   |
| Deferred contributions                                      | (11,556) | (135,846) |
|   | (17,183) | (36,205)  |
| <b>Investing activities</b>                                 |          |           |
| Purchase of long-term investments (net)                     | -        | (114,695) |
| Purchase of capital assets                                  | (38,666) | (14,884)  |
|   | (38,666) | (129,579) |
| <b>Decrease in cash resources</b>                           | (55,849) | (165,784) |
| <b>Cash resources, beginning of year</b>                    | 241,440  | 407,224   |
| <b>Cash resources, end of year</b>                          | 185,591  | 241,440   |
| <br><b>Cash resources consist of:</b>                       |          |           |
| Cash in bank  | 149,219  | 207,269   |
| Short term investments                                      | 36,372   | 34,171    |
|   | 185,591  | 241,440   |

*The accompanying notes are an integral part of these financial statements*

**Regina Work Preparation Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2016*

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1. Incorporation and commencement of operations

The Regina Work Preparation Centre Inc. (the "organization") is incorporated under the Non-Profit Corporations Act of Saskatchewan. The organization provides services and opportunities for individuals to overcome their personal employment barriers in order that they may reach their employment potential

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations using the following significant accounting policies:

***Capital assets***

Capital assets are recorded at cost.

Amortization is provided using the following methods and rates intended to amortize the cost of assets over their estimated useful lives.

|                        | <i>Method</i>     | <i>Rate</i> |
|------------------------|-------------------|-------------|
| Furniture and fixtures | declining balance | 20 %        |
| Computer equipment     | declining balance | 55 %        |

***Revenue recognition***

The organization 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, fundraising and sponsorships are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

***Measurement uncertainty***

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Amortization of capital assets is provided based on the organization's estimate of useful lives of those assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

***Income taxes***

The organization is registered as a charitable organization under the *Income Tax Act* (the "Act") and as such is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Association must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

***Financial instruments***

The organization recognizes its financial instruments when the organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the organization may irrevocably elect to subsequently measure any financial instrument at fair value. The organization has not made such an election during the period. Cash, investments, accounts receivable, and accounts payable have been designated to be subsequently measured at their amortized cost.



**Regina Work Preparation Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2016*

2. Significant accounting policies *(continued)*

**Financial asset impairment:**

The organization assesses impairment of all of its financial assets measured at cost or amortized cost. When there is an indication of impairment, the organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the period. If so, the organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current period excess (deficiency) of revenues over expenses.

**Allocation of expenses**

The organization provides direct services to various programs to assist individuals in overcoming personal employment barriers in order that they may reach their employment potential. The costs of each program include the costs of administration and personnel responsible for delivering these programs as well as expenditures that are directly related to conducting these programs. Where personnel have responsibilities relating to more than one functional area, the costs are charged to each program base on time spent on each function. The charges related to personnel costs are reviewed on an annual basis as part of the budgeting process.

3. Investments

Investments consist of the following:

|  | 2016    | 2015    |
|--|---------|---------|
| <b>Short-term:</b>   |         |         |
| Scotia McLeod GIC's interest rate 1.25%, maturity December 2016    | 36,372  | 34,171  |
|  | 36,372  | 34,171  |
| <b>Long-term:</b>  |         |         |
| Concentra Financial GIC interest rate 2.40%, maturity October 2017 | 61,895  | 61,895  |
| Scotia McLeod GIC interest rate 2.00%, maturity December 2016      | 52,800  | 52,800  |
| Government of Canada interest rate 4.25%, maturity January 2021    | 12,738  | 12,738  |
|  | 127,433 | 127,433 |

The fair market value of investments at March 31, 2016 was \$172,663 (2015 - \$169,821).

4. Capital assets

|                        | <i>Cost</i> | <i>Accumulated<br/>amortization</i> | <i>2016<br/>Net book<br/>value</i> | <i>2015<br/>Net book<br/>value</i> |
|------------------------|-------------|-------------------------------------|------------------------------------|------------------------------------|
| Computer equipment     | 41,593      | 30,193                              | 11,400                             | 5,322                              |
| Furniture and fixtures | 37,286      | 12,949                              | 24,337                             | 11,766                             |
|                        | 78,879      | 43,142                              | 35,737                             | 17,088                             |

**Regina Work Preparation Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2016*

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5. Financial instruments

The organization as part of its operations carries a number of financial instruments. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

*Interest rate risk*

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates. The exposure of the organization to interest rate risk arises from its interest bearing investments at fixed interest rates.

*Liquidity risk*

Liquidity risk is the risk that the organization may not be able to meet a demand for cash or fund its obligations as they come due. The organization is exposed to liquidity risk with respect to its accounts payable. The organization manages its liquidity risk by holding assets that can be readily converted into cash.

6. Allocation of expenses

Shared administration expenditures have been allocated as follows:

|                  | 2016    | 2015    |
|------------------|---------|---------|
| Program expenses | 146,173 | 115,129 |

7. Economic dependence

The organization receives significant revenue in contracts from the Ministry of Economy. As a result, the organization is dependent upon the continuance of these contracts to maintain operations at their current level.

8. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.