

Annual Report 2016 – 2017

Regina Work Preparation Centre Inc.

*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 to 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.

Work Prep Centre at a Glance

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

For over 40 years, The Regina Work Preparation Centre has prepared job seekers for the transition to work using innovative techniques in vocational counselling and professionally trained, exceptional staff.

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.

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 overcome or manage these challenges and successfully participate in the labour market. In order to achieve these ends Work Prep aligns work readiness activities to the current and future needs of employers to reduce the skill gap between what job seekers have and what employers need.

Intake and Assessment

Our intake and assessment process, both informal and formal, are the cornerstone to our vocational services and a component of all programming and services. At Work Prep, we meet individuals where they are at and offer several pathways that individuals may choose to assist them in moving forward with their employment goals. The trained staff at Work Prep listen for, and respond to change talk while supporting the client to identify needs and next steps for changing their current employment situation. If Work Prep's services are not a good fit, we will explore other service options and recommendations.

Referral Agent

Work Prep's knowledge of, and communication with community partners is key to our commitment to client-centered services. Individuals that are not ready to progress to employment or requesting services not covered in our array of programs are connected to an appropriate agency/service. This is done informally through the sharing of information and formally through referrals, warm transfers and follow-up.

Case Management:

Our case management model has a critical role in helping to guide, support and motivate individuals seeking employment. The direct client services activities include but are not limited to:

- Assessments, both initial and ongoing throughout service term.
- Developing a suitable and relevant vocational goal.
- Planning the steps to realize the goal and the services needed to meet the goal.
- Delivery of individual supports and/or coordination of support services for life and employability skill acquisition.
- Developing marketing tools (resumes, cover letters, application forms etc.).
- Navigating the job search process.
- Understanding Saskatchewan's Labour Market needs
- Providing access to employment opportunities through job matching, placements and certificate training.
- Assessing need and providing access to employment supports and certificate training needed to secure employment.

Computer Resource Centre (CRC):

The CRC is an integral component to effective service delivery at RWPC. The CRC is open to the public and to RWPC clients. The CRC, among other benefits, draws the public to the organization. Several CRC users, after consultation with staff in the lab, have registered for services and many have become clients. Individuals accessing the CRC have diverse needs, personalities and learning styles. All of these challenges, along with the isolation of being unemployed, under-represented and part of the untapped labour pool raises their needs for accessible supports to attach to the labour market.

The CRC is comprised of two rooms: a 'lab' with 12 computers, a printer, copier, telephone and a fax machine, and a 'classroom' with 10 computers, a printer, and a Smart board. Additional services in the CRC include, providing a job board, a resume and cover letter development resource board and a further education and training board with posters advertising continuous learning opportunities with other organizations and institutions.

Groups

According to Motivational Interviewing practices, group work is one of the best methods to use to move individuals forward. The tools used are Open-ended questions, Affirmations, Reflections and Summarization (OARS). When using OARS in a group, it encourages change talk within each participant. When change talk is recognized, it is the Facilitator's role to continue the meaningful dialogue, by weaving the group together and connecting them in their change talk, moving them forward together in their commitment to change. Through Choice Theory, participants are introduced to the idea of internal versus external control psychology. Participants explore how their choices are helping them to get what they want and how to understand and manage their behaviors to achieve their goals.

Labour Market Access:

Work Prep maintains their knowledge of labour market trends and industry needs to better serve our clients. This includes providing information and opportunities for individuals to access education and training to better meet the skill requirement and skill gaps in the current labour market.

Work placements, job matching, direct hires, employer presentations, job fairs, informational interviews and volunteer opportunities all provide valuable opportunities to connect with employers and increase participants' access to employment opportunities.

This expertise along, with strong employer partnerships provide Work Prep with the tools to effectively build and support the Saskatchewan workforce, one person at a time.

Chair's Report

2016/2017 has been a year of change for RWPC. Chris Bailey retired as Executive Director in January so a lot of the Board's time during the fall was focused on finding a new Executive Director. I would like to thank Betty Ann Pottruff, Michele Geres and Ashlee Langlois for volunteering to the Executive Director Hiring Committee and committing their time to many meetings to update the job description, create a posting, narrow down candidates and then interview candidates. This was a lot of extra commitment and it was much appreciated. I would also like to thank Chris Bailey for his assistance in this process and in helping to get the word out to potential candidates; I wish Chris the best of times in retirement. I would also like to recognize Ashley Boha as our choice for the new Executive Director, in the short time she has been in this role I feel she has shown us her commitment to this role and RWPC. Changes in leadership like this always give organizations a good opportunity to change and grow; these first few months give me confidence that RWPC is on that path.

I would also like to acknowledge the patience of the staff through the recruitment process; I know it is difficult to focus on daily tasks when large organizational changes are occurring. Over these last six months the staff has shown their commitment to making RWPC a great organization. As is the nature of the Not for Profit Sector we are again seeing some instability in funding with the current economic landscape but I am very confident that Ashley's budgeting and planning skills will create as much stability as possible for the staff and clients of RWPC.

I am looking forward to next fall when the board as a whole can once again focus more time on the Resource Development Committee and Communications Committee, as I feel both of these are areas that the Board can assist in RWPC's continued success. Brown Communications will be a key partner in helping us to get RWPC's brand and social media presence to the community in a consistent and effective way, many thanks to them.

At the board level, we have had a number of members come and go thru this past year. This year has seen Brendan Wallace, Barb Church-Staudt, Ashlee Langlois, and Isaac LeClair step down from the board, and it goes without saying that their input and participation was very appreciated while they were on the board. We also have two additions to the board this year with Greg Duck and Aysha Khaliq joining us; both of them bring unique perspectives and skill sets that are complimenting the board well. I again would also like to thank all of the other board members for an excellent year, your work is a great benefit to the continued governance of RWPC.

I am looking forward to watching RWPC grow and change over the coming years under Ashley's guidance. Each year brings new challenges for RWPC, the board, staff and clients but with proper planning and commitment to the organization I am confident that RWPC will continue to be a leader in the community and I think this is evident in the support that we have retained from both government and other funding organizations.

Sincerely,

Leigh Lamontagne
June 2017

2016-2017 Regina Work Preparation Centre Board of Directors

Leigh Lamontagne – Chair
Dale Young - Vice Chair
Mike Farrer - Treasurer
Barb Church-Staudt -
Secretary
Betty Ann Pottruff
Brenden Wallace

Frankie Jordan
Ashlee Langlois
Isaac LeClair
Michele Geres
Greg Duck
Aysha Khaliq

Executive Director Report

Work Prep continues to “*Build the Saskatchewan Workforce One Person at a Time*”, and I am so grateful to be back in this amazing organization alongside a talented and professional team that is backed by the dedicated financial support of our funders, and partners in the community.

Thank you to Chris Bailey for his leadership and hard work in this organization over the course of the last 7 years. I was thankful to have learned from him, and worked for and with him in my prior tenure at Work Prep. Chris’s commitment to the organization and its mission, vision and mandate was always apparent and I want to wish him the best in his retirement.

As Leigh noted, change in leadership can bring about some apprehension, but also brings opportunity. I want to thank our team, the staff and board of RWPC, for embracing this change as a chance for opportunity. Your support, mentorship, teaching and mostly patience over the last six months as I transitioned into this role was greatly appreciated.

2016-2017 brought many challenges and changes to Work Prep, but also boasted many successes, new ideas and great opportunity. When reviewing the last year’s activities, I have identified three themes over the past year that will guide us into 2017-2018:

- *Building Awareness*
- *Building Capacity*
- *Building Sustainability*

You will find a summary of these activities and themes for 2016-2017 in the pages to follow.

We anticipate that the upcoming year and the years following will not be without trials and tribulations; however, if we continue to emphasize opportunity over adversity, while staying true to our strong foundation and history we can focus on these three areas to continue *Building the Workforce*, as a leader in employment services in Regina—one person at a time.

Sincerely,

Ashley Boha
Executive Director

2016- 2017 at Work Prep

Building Awareness

Key to success of any organization is the ability to market, recruit and retain the intended target group, while building partnerships based on expertise and opportunities to support the expected results. Work Prep has over 40 years experience delivering services and we have developed and maintained strong partnerships with referral agencies and community organizations.

This year, Work Prep has been involved in a number of exciting activities in the community and vocational counselling profession:

- *Saskatchewan Career Development Association:* Work Prep team members supported the development of the Saskatchewan Career Development Association (SKCDA) through membership and committee work, linking Work Prep provincially to other Career Practitioners.
- *Canadian Coalition of Community Based Employment and Training (CCCBET):* Work Prep has been asked to represent Saskatchewan on this national board representing community based organizations who deliver vocational services. CCCBET provides pan-Canadian leadership for the community-based employment training sector. Their vision is to ensure that the employment and training sector offers recognized, professional services, and that all people have access to community-based services that support their pursuit of meaningful employment and social inclusion. Not only does CCCBET provide a voice for the employment and career training sector across Canada, they are also a conduit for information to and from the government, in support for citizens seeking employment.
- *Integrated Classroom Project:* Work Prep was invited to participate as a charter member and member of the project design team as the employment services and labour market representative in Regina. The purpose of this project is to establish an integrated, collaborative and multi-agency partnership to improve access and support effective transitions for youth from custody by providing an integrated classroom that will serve as a transitional learning space until a more permanent school placement is found. While participating in the integrated classroom youth will be connected to services and supports in the community. The partner agencies will work together with youth clients to address multiple needs and facilitate successful transitions.
- *Lunch and Learn: Joyce Racette Supporting Diversity and Inclusion:* Work Prep, through a sponsorship from K+S Potash hosted its fifth Lunch N Learn. Work Prep Lunch N Learns are a series of lunch hour learning opportunities based around issues and topics related to work and employment.
- *Social Work Mini Practicum-* Supervised a mini practicum student for the department of social work, introducing social work students to a career in vocational counselling and community based organizations.

Work Prep also continues to participate in Inter-Agency meetings for Offender Employment Supports, the Gabriel Dumont Community Connections Group and the File Hills Working Group to increase awareness of Work Prep and network with other organizations to share ideas, available programs and resources for our clientele.

Building Capacity

An important part of Work Prep's continued sustainability is our investment in our staff. Work Prep prides itself in remaining current in vocational counselling tools, techniques and resources while also exploring innovative new ideas for programs, projects and theories that supports the work we do every day.

Reality Therapy/Choice Theory (RT/CT) has been a foundational counselling tool at Work Prep for many years. The RT/CT approach to counselling and problem solving focuses on a person's here-and-now actions and his/her ability to create and choose a better future. Clients are encouraged to discover what

they really want and to examine if they are currently choosing to do things that will help them reach their goals. In 2012, we began exploring Motivational Interviewing (MI) as a complementary technique to RT/CT. MI is a goal-oriented, client-centered counselling style for eliciting behaviour change by helping people explore and resolve ambivalence. MI helps people identify the intrinsic motivation within themselves and to tap into that motivation to change behaviour.

In order to continue to build capacity in and sustainability for our organization, in 2016-2017, we:

- Developed a team of five staff passionate about the resurgence of RT/CT & MI at Work Prep. Following the completion of the initial work, a two-person PD team was developed with a RT/CT and MI leader in the group. The PD team is supported and mentored by the PM and work with the ED to plan, develop and deliver PD that is respectful of all staff experiences, skills and learning needs and styles and fits the mandate and mission of the organization.
- Purchased 2 Smart Boards to provide increased technological access and abilities to staff and clients.
- Provided the following professional development opportunities for staff:
 - Reality Therapy and Choice Theory Basic Training- 6 staff attended.
 - Darren Lang – Staying Up in an Upside Down World- 2 staff attended.
 - Payroll Law- 1 staff attended.
 - Dragon 9 Training- 2 staff attended.
 - Various other United Way hosted Professional Development, and other opportunities attended by numerous staff.
- Hosted a staff retreat.

Building Sustainability

This year has again brought some instability and unknown in current and future funding for Work Prep. As this is a normal, cyclical occurrence for Work Prep due to a heavy reliance on government funding we are again reminded of a need to explore new sources of revenue to ensure Work Prep continues to serve the community for years to come. With this need in mind, Work Prep engaged in a number of activities to generate revenue from sources outside of our typical funders.

Activities in 2016-2017 included:

- Provided Fee for Service ColourSpectrums and Service Best training to partner organizations.
- Began discussions with a customer in need of one to one Fee for Service computer training.
- Hosted Valentines Day Steak Night and Raffle Fundraiser at Nicky's Café raising over \$3000 for Work Prep.

In addition to revenue generating activities in 2016-2017, Work Prep was fortunate enough to work with Service Canada to utilize slippage dollars from the YERP contract to purchase and upgrade some much needed infrastructure and continue building the capacity of our organization. Upgrades included:

- Group room laptop.
- 2 New computers with 4 monitors and a printer.
- 3 new desks.
- 10 new client chairs.
- 1 meeting table.
- 10 new student lockers.
- 5 drawer locking lateral cabinet and supply storage cabinet.
- Storage cupboard for group room to store fridge, microwave and materials for group.
- A new electrical panel with surge protection and rewiring to support the Smart Boards.
- Both group rooms were repainted and cork board strips were installed for group material posting and hanging.
- A fridge was purchased for client use in the group room.

- Professional Development dollars for staff attendance and accommodations at the Contact Conference in April 2017 and Payroll Law Seminar.

These slip dollars were also used in conjunction with Ministry of Economy contract funding to upgrade Work Prep's IT security to purchase Deep Freeze software for all client computers.

Building the Workforce

Multiyear Program – Specialized Comprehensive Employment Service

The primary objective of this Workforce Development Program is to manage the coordination and delivery of specialized career and employment services for individuals facing multiple personal and systematic barriers to employment. The services delivered under this contract assists residents of the Regina area to successfully participate in the labour market with a focus on the under-engaged labour pools. Work Prep has been delivering services to this target group throughout the history of the organization.

Workforce development focuses on strengthening and connecting individual job seekers to sustainable employment, education and training in support of current labour market needs. The following participants benefit from the services delivered:

- Individuals 16 years and older facing multiple barriers to employment and a lack of attachment to the labour force due to economic circumstances and/or lifestyle choices;
- Unemployed and underemployed (less than 20 hours per week) individuals with limited attachment to the current labour market and/or job retention issues;
- Urban Aboriginal job seekers;
- Individuals transitioning to Regina from reserve to pursue jobs;
- Job seekers needing life and employability skill development to meet the demands of the current labour market;
- Individuals at risk of exiting training, education or employment; and
- Employers identifying a labour shortage;

In 2016-2017, the Multiyear Program had:

- 510 individuals referred/requesting one to one vocational services
- 426 individuals were assessed
- **301 individuals engaged in services**
- **4327 clients accessed the Computer Resource Centre, with 11017 points of service.**

Job Launch

The primary objective of the Job Launch contract is to manage the coordination and delivery of an offender employment program assisting eligible clients to attach to sustainable employment. As the service provider of the offender program. Work Prep continues to be part of multi-disciplinary team working to bridge the gap that exists between recent offenders and a successful attachment to the labour market.

Work Prep has over ten years of experience and commitment working with the target population, the Regina Provincial Correctional Institute (RPCC), Paul Dojack Youth Centre (Dojack), community justice organizations and employers.

The target participant group who benefit from this project are Saskatchewan residents who are 16 years of age or older and whom have, within the last six months, been one of:

- Incarcerated
- On probation
- Paroled or court ordered
- Been involved with the provincial criminal justice system

In 2016-2017, the Job Launch Program had:

- 229 individuals referred/requesting services.
- 149 assessed.
- **85 engaged in services.**

YERP – Youth Employment Readiness Program

Work Prep has successfully developed and delivered the Youth Employment Readiness Program (YERP) under the Employment and Social Development Canada (ESDC) Skills Links funding since 2011. The objective of this programming is to assist at-risk youth in making a positive contribution in their community through successful participation in the labour market and to promote education and skill development for current and future labour market needs.

The target population is individuals 16-30 years old facing multiple barriers to employment and a limited attachment to the labour force including but not limited to:

- Young Urban Aboriginal job seekers;
- At-risk females
- Youth needing education or skill enhancement to meet the demands of the current labour market;

The program includes:

1. Group-based Employability Skills (GBS) – The three-week curriculum builds the knowledge and skills required to ready participants for entry into the current labour market and education/training programs. The YERP Facilitator focuses on key learning objectives tailoring activities, speakers and certificates to the specific needs of the group and the current labour market needs.
2. Work Placements provide valuable experience through early entry to employment and the opportunity to apply knowledge and practice skills required to successfully attach and sustain future employment. The YERP Employer Liaison works with participants to match their employment goals, skills and fit with a network of employers currently hiring and committed to working with Work Prep and supporting youth.

In 2016-2017, YERP had:

- 8 intakes
- **74 youth served.**

POWER – Preparing Older Workers for Employment Return

On July 1, 2016 the Regina Work Preparation Centre was contracted by the Ministry of Economy to run a pilot project targeted for individuals between the ages of 55 and 64 with consideration also given to people 50-54 through the Targeted Initiative for Older Workers (TLOW). The project was aimed at increasing the employability of older workers, and ensuring that they remain active and productive labour market participants.

Objectives identified in the contract are to help participants:

- Develop an individualized employment action plan which identifies goals, skills, strengths, barriers and outlines attainable steps to achieve career goals;
- Understand relevant labour market information and the occupations in-demand;
- Develop and apply personal marketing tools such as resumes, cover letters, and application forms to effectively conduct an active job search and/or explore options for self-employment.
- Understand how to navigate the job search process and obtain employment;
- Increase self sufficiency and coping skills to manage their career, including job attainment and retention; and,
- Develop computer skills.

Work Prep completed two intakes of ten individuals into the POWER project over the course of the contract. Each participant was enrolled in a six week paid program consisting of three weeks of course work and three weeks in a Job Finding club. At the end of the paid program participants were involved in work placements or case management activities to assist them in achieving their vocational goals.

In 2016-2017 POWER had:

- 2 intakes
- **20 individuals served.**

Other highlights for 2016-2017 include:

- Job Fair hosted in partnership with Conseil economique et cooperative de la Saskatchewan.
- Partnered with the Regina Food Bank to pilot the delivery of a financial program for clients and attended their community events for clients.
- Obtained funding from The Cooperators to establish a Tools for Success Fund for clients 30 or younger to cover pre-employment needs such as work clothing, boots, light tools, certifications, criminal record checks, bus passes and ID to individuals who have obtained employment.
- Partnered with All Rise to arrange an in-kind partnership to provide client training and resources with the client at the centre of the plan.
- Partnered with All Nations Hope to arrange an in-kind partnership to provide client supports and resources with the client at the centre of the plan.

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	2015-16	2016-17
Individuals Accessing CRC	3436	4327
Points of Service	7533	11017
Average # of Visits	2.19	2.55
Service Need		
Independent	4669	7115
Assisted	2862	3902

Intensive Support Activity		
	2015-16	2016-17
Total Accessing Intensive Support	723	950
# Walk In	357	476
# Referrals	366	474
Total Assessed	623	657
Total Opened	257	370

Intensive Support - Closures		
Outcomes	2015-16	2016-17
Total Closed	388	344
Employed	203	155
Returned to education or training	32	36
Total Successful Outcomes	235	191
Success Rate	61%	56%

Intensive Support - Closures		
Demographics:	2015-16	2016-17
Culture:		
First Nation/Métis	215 (55%)	182 52%
New Canadian	50 (13%)	13 4%
Other	87 (22%)	125 36%
None Selected	36 (9%)	28 8%
TOTAL	388	348
Gender:		
Male	212 (55%)	203 58%
Female	176 (45%)	145 42%
TOTAL	388	348
Age:		
Under 30	172 (44%)	127 36%
30-49 years	159 (41%)	144 42%
50+ years	57 (15%)	77 22%
TOTAL	388	348
Education:		
Less than Grade 12	185 (48%)	117 34%
Grade 12 or Higher	203 (52%)	231 66%
TOTAL	388	348

Misc.			
Self Declared Disability	31	(8%)	61 18%
Recent involvement in justice system	78	(20%)	71 21%

Staff

Current:

Ashley Boha	Executive Director
Kathy Palmer	Program Manager
Melva MacDonald	Administrative Coordinator
Larissa Kwasnitza	Program Support Coordinator
Debbie Deausy	Financial Coordinator
Diana Florence	Employment Facilitator
Marla Bengert	Employment Facilitator
Tracy Tomlinson	Employment Facilitator
Susan McArthur	Employment Facilitator
Lindell Haywahe	Computer Resource Centre Facilitator
Dallas LaFramboise	Computer Resource Centre Facilitator
Becky Wentzell	Group Facilitator
Cindy Leggott	Group Facilitator
Carol Wiens	Employer Liaison
Tishenna Sparvier	Janitor/Relief Reception

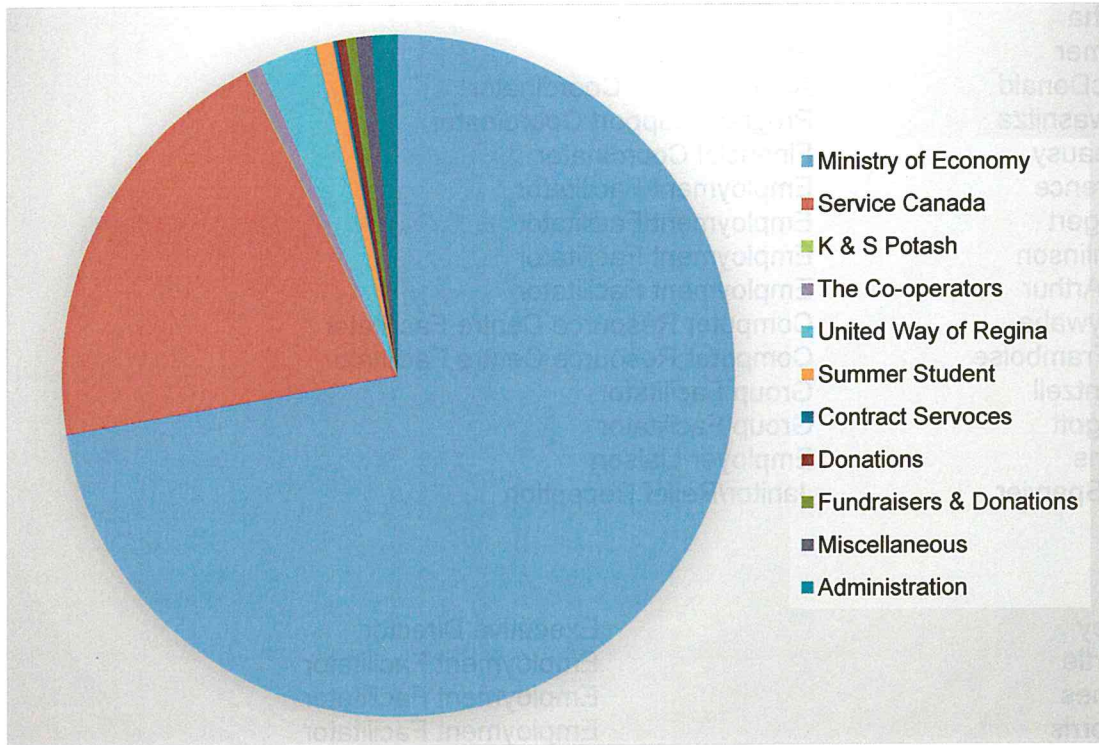
Former:

Chris Bailey	Executive Director
Robert Turtle	Employment Facilitator
Garry Forbes	Employment Facilitator
Sandra Morris	Employment Facilitator
Andrew Osborne	Computer Resource Centre Facilitator
Alex Sabawi	Employer Liaison
Shelley Lerat	Aboriginal Liaison

Acknowledgements

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

Funders



Organizations and Individuals

Albert Scott Community Centre
All Rise Project
All Nations Hope Network
Aboriginal Family Services
Ashley Boha
Brenden Wallace
Broadway Western Pizza
Bushwakker Brewing Co.
Canada Post
Canadian Armed Forces
Canadian Mental Health Association
Carmichael Outreach
Casino Regina
Catholic Family Services
CH Construction
Chili for Children
C.I.B.C
City of Regina
Circle Project Children's Centre
Come Clean Laundromat

Conseil Economique Et Cooperatif De La Saskatchewan
Conexus Credit Union
Country Inn and Suites by Carlson
Cowessess First Nation
Curves
Dave Scantelbury
Dale McArthur
Dale Young
Days Inn- East
Delta Hotel
Double Tree by Hilton
Dress for Success
Express Employment
Eden Care
Family Services Regina
File Hills Qu'Appelle Developments
File Hills Employment and Training Centre
File Hills Qu'Appelle Tribal Council
First Nations Employment Centre
First Nations Family Helpers

First Nations Family Services
 Flex Roofing
 Fox Valley Counselling
 Futurepreneurs Canada
 Gabriel Dumont/Dumont Technical Institute
 GARDAWORLD Protective
 Gary Forbes- Forbes Focused Training
 Gene's Realty
 Giant Tiger Avonhurst and East
 Gunnar Passmore
 Hiring Hands
 Hotel Saskatchewan
 Houston Pizza
 Jason Fischer
 John Howard Society
 J.O. Mitchell Consulting
 Knight Archer Insurance
 Kristina Galan
 LeJour Roofing
 Leon's Furniture
 Luiggi's Pasta House
 Lynco Construction
 Ministry of Justice
 Manpower
 Mike Farrer
 Ministry of Social Services
 Mike McCann Consulting
 Paul Dojack Youth Centre
 Robyn Michon Life Coaching
 North Central Community Association
 North Central Family Centre
 Orange Tree Living
 Oxford House
 Partners in Employment
 PnC Computers
 Prairie Spirit Connections
 Primex Training

Priority Management CK Tan
 Ramada Inn
 Randall Edge
 Regina Police Service
 Regina Anti-Poverty Ministry
 Regina Food Bank
 Regina Open Door Society
 Regina Qu'Appelle Health Region
 Robin's Donuts
 Regina Provincial Correctional Centre
 RSR Construction
 Salvation Army
 Sandman Inn
 Saskatchewan Apprenticeship and Trades
 Saskatchewan Government Insurance
 Saskatchewan Indian Institute of Technology
 Saskatchewan Polytechnic
 Saskatoon Tribal Council
 Sasktel.
 Selo Gardens
 Shayll Home
 Souls Harbour Rescue Mission
 South Saskatchewan Community Foundation
 South Saskatchewan Independent Living Centre
 Stepping Stones Childcare
 Street Culture Kidz Project
 Supreme Basics
 SWAP
 Todd Lazarca
 Ukrainian Co-operative
 University of Regina
 Value Village
 Ventson Donelson
 Workers Compensation Board
 Wingate by Wyndham
 Y.M.C.A

Our Major Supporters





Regina Work Preparation Centre

**Minutes
Annual General Meeting**

**June 9, 2016
41 Knowles Crescent**

-
-
1. Present: Leigh Lamontagne, Mike Farrer, Dale Young, Brenden Wallace, Ashlee Langlois, Betty Ann Pottruff, Isaac LeClair, Barb Church-Staudt, , Michele Geres Chris Bailey

Regrets: Frankie Jordan

Guests: Cindy Leggott, Kathy Palmer, Deb Deausy, Marla Bengert, Lindell Haywahe, Larissa Kwasnitza, Tracy Tomlinson, Greg Duck

2. Approval of Last Year's Annual Meeting Minutes

M/S Farrer/Lamontagne to the AGM Minutes of June 11, 2015
--

CARRIED

3. Business Arising

- None

4. New Business

- None

5. President's Report

M/S Pottruff/Wallace to accept the President's Report as presented

CARRIED

6. Executive Director's Report

M/S Church-Staudt/Young to accept the Executive Director's Report as presented

CARRIED

7. Financial Audit Report

M/S Lamontagne/Geres to accept the 2015-16 Financial Audit Report
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CARRIED

8. Appointment of Auditor

M/S Farrer/Pottruff to appoint Robert Szaunter as auditor for 2016-17	CARRIED
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9. Election of the Board

M/S Lamontagne/Farrer to welcome Greg Duck to the board as Member-at-Large; elected by acclamation	CARRIED
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M/S Lamontagne/Farrer to welcome Brenden Wallace to his new role on the board as Member-at-Large; elected by acclamation	CARRIED
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The 2016-17 Board is:

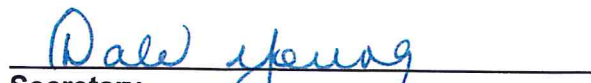
Leigh Lamontagne	Chair
Dale Young	Vice Chair
Mike Farrer	Treasurer
Barb Church-Staudt	Secretary
Betty Ann Pottruff	Member-at-Large
Brenden Wallace	Member-at-Large
Frankie Jordan	Member-at-Large
Ashlee Langlois	Member-at-Large
Isaac LeClair	Member-at-Large
Michele Geres	Member-at-Large
Greg Duck	Member-at-Large

10. Adjournment

M/ Pottruff to adjourn	
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President



Secretary

Regina Work Preparation Centre Inc.
Financial Statements
March 31, 2017



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, 2017, 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, 2017 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'.

Regina, Saskatchewan
June 16, 2017


Robert D. Szautner
Chartered Professional Accountant

Regina Work Preparation Centre Inc.
Statement of Financial Position

As at March 31, 2017

	2017	2016
Assets		
Current		
Cash	281,662	149,219
Investments (Note 3)	-	36,372
Accounts receivable	114,651	115,946
Accrued interest receivable	-	2,619
Prepaid expenses	2,528	2,383
	398,841	306,539
Long-term investments (Note 3)	-	127,433
Capital assets (Note 4)	34,793	35,737
	433,634	469,709
Liabilities		
Current		
Accounts payable	47,145	22,316
Government remittances payable	30,637	16,888
Deferred contributions	25,091	5,151
Deferred contributions – Evelyn & Lorne Johnson Foundation	11,792	18,618
Accrued vacation payable	21,742	14,209
	136,407	77,182
Net Assets		
Unappropriated	297,227	392,527
	433,634	469,709

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, 2017

	2017	2016
Revenue		
Ministry of Economy		
Multi-year program	797,497	628,617
Job Launch	111,152	105,523
SCES	-	154,185
Older Worker program	157,692	-
Service Canada	297,316	94,555
Aboriginal Family Services	-	5,000
The Co-operators	-	3,209
Saskatchewan Arts Board	-	10,403
K + S Potash	682	1,960
MORE program	-	15,340
United Way of Regina	41,271	41,271
Summer student	12,214	6,084
Contract services	3,000	200
Donations – Evelyn & Lorne Johnson Foundation	6,826	6,582
Fundraising and donations	7,038	11,972
Administration	18,609	-
Miscellaneous	10,891	6,029
	1,464,188	1,090,930
Expenses		
Ministry of Economy		
Multi-year program	797,498	628,630
Job Launch	110,889	105,523
SCES	-	154,136
Older Worker program	157,692	-
Service Canada	297,219	94,238
Aboriginal Affairs - Urban aboriginal strategy	-	2,085
The Co-operators	-	3,287
Saskatchewan Arts Board	-	13,178
K + S Potash	560	1,960
MORE program	-	14,439
Administration	-	29,848
Summer student	12,984	8,929
Fundraising	2,258	999
Gift to qualified donee	173,564	-
Miscellaneous	6,824	2,851
	1,559,488	1,060,103
Excess (deficiency) of revenues over expenses	(95,300)	30,827

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, 2017

	2017	2016
Unappropriated surplus, beginning of year	392,527	361,700
Excess (deficiency) of revenues over expenses	(95,300)	30,827
Unappropriated surplus, end of year	297,227	392,527

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, 2017

	2017	2016
Cash provided by (used for) the following activities		
Operating activities		
Excess (deficiency) of revenues over expenses	(95,300)	30,827
Amortization	16,231	20,018
(Increase) decrease in:		
Accounts receivable	1,295	(78,108)
Accrued interest receivable	2,619	(1,464)
Prepaid expenses	(145)	8
Increase (decrease)		
Accounts payable	24,829	16,423
Government remittances payable	13,749	7,466
Accrued vacation payable	7,533	(797)
Deferred contributions	13,114	(11,556)
	(16,075)	(17,183)
Investing activities		
Proceeds on disposal of long term investments	127,432	-
Purchase of capital assets	(15,286)	(38,666)
	112,146	(38,666)
Increase (decrease) in cash resources	96,071	(55,849)
Cash resources, beginning of year	185,591	241,440
Cash resources, end of year	281,662	185,591
Cash resources consist of:		
Cash in bank	281,662	149,219
Short term investments	-	36,372
	281,662	185,591

The accompanying notes are an integral part of these financial statements

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, 2017

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:

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

The fair market value of investments at March 31, 2017 was \$nil (2016 - \$172,663). During the year, the organization donated all of its investments held as disclosed in Note 8.

4. Capital assets

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Computer equipment	47,410	39,662	7,748	11,400
Furniture and fixtures	46,756	19,711	27,045	24,337
	94,166	59,373	34,793	35,737

Regina Work Preparation Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2017

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:

	2017	2016
Program expenses	136,873	146,173

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. Gift to Qualified Donee

During the year, the organization provided a gift to a foundation (the "Foundation") registered as a charity under the *Income tax Act (Canada)*. The amount donated of \$173,564 has been set up in a fund called the "Regina Work Preparation Centre Inc. Fund". The principal amount donated plus any income earned on the fund (less administration fees) may only be distributed to Regina Work Preparation Centre Inc. as outlined in the terms of reference agreed upon by the parties involved and as approved by the board of directors of the Foundation.

The fair market value of the investments held in this fund at March 31, 2017 was \$180,321.

9. Comparative figures

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

