

Annual Report

2017 – 2018

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.

2017- 2018 Regina Work Preparation Centre Board of Directors

Leigh Lamontagne – Chair
Dale Young - Vice Chair
Mike Farrer - Treasurer
Betty Ann Pottruff
Frankie Jordan

Michele Geres
Greg Duck
Aysha Khaliq
Barb Petersen

Chairperson's Report

Another year has flown by and although we have had a lot of things on the go I also feel we had some solid accomplishments. The biggest of these is the work that has been done to begin a multi year strategic plan. This plan addresses the current environment our organization is operating in as well as providing guidance to look forward into the next few years which will help to give Regina Work Preparation Center a stable path to follow. I would like to thank the staff and board for there continued participation in the development of this plan and the time that we have all invested into this.

I would also like acknowledge the staff for their hard work and commitment over the last year I know there have been a lot of changes, nevertheless with your input and support you are making Regina Work Preparation Center stronger. As you have experienced your input is valued and I encourage everyone to continue working with Ashley and Kathy to become more involved in the direction of Regina Work Preparation Center. Ashley has shown strong leadership in budgeting and planning, as well as a commitment to ensuring that staff have the resources and training to help clients. These skills are opening new opportunities to Work Prep as well as helping to stabilize the current funding and programs. Ashley has also led the charge on updating and developing a number of policies and procedures for Regina Work Preparation Center which will create a safer workplace and more sustainable organization.

I would like to thank Barbara Peterson for joining the board in December. Barb has jumped in with both feet and is providing great insight to the board based on her previous work and experiences. To the rest of the board I would like to express my gratitude for all of the work you did through the year. There were a number of situations that needed to be addressed and everyone stepped up to assist in making sure we were able to come to an informed decision, your work is a great benefit to the continued governance of Regina Work Preparation Center.

As mentioned above I am excited about the strategic planning sessions that we have been working through with the help of Laura Soparlo. Thanks to Laura, the information and path that this planning outlines will be very beneficial to Regina Work Preparation Center over the next few years.

Finally I will be stepping down as chair as my term is complete and I would like to congratulate Dale Young in taking over as chair. Dale is very passionate about Regina Work Preparation Center and I look forward to having her guide the board forward through the next years. I will be staying on as past chair and will still be actively involved in the committee work of the board (I still have a couple outstanding projects that I will get finished as well). Each year brings new challenges but in the short time I have been with the board for Regina Work Preparation Center I have witnessed a clear trend that the organization continues to improve and adapt our strategies and client offerings to the changing environment that we operate in and there is no reason to think that that will not continue into the future.

Sincerely,



Leigh Lamontagne
June 2018

Investing in Our Future

This year, Work Prep embarked on an exciting new journey to invest in our future.

For over 40 years Work Prep has assisted over 20,000 individuals in their path to employment. We recognized that the landscape in which we operate and the clientele we serve each day is fundamentally changing. To remain a leader in our field and ensure that Work Prep continues to serve our community for another 40+ years it was important to set a plan for our future direction.

To assist us in this journey, Work Prep contracted Laura Soparlo, with Laura Soparlo Consulting, to guide us in the development of a three to five year strategic plan. As an organizational development/management consultant with her own company, she has over 30 years of experience in the public sector, and has led over 100 organizations through strategic planning and change leadership programs that are often transformational, and always effective.

As a part of our process, one of our major priorities was the completion of a comprehensive environmental needs assessment. This work included an environmental scan to paint a picture of the strategic context in which we operate and to identify key trends impacting our future direction. In addition this assessment was informed by various internal and external consultations with our clients, staff, board of directors and important stakeholders to our organization.

Our Work Prep Team sincerely thanks those who took the time to participate in stakeholder consultations to inform our planning.

Graphic:

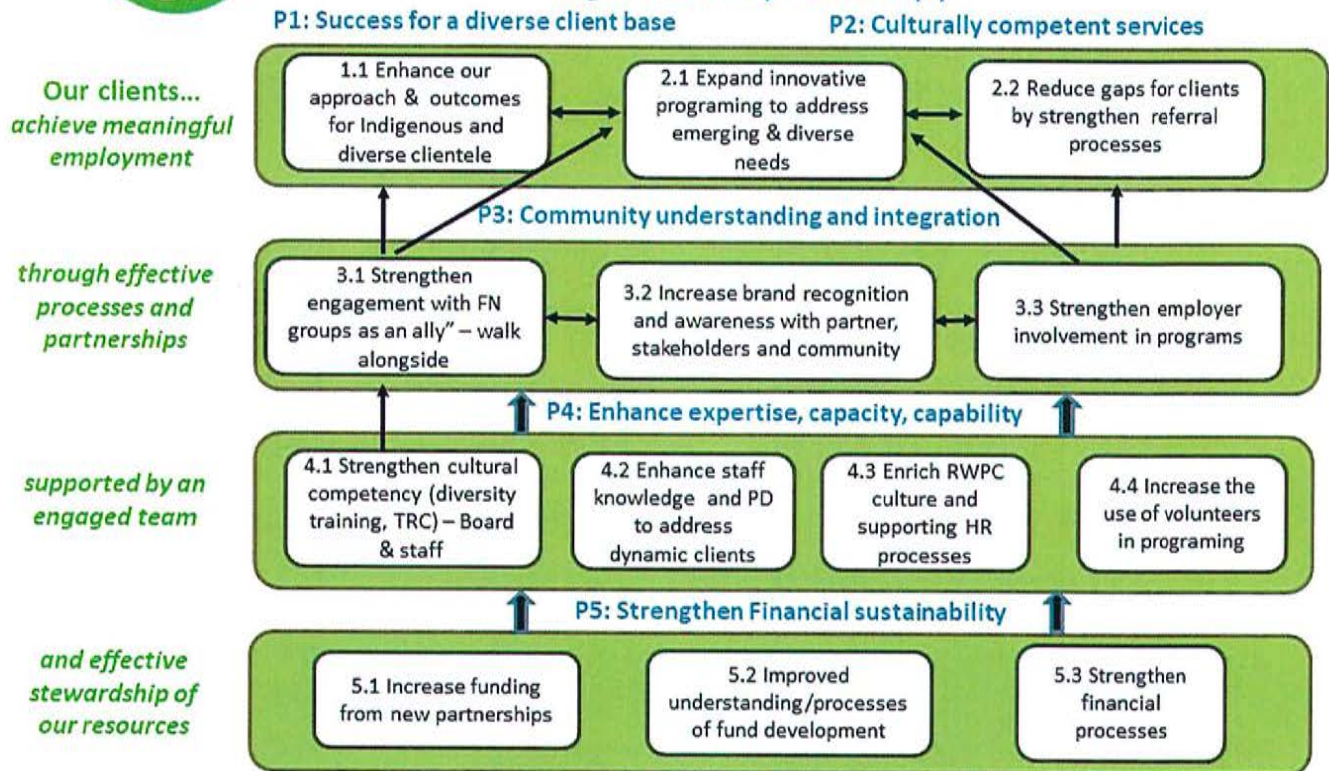
- 69 online surveys from staff, partners, employers and clients
- 2 focus groups with clients
- 1 board focus group
- 10 key informant interviews

While there is still work to complete, we are pleased to share the results of our environmental needs assessment and strategy map outlining our priorities for the next three years.

"The opportunity to learn job seeking skills in a highly supportive, encouraging environment and understanding what is expected in the interview process helps people build confidence and alleviates a lot of the anxiety that accompanies unemployment and the process of finding employment."



Regina Work Prep Priorities (P)



"I think Work Prep is doing a wonderful job for the community. I believe we can always change and grow towards bettering the organization. I hope we are around for many years and continue to help people move forward. I am proud to be a member of Work Prep. I value those who come to us for help and those I am blessed to work next to everyday."

Who We Are

The Regina Work Preparation Centre (Work Prep) is a non-profit, charitable, community-based organization that has served the Regina community for nearly 45 years. In the last four decades, Work Prep has assisted over 20,000 individuals in their journey to employment.

At Work Prep, we pride ourselves in being client-centered, and as a result are always committed to reviewing our programs and services to ensure that they are the best meeting the changing needs of our clients, the economy and the labour market. As a result, we have a strong and vast history of vocational services that not only address the varying and individual needs of our clients but is based on solid evidence that supports outcome measurement.

Every day, individuals utilize our services to assist them in preparing for the transition to work by accessing individualized supports that reinforce job readiness and basic skills training. This might be one to one vocational counselling, brief assistance in our computer resource centre, group-based employability skill development or a 10 week paid program including group training and a work placement for a young person.

Using innovative employment services that align with labour market needs, Work Prep also partners with employers to identify job seekers that match their required qualifications and provides ongoing connection and support for employers and employees to ensure success.

How We Help

Individualized Supports

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.

Whether you've never worked before, would like to get back to work after involvement with the justice system, have roadblocks in your way to reaching your employment goals, are re-entering the workforce as an older worker, or simply need a hand improving the effectiveness of your resume and cover letter, we can support you with the tools and training to reach your goals.

With you leading the way; together, we'll explore your goals, determine your needs and the services that are best suited to support you in increasing your skills, building new and existing strengths and addressing any challenges you see that might get in the way. This plan will serve as a map to show your progress, successes and any need for changes and exploration of new opportunities on your journey to employment.

"I liked getting feedback on my interview skills and practicing. I got better."

Group Based Employment Training

Through Group Training, Work Prep supports individuals to build the knowledge and skills required to ready them for work and/or education and training programs. Our staff will work with you on life and employability skill development, while tailoring activities, guest speakers and certificate training to the specific needs of the group and current labour market needs.

"I really enjoyed being a part of this class. I would definitely recommend this to my peers."

Lorne and Evelyn Johnson Foundation Resource Centre

Our Computer Resource Centre provides free public access to computers and other electronic technologies for the purposes of job search and career exploration. Along with the technology we have a knowledgeable and resourceful staff, job board and resources to help develop and enhance your self-marketing tools.

"My comments come with high commendation (as an experienced sales professional). Very comfortable and incredible facility you have. I needed assistance and am so impressed with the concise level of help. Thank you!"

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.

"We have had a few successful sponsored work placements. This is a great incentive for employers."

Our Programs and Services

Employment Pathways

Over the course of our 40+ years in this industry, Work Prep has delivered specialized career and employment services for individuals who face multiple personal and systemic barriers to employment. Through this program, we assist residents in Regina to successfully prepare for and participate in the labour market.

This program focuses on strengthening and connecting individual job seekers to sustainable employment, education and training in support of current labour market needs.

You would benefit from this program if:

- You are 16 years of age or older and face challenges to obtaining employment, have never worked before or haven't been able to maintain a job.
- You are currently unemployed and underemployed (less than 20 hours per week) and struggle to connect to or stay at a job for a longer period of time.
- You are an urban First Nation or Metis individual seeking work,
- You are transitioning to Regina from reserve to pursue employment or education opportunities;
- You need to develop or improve your life and employability skills to meet the demands of the current job market;
- You are currently at risk of leaving training, education or employment
- You are an employer facing a labour shortage.

Work Prep is a proud partner of the Ministry of Immigration and Career Training who provides the funding to deliver this program.

"I am so great-full for all the help I received from you and the staff at Work Prep. I am happy to report things are going great. The company I got on with has been treating me so very well, not only being a full time employee with benefits, I have been given the opportunity to take courses in the states. I doubt that I would have found this career without your coaching and support."

Youth Employment Readiness Project

Since 2011, Work Prep has successfully delivered the Youth Employment Readiness Program. Through YERP, we work to assist youth in making a positive contribution to their community through successful preparation, entrance and participation in the labour market. We also support youth to prepare for education and skill development to reach their long term career goals, and support current and future labour market needs.

YERP provides four weeks of group based employability skills training and a 6 week work placement to support youth to:

- Identify and overcome barriers to employment,
- Develop a relevant career goal,
- Learn essential workplace skills, etiquette and employer expectations,
- Improve communication, basic computer and customer service skills,
- Create a resume, navigate a job search and prepare for interviews,
- Access education and training opportunities.

This program is for you, if:

- You are between the ages of 16 and 30,
- You are unemployed and not in school,
- You are ready to transition to work,
- You are willing to learn and improve your job search skills.

YERP is a proud partner of the Government of Canada Skills Link Program, who provides the funds to deliver this program.

"The thing I like the most about the program is the amount of support I have. Most of the staff members have an office here & their door are open for me if I ever need someone to talk to. I also like learning the latest in employment standards when it comes to writing cover letters & resumes. The think I liked the most was the Colour Spectrums session. I learned more about myself as an individual & why my personality is the way it is. I now look at the other people in my life & try to find out what their colours are"

Job Launch

Our Job Launch Program has over ten years of experience assisting individuals who have recently been involved in the criminal justice system to re-enter to workforce.

Work Prep collaborates with a multi-disciplinary team that includes the Regina Provincial Correctional Centre (RPCC), Paul Dojack Youth Centre (Dojack), Adult and Youth Probations, other community justice organizations province-wide and employers to facilitate opportunities for successful attachment to the labour force for individuals with recent involvement in the justice system.

Job Launch would be a good fit for you if you are 16 years of age or older, and within the last six months have:

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

Work Prep is a proud partner of the Ministry of Immigration and Career Training who provides the funding to deliver this program.

"I am ready to job search and I am going to get a job"

Integrated Classroom

The transition from custody services to community services is one of the greatest challenges youth in custody face post release. Youth released from custody are challenged with access to services. Specifically: school placement, housing, financial independence, mental health and addictions support, health self-care and employment support.

The purpose of the Integrated Classroom Project is to establish an integrated, collaborative and multi-agency partnership to improve access to services for youth released from custody. The partnership will 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.

Work Prep provided group employability skills training for participants in the integrated classroom to assist them in developing the skills to enter in, and attach to the labour market. Through the collaborative case management process, Work Prep also occasionally provided more targeted supports for youth needing vocational programming or more intensive one to one vocational counselling.

Executive Director Report

An annual report is a time to look back on the previous year and share our story—a story of success and progress, change, challenge, opportunity and hope for the future. While we have many accomplishments and highlights of progress to share with you this year, we also faced a very challenging year as an organization. Throughout it all, our team has remained strong and resilient, collaborating together to ensure that we weathered and adapted to the storms we faced. Never once did we lose focus on our goal—to provide exceptional client centered services that were responsive to the needs of individuals accessing our services, and the changing economy and labour market.

This year, we came together as a team and committed to developing a comprehensive strategic plan for our organization. This is an investment in our future; it gives us an opportunity to focus on and understand our current environment, the needs of our clients and community, and utilize this knowledge to inform our decisions going forward. While we are currently finalizing our strategic plan, we move forward with greater insights into the current economic environment and how it has impacted our clients, community and our service delivery. As a result of the work to date, we know:

- Employment declined by 0.2% in 2017—the second worst performance among the provinces.
- The average length of unemployment increased to 19 weeks compared to 14 weeks in a normal labour market.
- Young people, aged 15-24 are more likely to experience mental illness and/or substance abuse disorders than any other age. We know that mental health greatly impacts the long-term employability of many individuals.
- While vacancy rates in Regina have improved as of February 2018, the average rent for an apartment has increased by 6.35% and about one-fifth of Regina households are experiencing housing affordability challenges that impact their housing stability and increase risk of homelessness. These challenges directly impact an individual's employability.
- There has been an upward trend in the use of the Foodbank in Regina, a clear indicator that there is significant food insecurity in Regina. We know that adequate nutrition enhances concentration, learning ability and improves job performance.

These challenges have directly impacted our clients, and our service delivery. As a team, we needed to and have remained responsive in our services to meet those demands and needs.

While we have faced challenge and tribulation, there has also been progress and opportunity. This year we received our longest agreement with Employment and Social Development Canada for our Youth Employment Readiness Program—extending and confirming that program will remain in place until 2020. In addition, we did not face any cuts in funding from our provincial government contracts, and have remained a Funded Partner of United Way Regina. We were also invited to participate in the Integrated Classroom—a partnership between the Ministry of Justice and Ministry of Education to support youth transitioning from corrections to education in the community.

These achievements are a direct result of the hard work and commitment of our staff who deliver client centered services and remain responsive to changing needs, as well as solid program management which supports successful program measures and outcome

reporting. This success would also not be possible without the strong financial commitment and partnership from our funders.

I look forward to sharing the rest of our story and journey this year with you in the following pages. Thank you for your interest and support of our organization, we are looking forward to the year ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Ashley Boha", with a long horizontal line extending to the right.

Ashley Boha
Executive Director

Our 2017 – 2018 Work Prep Story

As our team worked to remain responsive to the changing needs of our clients, the economy, and labour market, we focused on our community in the following ways:

- *Rooting in the community*
- *Responding to the needs of the community*
- *Reaching out in our community and beyond, and*
- *Capacity building to best serve our community*

We are proud to share our journey this year.

Capacity building to best serve our community:

To address the challenges faced in the last year, it was important that we remained strong, resilient and had the resources to deliver the best services to meet this demand. We built capacity across the organization, from team building and professional development, to the creation of organizational best practices, infrastructure upgrades and investments in technology to support secure and safe service delivery.

In the summer of 2017 we made an investment in a summer student to complete a professional development needs assessment for our staff. The needs assessment identified professional development opportunities that exist among Work Prep employees, and informed the professional development process to support staff in reaching their potential and having the resources to serve Work Prep's clients. Through the needs assessment, we identified a number of common themes:

- Enhanced understanding of, and training in mental health, and how to support clients who are struggling with mental health related illnesses,
- Opportunity to build our team through fun to promote a calm environment that enhances professional growth and performance,
- Increased understanding of the criminal justice system and related terminology,
- Continued professional development in core modalities *Reality Therapy and Choice Theory and Motivational Interviewing*,
- Cultural awareness training, and
- Increased understanding of research tools for labour market information, program design and service provision.

Work Prep responded, and through contract resources and the assistance of the Canada Saskatchewan Job Grant, we were able to respond to majority of the recommendations this year, with the intent of completing the rest in the next fiscal year. This year, staff participated in:

- Mental Health First Aid Training.
- Training on De-Escalating Potentially Violent Situations.
- Motivational Interviewing Level 1 for all staff.
- Reality Therapy Basic and Advanced Training and in house practicums.
- Presentation by Loretta Smith from Saskatchewan Ministry of Justice overviewing the criminal justice system and terminology.
- Dragon 9 Group Facilitation Training

- Saskatchewan Polytechnic Financial Accounting and Analysis for Non-Financial Managers.
- Mindfulness Training
- Attendance at the provincial Contact Conference featuring topics around career development, labour market information, best practices from innovative employers, and resume development, among other things.

In addition to formal professional development, we also responded to the need for team building to enhance team and professional growth. This year we hosted in house team building events which included team development through games such as Pictionary, Head Bandz, Heads Up, Hangman and puzzle building and participated in a staff organized Share the Warmth project. We celebrated the 2017 year with an in-house Christmas party including a paint night.



Our team is strong and the commitment from each of our staff to our clients, our organization and our community has never wavered. We were fortunate this year to celebrate two long term employee anniversaries. Congratulations and thank you to both of you for your work and commitment to client centered services over the years and into the future.

- Marla Bengert – 20 years of service
- Melva MacDonald – 15 years of service

Our Board of Directors also recognized our team early in 2018 when they hosted a board appreciation breakfast for staff and kicked off our strategic planning process.

Beginning in the spring of 2017 a need was identified to further establish and understand best practices in our internal processes. Throughout the spring, summer and fall staff collaborated together to create and share best practices in our internal processes, service delivery and day

to day operations. Through this work we enhanced team work and improved internal communication and processes to support our staff and our organization to have the capacity to best serve our clients and community.

In addition, this year we made improvements to our building and technology infrastructure. Thanks to the support of our funders we were able to make the following improvements and upgrades:

- Installation of fans in our group and meeting rooms for comfort and improved air flow.
- Installation of pot lights in group rooms for increased comfort and improved ergonomics.
- Installation of doors with windows and vents in group and meeting rooms for enhanced client and staff safety and comfort.
- Reorganization and wiring of the computer classroom to ensure safety of clients and computers while creating a positive learning environment.
- Completion of third party computer and network security scan to ensure safe and secure use and maintenance of technology.
- Installation of deep freeze on client computers for improved client confidentiality and increased computer safety.



Rooting in the community

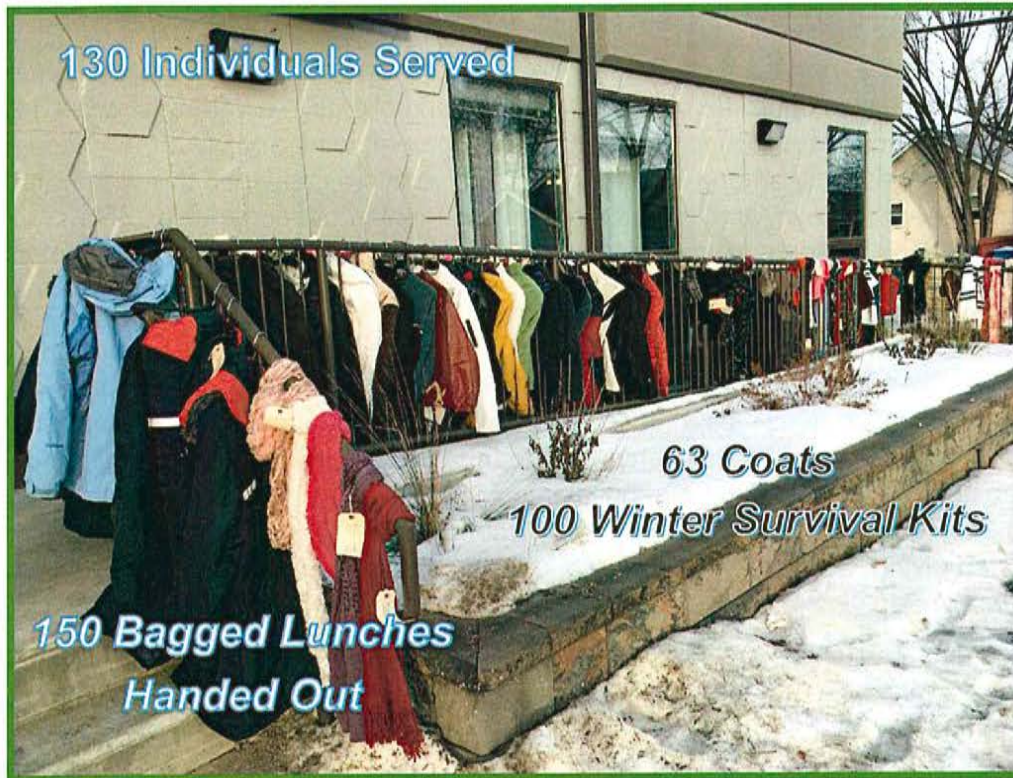
As a community based organization, we rely heavily on strong relationships and partnerships in our community to best support our organization, staff and clients in a variety of ways, including: access to support and resources, professional development, work and volunteer placements, and employer connections, among other things. This year, we continued this work, and made a commitment to participate in, and increase our involvement in our community. We accomplished this in a variety of ways and look forward to this continued commitment in the future.

This year we worked hard to build our relationship and support United Way Regina as a Funded Partner. We looked at how we, as a team and organization could give back to this organization who has given so much to us—as a funded partner for over 25 years, it was important to us to continue nurturing this strong relationship. To do this, we held an internal campaign for United Way and hosted a number of fun team building activities to raise funds including a ginger cookie bake off, a soup competition and a United Way Spirit week. As a result of these events and individual staff giving, we were able to increase our fundraising proceeds for United Way by 15% from last year!

Work Prep staff are always looking to connect and build strong relationships with employers to support our clients in their employment goals. This year we worked hard to reach out to new employers, attended networking events and made numerous cold calls to introduce employers to our work and connect them with the individuals we serve. As a result of this work, we were able to reconnect and reengage our partnership with FHQ Developments, hosting them at Work Prep for an information session for clients. In addition, we also held a very successful job fair for the new Popeye's Louisiana Chicken restaurant opening in Regina. Approximately 110 individuals attended the job fair, and over 25 individuals received offers of employment. Thanks to our employer partnership with Gardaworld, Work Prep was selected as the charity of choice for the Building Owners and Managers Association (BOMA) golf tournament in 2017. Staff attended the event and organized a "Putt and Roll" contest for participants. Work Prep received a \$440 gift as a result of the event. Thank you!

Many of the individuals we serve, and those in our neighbourhood are often faced with financial stresses, making it difficult to have necessary resources to survive the winter months in Regina. This year, Work Prep staff coordinated and applied for a grant from SaskEnergy to 'Share the Warmth' with our neighbours in need. We received the grant and on November 25, 2017, Work Prep staff, clients and board members spent the day *Sharing the Warmth*—handing out bagged lunches, winter survival kits and winter wear.

Winter wear, including jackets, mitts, scarves and toques, were hung outside the building for those in need, with the message "May you find strength in the love from your community and warmth from the hearts of your friends". Guests were welcomed inside for a bagged lunch, hot cup of comfort, and were handed a winter survival kit that included items such as socks and hand warmers.



Recent work experience is often a barrier that many of our clients face every day. To address this barrier and create opportunity for individuals to build skills and experience, Work Prep involved clients in many activities in our community. Individuals engaging in services participated in Share the Warmth, as well as volunteer opportunities with Regina Food Bank, and Habitat for Humanity.

Along with our commitment to increase opportunities for employment through volunteer experience for our clients, Work Prep also committed to doing the same for students in our community—hosting a Major Social Work Practicum through the University of Regina. Laura Blattner joined our team in January 2018 and worked alongside our staff and clients, and in our community during her four month placement at Work Prep.

Responding to the needs of the community

Throughout our history, Work Prep has remained client centred and responsive. We are always committed to reviewing our services to ensure that they best meet the changing needs of our clients, the economy and the labour market. As a result, every year, throughout the year we evaluate services and adjust to meet needs.

Through analysis of trends in the economy, listening to our clients and evaluating our services, this year we responded to our community in a number of ways.

Early in the year, we identified a need to serve active job seekers struggling to attach to the labour market in a different way. This demographic of job seekers were ready for employment and were actively job searching however were experiencing frustration in the lack of success in their job search.

Work Prep responded by developing two new pathways to employment:

- Brief Assist Case Management Services
 - An independent, job seeker directed case management model
 - Case management directed by job seeker, and included registration and access to all services including certificate training, group programming and employer connections.
- Employment Pathway Group Based Employability Skill Development, curriculum including:
 - Certificate Training
 - Computer Training
 - Development and Refining of Self Marketing Tools
 - Job Search Navigation
 - Labour Market Information
 - Job Matching and Employer Connections.

Staff also identified the need for computer training was a need for these job seekers to build skills and increase confidence in their journey to employment. We know that access to computer training, specifically computer training that results in a certificate can enhance job seekers resume and increase their employment opportunities in the current labour market. The financial commitment to attend formal training, mixed with the uneasiness of attending a formal educational setting can be a deterrent for some job seekers to obtain these much needed skills. Work Prep understood these barriers and worked with MicroAge to establish a joint partnership to provide these individuals with Microsoft Certified Certificate Training in our location, as a part of the Employment Pathway Group.

"The computer training was hard but the facilitator made it fun and never minded repeating things or waiting for us to catch up. I did it!"

In addition to identifying these needs and responding with the pathways listed above, Work Prep also identified two areas of service delivery that were currently not being addressed: individuals finishing University who were struggling to attach to the labour market in their field of education and those individuals who required stabilization, life skills and pre-employment training. To address these needs Work Prep pursued the following partnerships:

- Provincial Status of Women office to explore the possibility of rejuvenating our Contemporary Women's Outreach Program.
- Government of Canada Career Focus Program. Partnered with United Way Regina to apply for funding to establish a program for University graduates struggling to enter the labour force in the field of their education. Project included a partial work placement through United Way to support Summer Success Program and United Way Campaign.

While we were unable to secure any financial resources to meet these needs, we will continue to build these relationships with the goal of securing funding in the future.

This year, Work Prep established a new relationship with the Workers Compensation Board (WCB) to address another gap in services in our community. WCB vocational rehabilitation specialists identified a need for individualized one to one computer training. Work Prep

partnered with WCB to provide this service throughout the year to over ten individuals who required computer training, however struggled in a traditional classroom setting.

Work Prep would not be who or where we are without the support of our partnerships. The success of our organization relies heavily on our partnerships for referrals, expertise and support. As such, we are always working to establish and maintain our strong partnerships in the community.

We were fortunate this year to have our clients and staff asked to participate in a research project conducted by the provincial government to understand client experiences when trying to connect with services such as income support, employment, mental health and addictions care. Work Prep staff also went to the Ministry of Social Services to meet with Income Assistance Workers in the Social Assistance Program and the Saskatchewan Assured Income for Disability program to discuss our programs and services and respond to any questions about the referral process.

In addition, Work Prep attended the All Nations Job Expo hosted by the Regina Chamber of Commerce and the Piapot Job Fair. In both instances, Work Prep attended and provided job search resources to job seekers in need of assistance.

Reaching out in our community and beyond

This year, our partnerships and relationships in the community were various and far reaching. At Work Prep, we believe it is necessary to reach outside of our organization and expertise to raise the quality and effectiveness of our services, supports, and staff development.

We have good working relationships with our major referring partners, including Ministry of Social Services, Ministry of Justice, Corrections and Policing and the consultants in the Ministry of Immigration and Career Training. We have also enhanced and maintained relationships with employees of the Correctional Service of Canada to better support individuals transitioning out of federal correctional institutions.

In addition, we continued to maintain and grow our partnerships with educational institutions, including Saskatchewan Polytechnic, GDI/DTI, and Regina Campus. Our community partners across the country, province and city serve many vital roles and we utilized their networks, expertise and supports to build and deliver the quality services in this project.

We actively supported and participated in:

- Canadian Coalition of Community Based Employment and Training
- Saskatchewan Career Development Association (SKCDA)
- File Hills Employment Working Group
- File Hills Qu'Appelle Tribal Council Employment and Training Advisory Committee
- Gabriel Dumont Institute Connections Group

Maintaining our presence and understanding in the community is vital to continue responding to the needs of our clients. This year, we invested in our ability to connect with our community through technology. We are proud to have a new website, increased social media presence on Facebook and a new monthly blog published by our staff.

2017- 2018 Impact

The journey to employment, is just that—a journey. Along the way there are often many bumps in the road, or side streets that need to be taken on the journey to the goal of employment. Sometimes that is upgrading, or post secondary education, and other times that might be obtaining life and employability skills, work experience, developing self marketing tools or learning how to navigate the job search in today's market. An employment or education outcome often does not reflect all of the steps an individual takes and progress they make to achieving success in employment or education. The impact of the services provided at Work Prep and the progress made by the individuals we serve is greater than that.

Self Directed		
Computer Resource Centre	2017-18	2016-17
Total Accessed CRC	2351	2409
Points of Service	7952	11017
Average # of Visits	3.4	4.6
Individuals participating in an active job search.	1308 or 56%	1424 or 59%
Individuals developing self-marketing tools	1618 or 69%	1856 or 77%
Intensive Support Activity		
	2017-18	2016-17
Total Accessed Intensive Support	744	950
Total Assessed	526	657
Total Opened	294	370
Total Participated in Group Based Employment Training	104	97
Total Received Employment Supports	74	88
Total Received Certificate Training	77	67
Total Closed	288	344

Demographics		
Culture	17/18 Yr to Date	16/17 Yr to Date
First Nation/ Métis	170 or 59%	182 or 52%
New Canadian	5 or 2%	13 or 4%
Other	95 or 33%	125 or 36%
None selected	17 or 6%	28 or 8%
Total	287	348
Gender		
Male	179 or 62%	203 or 58%
Female	108 or 38%	145 or 42%
Total	287	348
Age		
Under 30 yrs	104 or 36%	127 or 36%
30 - 49 yrs	118 or 41%	144 or 42%
50+ yrs	65 or 23%	77 or 22%
Total	287	348
Education		
Less than Grade 12	105 or 37%	117 or 34%
Grade 12 or Higher	182 or 63%	231 or 66%[^]
Total	287	348

Job Readiness

Identified and addressed challenges such as Childcare, Identification, Housing, Financial management, Transportation, Community supports and Communication, Participant Supports

300 or 99% of individuals made progress in job readiness.

Career Decision Making

Obtaining and Understanding Labour Market Information, Identification of Skills, Abilities, Interests and Competencies

231 or 76% of individuals made progress in career decision making

Skills Enhancement

Identification of Transferable Skills, Building Workplace Essential Skills, Certificate Training, Skills Training, Upgrading, Funding for Education/Training.

77 or 25% of individuals made progress in skill enhancement

Job Search

Resume, Cover Letter, Interview Prep/Practice, Job Search Techniques & Tools, Online Applications and Assessment, Networking, Job Matching

240 or 79% of individuals made progress in their job search.

Career Growth

Having the skills and attitudes to plan for career movement/change: increase hours of employment; change type of employment; identify and apply for positions with current employer; identify skills required to advance career

139 or 46% of individuals made progress in career growth.

147/303 or 49% of individuals obtained employment

23/303 or 8% of individuals returned to education or training.

Staff

Current:

Ashley Boha	Executive Director
Kathy Palmer	Program Manager
Melva MacDonald	Administrative Coordinator
Larissa Kwasnitza	Program Support Coordinator
Debbie Deausy	Financial Coordinator (on leave)
Sharon Johnson	Temporary Financial Coordinator
Diana Florence	Case Manager
Marla Bengert	Case Manager
Tracy Tomlinson	Case Manager
Susan McArthur	Case Manager
Lindell Haywahe	Computer Resource Centre Facilitator
Dallas LaFramboise	Computer Resource Centre Facilitator
Becky Wentzell	Group Facilitator
Cindy Leggott	Group Facilitator
Carol Wiens	Employer Liaison
Karen Herman	Computer Facilitator
Celeste Goodwill	Janitor
Laura Blattner	Practicum Student

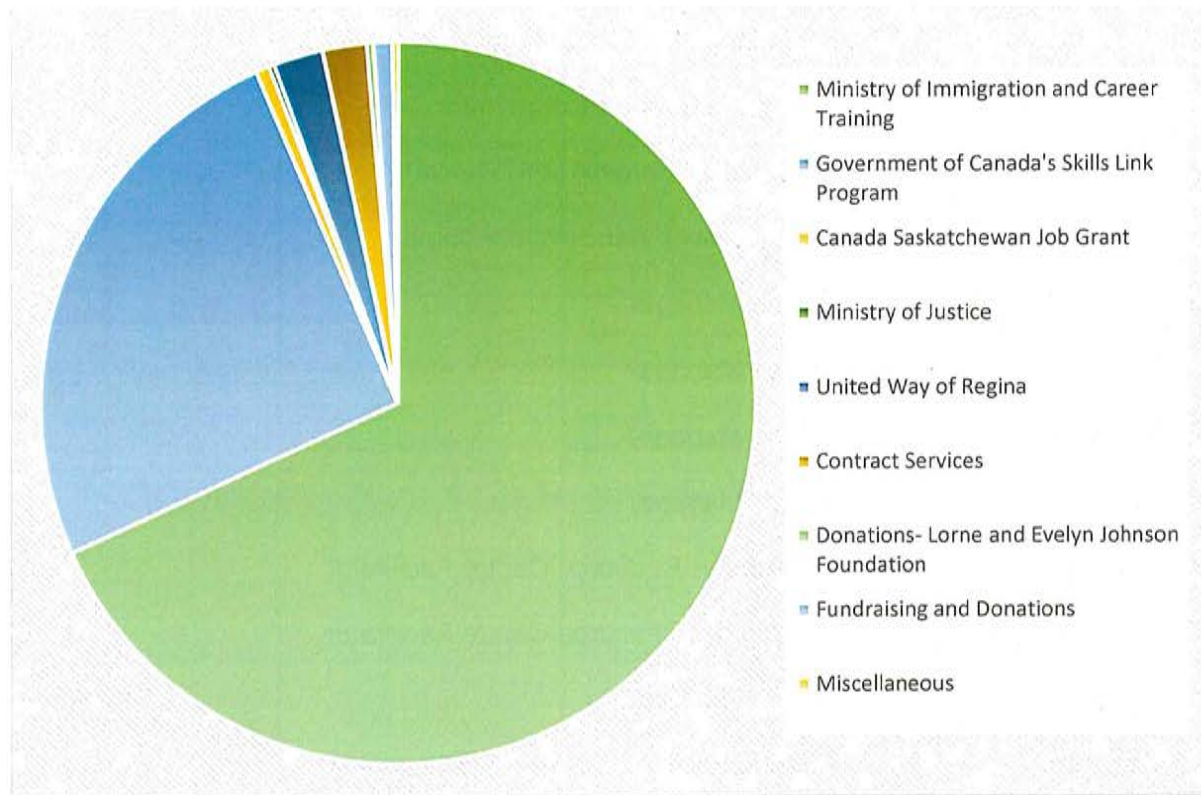
Former:

Tishenna Sparvier	Janitor/Relief Reception
Mariah Rugobya	Summer Student

Acknowledgements

Work Prep staff and board of directors wish to thank the following agencies and individuals for their support of our organization, in a multiplicity of ways:

Funders



Organizations and Individuals

- | | |
|---|---|
| Aboriginal Family Services | Double Tree by Hilton |
| Brenden Wallace | Dress for Success |
| Broadway Western Pizza | Express Employment |
| Bushwakker Brewing Co. | Employment Network |
| Canada Post | Empowering Change |
| Campus Regina Public | Evraz Place |
| Carmichael Outreach | Family Services Regina |
| Casino Regina | File Hills Qu'Appelle Developments |
| Catholic Family Services | File Hills Employment and Training Centre |
| Catholic Family Service Newcomer Centre | File Hills Qu'Appelle Tribal Council |
| City of Regina | Fries Tallman Lumber |
| Circle Project Children's Centre | Gabriel Dumont/Dumont Technical Institute |
| Come Clean Laundromat | Gabriel Dumont Community Connections Group |
| Conexus Credit Union | GARDAWORLD Protective |
| Country Inn and Suites by Carlson | Giant Tiger Avonhurst |
| Dale McArthur | Gunnar Passmore, Saskatchewan Building Trades |
| Dale Young | Hiring Hands |
| Days Inn- East | Home Inn & Suites (Airport) |
| Delta Hotel | Hotel Saskatchewan |

Houston Pizza
 Home Suites
 Integrated Classroom
 John Howard Society
 J.O. Mitchell Consulting
 Labour Market Services
 Loretta Smith, Ministry of Justice
 MicroAge
 Ministry of Justice
 Mike Farrer
 Ministry of Social Services
 Ministry of Justice
 Ministry of Immigration and Career Training
 Mike McCann Consulting
 Melcher Media and Design
 Nicky's Cafe
 North Central Community Association
 North Central Family Centre
 Orange Tree Living
 Outer Edge Adventure Park
 Partners in Employment
 Paul Dojack Youth Centre
 PnC Computers
 Prairie Spirit Connections
 Primex Training
 Pro Av
 Randall Edge
 Regina Police Service
 Regina Anti-Poverty Ministry
 Regina Community Clinic
 Regina Immigrant Women's Centre
 Regina Food Bank
 Regina Open Door Society
 Regina Qu'Appelle Health Region
 Regina Provincial Correctional Centre

Regina Soffit and Eaves
 Robin's Donuts
 RSR Construction
 Salvation Army
 Saskatchewan Apprenticeship and Trades
 Saskatchewan Career Development Association
 Saskatchewan Government Insurance
 Saskatchewan Polytechnic
 Saskatchewan Tourism and Education Council
 Sasktel
 SaskEnergy
 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
 The Cooperators
 Ukrainian Co-operative
 University of Regina
 University of Regina Career Centre
 Value Village
 Ventson Donelson
 Workers Compensation Board
 Wingate by Wyndham
 You Do It Counselling
 Y.W.C.A

Our Major Supporters





**Regina Work Preparation Centre
Minutes
Annual General Meeting**

**June 22, 2017
2020 Halifax Street, Regina SK**

-
-
1. Present: Leigh Lamontagne, Mike Farrer, Dale Young, Betty Ann Pottruff, Aysha Khaliq, Ashley Boha (Executive Director)

Regrets: Frankie Jordan, Greg Duck, Michelle Geres

Guests: Cindy Leggott, Kathy Palmer, Deb Deausy, Marla Bengert, Larissa Kwasnitza, Carol Wiens, Diana Florence

2. Approval of Last Year's Annual Meeting Minutes

M/S Pottruff/Farrer move to approve the AGM Minutes of June 9, 2016	CARRIED
--	----------------

3. Business Arising

- None

4. New Business

- None

5. President's Report

M/S Farrer/Young to accept the President's Report as presented	CARRIED
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6. Executive Director's Report

M/S Farrer/Potruff to accept the Executive Director's Report as presented	CARRIED
--	----------------

7. Financial Audit Report

M/S Lamontagne/Potruff to accept the 2016-17 Financial Audit Report	CARRIED
--	----------------

8. Appointment of Auditor

M/S Pottruff/Khalq to appoint Robert Szaunter as auditor for 2017-18	CARRIED
---	----------------

9. Election of the Board

- Will appoint new secretary in Fall of 2017 following recruitment efforts for additional board members.

- Will appoint new secretary in Fall of 2017 following recruitment efforts for additional board members.

The 2017-18 Board is

Leigh Lamontagne	Chair
Dale Young	Vice Chair
Mike Farrer	Treasurer
Betty Ann Pottruff	Member-at-Large
Frankie Jordan	Member-at-Large
Michele Geres	Member-at-Large
Greg Duck	Member-at-Large
Aysha Khaliq	Member-at-Large

10. Adjournment

M/ Pottruff to adjourn	
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Director



Director

Regina Work Preparation Centre Inc.
Financial Statements
March 31, 2018



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, 2018, 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, 2018 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 15, 2018

Robert D. Szautner
Chartered Professional Accountant

Regina Work Preparation Centre Inc.
Statement of Financial Position

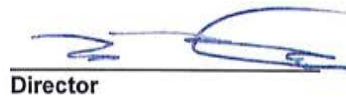
As at March 31, 2018

	2018	2017
Assets		
Current		
Cash	186,236	281,662
Investments (Note 3)	100,000	-
Accounts receivable	111,836	114,651
Prepaid expenses	3,960	2,528
	402,032	398,841
Capital assets (Note 4)	43,012	34,793
	445,044	433,634
Liabilities		
Current		
Accounts payable	1,593	47,145
Government remittances payable	-	30,637
Deferred contributions	70,065	25,091
Deferred contributions – Evelyn & Lorne Johnson Foundation	8,061	11,792
Accrued vacation payable	11,417	21,742
	91,136	136,407
Net Assets		
Unappropriated	353,908	297,227
	445,044	433,634

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, 2018

	2018	2017
Revenue		
Ministry of Immigration and Career Training		
Employment Pathways	751,682	797,497
Job Launch	105,987	111,152
Older Worker program	-	157,692
Service Canada	316,571	297,316
Canada Sask Job Grant	7,847	-
K + S Potash	-	682
Ministry of Justice	2,903	-
United Way of Regina	28,318	41,271
Summer student	-	12,214
Contract services	24,928	3,000
Donations – Evelyn & Lorne Johnson Foundation	3,731	6,826
Fundraising and donations	11,013	7,038
Administration	-	18,609
Miscellaneous	3,087	10,891
	1,256,067	1,464,188
Expenses		
Ministry of Economy		
Multi-year program	751,688	797,498
Job Launch	105,991	110,889
Older Worker program	-	157,692
Service Canada	316,603	297,219
Canada Sask Job Grant	7,847	-
The Co-operators	157	-
K + S Potash	-	560
Ministry of Justice	2,903	-
Administration	-	-
Summer student	3,825	12,984
Contract services	10,238	-
Fundraising	-	2,258
Gift to qualified donee	-	173,564
Miscellaneous	134	6,824
	1,199,386	1,559,488
Excess (deficiency) of revenues over expenses	56,681	(95,300)

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, 2018

	2018	2017
Unappropriated surplus, beginning of year	297,227	392,527
Excess (deficiency) of revenues over expenses	56,681	(95,300)
Unappropriated surplus, end of year	353,908	297,227

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, 2018

	2018	2017
Cash provided by (used for) the following activities		
Operating activities		
Excess (deficiency) of revenues over expenses	56,681	(95,300)
Amortization	23,147	16,231
(Increase) decrease in:		
Accounts receivable	2,815	1,295
Accrued interest receivable	-	2,619
Prepaid expenses	(1,432)	(145)
Increase (decrease)		
Accounts payable	(45,553)	24,829
Government remittances payable	(30,637)	13,749
Accrued vacation payable	(10,325)	7,533
Deferred contributions	41,244	13,114
	35,940	(16,075)
Investing activities		
Proceeds on disposal of long term investments	-	127,432
Purchase of investments	(100,000)	-
Purchase of capital assets	(31,366)	(15,286)
	(131,366)	112,146
Increase (decrease) in cash resources	(95,426)	96,071
Cash resources, beginning of year	281,662	185,591
Cash resources, end of year	186,236	281,662

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, 2018

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.

	Method	Rate
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, 2018

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:

	2018	2017
Conexus Credit Union GIC interest rate 0.80%, maturity February 2019	100,000	-
	100,000	-

4. Capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2018 Net book value</i>	<i>2017 Net book value</i>
Computer equipment	67,992	55,244	12,748	7,748
Furniture and fixtures	57,540	27,276	30,264	27,045
	125,532	82,520	43,012	34,793

Regina Work Preparation Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2018

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. 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.

7. Gift to Qualified Donee

During the prior 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, 2018 was \$183,276.

8. Comparative figures

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

