



# **Annual Report 2018 – 2019**

**Regina Work Preparation Centre Inc.**

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*Building the Saskatchewan Workforce  
One Person at a Time*



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## *Vision*

Leading our community in preparing and connecting job seekers and employers for economic opportunities and growth.

## *Mission*

Providing services that recognize individual strengths, build capacity and create opportunities for each vocational journey.

## *Values*

### Person Centered

- We listen and strive to understand diverse perspectives by valuing each individual and treating all people with respect, dignity and empathy.
- We offer information and service that motivates and empowers personal choice.
- We acknowledge that individuals are the expert on themselves.
- We are open-minded, curious and flexible.

### Team

- We foster team strengths: communication, diversity, leadership, fun and responsiveness.
- We work together toward a common goal with common values and principles.
- We respect fellow team members and seek to build relationships where all are heard.
- We create an environment where individual's skills and successes are celebrated.

### Integrity

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- We are committed to working in the Spirit of Work Prep.
- We believe integrity is the foundation for strong relationships, leaders and teams
- We ensure our interactions with others are truthful, sincere, consistent and ethical.
- We are accountable to ourselves and others for our actions.



## Principles

- **Collaborative:** Provide exceptional services through positive interactions among team members, participants and partners.
- **Innovative:** Establish an environment that embraces change through risk-taking, continuous learning and innovation.
- **Journey-oriented:** Interact with individuals by honouring their past, acknowledging their present and empowering their future.
- **Trauma-informed:** Recognize that individuals have experienced trauma; base relationships, responses and services on that knowledge.
- **Non-judgemental:** Seek to understand the other's perspectives, experiences and choices and see the world through their eyes.
- **Strength-based:** Start with and build upon skills, strengths and positive characteristics of each individual.

### 2018- 2019 Regina Work Preparation Centre Board of Directors

Dale Young – Chair  
Leigh Lamontagne- Past Chair  
Michele Geres - Vice Chair  
Ryan Hillstead - Treasurer

Betty Ann Pottruff  
Frankie Jordan  
Greg Duck  
Barb Petersen  
Darcie Debruyne  
Joyce Racette  
Brad Alldred

*Former:*  
Mike Farrer  
Aysha Khaliq

## Message from the Chair

“Modern day organizations must be flexible and adaptable, willing to bend when the winds of change blow – lest they break. They must maintain a corporate spirit that facilitates change and fosters innovation – because change is the only constant in today’s world and innovation is the key to staying afloat in a change driven era”.<sup>1</sup>

In preparing this report, I reviewed the annual reports of several local, national and international organizations and they all talked about the reality of change and the need for their organizations to be able to accept and work with change. I like the above quote from Roxanne Sawatsky’s book 21st Century Organizations because it not only speaks to the need to embrace change, it sets out a direction for surviving and thriving in the current organizational environment.

Successful change requires planning. In 2018, the Regina Work Preparation Centre (RWPC) embarked on an ambitious strategic planning process based on an extensive environmental scan and covering a three-year period. One year later, we have a completed both our strategic and operational plan, along with a scorecard that will allow us to set targets and measure our successes. Achieving this has been hard work. It reflects the commitment of both board and staff (especially staff), to ensuring we are ready to take advantage of the opportunities and to meet the challenges that lay ahead.

In addition, board and staff have worked diligently over the last several months to review and update our strategic framework that speaks to our vision, mission values and guiding principles. I am very proud of our new framework. While our strategic plan may, and in fact, likely will change over the next three years, our framework will serve as a beacon and a guide informing every aspect of our work.

Change has occurred in the area of human resources. In the last twelve months, our board has been extremely fortunate in recruiting four new members, one of whom has joined our executive as treasurer. The knowledge and ability that exists among our current board members is humbling and their gift of time and wisdom is invaluable to the continued success of our organization.

On the staff side, the board is happy and excited to welcome a new program manager and executive assistant.

The last twelve months have seen a great deal of work go into creating and updating position descriptions and policies and procedures. While this work is behind the scenes, it is so important as it ensures that proper structures are in place to enable staff to do their work in a rapidly changing environment.

In addition to embracing change, it’s been a year of innovation as staff have worked to enhance our service to clients, including improvements to our intake process and the development of new programs such as The Employment Pathways Group and Taking Charge. Much collaborative teamwork has gone into supporting labour force development within RWPC and to connecting job seekers to available jobs.

I would like to acknowledge the value that our staff members bring to the organization with their skills and expertise, their network of interpersonal and inter-organizational relationships and their dedication and passion for the work they do.

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<sup>1</sup> 21st Century Organizations. How to Meet the 21st Century Skills Gap by Roxanne Sawatsky. P.80

I would also like to acknowledge and thank Ashley Boha for her leadership and her commitment to the vision of the RWPC as a 21<sup>st</sup> century organization. We are truly fortunate to have someone of her caliber in the role of Executive Director.

Thank you to our funders for your stellar support throughout the year, finally, thank you to our many community partners including the employers who provide work placements and jobs for our clients. You make it possible for those we serve to gain the skills, knowledge and experience they need to succeed in their employment journey.

This past year has been transformative for the Regina Work Preparation Centre. We have embraced change; we have shown ourselves to be a flexible and innovative organization. We can look back on the year with pride and forward to the year ahead with confidence.

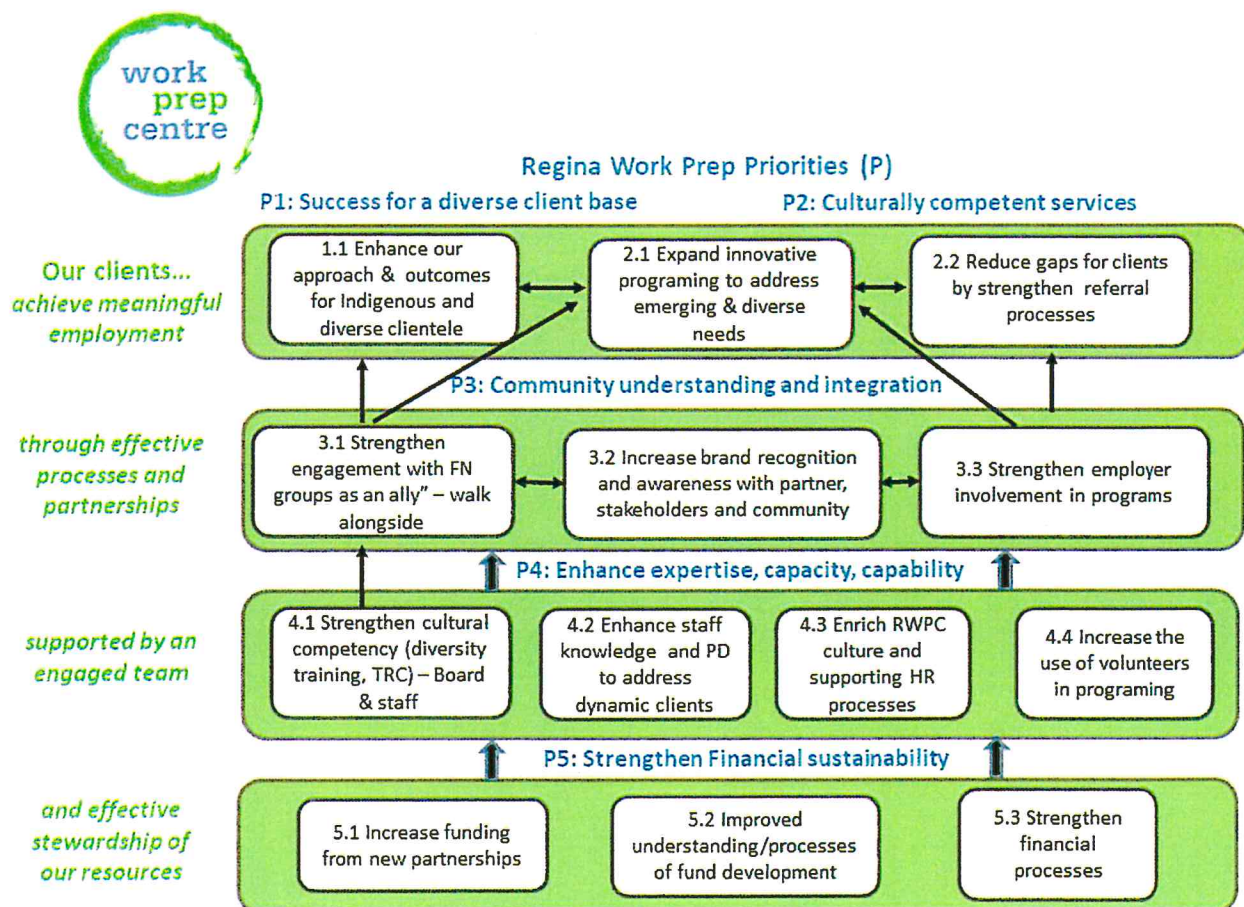


Dale Young  
Chair, Board of Directors



## Investing in Our Future

Last year, Work Prep embarked on an exciting journey to invest in our future. Recognizing that the landscape in which we operated and the individuals we served each day were fundamentally changing, we committed to a comprehensive strategic planning process to increase our understanding of the environment in which we work, and the individuals and stakeholders that we serve to set a path and direction moving forward. In the last annual report, we unveiled our strategy map that outlined our priorities and objectives moving forward:



To finalize the work from last year, our team completed the operational plan that accompanies the strategy map; the two documents together define our organizational direction and goals moving forward. The completion of this plan would not have been possible without the hard work and commitment of our entire team, and we are proud that the operational plan includes all staff and board participation in our new direction. This plan will focus our priorities for the next three years—directly addressing what we heard in our environmental needs assessment and stakeholder consultation.

In addition to working through the completion of the operational plan, the Board of Directors and Staff committed to and completed an extension review and revision of our organizational mission and vision. Along with this review, we also defined organizational values and principles. We are thankful for the work that was done, and proud of the final product, which is unveiled in this year's annual report.



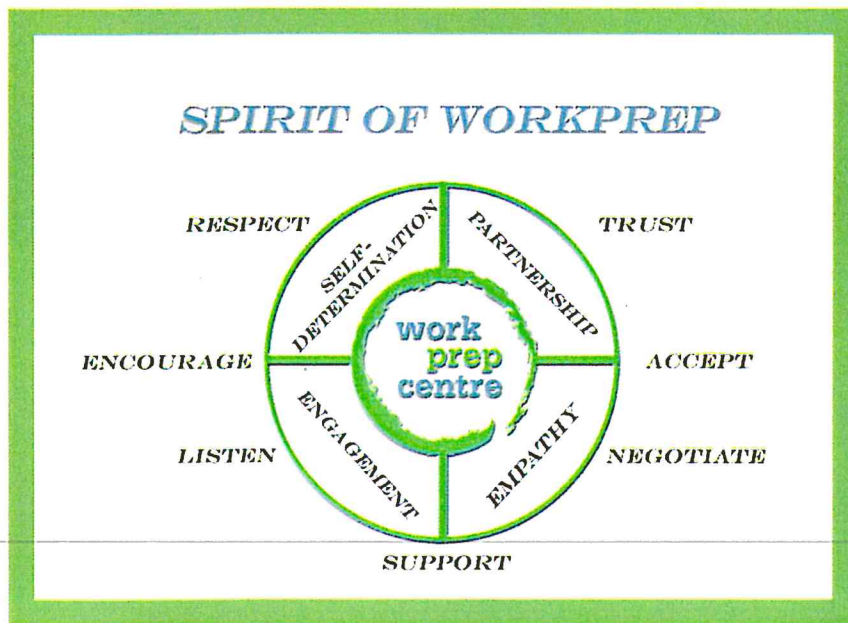
## Who We Are

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

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 center, group-based employability skill development or a 10-week paid program including group training and 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.

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 are also based on solid evidence that support outcome measurement.



## Our Spirit

*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 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 Work Prep began exploring *Motivational Interviewing (MI)* as a complementary technique to RT/CT. MI is a goal-oriented, client-centered counselling style for eliciting behavior change by helping people explore and resolve ambivalence. MI helps people identify the internal motivation within themselves to tap into their own personal motivators for behavior. MI is now also a foundational counselling tool at Work Prep.



## How We Help

### Individualized Supports

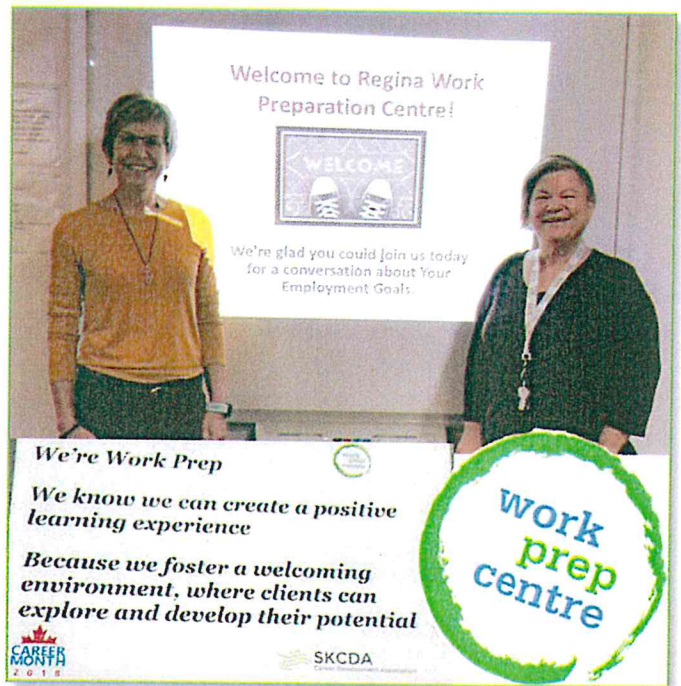
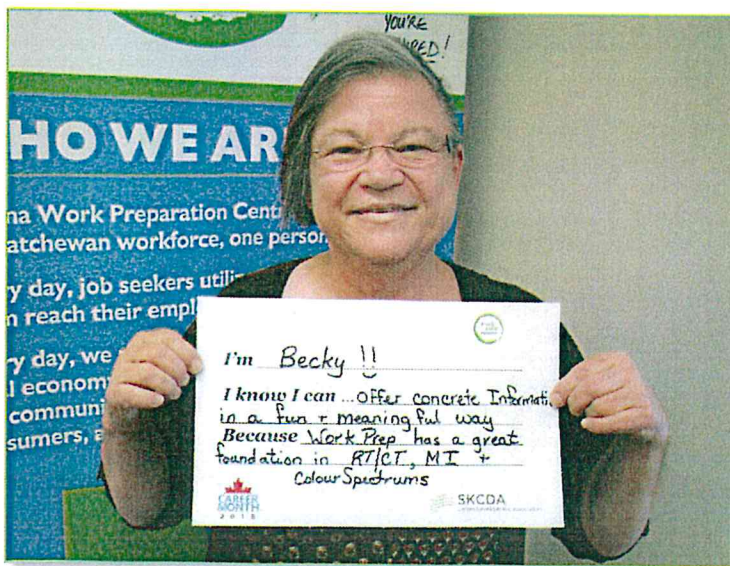
At Work Prep, we meet individuals where they are at, and offer several pathways that individuals may choose to assist them in moving forward with their employment goals.

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.

*"Having access to the computers, printers, and the job board. The counselling is awesome and really helped me untangle my life and find some focus." - Survey Respondent, December 2018.*

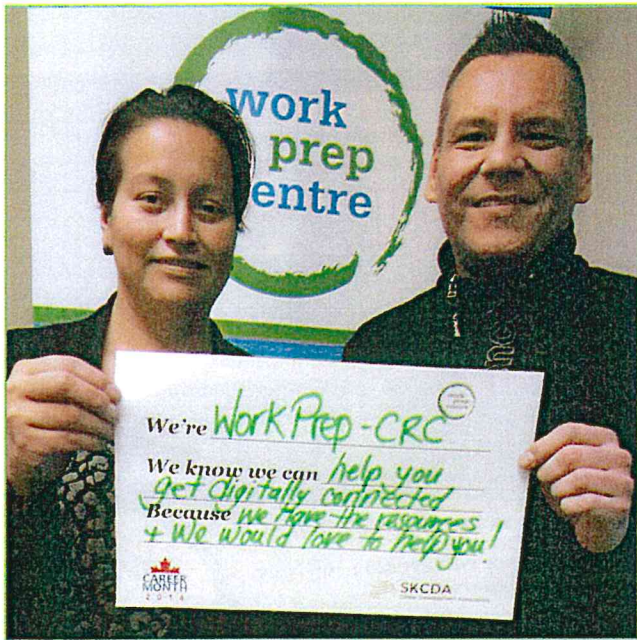
### Group Based Employment Training



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.

*"The approach is right. Very helpful for a person who has lost a job and no where to go." - Survey Respondent, December 2018.*





*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.

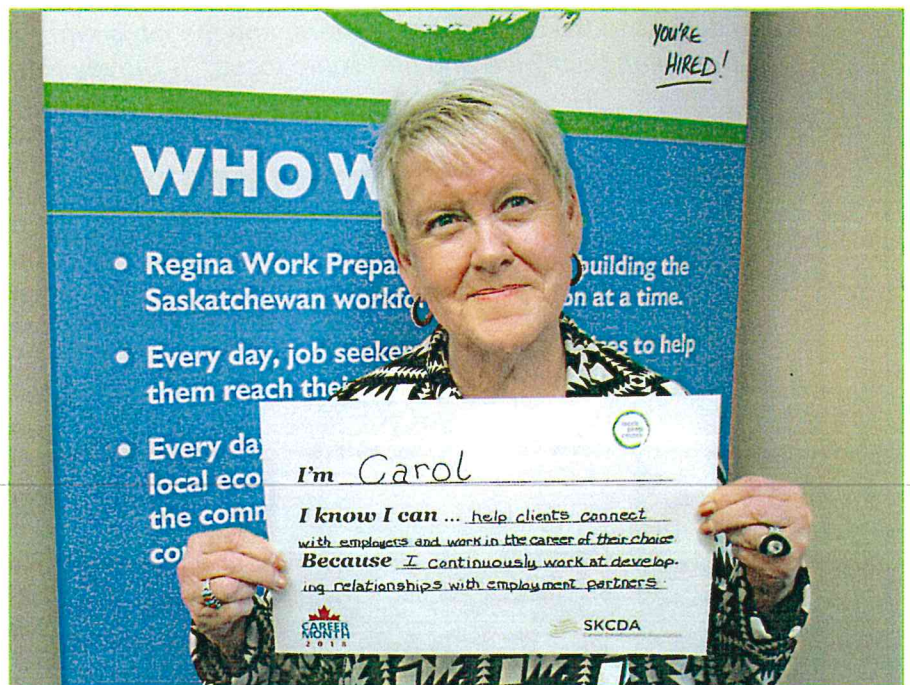
*"The staff's helpfulness. I was able to get a good resume done with their help." – Survey Respondent, December 2018.*

*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.



*"It was welcoming and motivating! The counselors met with me that day, and we looked at my resume and discussed what to edit, what kinds of jobs I was looking for, how I was applying. Resources were recommended for me and bus tickets too. Thanks Work Prep!" – Survey Respondent, December 2018."*



## 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.

*"Was very unsure on what to expect when first walked in. Did orientation and after that it was great. Very helpful, friendly people there at work prep!" - Survey Respondent, December 2018.*

### 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,



**We're YERP MicroAge Class**

**We know we can participate in the Labour Market**

**Because We upgraded our hard skills with Microsoft Certified Training!**





- 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.

*"Everything! Finding a place to do some training and a work placement was so good for me!! Thank you all so very much! My work ethic had grown so much since walking thru that door for the first time"*  
- Survey Respondent, December 2018.

### 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 believe that this facility is meeting the needs of everyone who is in need of help in many ways. Employment search, resume building and teaching employment readiness, just to name a few."*  
- Survey Respondent, December 2018.

### 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.

We're

WORK Prep.



**We know we can** help people with their job-search

**Because** we have over 40 years experience doing exactly that!



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 are

connected to services and supports in the community. The partner agencies work together with the students to address multiple needs and facilitate successful transitions.

Work Prep provided individualized case management for participants in the integrated classroom to assist them in developing the skills to enter in, and attach to the labour market.

### *Workers Compensation Board*

In 2018, 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 now has an ongoing partnership with WCB to provide this service throughout the year to individuals who require basic computer skills training, but struggle in a traditional classroom.

This year, we expanded this partnership to include a summer program for individuals who are currently attending or going to be attending an educational program in the coming year. The summer program provided basic computer skills training, employability skills development including self-marketing tools, vocational assessments, personality assessments, and the practical application of learning in school, work and life.

I'm

Marla



**I know I can ...** help you ace your interview

**Because** I know what employers hope to hear!





## Executive Director Report

This year, Work Prep continued our journey through change. Change is not something our organization has ever shied away from, and quite frankly our resilience is something that has built our foundation in the community over the past 45 years. With the significant investment in both time and resources towards our strategic plan and vision for the future, we have a clear direction moving forward—an “*even better if*” approach that acknowledges and maintains all of the things we are doing well, and identifies where we could be even better if.

We began the year by taking the time to analyze the current external environment and trends. We used this information to work through the completion of our operational plan for the next three years. With this new information, and a structure in place to layout our work and goals for the future, the time came to address the system and how we move the organization forward to meet identified needs in our community. We achieved this by adding capacity in our leadership team, thus securing our strong foundation and creating the opportunity for ongoing growth and development.

With these resources and the system in place to support our vision, we began our work for the future, a future that is very different than the status quo—one that adopts and integrates the idea and characteristics of a twenty first century organization. The main characteristics for our vision include adaptability, innovation, flexibility, emotional intelligence, technology and a systems thinking approach, each of which individually is not unfamiliar, but together will drive Work Prep to become a leader in our field and in our community for years to come.

Through this approach, we recognize that we will need to take risks, be bold and make mistakes. We will need to ensure that we integrate our learning along the way to promote continuous improvement, growth and development, all for the purpose of working towards our vision to *lead our community in preparing and connecting job seekers and employers for economic opportunities and growth*.

A strong and dedicated Board of Directors, and the partnership and subsequent financial commitment of our funders support us along the way. These provide a solid base for our journey moving forward.

Our strong and resilient team is committed to our future, those we serve and our community at large. We would not be where we are today in this journey without their above and beyond approach, exceptional skills and professionalism and willingness to learn and adapt to the changing environment around them. I am honored to work alongside each of them, learning and growing together so the future is bright for all.

Thank you for joining us on this journey, we look forward to the path ahead.

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Sincerely,



Ashley Boha  
Executive Director



## Our 2018 – 2019 Work Prep Story

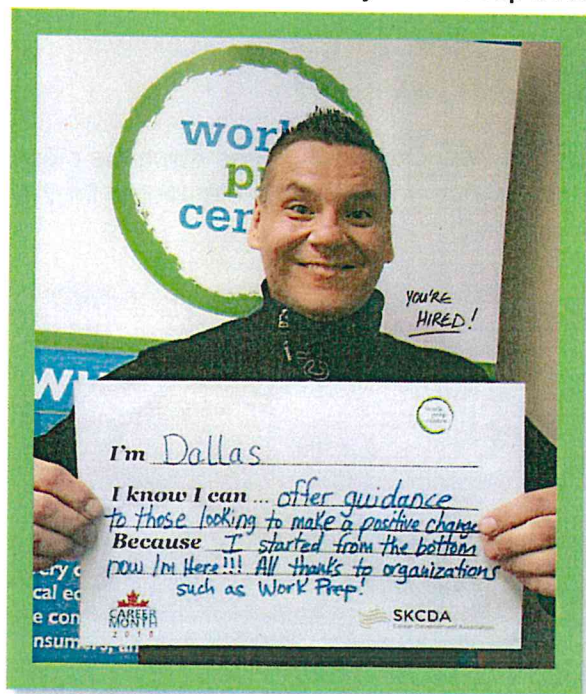
We began the year with a large body of information reflecting on and analyzing the external environment in which we work. Through the completion of our environmental needs assessment last year, we began the year with the following knowledge:

- 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 directly affected our clients, and our service delivery. As a team, we remained responsive in our services to meet those demands and needs.

### *Community Awareness and Partnership*

Directly responding to strategic objective 3.2 *Increase brand recognition and awareness with partner, stakeholders and community* Work Prep bolstered our presence in the community and through



technology and social media platforms. This year, we focused on strengthening our social media presence through Facebook, driving traffic to our brand new website. To complete the work, we developed content to post regularly on social media, not only sharing information about Work Prep programs and services, but also promoting other community partners, sharing labour market information for job seekers and the wisdom from our staff through our new blog.

Some highlights from the year include our month long campaign for Canada Career Month in partnership with the Saskatchewan Career Development Association and the Canada Council for Career Development. (Pictures from the social media campaign are included throughout the annual report).

Our staff blogs are posted on our website and topics throughout the year included:

- *Clothing and the Interview*, Tracy Tomlinson, Case Manager



- *Labour Market Trends*, Carol Wiens, Labour Force Development Lead
- *Determining Your Career Goal: Using the Occupational Themes*, Diana Florence, Case Manager
- *What Wolf Do You Feed?* Becky Wentzell, Case Manager
- *Should You Put Your Street Address On Your Resume?* Marla Bengert, Case Manager
- *Employability Skills Checklist—What Employers Say Are Fundamental Skills Required for Job Success*, Cindy Leggott, Group Facilitator
- *Free Will and First Impressions*, Laura Blattner, Practicum Student
- *Keywords: Knowing Exactly What You're Looking For When Searching for Jobs*, Lindell Haywahe, Computer Resource Centre Facilitator
- *Welcome to Work Prep*, Ashley Boha, Executive Director

In addition to our increased presence on Social Media, we also focused on community involvement, creating new partnerships, and participating in a number of community events, consultations and projects.

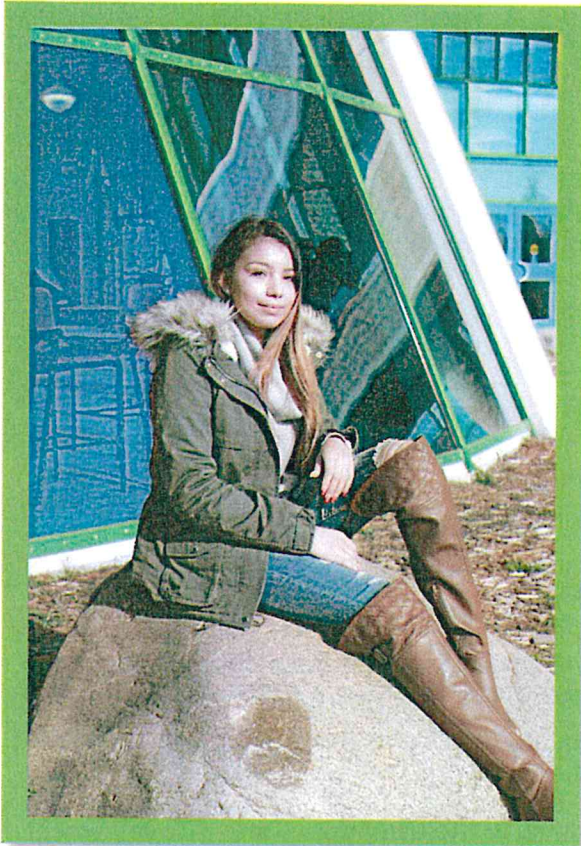


We kicked the year off by participating in the first annual United Way Day. We closed down the office to show our #locallove, participants and staff walked together to Victoria Park and volunteered for the afternoon in support of United Way Regina. (continued on page 16)





## **Impact Story – Ehrica Tanner**



*“Regina Work Preparation Centre has been my favorite place to go” says Ehrica, a young mother of two who had been looking for work since August 2017. According to Sask Trends Monitor, employment in Saskatchewan declined by 0.2% in 2017, the second-worst performance among the provinces and the second year in a row with an employment drop while employment increased in 8 out of 10 other provinces. Frustrated by a lack of progress in her job search and employers not calling her back, Ehrica inquired about the Youth Employment Readiness Project (YERP) at Work Prep.*

*“I had been wishing to be in a better place for quite some time. I wanted to be more independent and make my own money instead of relying on social assistance. “ Ehrica knew that to gain her independence and find a family sustaining meaningful job she needed to work on her employability skills. YERP helped her to do just that. Ehrica learned how to specialize her cover letters and*

*resumes for the job she was applying for, she worked on her interview skills and learned more about herself and how she could work through her challenges to finding employment.*

*Through her hard work and determination, Ehrica secured employment and was recently awarded with employee of the quarter. She has now been able to obtain her driver's license and a vehicle, moving her forward in her goals to create a better life for her family. “My motivation is my kids, they need to see me as a role model. I want to work hard so they can grow up and have the things I never had.”*

*Ehrica is already looking to the future and how to continue moving forward in employment, including pursuing the possibility of post-secondary education. “I will always remember to keep making goals in my journey of life. I will never give up now that I know I am not the only one who struggles with change. Change is good, change means you're growing to become a stronger person.”*

*Many young people like Ehrica in our community have dreams and hopes for their future. With a little support and assistance in their goals, they can move forward and reach their potential.*



Work Prep also showed their #locallove hosting a large group of United Way Donors and Campaign Leaders for a tour and Q&A regarding our services. We participated in the Regina Region Local Immigration Partnership Newcomer Welcome Week by providing meet and greets for individuals attending the activities.

Our staff also got out of the office to connect with our community and partners, attending the Regina Food Bank Community Connect, presenting at Miller Comprehensive High School, Saskatchewan Polytechnic Indigenous Student Success Centre, Labour Market Services and the Ministry of Social Services.

Working with partners is very important to Work Prep as it ensures the successful provision of services for the individuals walking through our door. This year, Work Prep hosted the Job Launch Interagency meetings at our location, adding new organizations to the table partnering together to best serve individuals in our community. We also met with the Ministry of Social Services, working with them to identify needs and pilot a Taking Charge for Change Program that provided more intensive readiness supports for individuals prior to moving to services provided across the employability dimensions. Both of these opportunities have allowed us to work closer with our government referring agents, providing a collaborative wrap around approach to service delivery for individuals accessing services in both locations.



Staff also got involved outside of our community, participating in the Canadian Career Development Foundation National Project “Supporting Canadians to Navigate Learning and Work—Career Development Practitioner Competency” and the Youth Employment Strategy Consultations hosted in both Toronto and Collingwood Ontario.





In addition to these new partnerships and opportunities identified above, we maintained our strong partnership with MicroAge Regina, hosting Microsoft Certified Computer Training at our location for individuals accessing our services. Job Seekers were able to upgrade their computer skills to increase their employment opportunities.


**We're MicroAge Computer Training and WorkPrep**

**We know we can continue to support jobseekers in gaining the skills they need**

**Because of Partnerships with businesses like MicroAge Regina who Provide Microsoft certified training at our location**







Job seekers were also able to increase their employment opportunities and enhance their resume by participating in volunteer opportunities in our community. Participants volunteered at Habitat for Humanity, the Regina Food Bank and United Way Day, gaining recent relevant work experience. (continued on page 19)



### **Impact Story: Kirk Coates, Giant Tiger**

*We sat down with Kirk Coates, General Manager of Giant Tiger at the Avonhurst Mall this fall to discuss our long-standing partnership.*

*Kirk, and Giant Tiger have been partnering with Work Prep since the store opened, and they currently have 8 previous job seekers from Work Prep on staff, including one that has been there for over 15 years!*

*Work Prep has partnered with Giant Tiger both for direct hires, and also paid work placements and while we haven't always seen success, we value the ongoing commitment to partnership from Giant Tiger to provide job seekers accessing our services with opportunities for employment. Kirk describes the partnership best: "it gives the person a chance to look at us, and decide whether they're interested in it, and give us the opportunity with no cost involved to look at them and go from there... they see us, we see them and find out if the glove fits".*

*Carol Wiens, the Labour Force Development Coordinator at Work Prep speaks to the relationship with Giant Tiger: "What I appreciate most about our partnership is Kirk's focus on mentorship and training while providing job seekers from Work Prep with an opportunity to succeed in an environment that encourages learning, growth and development."*

*Acknowledging that the labor market has changed in recent years, with more individuals looking and applying for work, Kirk acknowledges that partnership with programs like Work Prep have supported Giant Tiger in retaining employees. "The last five years hasn't been as bad as it used to be, it used to be a revolving door, programs have helped stabilize that, especially in last two years. People are coming in, want to work, want a job, and enjoy it here."*

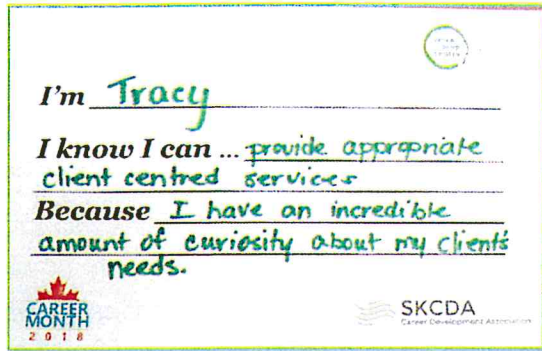
*Work Prep appreciates the partnership of both Kirk and Giant Tiger and their leadership in supporting individuals on their journey to employment and their long term employment goals. Their commitment to our community and the partnership with Work Prep is unwavering. We thank them for their willingness to work with our organization and job seekers to provide opportunities for employment, personal growth and development and the positive work environment they provide for individuals in our community.*

*"I couldn't run the store without them, they have an important role to play in the building, everyone does, no matter who you are."  
(Kirk Coates, Sept. 2018)*





Throughout 2018 - 2019 we continued our work with employer partners, working with over 100 employers throughout the year. Direct hires, job matching, work placements and employer events are all a part of this work. This year we hosted an employer connect event in June 2018 (3 employers) and in February 2019 (4 employers). To wrap up the year, three temp agencies met with clients at a networking and learning event. Enhanced tracking supported this work through data collection and analysis that supported our continued efforts to consistently connect with those employers in the community who support us.



In addition to these events, we recognized the long-standing partnership of Kirk Coates with Giant Tiger by hosting a retirement party at Work Prep. More details on our partnership with Kirk, can be found in the impact story above.

While these events were hosted at our location, our team also took our services into the community, attending the All Nations Job Fair, providing onsite access to computers, printers and staff to support job seekers in their job fair attendance.

This year, Work Prep revised the intake process to be more responsive and follow the four fundamental processes of motivational interviewing: engaging, focusing, evoking and planning. Our walk-in service provided us with an opportunity to capitalize and strengthen an individual's motivation by increasing availability, responding to the client when they walked in the door, and listening for and responding to change talk in the initial conversation.

The team also provided Priority Brief Assist Services for resume development, cover letters, skype interviews and online applications for individuals with sensitive timelines and a lack of computer skills. This innovative responsive service approach supported individuals with a specific need most often within two-day turnaround time. This responsive and innovative service requires the support and expertise of the whole team. This service has also provided us with another opportunity to market our services, increase brand awareness and provide additional support to individuals after the initial need was met.

Throughout the year, our team identified the increasing needs of our clients, and we committed to researching and exploring mental health needs and services to integrate and connect them to our career development activities, recognizing that employment is a contributing factor to good mental wellness. To address this, we piloted mental health presentations and resources for



We're WORK PREP



**We know we can** foster a positive, supportive workplace culture  
**Because** we are learning about mental health to support ourselves and others.





individuals attending our groups. This work will continue in our next fiscal year.

Access to Driver Training programming has been a barrier to employment for individuals accessing our services for a long time. This year, as a part of our strategic plan activities we were successful in obtaining funding through the G. Murray and Edna Forbes Foundation through the South Saskatchewan Community Foundation. This funding allows Work Prep to host Driver Training programming for 24 individuals and includes resources for individuals to obtain the required identification and attend six hours of in class and six hours of in car training. The program is scheduled for July and August 2019.

Alongside our work to increase awareness and partnership in the community and provide responsive services for individuals walking through our door, we also focused on strengthening our organization.

Our Occupational Health and Safety Committee was busy this year, updating our workplace safety policies and enhancing our safety protocols and emergency preparedness in the workplace. As a part of this work, we also added an automatic door in the front entrance of the building to improve accessibility for everyone.

This year we reviewed our procedures for office expenditures and ordering and improved our supply management and purchase order system to ensure the most efficient and cost effective ordering of office supplies and materials.

During the months of September to December of 2018, Work Prep hosted a mini-practicum student from the Social Work Faculty at the University of Regina. Jill Sanborn joined our team two days per week to learn more about our sector and our community.



Throughout the year, we experienced some staffing celebrations and changes. We were fortunate this year to celebrate one long-term employee anniversary. Kathy Palmer has been with Work Prep for ten years. Congratulations, and thank you for your work and commitment to client centered services and organizational excellence over the years and into the future.

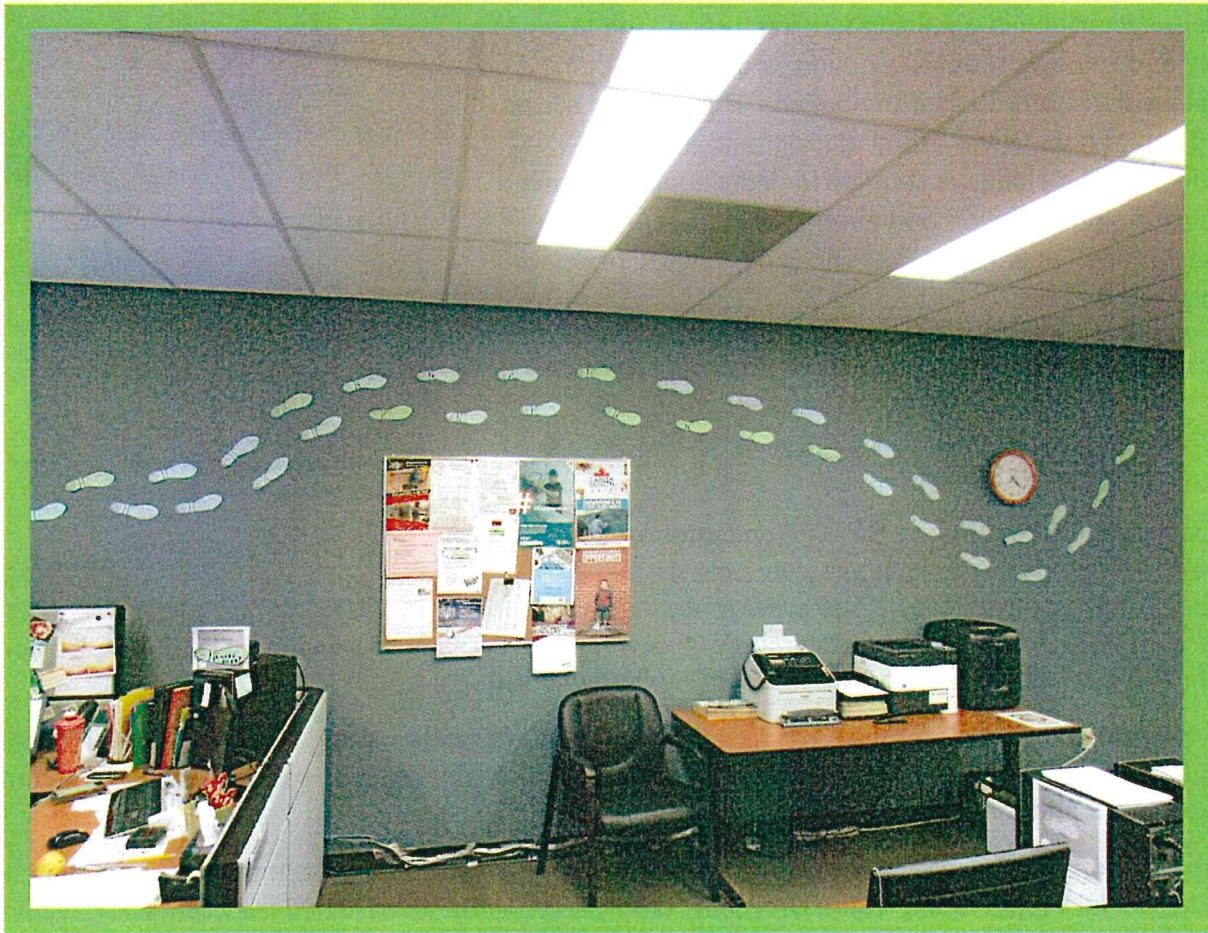
While we were able to celebrate a long-term anniversary, we also experienced some staffing pinches and changes during the year. Our staff responded, and were flexible and adaptable to ensure that we remained client centered and responsive, even during difficult times.

We continued ongoing work to foster a positive and supportive workplace culture for all staff throughout the year. Staff attended numerous professional development opportunities, and





participated in a Christmas Party at Board Game Bistro that included staff and their family members. This year we saw improved holiday use, with less carry over days requested by staff and more days used throughout the year to promote wellness at work. To cap the year off, we announced the start of an Employee and Family Assistance Program for all permanent staff beginning April 1, 2019.



(Canadian Career Month Foot Steps with Individual Pledges "I know I can because...")



## ***Impact Story- Jacob Saunders & Mike Borsa, Melcher Media***

### *Jacob's Story*

Jacob Saunders is an E-Learning Specialist with Melcher Studios. Jacob came into Work Prep and found out about the Youth Employment Readiness Program. As a YERP participant, Jacob learned how to wield the tools necessary to become confident in his job search, in particular the interview process. After a successful work placement, Jacob found himself in a great position for extended employment at Melcher Studios. His passion for learning helped him focus his attention and lit a passion for the work he does. He is currently building his own E-Learning courses about Reconnecting with the Earth and the History of the Titanic. The most admirable quality that Jacob recognizes in Work Prep is that the atmosphere is great! The best part is staying in touch. A year later and Jacob is still in contact with staff who have provided a great support structure, just like family. The most important lesson that Jacob learned in Work Prep is the importance of research. He states that you need to be informed about your potential employer and the work they do. Going into an interview with this type of information impresses your potential employer.

Jacob is proud of his job and the independence he has achieved. He appreciates the ability to keep the lines of communication open with staff at RWPC. RWPC is his family and it has helped his self-confidence and self-esteem in a positive way. Congratulations to Jacob Saunders!



### *Melcher's Story:*

Meet Mike Borsa, Chief Creative Officer and Partner at Melcher Media.

In 2018, Mike seen a passion for learning in Jacob Saunders, a YERP Participant. Becoming a part of the Work Prep Family has been beneficial to Melcher Media because it allowed them to be able to support, train and mentor one of the most dedicated employees that they have ever had the opportunity to meet! Jacob's ability to adapt to the fast-paced environment and learn Melcher Media Software has been great. Check out their website for more information about Melcher Media!

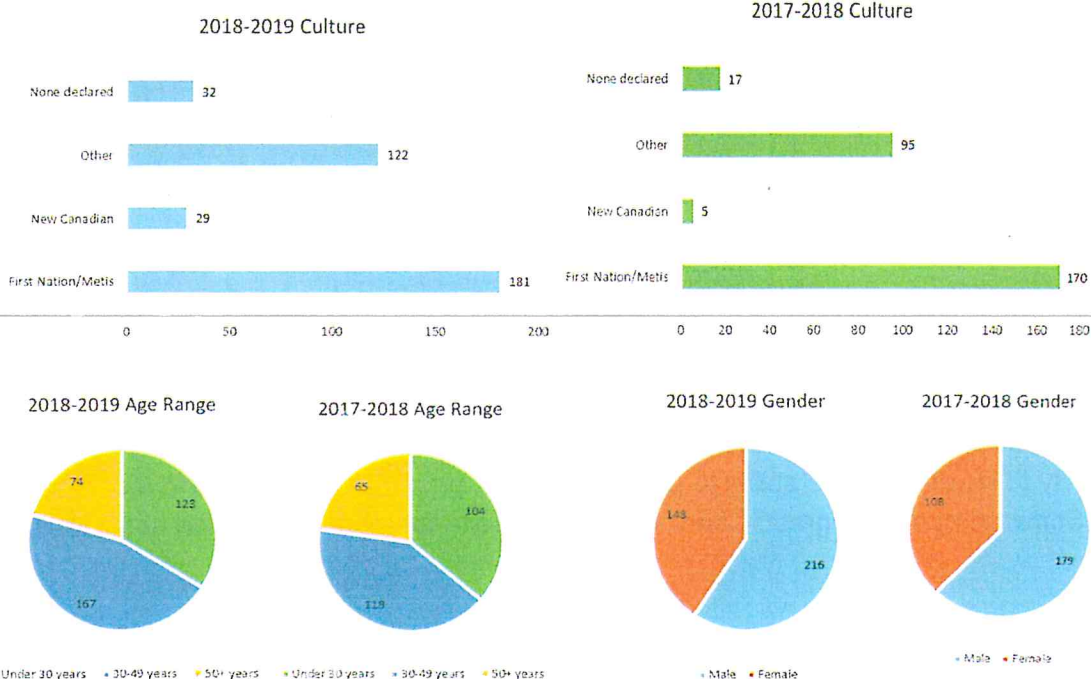


## 2018- 2019 Impact

The journey to employment, is just that—a journey. Along the way, there are often many bumps in the road or side streets 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			Intensive Support Activity		
Computer Resource Centre	2018-19	2017-18		2018-19	2017-18
Total Accessed CRC	2151	2351	Total Access Intensive Supports	802	744
Points of Service	8425	7952	Total Assessed	624	526
Average # of Visits	3.9	3.4	Total Opened	364	294
Individuals participating in an active job search.	1623 or 75%	1308 or 56%	Total Group Participants	99	104
Individuals developing self-marketing tools	1827 or 85%	1618 or 69%	Total Employment Supports	116	74
			Total Certificate Training	78	77

## Demographics



# Job Readiness

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

**364 or 100% of individuals made progress in job readiness.**

# Career Decision Making

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

**258 or 71% 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.*

**99 or 27% 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*

**317 or 87% 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*

**237 or 65% of individuals made progress in career growth.**

**178/364 or 49% of individuals obtained employment**

**46/364 or 13% of individuals returned to education or training.**



## Staff

### Current:

Ashley Boha	Executive Director
Kathy Palmer	Program Manager
Stephanie Logan	Program Manager
Melva MacDonald	Administrative Coordinator
Sharon LeDoux	Executive Assistant/ 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
Michele Kot	Case Manager
Larissa Kwasnitza	Service Navigator/Case Manager
Lindell Haywahe	Computer Resource Centre Facilitator
Dallas LaFramboise	Computer Resource Centre Facilitator
Cindy Leggott	Group Facilitator
Carol Wiens	Labour Force Development Lead
Karen Herman	Computer Facilitator
Celeste Goodwill	Janitor

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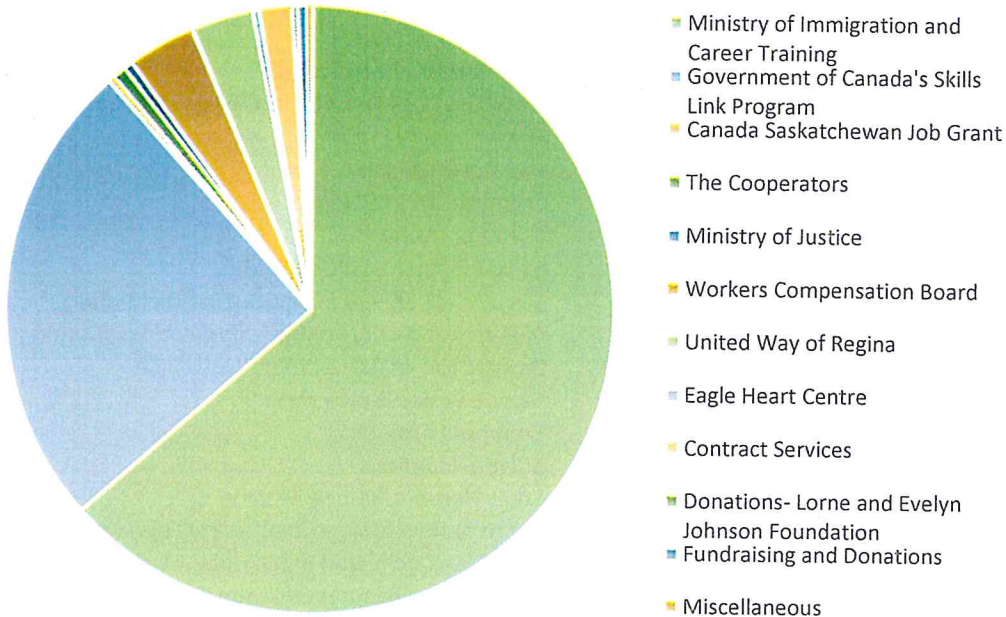
### Former:

Laura Blattner	Practicum Student/Case Manager
Susan McArthur	Case Manager
Shelley Lerat	Program Manager
Jill Sanborn	Practicum Student
Becky Wentzell	Group Facilitator

## 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

- |                                   |   |
|-----------------------------------|---|
| Adecco                            | Dollarama                                 |
| Baywest Construction              | Double Tree by Hilton                     |
| Birminghams Vodka and Ale House   | Dragon 9                                  |
| Broadway Western Pizza            | Dress for Success                         |
| Bushwakker Brewing Co.            | Dutch Growers                             |
| Canada Post                       | Dynamex                                   |
| Canadian Tire (south)             | Eagle Heart Centre                        |
| Carmichael Outreach               | Eden Care Communities                     |
| Casino Regina                     | Express Employment                        |
| City of Regina                    | Employment Network                        |
| Circle Project                    | Empowering Change                         |
| Circle Project Children's Centre  | Enterra Waste Management                  |
| Cineplex Southland Mall           | Enbridge Pipelines                        |
| Classic Buffet                    | Evraz Place                               |
| Coram Construction                | Family Services Regina                    |
| Costco                            | Famoso Pizza                              |
| Country Inn and Suites by Carlson | File Hills Qu'Appelle Developments        |
| Creeland Mini-Mart                | File Hills Employment and Training Centre |
| D3h Hotels                        | File Hills Qu'Appelle Tribal Council      |
| Dale McArthur                     | Flynn Roofing                             |
| Dale Young                        | Fort Garry Industries                     |
| Days Inn- East                    | Fountain Tire                             |
| Delta Hotel                       | Fresh and Sweet                           |

Fries Tallman Lumber  
Fusion Infinite  
Gabriel Dumont/Dumont Technical Institute  
Gabriel Dumont Community Connections Group  
Garry Palmer  
General Sandblasting & Painting  
GARDAWORLD Protective  
Giant Tiger Avonhurst  
Giant Tiger East  
Graham Construction  
Gunnar Passmore, Saskatchewan Building Trades  
Habitat for Humanity  
Hamptons Inn  
Henry's  
Hiring Hands  
Home Inn & Suites (Airport)  
Houston Pizza  
Inclusion Regina  
Inland Steel  
Integrated Classroom  
KalTire  
Labour Market Services  
Loblaws  
Lowe's  
Loretta Smith, Ministry of Justice  
Matrix Gaming  
Melcher Media  
MicroAge  
Microprint Inc.  
Ministry of Justice  
Ministry of Social Services  
Ministry of Justice  
Ministry of Immigration and Career Training  
Mike McCann Consulting  
Melcher Media and Design  
Mutchmore Lodge  
Nicky's Café & Bake shop  
North Central Community Association  
North Central Family Centre  
Orange Tree Living  
Outer Edge Adventure Park  
Partners in Employment  
Paul Dojack Youth Centre  
Petland  
People Ready  
PnC Computers

Prairie Spirit Connections  
Primex Training  
Pro CNC Machine  
Regina Police Service  
Regina Anti-Poverty Ministry  
REACH  
Regina Community Clinic  
Regina Immigrant Women's Centre  
Regina Food Bank  
Regina Open Door Society  
Residence by Marriott, Hotel Saskatchewan  
Restore  
RSR Construction  
Safrane Construction  
Salvation Army  
Saskatchewan Abilities Council  
Saskatchewan Indian Institute of Technology  
Saskatchewan Career Development Association  
Saskatchewan Government Insurance  
Saskatchewan Polytechnic  
Shoppers Drug Mart  
Solvera Solutions  
Souls Harbour Rescue Mission  
South Saskatchewan Community Foundation  
South Saskatchewan Independent Living Centre  
SRG Security Resources Group Inc.  
Street Culture Kidz Project  
Style Academy  
Supreme Basics  
The Cooperators  
The UPS Store  
Toms Independent Grocers  
Unemployed Workers Project  
Ukrainian Co-operative  
Value Village  
Ventson Donelson  
Warner Industries  
Westhill Manor  
Westroc Construction  
Wholistic Wellness  
Workers Compensation Board  
Wingate by Wyndham  
YERP Graduates from previous years.  
You Do It Counselling  
Y.M.C.A Rochdale North  
Y.W.C.A

**Our Major Supporters:**







**Regina Work Preparation Centre  
Minutes  
Annual General Meeting  
9:15 a.m. – 9:45 a.m.  
June 18, 2018**

- 
- 
- 1. Present:** Leigh Lamontagne, Dale Young, Michelle Geres, Mike Farrer, Barb Peterson, Frankie Jordan, Aysha Khaliq, Ashley Boha (Executive Director)  
**Regrets:** Greg Duck, Betty Ann Pottruff  
**Guests:** Marla Bengert, Larissa Kwasnitza, Karen Herman, Diana Florence, Tracy Tomlinson, Susan McArthur, Shelley Lerat, Carol Wiens, Cindy Leggott, Dave Turkot, Darcie Debruyne, Lisa Lenkart, Sandra Szeponski, Stephen Schwindt

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

<b>M/S Farrer/Jordan move to approve the AGM Minutes of June 22, 2017.</b>	<b>CARRIED</b>
--	----------------

**3. Business Arising**

- None

**4. New Business**

- None

**5. President's Report**

<b>M/S Geres/Peterson to accept the President's Report as presented.</b>	<b>CARRIED</b>
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**6. Executive Director's Report**

<b>M/S Farrer/Khaliq to accept the Executive Director's Report as presented.</b>	<b>CARRIED</b>
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**7. Financial Audit Report**

<b>M/S Peterson/Young to accept the Financial Report as presented.</b>	<b>CARRIED</b>
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**8. Appointment of Auditor**

<b>M/S Geres/Khaliq to appoint Robert Szaunter as auditor for 2018-19.</b>	<b>CARRIED</b>
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## 9. Election of the Board

<b>M/S Lamontagne/Jordan move to appoint Dale Young as Chair of the Board.</b>	<b>CARRIED</b>
<b>M/S Peterson/Lamontagne move to appoint Michelle Geres as Vice Chair of the Board.</b>	<b>CARRIED</b>

The 2017-18 Board is

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

## 10. Adjournment

<b>M/ Lamontagne to adjourn</b>
---------------------------------

**Regina Work Preparation Centre Inc.**  
**Financial Statements**  
*March 31, 2019*

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## Independent Auditors' Report

To the Members of Regina Work Preparation Centre Inc.:

### **Opinion**

We have audited the financial statements of Regina Work Preparation Centre Inc. (the Entity), which comprise the statement of financial position as at March 31, 2019, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

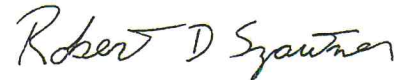
### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

**INDEPENDENT AUDITORS' REPORT** *(continued)*

- Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements (including the disclosures), and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Regina, Saskatchewan  
June 21, 2019

Robert D. Szautner  
Chartered Professional Accountant



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

*As at March 31, 2019*

	2019	2018
<b>Assets</b>		
<b>Current</b>		
Cash	397,771	186,236
Investments (Note 3)	65,000	100,000
Accounts receivable	60,377	111,836
Prepaid expenses	9,913	3,960
	533,061	402,032
<b>Capital assets</b> (Note 4)	31,145	43,012
	564,206	445,044
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable	4,908	1,593
Deferred contributions (Note 5)	148,609	70,065
Deferred contributions – Evelyn & Lorne Johnson Foundation	4,330	8,061
Accrued vacation payable	8,070	11,417
	165,917	91,136
<b>Net Assets</b>		
Unappropriated	398,289	353,908
	564,206	445,044

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, 2019*

	2019	2018
<b>Revenue</b>		
Ministry of Immigration and Career Training		
Employment Pathways	774,040	751,682
Job Launch	100,924	105,987
Service Canada	344,015	316,571
Canada Sask Job Grant	4,677	7,847
The Co-operator's	9,843	157
Ministry of Justice	6,639	2,903
United Way of Regina	45,157	28,318
WCB contract services	17,307	-
WCB Summer Program	32,000	-
Eagle Heart Centre	5,000	-
Contract services	24,292	14,690
Donations – Evelyn & Lorne Johnson Foundation	3,731	3,731
Fundraising and donations	6,567	11,013
Miscellaneous	4,749	2,930
	<b>1,378,941</b>	<b>1,245,829</b>
<b>Expenses</b>		
Ministry of Economy		
Multi-year program	774,040	751,688
Job Launch	100,924	105,991
Service Canada	344,015	316,603
Canada Sask Job Grant	4,677	7,847
The Co-operators	9,843	157
Ministry of Justice	6,639	2,903
WCB contract services	17,307	-
WCB Summer Program	32,000	-
Eagle Heart Centre	5,000	-
Administration	40,115	-
Summer student	-	3,825
Miscellaneous	-	134
	<b>1,334,560</b>	<b>1,189,148</b>
<b>Excess of revenues over expenses</b>	<b>44,381</b>	<b>56,681</b>

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



**Regina Work Preparation Centre Inc.**  
**Statement of Changes in Net Assets**  
*For the year ended March 31, 2019*

---

	<b>2019</b>	<b>2018</b>
<b>Unappropriated surplus, beginning of year</b>	<b>353,908</b>	<b>297,227</b>
<b>Excess of revenues over expenses</b>	<b>44,381</b>	<b>56,681</b>
<b>Unappropriated surplus, end of year</b>	<b>398,289</b>	<b>353,908</b>

---

*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, 2019*

	2019	2018
<b>Cash provided by (used for) the following activities</b>		
<b>Operating activities</b>		
Excess of revenues over expenses	44,381	56,681
Amortization	14,528	23,147
(Increase) decrease in:		
Accounts receivable	51,459	2,815
Prepaid expenses	(5,953)	(1,432)
Increase (decrease)		
Accounts payable	3,315	(45,553)
Government remittances payable	-	(30,637)
Accrued vacation payable	(3,347)	(10,325)
Deferred contributions	74,813	41,244
	<b>179,196</b>	<b>35,940</b>
<b>Investing activities</b>		
Proceeds on disposal of investments	100,000	-
Purchase of investments	(65,000)	(100,000)
Purchase of capital assets	(2,661)	(31,366)
	<b>32,339</b>	<b>(131,366)</b>
<b>Increase (decrease) in cash resources</b>	<b>211,535</b>	<b>(95,426)</b>
<b>Cash resources, beginning of year</b>	<b>186,236</b>	<b>281,662</b>
<b>Cash resources, end of year</b>	<b>397,771</b>	<b>186,236</b>

*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, 2019

### 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.

	<b>Method</b>	<b>Rate</b>
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.

#### **Allocation of expenditures**

The organization incurs various general and administrative expenditures that are common to the operation of the organization and each of its program activities. Certain of these expenditures have been allocated to program activities based on the percentage of employees' time spent on supporting each activity. Such allocations are reviewed annually.

#### **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, 2019*

**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.

**3. Investments**

Investments consist of the following:

	2019	2018
Conexus Credit Union GIC interest rate 0.80%, maturity February 2019	-	100,000
Conexus Credit Union GIC interest rate 1.20%, maturity January 2020	<b>65,000</b>	-
	<b>65,000</b>	<b>100,000</b>

**4. Capital assets**

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Computer equipment	70,653	63,719	6,934	12,748
Furniture and fixtures	57,540	33,329	24,211	30,264
	<b>128,193</b>	<b>97,048</b>	<b>31,145</b>	<b>43,012</b>

**5. Deferred contributions**

		2019	2018
<b>Funding Agency</b>	<b>Programs</b>		
Ministry of Economy	Employment Pathways	88,387	25,280
	Job Launch	19,293	2,131
Ministry of Justice	Integrated Classroom	1,708	4,597
Service Canada	Youth Employment Readiness Program	24,121	23,214
South Sask Community Foundation	Driver's Training	15,100	-
The Co-operators	Training	-	9,843
Eagle Heart	Training	-	5,000
		<b>148,609</b>	<b>70,065</b>



# Regina Work Preparation Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2019*

### 6. Allocation of program expenditures

Some expenses are allocated to program activities based on estimate of staff time related to each area of activity. The expenses which have been allocated are:

	2019	2018
Salaries and benefits	858,615	796,260
Occupancy costs	103,600	123,577
Administration	140,347	118,849
Equipment rental	8,889	8,165
Insurance	3,579	3,153
Office and computer	34,758	31,144
Participation costs	129,625	83,500
Professional development	11,742	22,075
Professional fees	3,290	2,425
	1,294,445	1,189,148

### 7. 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.

### 8. 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.

### 9. Gift to Qualified Donee

In 2017, the organization provided a gift to the South Saskatchewan Community 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, 2019 was \$189,789 (2018 – 183,276)

### 10. Comparative figures

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

