



# Annual Report

## 2019 – 2020

Regina Work Preparation Centre Inc.

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Building the Saskatchewan Workforce  
One Person at a Time

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## A Message from our Board Chair and Executive Director



*Dale Young, Board Chair*

Last year, we ended the year with a beginning. The beginning of the next step in our future, a future of transformation that is very different from the status quo, a transformative future that adopts and integrates the ideals and characteristics of a 21<sup>st</sup> century organization – adaptability, innovation, flexibility, emotional intelligence, technology and a systems thinking approach.

This beginning opened a door to a year of discovery. Discovery of best practices, innovations, pilot projects and research to support a strong foundation for our sustainability for today, tomorrow and years to come. These activities combined have supported our continued work on the priorities and objectives outlined in our strategy map, which outlines our work to achieve our vision, *“lead our community in preparing and connecting job seekers and employers for economic opportunities for growth”*.

This work would not be possible without the strong partnerships with our major funders, including our long standing relationships with the Government of Saskatchewan through the Ministry of Immigration and Career Training, Government of Canada through Employment and Social Development Canada and United Way Regina.

We stand in awe of and are humbled by what has been achieved by the Work Prep staff over the last year. It is difficult to find the words to adequately express our appreciation for their hard work, their expertise, their dedication and their passion for the work they do.



*Ashley Boha, Executive Director*

The staff continue to remain strong and resilient, staying committed to the Spirit of Work Prep, and our Mission, Vision, Values and Principles, while always ensuring we are centered in our commitment to the individuals and community we serve. Thank you for your contribution to our success and learning over the last year.

Work Prep’s journey of transformation is supported by an active and knowledgeable Board of Directors who are committed to this journey. They have supported our movement forward through organizational investments in innovation, training and development to support our continued work on reconciliation and a strong commitment to enhanced governance and financial control policies and investments.

This year we are saying goodbye to our longest serving member Betty Ann Pottruff. Betty Ann has been with us since 1984 and her contribution to Work Prep is beyond words. Our organization has benefited greatly from her wise council. We are also saying good bye to our treasurer Ryan Hillstead. Ryan has been a treasure to our organization with his gift of time and professional expertise.

Our Work Prep team—Board and Staff combined—would like to thank you both for your unwavering commitment to our organization, our work over the years and our vision for the future.

As we end this year, we cannot go without the acknowledgement of the impact of the COVID-19 pandemic on our organization. Our doors have been closed to the public since March 17, 2020 and we have quickly adjusted our service models to meet the challenges of providing service delivery to our clients and community remotely. We know that in the year ahead, we will be faced with the challenges of recovery post-COVID, and we are confident in our ability to successfully meet these needs with our strong team using the enhanced tools and best practices we have discovered and implemented this year.

Sincerely,



## 2019 – 2020 Work Prep Staff & Board of Directors

### Staff:

Ashley Boha  
*Executive Director*

Michelle Kot  
*Case Manager*

Kathy Palmer  
*Director of Programs*

Larissa Kwasnitza  
*Intake and Service Navigator*

Melva MacDonald  
*Administrative Coordinator*

Lindell Haywahe  
*Computer Resource Centre Facilitator*

Sharon LeDoux  
*Executive Assistant*

Dallas LaFramboise  
*Computer Resource Centre Facilitator*

Sharon Johnson  
*Financial Coordinator*

Barrett Demeria  
*Virtual Reality Marketer*

Debbie Deausy  
*Financial Coordinator (on leave)*

Viktoriia Ugnivenko  
*Computer Facilitator*

Cheryl Braun  
*Temporary Cleaner*

Diana Florence  
*Case Manager*

Celeste Goodwill  
*Cleaner (on leave)*

Marla Bengert  
*Case Manager*

Tracy Tomlinson  
*Case Manager*

### Former Staff:

Stephanie Logan  
Cindy Leggott  
Carol Wiens  
Karen Herman

### Board Of Directors:

Dale Young  
*Chair*

Michele Geres  
*Vice Chair*

Ryan Hillstead  
*Treasurer*

Betty Ann Pottruff

Frankie Jordan

Joyce Racette

Barb Peterson

Darcie DeBruyne

Greg Duck

Brad Alldred

### Former Board Members:

Leigh Lamontagne



## ***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**

- 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.

## 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 over 45 years. Throughout our history, 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 Centre, 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.

***"I came in looking to gain knowledge about job hunting, resume/cover letter writing, basic computer skills and to overall learn some new things and I found it very helpful for me." Survey Respondent November 2019***

### *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.

### *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.

### *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.





***“Work Prep is a great place to go for helping build a resume... My resume looks amazing, I now have knowledge when it comes to computers and computer software, overall a very pleasant experience with Work Prep.” Survey Respondent, November 2019***

## **Our Programs and Services**

### *Employment Pathways*

Over the course of our 45 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.

***“It was a great experience especially when you need to help to get out into the job an work force and I got motivated to apply an keep trying till I got work.” Survey Respondent, November 2019***

### *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.

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

This program wrapped up in March 2020, and will be replaced next year by Youth On their Way to Work (YOWW) funded by the Government of Canada Youth Employment Skills Strategy.

***“I’m very thankful for getting accepted into the program! My life has changed dramatically since I finished the program! I still have my full time job, saved up and bought a car, they even offered driver training! So I have my license now too!” Survey respondent, March 2020.***

### *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.

***“Resources and educated workers that were able to show me opportunities, help me understand my potential and allowed me to gain confidence.” Survey Respondent June 2019***

### *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 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.

Work Prep is a proud partner of the Ministry of Justice who provides the funding to deliver this program.

### *Workers Compensation Board*

Work Prep has an ongoing partnership with WCB to provide one to one basic computer training throughout the year to individuals who require basic computer skills training, but struggle in a traditional classroom. In addition, during the summer, Work Prep provides a summer program for individuals who are currently attending or going to be attending an educational program in the coming year and require computer skill development. The summer program provides basic computer skills training, employability skills development including self-marketing tools, and the practical application of learning in school, work and life.

### *Virtual Reality*

Beginning in early 2020, Work Prep added Virtual Reality to our service delivery. Through utilization of CareerLabsVR by Employment and Education Centre (EEC), Work Prep will provide users the opportunity to explore, learn and discover a variety of career options through immersive Virtual Reality. This program will allow the users of the VR system to experience the sights, and sounds of their chosen career path without leaving the Career Practitioner's office. These services will:

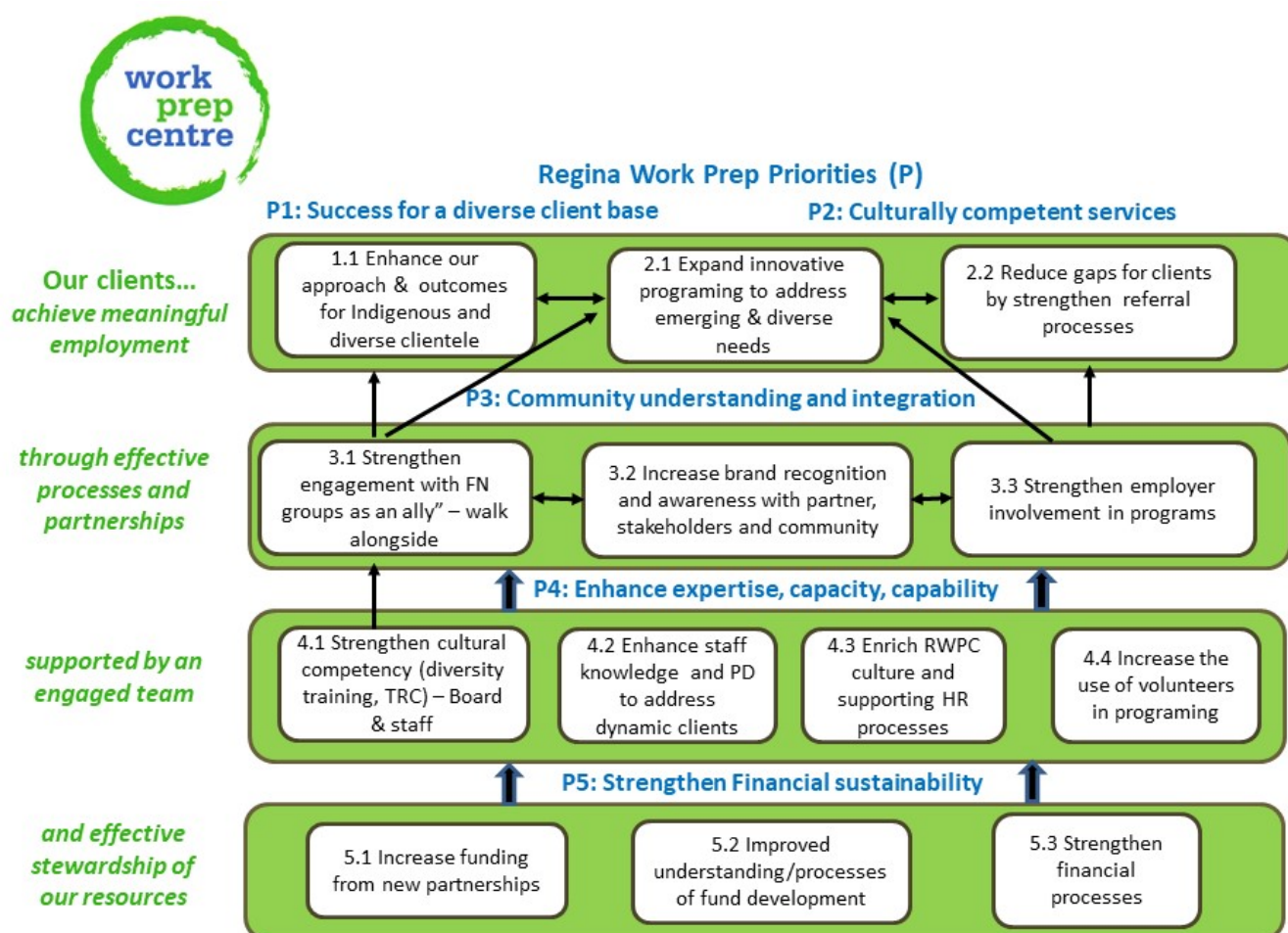
- Assist Job Seekers to be fully emerged in in-demand occupations in order to determine their suitability and interest in the occupation before further investing into upskilling, education, and training.
- Engage industry employers in an effort to increase partnerships and job matching possibilities.
- Provide career development practitioners with the opportunity to career-coach in real time, using the VR tool to assess and coach job seekers on their actions and decision-making.



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

## Investing in Our Future

In 2017, 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. The below noted strategy map outlines our priorities and objectives moving forward:



## 2019- 2020 Highlights of Progress Across Strategic Priorities

### Priority One: Success for a Diverse Client Base

#### *1.1 Enhance our approach and outcomes for Indigenous and diverse clientele*

We are committed to increasing our understanding and knowledge of partner agencies in our community to support the goal of holistic case planning. We also strive to research significant trends impacting our work and connect with individuals accessing our services, to listen and learn from the information and feedback with the goal of informing more responsive service delivery.

To accomplish this, this year we participated in a number of community networks, events and meetings to share as well as learn more about partners in our agency and their services and resources for the individuals we serve. This includes:

- Gabriel Dumont Institute Community Connections Group
- Vital Signs Community Network
- Wakayos Employment and Training Working Group.
- Regina Region Local Immigration Partnership
- Regina Food Bank Community Connection Event

The Ministry of Social Services is a long standing referral partner of Regina Work Preparation Centre and we work quite closely with their staff to support individuals on their journey to employment. To continue our strong relationship and enhance referrals and supports for individuals, we connected with the Social Services teams on a number of occasions, hosting new staff at Work Prep, and attending their offices to present to team members. When the Ministry of Social Services implemented their re-design in the summer of 2019, they presented to our staff about benefit programs to support case planning of the individuals we serve.

This year, Work Prep was invited to partner on a national project called Project Integrate. In 2019, a coalition of partners that include First Work, OTEC, MaRS Data Catalyst Centre and the Canadian Council for Youth Prosperity, began working with Canada's Future Skills Centre – Centre des Compétences futures (FSC-CCF) to test an innovative, evidence-based, approach to skills development for the new economy.

Working with employment service provider networks across Canada, project partners conducted systems research and field testing with a range of promising employment-related technologies in each of the following three phases in the employment pathway: **Engagement, Systems Navigation and Career Laddering**. Jobseeker, organizational and systems-level factors were evaluated to determine the potential impact and implications of a single, user-managed, employment pathway. Work Prep was selected as the Saskatchewan lead for the consultations and consultations in Regina and Saskatoon were completed with stakeholders across the province.

As a part of our response to the Call for Proposals for the new Youth Employment and Skills Strategy through the Government of Canada, Work Prep promoted a survey on our social media channels and through previous clients to obtain feedback into what youth were looking for and in need of. This feedback supported the development of the proposal to ensure that services proposed directly responded to the needs of job seekers.

In addition to this feedback, throughout the year, we engaged individuals accessing our services in surveys and other evaluation tools to evaluate our programs and services.



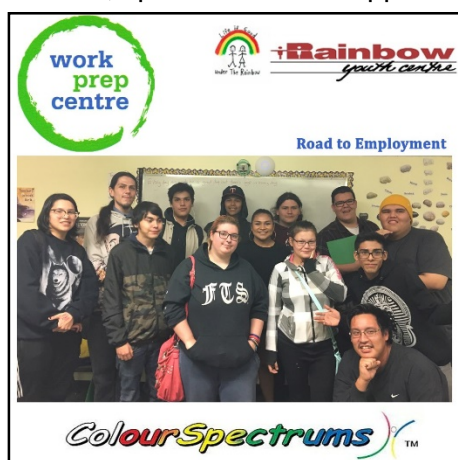
## Priority Two: Culturally Competent Services

### *2.1 Expand innovative programming to address emerging and diverse needs.*

### *2.2 Reduce gaps for clients by strengthening referral process.*

Working with partners is a very important part of employment action planning for individuals and strengthens referral processes to best support the individuals we serve. Throughout the year, we engaged with partners across the province to discuss referrals and best practices in service delivery. We also shared information to enhance understanding of resources in the community and explored opportunities for direct partnership, and innovation in programming.

In addition to our networking and partnership discussions and actions, Work Prep completed regular presentations at MACSI (Metis Addictions Council of Saskatchewan Inc.) outlining services, tips and tools to support their clients in their action plans. We also provided



ColourSpectrums training to Rainbow Youth's Road to Employment Program and expanded our outreach to the justice system, providing outreach services and presentation to Community Training Residence, Oskana, Probations, Regina Provincial Correctional Centre and Paul Dojack Youth Centre.

This year, Work Prep purchased LinkedIn Learning Licenses for all staff and clients as a pilot project to explore e-learning tools for upskilling of clients and enhanced content and curriculum in our service delivery models. Throughout the year, our clients had access to a e-learning library of over 40,000 videos and courses, with topics including both hard and soft skill development. Clients accessed the technology and

learning in groups, but also had the autonomy to learn independently on their own time.

In addition to this technology, Work Prep also researched and piloted the integration of an online basic computer skills assessment and learning tool called NorthStar Digital Literacy. This technology will support our staff to assess the computer skills and development needs of clients. These assessments will support action planning to support upskilling and readiness for work.

In August 2019, our senior leadership team travelled to Ottawa and Brockville Ontario to research promising best practices in workforce development and psychometric assessments. The main goal of the trip was to research and test the use of Virtual Reality Technology for Career Exploration. During our trip we connected with the following organizations:

- YMCA/YWCA Ottawa BuildON and Destination Employment Programs
- Employment and Education Centre, CareerLabsVR
- Career Services Brockville, VR pilot for Kitchen Prep jobs

Following this trip, Work Prep invested organizational resources in Virtual Reality technology and began a Virtual Reality program with the partnership and financial support of the Government of Saskatchewan. CareerLabsVR provides users the opportunity to explore, learn, and discover a variety of career options through the immersive power of virtual reality.



CareerLabsVR allows the job seeker to immerse themselves in a career experience, something that has been missing from traditional career decision-making methods. Research indicates that 90% of what we see and do is retained, making CareerLabsVR incredibly beneficial in involving job seekers.

Based on feedback from individuals accessing our services and the increased number of youth participants identifying mental health challenges, the organization collaborated with Family Service Regina to add a mental health component to the curriculum of our Youth Employment Readiness Project.

To meet the identified needs a Provisional Psychologist spent one complete day in the classroom each week. In the morning, the Provisional Psychologist and Group Facilitator worked together to offer a workshop on one of the following mental health related topics:

- |  |  |
|--|--|
| 1) Anxiety and Depression  | 5) Conflict Resolution                           |
| 1) Worry and Anger   | 6) Problem Solving                               |
| 2) Coping Strategies   | 7) Procrastination                               |
| 3) Emotional Regulation  | 8) Positive You journaling                       |
| 4) Unhelpful thinking styles and moving toward healthy thinking styles using the CBT model | 9) Healthy Mindset/Staying Healthy Personal Plan |

Following morning programming, participants also had access to walk in counselling in the afternoon. The programming proved beneficial for participants and inclusion of mental health curriculum has been expanded to other service delivery areas across the organization.

With the support of the G. Murray and Edna Forbes Foundation Work Prep was able to host 6&6 Driver Training for 24 individuals over the summer of 2019. This has been a long standing need identified by staff and clients and we were thrilled to pilot the project.



Shout out to Horizon Driving School

***“Very positive and beneficial experience, easy to access and complete allowing me to get my license.” Survey Respondent, November 2019.***

One of the identified areas of growth and opportunity was engagement in, and connection to the secondary school system. To address this priority area, Work Prep engaged with the secondary school system for the following events:

- Lunch & Learn Presentation to 20 Grade 12 students at Scott Collegiate: Staff hosted an interactive discussion on marketing tools, training, transportation and a Labour Standards quiz.
- Post-Grad Fair Regina Public Schools held at Campbell Collegiate: The event was attended by students and parents, and staff provided on the spot tools and techniques for self-marketing as youth and parents shared their job search frustrations.
- Other school events included Winston Knoll Collegiate Work/Post Secondary Day and a presentation at Balfour Collegiate Grade 11 English class on resume writing and social media for job search.

For our third straight year, Work Prep hosted an interactive booth at the All Nations Job Expo. This year, we had the opportunity to film “short” interviews with some of the guest booths and live posts on Social Media. Check out our Facebook page to see our work and interviews that day!

Through our involvement in Project Integrate, Work Prep had the opportunity to participate in Field Testing of two targeted online psychometric assessments. Work Prep was thrilled to have Gabriel Dumont Institute and Dumont Technical Institute participate as a partner and field tester in the project across the province. Work Prep was also able to provide the opportunity to complete the assessments to clients in all service delivery areas across our organization. We also worked with Ignite Adult Learning Centre to provide field testing opportunities to 16 additional youth.

### **Priority Three: Community Understanding and Integration**

***3.1 Strengthen engagement with Indigenous groups as an ally.***

***3.2 Increase brand recognition and awareness with partners, stakeholders and community.***

***3.3 Strengthen employer involvement in programs.***



This year, we participated in a number of community events and awareness days to support our commitment to strengthen our engagement with Indigenous groups as an ally. To kick off our work in this area, the Work Prep team closed the office for the afternoon on June 21, 2019 to volunteer our time in support of Circle Project’s National Indigenous People’s Day Celebrations in Grassick Park. Staff helped with set up, cooking and attended the opening ceremonies at Mamaweyatitan Centre.



Orange Shirt Day was observed to acknowledge the legacy of residential schools that still affects the lives of first-hand survivors and the intergenerational impact that still ripples through our society. Work Prep purchased Every Child Matters T-shirts and wore them throughout the day. Staff also attended a lunch and learn to acknowledge Orange Shirt Day that was hosted by United Way of Regina.

Work Prep was humbled to join the Saskatchewan Chamber of Commerce in their Indigenous Engagement Charter Launch.



Over the last year, our team has worked hard to increase our brand recognition and awareness with partners, stakeholders and our greater community.

Work Prep was honoured to join our partners at a Career Development Panel Discussion hosted by the Regina Public Library in partnership with the Government of Saskatchewan for Career Month. Panelists discussed tips around looking for work, changing jobs, or return to school. They also responded to questions about labour market information and the resources that exist to support individuals with their search. The panel included Saskatchewan Indian Institute of Technologies, Regina Open Door Society and Regina Labour Market Services.

We continued our involvement in the Canadian Council for Youth Prosperity(CCYP). The CCYP is a national, cross-sector collaboration that drives coordination and boosts the infrastructure that supports the youth workforce development ecosystem. Focus of the council includes a Pan-Canadian expert body providing guidance and support to the youth workforce development ecosystem; accessible resources to support the coordination of sectoral resources; documented effective practice, sector-informed and endorsed guidelines for youth workforce development and the creation of an online resource bank to deposit evidence based practices, tools and resources to support partnerships, collaboration and coalition building.

We also continued our involvement in the Canadian Coalition of Community Based Employability Training (CCCBET). CCCBET is a national, non-profit organization whose membership is comprised of representatives from provincial and national employment and training associations and organizations. As a part of this work, we were a part of a national panel presentation at the Amplify Conference hosted by First Work Ontario. The panel discussion focused on Pan-Canadian trends in workforce development.



While in Toronto for the event, we were able to network with LinkedIn, nPower Canada, Labour Market Information Council and Employment and Education Centre to explore best practices in Workforce Development in their organizations. These discussions and partnerships have supported Work Prep in our expansion of programming and infrastructure that will meet the needs of our clients, the future of work and the economy for years to come.

This year we were also invited to join the Saskatchewan Labour Market Council (SLMC) through the Saskatchewan Chamber of Commerce. The SLMC is a place where business, sector associations, labour, training institutions and government come together to share challenges and progress in a variety of programs and initiatives around the labour market.

Work Prep was humbled to be invited to the Canadian Career Development Foundation Standards and Guidelines Project. This is a joint project of the Canadian Career Development Foundation and the Canadian Council for Career Development. Funded by Employment and Social Development Canada, the project is called “Navigating Learning and Work” and is essentially aimed at setting the new professional standards for Career Development Professionals and the development of a new pan-Canadian credential to recognize qualified CDPs which will build on the existing Certification programs. Staff attended regional consultation sessions that brought together experienced Career Development Professionals (CDPs) to review content that is part of the new Pan-Canadian Competency Framework. Following this work, Work Prep was selected to host two coffee consultation sessions. These sessions and other consultation events will account for a large number –perhaps 100s –of CDPs across Canada. Collectively, the goal is to have a highly represented group of CDPs contributing to and ultimately validating the new framework.

Partnerships and collaborations with employers is an important piece of the work that we do everyday to support job seekers on their journey to employment. This year we hosted a number of events and attended multiple networking opportunities as a way to build networks and partnerships that directly support workforce development and employment opportunities for our clients.

Throughout the year we attended the following employer networking events:

- Saskatchewan Chamber of Commerce Energy on Tap Series.
- Regina Chamber of Commerce Speed Networking event at MicroAge Regina.
- Regina Chamber of Commerce Summer BBQ.
- Women with Drive, hosted by Saskatchewan Trucking Association

Work Prep also hosted the following employer events as an opportunity for job seekers to connect to employers and employment opportunities in Regina:

- Employer Connect, Temp Agencies.
- Employer Connect featuring Value Village, Canadian Tire East, Express Employment, Fox Valley Counselling.
- Ministry of Highways Presentation on Aboriginal Apprenticeship and Employment Opportunities.

We were also excited to support our YERP participants in attending the 3<sup>rd</sup> FHQ Developments Indigenous Networking Event.

#### **Priority Four: Enhance Expertise, Capacity, Capability**

*4.1 Strengthen cultural competency and diversity.*

*4.2 Enhance staff knowledge and professional development to address dynamic clients.*

*4.3 Enrich RWPC culture and supporting HR processes.*

*4.4 Increase use of volunteers in programming.*

We continued our work to enhance our expertise, capacity and capability through professional development and organizational policies and procedures that foster a positive and supportive work place culture.

This year, Work Prep prioritized our learning to strengthen cultural competency and diversity. Three staff attending Indigenous Awareness Training Level 1& 2 hosted by the Saskatchewan Chamber of Commerce. An introductory session covering the history of Saskatchewan's Indigenous & Metis peoples from pre-contact to today, including Treaties and the TRC Calls to Action. The advanced session covered how to implement an Indigenous strategy for your business as well as information on hiring and retaining Indigenous employees.

In addition, all staff attended a 3-part series Intergenerational Trauma, Contexts, Impact and Trauma hosted by CERIC. In June 2019, our Leadership Team participated in training on Culturally Competent Evaluation, provided by Canadian Evaluation Society.



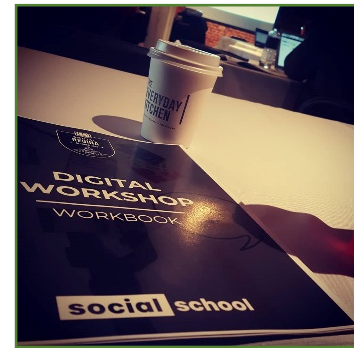
To top the year off, our Board of Directors and Staff came together and participated in the KAIROS blanket exercise. The KAIROS Blanket Exercise is an experiential teaching tool based on participatory popular education methodology that explores the historic and contemporary relationship between Indigenous and non-Indigenous peoples in the land we now know as Canada. Created in 1997 by the Aboriginal Rights Coalition (ARC), a precursor to KAIROS, the Blanket Exercise was initially meant to introduce Canadians to the major themes and findings of the Royal Commission on

Aboriginal Peoples (RCAP). The coalition brought Elders, Indigenous educators, and allies who wanted to make sure that RCAP and its recommendations were not shelved and forgotten. The Blanket Exercise is built on the foundation of these long standing, collaborative initiatives and relationships between Indigenous and non-Indigenous peoples to raise awareness of continuing

injustices and impacts of colonization, and to promote further learning. For over two decades, ARC and now KAIROS have guided its ongoing development with the leadership of Elders and Indigenous facilitators across this land.

Throughout the year, staff also participated in numerous other professional development opportunities, including:

- Social School
- CANNEXUS 20
- Futures Conference in Collingwood, ON
- Amplify Conference in Toronto, ON
- Community Safety and Wellbeing Symposium
- Fifth Estate Town Hall discussion on gangs.
- Homelessness consultations hosted at University of Regina
- Food Insecurity in Regina
- Reality Therapy/Choice Theory
- Reality Therapy/Choice Theory Certification Week
- 2019 Dr. Gordon Wicijowski Law Foundation of Saskatchewan Lecture featuring Harold Johnson



In addition to professional development, Work Prep worked hard on our culture and supporting HR practices. Throughout the year we hosted team building and strategy session to define Workplace Culture at Work Prep followed by a Top Chef cooking competition for Team Building. We celebrated the holiday season by participating in a Team Bowling competition followed by a shared meal.

In 2019 Work Prep rolled out a new performance review process which was piloted and followed by full implementation over the course of the year. In addition to this important work, with the support of the Board of Directors, we completed a comprehensive compensation review and updated our organizational charts and compensation models for our team for the next four years.

To meet our goals around employee wellness, beginning April 1, 2019, Work Prep staff were eligible for our new Family Services Employee and Family Assistance Program.

### **Priority Five: Strengthen Financial Sustainability**

**5.1 Increase funding from new partnerships.**

**5.2 Improved understanding/processes of fund development.**

**5.3 Strengthen financial processes.**



Over the course of the year, Work Prep's Board of Directors worked on the updating and enhancement of financial processes and policies. Key policies developed and updated this year included

- Financial Control Policy
- Electronic Funds Transfer and Automatic Debit Policy
- Meals, Lodging and Travel
- Expense Approvals

Developing new relationships and funding partnerships to expand our service delivery and respond to the changing needs of the community we serve is a priority for the organization. Throughout the year, applications were submitted for funding for multiple existing and new service delivery models and projects, while some were successful others were not.



Work Prep is grateful to have received the Canadian Society of Safety Engineers (CSSE) 2019 Holiday Season donation of \$500.00. Money donated will be used to support safety/certificate training for individuals accessing our services.

As a part of our goals for financial sustainability for the organization, Work Prep has been working hard to ensure that the organization has three to six months of organizational reserves in place to ensure the financial stability of the organization. This year, the board invested \$100,000 to move closer to that goal.

## COVID-19

In March 2020 there was a global pandemic declared due to COVID-19 (coronavirus) which has had a significant impact on our organization and service delivery through restrictions put in place by the Federal, Provincial and Municipal Governments.

Work Prep closed its doors to the public on March 17, 2020, with staff transitioning to remote work by April 3, 2020. During the last two weeks of March, the staff pulled together to deliver services in a remote environment within a very quick turnaround. Over the course of this time period, the following services were delivered:

- Connected with approximately 60% of registered clients.
- Completed action planning for service delivery including a detailed work plan.
- Provided information and community resources to clients and community.
- Completed resume development, job search and email set ups for clients.
- Provided work placement supports and followed up on employment opportunities.
- Provided participant supports to clients to remain engaged, including phone cards, donated phones, tablets and technology.
- Supported clients to work through anxiety and isolation, access EI supports and stay connected to organizations and stakeholders involved in their plan.
- Completion of psychometric assessments and learning.

While the extent of the implications of this pandemic is still unknown, Work Prep will continue to provide services and supports to job seekers and employers throughout this time frame with the goal of opening to the public again when it is safe to do so and government restrictions allow.

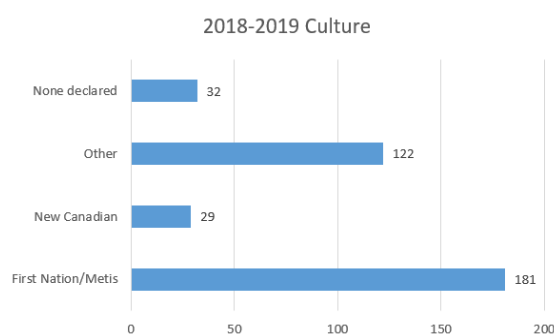
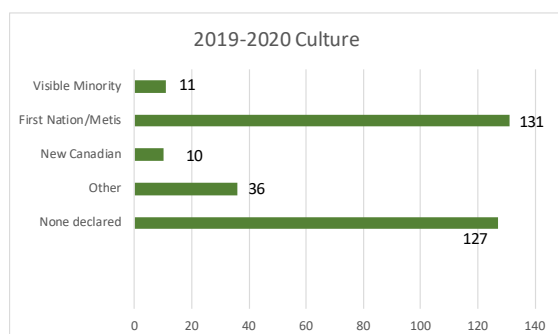
We applaud our team for their work over this time period. We know that the transition to remote work and service delivery required an extreme amount of patience, flexibility and responsiveness and we recognize how difficult this time has been for everyone.

Thank you to our clients and community for staying engaged and working together to ensure that our community continues to be able to access the services and resources they need during this difficult time.

## 2019- 2020 Impact

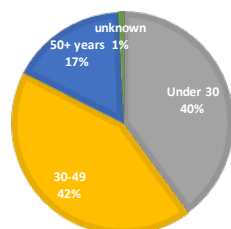
The journey to employment, is just that—a journey. Along the way, there are often many bumps in the road or side streets taken on the journey to the goal of employment. Sometimes that is upgrading, or post secondary education, and other times that might be obtaining life and employability skills, work 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	2019-2020	2018-19		2019-2020	2018-19
Total Accessed CRC	1811	2151	Total Access Intensive Supports	720	802
Points of Service	5927	8425	Total Assessed	626	624
Average # of Visits	3.2	3.9	Total Opened	315	364
Individuals participating in an active job search.	1251 or 69%	1623 or 75%	Total Group Participants	99	99
Individuals developing self-marketing tools	1633 or 90%	1827 or 85%	Total Employment Supports	100	116
			Total Certificate Training	101	77

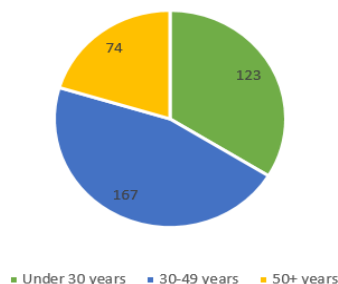


2019- 2020 AGE RANGE

Under 30 30-49 50+ years unknown

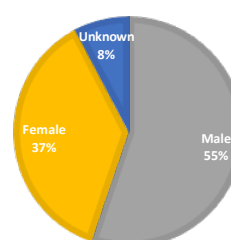


2018-2019 Age Range

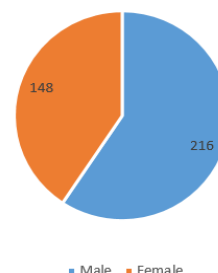


2019- 2020 GENDER

Gender Male Female Unknown



2018-2019 Gender



# Job Readiness

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

**293 or 93% of individuals made progress in job readiness.**

# Career Decision Making

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

**194 or 62% 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.*

**187 or 59% 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*

**208 or 66% 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*

**175 or 56% of individuals made progress in career growth.**

**141/315 or 44% of individuals obtained employment**

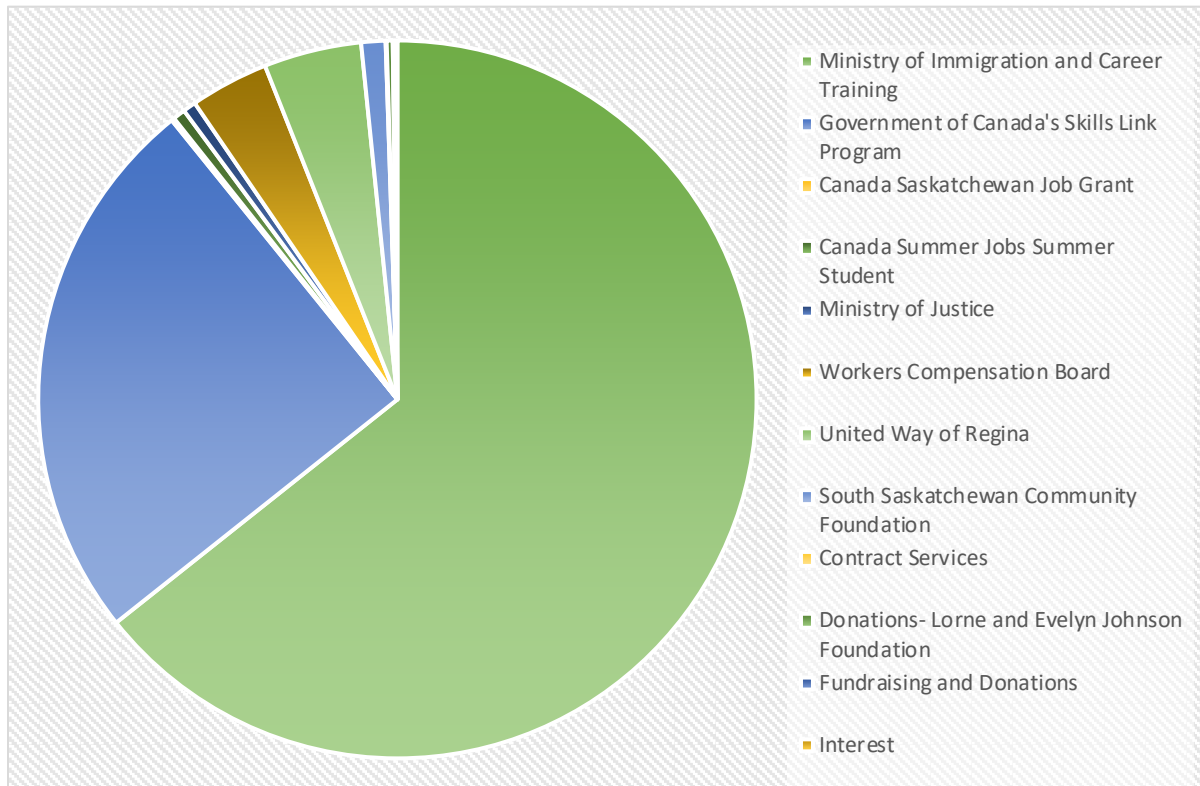
**27/315 or 8% of individuals returned to education or training.**



## 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  
 Autism Resource Centre  
 Balfour Collegiate  
 Big Brothers, Big Sisters Regina  
 Broadway Western Pizza  
 Bushwakker Brewing Co.  
 Campbell Collegiate  
 Canadian Tire South  
 Canadian Tire East  
 Canadian Coalition of Community Based Employability Training  
 Canadian Society of Safety Engineers  
 Career Services Brockville, ON  
 Carmichael Outreach  
 Casino Regina  
 City of Regina

Circle Project  
 Circle Project Children's Centre  
 Costco  
 Creeland Mini-Mart  
 D3H Hotels  
 Dale McArthur  
 Days Inn East  
 Delta Hotel  
 Dollarama  
 Double Tree by Hilton  
 Dragon 9  
 Dress for Success  
 Eden Care Communities  
 Express Employment  
 Employment Network  
 Empowering Change

Early Childhood Intervention Program  
 Emterra Waste Management  
 Employment & Education Centre Brockville,  
 ON  
 Evraz Place  
 Family Services Regina  
 File Hills Qu'Appelle Developments  
 First Work Ontario  
 Fox Valley Counselling  
 Fresh and Sweet  
 Fries Tallman Lumber  
 G. Murray and Edna Forbes Foundation at  
 SSCF  
 Gabriel Dumont Institute/ Dumont Technical  
 Institute  
 Giant Tiger Avonhurst  
 Giant Tiger East  
 Graham Construction  
 Great Canadian Oil Change  
 Hamptons Inn  
 Houston Pizza  
 Integrated Classroom  
 Joyce Racette & Heather Sinclair Birns  
 KalTire  
 Lowes  
 LinkedIn  
 Mars Data Catalyst Centre  
 MACSI  
 MicroAge  
 Melcher Media  
 Ministry of Immigration and Career Training,  
 Labour Market Services  
 Ministry of Justice  
 Ministry of Social Services  
 Ministry of Highways  
 North Central Community Association  
 North Central Family Centre  
 Office to Advance Women Apprentices  
 Ontario Tourism Education Council  
 Partners in Employment  
 Paul Dojack Youth Centre  
 People Ready  
 Phoenix Residential Society

PnC Computers  
 Prairie Spirit Connections  
 Quint Developments  
 Rainbow Youth  
 Radius Saskatoon  
 Regina Police Service  
 Regina Anti-Poverty Ministry  
 REACH  
 Regina Food Bank  
 Regina Open Door Society  
 Regina Public Library  
 Residence by Marriott, Hotel Saskatchewan  
 RSR Construction  
 Saskatchewan Indian Institute of  
 Technologies  
 Saskatchewan Career Development  
 Association  
 Saskatchewan Chamber of Commerce  
 Saskatoon Industry Education Council  
 Saskatchewan Polytechnic  
 Scott Collegiate  
 South Saskatchewan Independent Living  
 Centre  
 South Saskatchewan Community  
 Foundation  
 Sophia House  
 Street Culture Kidz Project  
 Toms Independent Grocers  
 Ukrainian Coop  
 University of Saskatchewan  
 Value Village  
 Vision Loss Rehabilitation Centre  
 Vital Signs Community Network  
 Wakayos Employment & Training Centre  
 Wakayos Working Group  
 Workers Compensation Board  
 Windgate by Wyndham  
 Winston Knoll Collegiate  
 WorkSafe Saskatchewan  
 YMCA/YWCA Ottawa: Destination  
 Employment, BuildON  
 YWCA Saskatoon

## Our Major Supporters:





**Regina Work Preparation Centre  
Minutes  
Annual General Meeting  
9:30 a.m. – 10:00 a.m.**

**June 26, 2019**

- 
- 
1. **Present:** Betty Ann Pottruff, Barb Peterson, Joyce Racette, Dale Young, Darcie DeBruyne, Ryan Hillstead, Ashley Boha (Executive Director)  
**Regrets:** Brad Alldred, Leigh Lamontage, Greg Duck, Frankie Jordan, Michele Geres  
**Guests:** Michelle Kot, Larissa Kwasnitza, Kathy Palmer, Stephanie Logan, Marla Bengert, Tracy Tomlinson, Diana Florence, Leroy Bernolt, Sarah Valli, Derek Williams, Lana Currie-Lingelbach, Chris Mbah, Lynne Scott

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

<b>M/S Pottruff/Peterson move to approve the 2018 Annual General Meeting Minutes of June 18, 2018.</b>	<b>CARRIED</b>
--	----------------

3. **Business Arising**

- a. None

4. **New Business**

- a. None.

5. **President's Report**

<b>M/S Racette/Hillstead move to accept the President's report as presented.</b>	<b>CARRIED</b>
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6. **Executive Director's Report**

<b>M/S Peterson/DeBruyne move to accept the Executive Director's report as presented.</b>	<b>CARRIED</b>
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7. **Financial Audit Report**

<b>M/S Pottruff/Peterson move to accept the financial report as presented.</b>	<b>CARRIED</b>
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8. **Appointment of Auditor**

<b>M/S Hillstead/Racette move to appoint Robert Szautner as auditor for 2019-2020.</b>	<b>CARRIED</b>
--	----------------

## 9. Election of the Board

The 2019-2020 Board is:

Dale Young	Chair
Michele Geres	Vice Chair
Ryan Hillstead	Treasurer
Betty Ann Pottruff	Member at Large
Frankie Jordan	Member at Large
Barb Peterson	Member at Large
Greg Duck	Member at Large
Brad Alldred	Member at Large
Joyce Racette	Member at Large
Leigh Lamontage	Member at Large
Darcie Debruyne	Member at Large

## 10. Adjournment

<b>M/ Pottruff move to adjourn.</b>
-------------------------------------

**Regina Work Preparation Centre Inc.**  
**Financial Statements**  
*March 31, 2020*



## 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, 2020, 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, 2020 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.

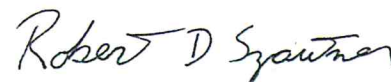
### **Auditor's Responsibilities for the Audit of the Financial Statements**

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 23, 2020

Robert D. Szauner  
Chartered Professional Accountant




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

*As at March 31, 2020*

	2020	2019
<b>Assets</b>		
<b>Current</b>		
Cash	196,035	249,162
Restricted cash (Note 6)	100,342	148,609
Investments (Note 3)	158,144	65,000
Accounts receivable	68,112	60,377
Prepaid expenses	23,011	9,913
	<b>545,644</b>	<b>533,061</b>
<b>Intangible assets (Note 4)</b>	<b>42,243</b>	<b>-</b>
<b>Tangible capital assets (Note 5)</b>	<b>25,293</b>	<b>31,145</b>
	<b>613,180</b>	<b>564,206</b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable	35,628	4,908
Deferred contributions (Note 6)	100,342	148,609
Deferred contributions – Evelyn & Lorne Johnson Foundation	599	4,330
Government remittances payable	16,954	-
Accrued vacation payable	7,040	8,070
	<b>160,563</b>	<b>165,917</b>
<b>Net Assets</b>		
Unappropriated	<b>452,617</b>	<b>398,289</b>
	<b>613,180</b>	<b>564,206</b>

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, 2020

	2020	2019
<b>Revenue</b>		
Ministry of Immigration and Career Training		
Employment Pathways	781,409	774,040
Job Launch	96,561	100,924
Virtual Reality	11,892	-
Service Canada	344,015	344,015
Canada Sask Job Grant	1,884	4,677
The Co-operator's	-	9,843
Ministry of Justice	8,039	6,639
United Way of Regina	60,788	45,157
WCB contract services	24,891	17,307
WCB Summer Program	24,000	32,000
Eagle Heart Centre	-	5,000
South Saskatchewan Community Foundation	15,100	-
Contract services	650	2,935
Donations – Evelyn & Lorne Johnson Foundation	3,731	3,731
Fundraising and donations	1,258	6,566
Summer student	7,708	-
Interest	1,615	1,673
Miscellaneous	-	3,076
	<b>1,383,541</b>	<b>1,357,583</b>
<b>Expenses</b>		
Ministry of Immigration and Career Training		
Employment Pathways	781,409	774,040
Job Launch	96,561	100,924
Virtual Reality	11,892	-
Service Canada	344,015	344,015
Canada Sask Job Grant	1,884	4,677
The Co-operators	-	9,843
Ministry of Justice	8,039	6,639
WCB contract services	15,419	9,922
WCB Summer Program	9,958	18,027
South Saskatchewan Community Foundation – Driver Training	15,100	-
Eagle Heart Centre	-	5,000
Summer student	8,539	-
Administration	50,437	28,248
Amortization	18,496	14,528
Virtual Reality - RWPC	14,813	-
	<b>1,376,562</b>	<b>1,315,863</b>
<b>Excess of revenues over expenses before other items</b>	<b>6,979</b>	<b>41,720</b>
<b>Other items</b>		
Unrealized gain/loss on investments	(7,538)	-
Adjustment for capital/intangible asset additions	54,887	2,661
	<b>47,349</b>	<b>2,661</b>
<b>Excess of revenues over expenses</b>	<b>54,328</b>	<b>44,381</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, 2020*

	<b>2020</b>	<b>2019</b>
<b>Unappropriated surplus, beginning of year</b>	<b>398,289</b>	<b>353,908</b>
<b>Excess of revenues over expenses</b>	<b>54,328</b>	<b>44,381</b>
<b>Unappropriated surplus, end of year</b>	<b>452,617</b>	<b>398,289</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, 2020*

	2020	2019
<b>Cash provided by (used for) the following activities</b>		
<b>Operating activities</b>		
Excess of revenues over expenses	54,328	44,381
Amortization	18,496	14,528
(Increase) decrease in:		
Accounts receivable	(7,735)	51,459
Prepaid expenses	(11,340)	(5,953)
Increase (decrease)		
Accounts payable	30,720	3,315
Government remittances payable	16,954	-
Accrued vacation payable	(1,030)	(3,347)
Deferred contributions	(53,756)	74,813
	46,637	179,196
<b>Investing activities</b>		
Proceeds on disposal of investments	65,000	100,000
Purchase of investments	(158,144)	(65,000)
Purchase of capital assets	(12,644)	(2,661)
Purchase of intangible assets	(42,243)	-
	(148,031)	32,339
<b>Increase (decrease) in cash resources</b>	(101,394)	211,535
<b>Cash resources, beginning of year</b>	397,771	186,236
<b>Cash resources, end of year</b>	296,377	397,771
<b>Cash resources consist of:</b>		
Cash	196,035	249,162
Restricted cash	100,342	148,609
	296,377	397,771

*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, 2020

### 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:

#### ***Tangible capital assets***

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

Amortization of tangible 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.

#### ***Intangible assets***

Intangible assets are recorded at cost and amortized on the basis of their useful life using the following methods and rates.

	<b><i>Method</i></b>	<b><i>Rate</i></b>
Database software	straight-line	20 %

#### ***Revenue recognition***

Restricted contributions from funders, such as Federal grants, Provincial grants, and other grants, are recognized as revenue in the year in which the related expenses are incurred. Funders consist of:

##### **Federal Government:**

Service Canada  
Summer Student

##### **Provincial Government:**

Ministry of Immigration and Career Training  
Canada Saskatchewan Job grant  
Ministry of Justice

##### **United Way Regina**

Unrestricted contributions, fundraising, fees for service, 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.



# Regina Work Preparation Centre Inc.

## Notes to the Financial Statements

For the year ended March 31, 2020

### 2. Significant accounting policies (continued)

#### **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.

#### **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:

	2020	2019
Conexus Credit Union GIC interest rate 1.20%, maturity January 2020	-	65,000
Conexus Credit Union GIC interest rate 2.05%, maturity November 2020	65,682	-
Quadrus Investment Services Ltd. mutual funds (original amount invested \$100,000)	92,462	-
	<b>158,144</b>	<b>65,000</b>

### 4. Intangible assets

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Database software	42,243	-	42,243	-
	<b>42,243</b>	<b>-</b>	<b>42,243</b>	<b>-</b>

The software purchased in 2020 was not put into use until subsequent to year end, therefore no amortization has been taken in 2020.

# Regina Work Preparation Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2020*

### 5. Capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2020 Net book value</i>	<i>2019 Net book value</i>
Computer equipment	59,212	55,261	3,951	6,934
Furniture and fixtures	64,993	43,651	21,342	24,211
	<b>124,205</b>	<b>98,912</b>	<b>25,293</b>	<b>31,145</b>

### 6. Deferred contributions

		<i>2020</i>	<i>2019</i>
<b>Funding Agency</b>	<b>Programs</b>		
Ministry of Immigration and Career Training	Employment Pathways	69,730	88,387
	Job Launch	17,745	19,293
	Virtual Reality	7,948	-
Ministry of Justice	Integrated Classroom	4,919	1,708
Service Canada	Youth Employment Readiness Program	-	24,121
South Sask Community Foundation	Driver's Training	-	15,100
		<b>100,342</b>	<b>148,609</b>

### 7. Allocation of expenditures

The statement of financial position presents expenses by their program. Some expenses are allocated to program activities based on estimate of staff time related to each area of activity. The following is a grouping of expenses by their nature:

	<i>2020</i>	<i>2019</i>
Salaries and benefits	906,020	887,657
Occupancy costs	74,885	92,381
Equipment rental	11,959	10,146
Insurance	4,926	4,720
Office and computer	48,240	40,057
Amortization	18,496	14,528
Participation costs	214,557	216,158
Professional development	34,145	25,133
Professional fees	8,447	22,422
	<b>1,321,675</b>	<b>1,313,202</b>

### 8. Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred. The organization's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these instruments.

#### **Credit risk**

The organization is exposed to credit risk with respect to its accounts receivable. The organization assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

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

*For the year ended March 31, 2020*

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**8. Financial instruments (continued)**

***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.

***Market risk***

Market risk associated with investments in mutual funds is the risk that their fair value will fluctuate because of changes in market prices.

**9. 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.

**10. 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, 2020 was \$185,336 (2019 – \$189,789).

**11. Adoption of new accounting standards**

The organization has applied section 4433 of Accounting Standards for Not-for-Profit Organizations related to componentization of tangible capital assets. This standard is required to be applied on a prospective basis. No adjustment has been made to opening net assets or tangible capital assets as a result of applying this new section.

During the year, Section 4441 "Collections held by not-for-profit organizations" came into effect. There is no material impact on the financial statements of the organization as a result of this new standard as the organization does not hold any collections.

**12. Subsequent event**

In March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the organization as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

**13. Comparative figures**

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