



Annual Report

2020 – 2021

Regina Work Preparation Centre Inc.

Building the Saskatchewan Workforce
One Person at a Time

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A Message from the Board Chair



“Leading our community in preparing and connecting job seekers and employers for economic opportunities and growth”. This is the vision of the Regina Work Preparation Centre.

Successfully navigating uncharted waters while staying true to our vision is what Work Prep has accomplished over the last year.

The work has not been easy. It's been a very difficult time for staff who continued to provide service in spite of a three month lockdown followed by a return to work with rigorous public health protocols. It's been a challenge for us as a Board to ensure we are adding value to an

organization that is rapidly growing and becoming more complex as it responds to an ever shifting external environment.

As a Board, we worked hard this year to strengthen our governance practices beginning with our first ever retreat in November 2020. As a result of that time together, we made some small changes that have helped us to focus our efforts on the essential tasks of the Board. For example, we adapted our meeting agenda to ensure we stay focused on our governance responsibilities and we adopted an annual work plan to help us stay focused on our goals. We made some larger changes through the creation of key committees including Governance, Executive and Equity, Inclusion and Diversity. In addition, significant work has gone into strengthening our governance and financial policies. And finally, we welcomed five new Board members, each with special skills and experience.

On the operational side, it certainly has been a year of growth. We increased our budget from 1.4 to 1.9 million dollars and our staff from 14 to 23. We implemented a new organizational chart that addressed the need for additional leadership capacity in tandem with a new salary structure. We pushed ahead to implement several new program initiatives in keeping with objectives in our strategic plan. We enhanced our service to clients by responding to new opportunities outside of our usual funding partners. We made significant investment in infrastructure with the addition of 4500 square feet of space and extensive computer and furniture upgrades. We implemented Caseworks and several other data collection programs. We undertook a comprehensive review and update of our Human Resources Policies and we completed a four-year plan to facilitate staff certification in core practice modalities.

This is not an exhaustive list of what has been accomplished by our staff who have remained adaptable and innovative in response to all that has taken place in the last year. We recognize the value they bring to our organization through their skills, their expertise and their networks of interpersonal and inter-organizational relationships. We as a Board extend our heartfelt thanks to these dedicated and passionate individuals.

Leadership matters! Work Prep is extremely fortunate to have a strong senior leadership team who embrace change and innovation, and who have demonstrated they are more than capable of taking on the extreme challenges of the last year. We thank Kathy Palmer for the skill, the wisdom, the passion and the caring she brings to her role as Director of Programming. We thank Ashley Boha our Executive Director for her commitment to Work Prep's vision of being a leader in the community and for her commitment to being a 21st Century Leader. Her ability to

see and boldly respond to opportunities, in the midst of the most daunting of circumstances, has been key to the extraordinary growth achieved over the last year.

To our funders- thank you for recognizing us as a credible and capable organization and for trusting us to get the job done. To our partners thank you for working with us in the service of our community.

Our AGM is often the time when we bid farewell to Board colleagues who are moving on. Sadly, this year, we are saying goodbye to two long term serving members, Michelle Geres and Greg Duck. Although they are leaving us, their legacy lives on. Among their notable contributions, Michelle was a member of the committee that recruited and hired our Executive Director and Greg researched and authored our Board Media Policy.

This last year has been a wild ride. We faced constant challenges, but we stayed true to our vision and have emerged as a stronger, more agile and more innovative organization. There will be challenges ahead. We are well positioned to take them on.

Sincerely,



Dale Young
Chair, Board of Directors



A Message from the Executive Director

Writing this report to review the past year has been a humbling and rewarding experience. This year has been turbulent—a global pandemic and numerous societal movements combined with our organizational growth and focus on remaining open, responsive to our clients and their needs as well as the changes in our economy and community.

We have faced a fair bit of challenge this year. Public health measures, restrictions imposed to combat the ongoing worldwide pandemic, combined with the challenges an organization faces in a time of growth – human capacity, infrastructure, change and new learning. Work Prep has had a foundation in our community for over 45 years and while we *are strong*, this year posed

Ashley Boha, Executive Director exponential growth for our storied organization. While managing the growth, we also had to address the rapid learning required to ensure that we could adapt to the changing way of work in the midst of a speedy technological revolution around the world.

We responded. Our team responded and they remained resilient, even in the most trying times. We never lost a day of service, and maintained our commitment to our clients, with a creative mindset and focus. Thank you.

To help you visualize what this might have looked like—imagine yourself driving by 2020 Halifax Street in April/May 2020 and seeing individuals knocking on the door and staff handling envelopes of resumes, cover letters and resources through the door. A few months later, you might have driven by and seen our staff outside, 6ft away from their clients discussing their employment goals and needs. Maybe you joined us virtually and were able to participate or observe the various upskilling workshops our team worked on together to deliver ways we never have before. These are just some examples of many ways our team responded.

In addition to this responsive service delivery, we grew. With confirmation of our Youth On their Way to Work Program early in the year and the addition of our Virtual Reality Program and many other special projects, we added an additional 4500 square feet to the building, undertaking massive renovations and staff recruitment and expansion in the midst of the pandemic. Through our growth, we have been able to address some long standing needs in our organization, including the important and timely addition of gender neutral washrooms.

To support the growth, we revised our organizational structure, adding leadership capacity through the introduction of team leads, and we did this all without any decrease in our service delivery. As some staff left or retired and new ones joined, our team has rallied together to honour the wisdom and impact of those who have left while also integrating new staff, ideas and diverse voices.

All of this has been made possible through the exceptional support of our partners. Our existing funders worked closely with us to ensure our needs were met and we were able to adjust and respond as the external environment changed. We also brought on many new funders to

address any outstanding gaps and additional requirements. These contributions and commitment to our organization have allowed us to maintain our staff, service delivery and important work over the last year with the tools and supports we needed to stay safe, and we thank you.

The results of this year are clear—while our referrals may have gone down, the number of clients we worked with and opened went up, showing strong engagement and positive results in our progress across employability dimensions. While the economy in Saskatchewan is still recovering from the impact of the restrictions imposed to combat the pandemic, we are confident about the year ahead.

I look forward to sharing the rest of our story and journey this year with you in the following pages, it really is remarkable what has been accomplished in such a trying time.

Warm Regards,

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

Ashley Boha
Executive Director

Work Prep Staff & Board of Directors

Staff:

Leadership Team

Ashley Boha
Executive Director

Kathy Palmer
Director of Programs

Daniel Price
Team Lead

Michelle Kot
Team Lead

Sarah Moreland-Petrie
Team Lead

Administrative Team:

Lisa Boryski
Executive Assistant

Melva MacDonald
Triage & Administrative Coordinator

Sharon Johnson
Financial Coordinator

Sharon LeDoux
Program Support Coordinator

Raza Mahmood
Financial Assistant

Service Delivery Team

Bonnie Soerensen
Case Manager

Brianne Waldbauer
Case Manager

Cindy Leggott
Group Facilitator/Case Manager

Caleigh Johnson
Group Facilitator/Case Manager

Eric Milos
Virtual Reality Marketer

Gratton Sinnaiah
Job Developer

Isaiah Dobni
Job Developer

Kamakshi (Kamy) Sachdeva
Labour Market Specialist/Career Advisor

Larissa Kwasnitza
Intake and Service Navigator

Sajida Parveen
Case Manager

Tracy Tomlinson
Case Manager

Viktoriia Ugnivenko
Computer Trainer/ Computer Resource Centre Facilitator

Former Staff:

Adam Krammer
Amanda Nakonieczny
Barrett Demeria
Bora Mucka
Carrie O'Soup
Celeste Goodwill
Cheryl Braun
Dallas Laframboise
Del Reiman
Diana Florence
Emilio Conde
Jody Hale
Lindell Haywahe
Marla Bengert
Neetu Kumari
Susan McArthur
Trista Tawiyaka

Board Of Directors:

Dale Young
Chair

Michele Geres
Vice Chair

Jocelin Martin
Treasurer

Charity Kay
Director at Large

Darcie DeBruyne
Director at Large

Frankie Jordan
Director at Large

Greg Duck
Director at Large

Joyce Racette
Director at Large

Jim Grundy
Director at Large

Larry Flowers
Director at Large

Nikhil Bhattacharyya
Director at Large

Pedram Azar
Director at Large

Former Board Members:

Barb Peterson
Betty Ann Pottruff
Brad Alldred
Ryan Hillstead



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

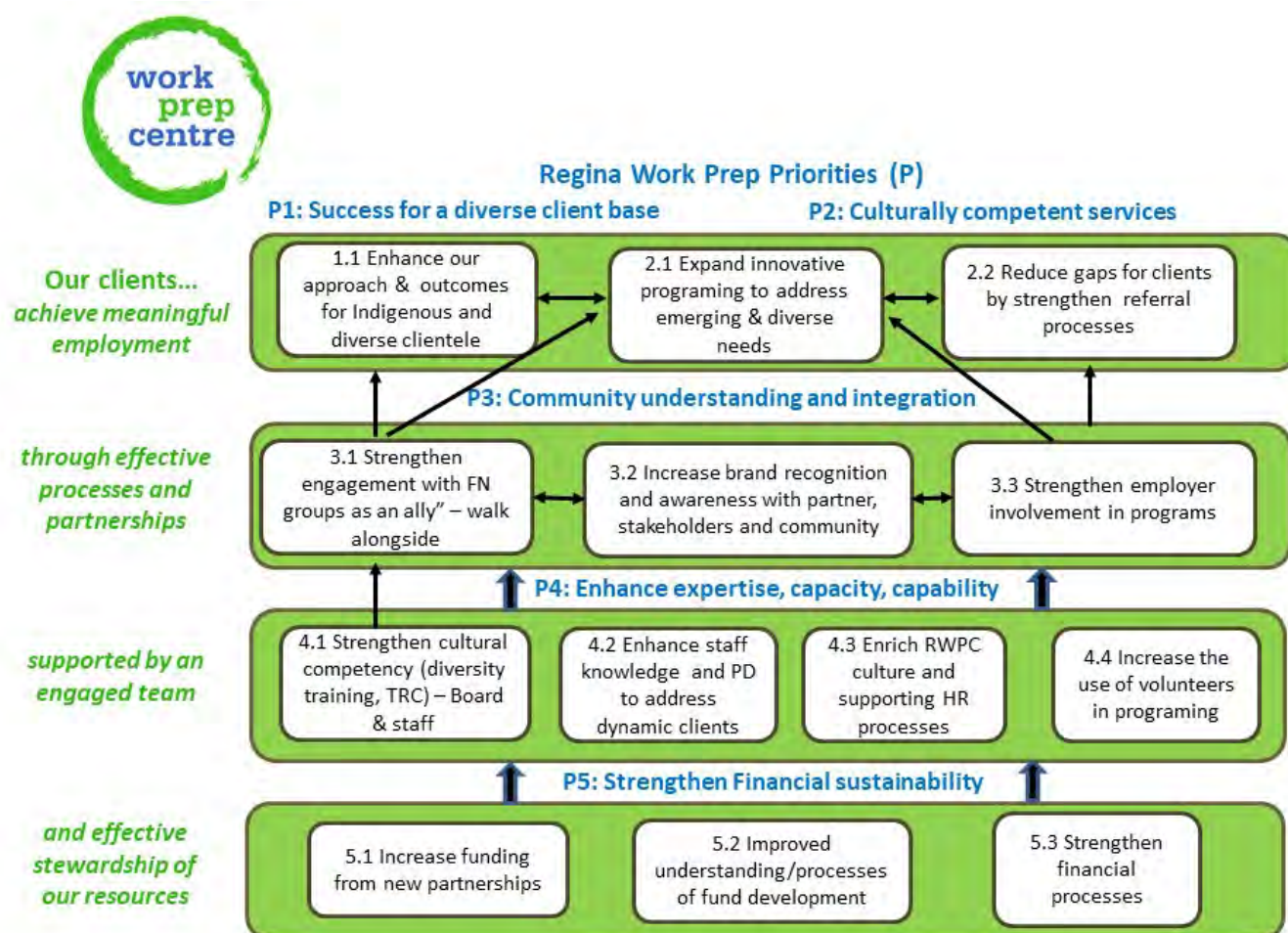
- We are committed to working in the Spirit of Work Prep.
- We believe integrity is the foundation for strong relationships, leaders and teams
- We ensure our interactions with others are truthful, sincere, consistent and ethical.
- We are accountable to ourselves and others for our actions.

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.

Investing in Our Future

In 2017-2018, 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 that guide our organization.



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 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

Services For All Ages

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

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

“Thank you so much for all of the help and support that Regina work prep has given me. There is a lot of positivity there. Their positive and inspiring words showed me new horizons and helped me to discover new skills in me.”

Services for Youth

Work Prep has been delivering youth programming since 2011, and through this programming we work to assist youth on their employment journey by creating a customized experience based on their individual needs.

Skill Development

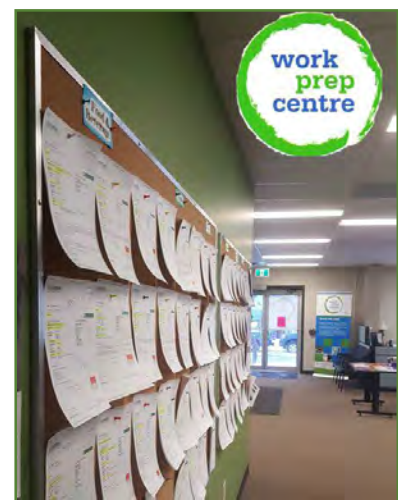
Work Prep offers a variety of vocational services that support job seekers to gain the skills and experience to successfully participate in the labour market. Job Seekers are able to build skills that support their employment goals; including career related assessments, e-learning, digital literacy skills and much more.

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 self-marketing tools.



Resource Centre users range from the computer illiterate (or even phobic) through to the computer savvy; from the first time job seeker through to the seasoned veteran. The common link is the need to access computers for work search.

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.

"I appreciate all the help you have provided me! You helped me potentially find a career and not just a job. More then I could ask for."

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.

"Wow, this is unbelievable. I didn't expect this at all, very unexpected and very appreciated. You guys go the extra mile. Thank you"



Employment Pathways Computer Training

Work Prep supports job seekers who are in need of basic and intermediate computer skills training to strengthen their employability.

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

Job Launch

For over ten years, Job Launch has delivered an offender employment program that assists job seekers to obtain sustainable employment. To support the delivery of these workforce development services, Job Launch collaborates with a multi-disciplinary team that includes the Ministry of Immigration and Career Training- Career Services Branch, The Ministry of Justice - Corrections and Policing, Regina Community Training Residence, Regina Provincial Correctional

Centre, Paul Dojack Centre, The Ministry of Social Services, Oskana Centre, Adult Probation Services and Drug Treatment Court.

Clients may also access services on a walk-in basis or be referred from community agencies.

The Job Launch program provides responsive and individualized employment services to individuals sixteen (16) years or older, who have current/previous involvement with the criminal justice system within the last twelve (12) months, and interested in seeking employment and/or education and training opportunities. This flexible service delivery model includes:

- Meeting a client where they are at in the employment journey,
- Delivering innovative career exploration for individuals entering or returning to the workforce
- Providing resources and supports for life and employability skill development
- Increasing digital skills and providing access to technology for navigating the online job search process
- Identifying transferable skills and building strength-based marketing tools and networks to connect individuals with employers looking to fill their recruitment needs

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

“I truly felt enthusiastic about reaching the job market and preparing myself better. I appreciate your efforts, and quickness in scheduling my meet with proper resources.”

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 the funding to deliver this program.



In Motion & Momentum+

Do you ever feel stuck?
Do you feel like you've been moving in a direction that just isn't right for you?
Are you ready to try something new?



In Motion & Momentum+ is a new program that's about helping you to move in a way that feels good, tap into your full potential and create the life you want to live.

In Motion & Momentum +

This program is for people who have significant potential for success in their lives. It is especially useful for those who, for one reason or another, may have been stuck or feeling like they've been moving in a direction that is not right for them. The program is about getting unstuck, moving in a way that feels good, harnessing your considerable potential and creating the life you want to live.

The program has three parts:

IN MOTION is a 3-week program (3 days per week; 6 hours each day). This first part of the program is about:

- Better understanding what's most important to you;
- Knowing the skills, strengths and supports you already have;
- Building and extending your skills, strengths and supports; and

- Shaping a vision for your life that feels exciting, right and possible.

MOMENTUM is a 4-week program (4 days per week for the first 3 weeks and 3 days in week 4; also 6 hours each day). This second part helps you to continue to build on your vision and move towards making it a reality. It is also an opportunity for you to meaningfully contribute to your community by taking part in a community project that you and others in the group choose as a way of making your community better.

MOMENTUM+ is a 6-week program (one day a week for 6 hours). It helps you work towards living the life you want to lead by capitalizing on your strengths and skills, supporting you with the steps in your action plan, reconnecting you with your IM&M+ group and helping you seek the support of other allies in your community.

The program is offered in collaboration with the Canadian Career Development Foundation (CCDF). CCDF has developed the program in partnership with the New Brunswick Department of Social Development over the past 6-years. Evaluation of the first two years was complete by the government with close to 700 participants. IM&M was also delivered in three pilot sites in Eastern Ontario and evaluation was conducted by Blueprint ADE. IM&M will be delivered nationally in 2021 and Work Prep is thrilled to be chosen as a service delivery organization in Saskatchewan. Evaluation of the national project will be conducted by Blueprint ADE.

Work Prep is a proud partner of the Canadian Career Development Foundation who provides the funding to deliver this program.

Youth On their Way to Work (YOWW)

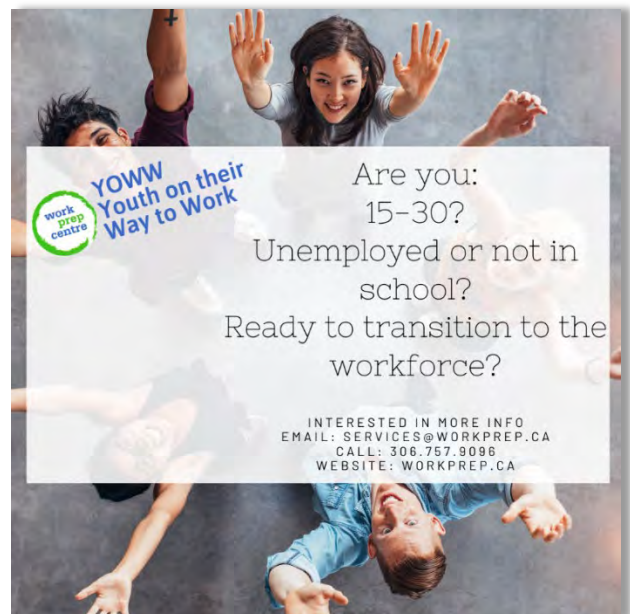
Work Prep has been delivering youth programming since 2011 and we are excited to continue doing so through our new YOWW program. Through YOWW, we work to assist youth on their employment journey by creating a customized experience based on their needs.

Youth may have access to some or all of the following supports:

- 1 to 1 Case Management help
- 6-week group training course
- Mental health supports
- Computer training/certification
- Indigenous learning/supports
- Paid training
- Coverage for proper work clothes or tolls
- Certificate training, and more!

Youth who will benefit would include:

- Ages 15-30
- Unemployed and not in school
- Looking for work but need assistance in obtaining a job



- Confident they can work, but unsure of the skills needed
- Are unsure what career path they want to pursue

This project is funded by the Government of Canada's Youth Employment and Skills Strategy Program

"I came in feeling like I was lost and now I feel like I have so much ahead of me"

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.

InterviewME- Opportunity For All Youth (O4AY)

Work Prep has partnered with MaRS and the Opportunity For All Youth to support the recruitment of youth in Manitoba and Saskatchewan, linking them to employer partners currently hiring through Digital Hiring Events and the online InterviewME portal.

InterviewME is a youth talent pool and unique approach to hiring. Opportunity for All Youth works with community organizations and employers to create barrier-free hiring opportunities in entry-level work for youth across Canada. Opportunity For All Youth works with over 20 top-tier employers to connect young people like you to meaningful employment opportunities. They have access to thousands of jobs and they've placed over one-thousand youth across Canada into early talent roles in the past year.



This project was a pilot for the 2020-21 fiscal year. Work Prep is a proud partner of MaRS Discovery District and Opportunity For All Youth who provide 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.

Enough Already – Workplace Sexual Harassment

In 2020, Enough Already was launched as a multi-stakeholder coalition determined to address and prevent workplace sexual harassment in Saskatchewan. Work Prep is proud to work alongside this multi-stakeholder coalition to provide trauma informed employment coaching to individuals affected by sexual harassment in the workplace.

2020-2021 Organizational Highlights and Challenges

In the spring of 2020 a worldwide pandemic was declared by the world health organization and governments around the globe and locally have since been working to respond to the virus with numerous restrictions to reduce the spread of the virus and the subsequent pressure to the health care systems. We know that COVID-19 has “caused massive labour market disruption – unprecedented highs in the unemployment rate, job losses, teleworkers, absent workers and reduced work hours.”¹

In addition to the global pandemic, this year also saw numerous societal issues sparking movements around the globe and in Regina – protesting systemic racism, and the need to address rising mental health concerns.

Knowing the complex societal issues, as well as the tumultuous impact of the COVID-19 pandemic in our community, our organization and team pivoted quickly to ensure that we could continue providing services and supports to all members of our community. Recognizing that many of our clients did not have technology, internet and space to access services remotely, we completed a comprehensive risk analysis and developed a thorough business re-open plan that allowed us to permanently re-open the doors to the public in June 2020.

Throughout the last year we did not lose a day of service, and have remained agile and responsive to the changing needs and demands of our community by focusing on partnerships and wrap around services for our clients, providing supports and development opportunities to maintain staff wellness and updating our marketing and technology to remain relevant and responsive.

“I could have never done this on my own, I would have gotten discouraged and given up. Also getting out of the house keeps me motivated and focused.”

Partnership Development and Wrap Around Services

The complex external environment truly shone a light on the need for wrap around services to support our clients in their employment goals. We have known for a long time that nutrition, driver training, cultural competency, mental health supports and access to phones and technology were resources our clients and community required and fortunately this year we were able to begin addressing them through our wrap around services.

We began our new Youth On their Way to Work contract in May 2020, which added extensive additional wrap around supports including nutrition, cultural competency, positive space training, mental health supports, driver training and emergency assistance. In our original proposal, and the subsequent establishment of the new contract, Work Prep was keen in our commitment to include other community organizations and local business as much as we could to provide these supports and resources, which in turn introduced our clients to these resources in the community and built stronger partnerships for our organization. We are grateful to have the following partners on board to support our wrap around services:

- The Circle Project, who provides cultural competency training and access to cultural supports for our Indigenous and non-Indigenous clients.

¹ Sask Chamber LMI Presentation 2020-09-09, Government of Saskatchewan

- Family Service Regina, who provides mental health training and access to one to one counselling and check ins.
- UR Pride, who provides Positive Space Network training.
- Horizon Driving School who provides 6+6 Driver Training.
- Regina Education and Action on Child Hunger Inc. (REACH), who provides nutrition and meals for participants while in group.

In addition to these partners in the delivery of our wrap around services for our youth programming, Work Prep also partnered with Prince's Trust Canada and RBC to complete remote mock interviews for all youth groups with RBC staff.

An important foundation of partnership building is the evaluation of the partnership and built in feedback loops to ensure successful collaboration, celebrating the mutual successes and adjusting as necessary to ensure continued responsiveness to the needs of the clients we serve. To meet this need, the YOWW team completed a comprehensive evaluation at the end of year one to include the voice of all stakeholders and partners in the contract that has set the stage for year two.



“Thank you so much for your help. The driving class was really good”

Recognizing that food security issues, mental health challenges, access to technology and a lack of transportation (public and driver training) are issues faced by all age demographics, Work Prep was able to secure additional supports for our clients through the following initiatives:

- City of Regina Transit Fare Assistance program donated bus passes and bus tickets
- An anonymous donor provided financial support that allowed us to add nutrition programming and driver training across the remainder of programs at Work Prep
- The Cooperators provided funding to support the inclusion of mental health training and access to wage subsidies to extend Quality Employment Opportunities for our clients who were experiencing mental health challenges and could benefit from additional time in their QEO to support a successful transition into the workplace.
- The Wireless Age donated refurbished phones to provide to clients in need of a phone to communicate with Work Prep, other community services and potential employers.
- Big Brothers and Big Sisters Regina shared donated technology including computers and tablets to provide to clients in need to access to technology to support communication with Work Prep, other community services and potential employers.

This year, Work Prep was thrilled to be included in a national research project in partnership with Canadian Career Development Foundation(CCDF), delivering In Motion, Momentum+. As



a part of this project, the participants and facilitators completed a community engagement event and successfully coordinated the *Stay Safe: Join the Momentum of Encouragement Bag Project!* Through this project, the group distributed a total of 120 encouragement bags to people passing by and at the 7:11, Community Fridge, Social Services and Bus Stops. The

encouragement bags included hand sanitizer, masks, and a small treat. The group was grateful for the support of United Way Regina who provided sanitizer, gloves and masks.

“Work prep centre supported me both emotionally as well as professionally. Having just moved to Regina, they provided me with guidance and helped me understand the procedures that followed. They helped me prep for interviews and helped boost my confidence. Work prep centre has genuine and kind people working for them.”

Throughout the year, our team also participated in numerous presentations, job fairs and events with other community based organizations and the education sector.

Team Development and Wellness

Professional Development and Team Development has long been a foundational commitment of Work Prep to provide training and resources to our staff to support growth and ongoing responsiveness to the changing nature of our sector.

This year, we finalized our professional development plan, maintaining our commitment to our core modalities of Reality Therapy/Choice Theory and Motivational interviewing through coaching, quarterly refresher sessions, practicums and pursuit of certifications for our staff. In addition to this, we also were able to add the following training activities throughout the year:

- Positive Space Network Training
- Canadian Career Development Foundation Vocational Training
- Canadian Career Development Foundation, Career Development Professional Credential Pilot Project
- Access to LinkedIn Learning and numerous webinars throughout the year that addressed individual training goals and interests.
- Virtual Reality Implementation Training for Career Practitioners

In 2019 Work Prep introduced the Family Services Employee Assistance Program providing access to resources and qualified professionals in a number of focus areas for staff members and their immediate families. This last year has been difficult for everyone and in response to the ongoing pressures and challenges of the pandemic, Work Prep added a wellness program for staff. The wellness program included wellness sessions provided by Family Services Regina, flexible working options, fun and team building events.

A special shout out also goes out to our Social Committee who has remained committed to supporting our team, even within the limitations of the restrictions of the pandemic. Our social committee provided food, team building games on zoom, gift exchanges, tea parties, gratitude activities and much more. Their work and commitment this last year has supported all of our team members in their wellness at work.

In the life cycle of an organization, we will see many team members come and go for a multitude of reasons—personal, family, new opportunities and organizational changes. This



year was no exception and as we have grown and expanded our team, we also saw two of our long term employees retire. Marla Bengert, Case Manager has been with our organization for 22 years and Diana Florence, Case Manager has been with our organization for 10 years and in the fall 2020 both announced their retirements. To celebrate their retirement, Work Prep hosted a staff dinner (over zoom) as well as an online jeopardy game on zoom featuring a few of Marla and Diana's favorite things.

Anytime an organization loses a senior staff member, someone who has been here for a significant amount of time, let alone two, there is a grieving process that takes place. Marla and Diana have shaped our team, our journeys and our visions over the course of their time with us, and we will miss their insights, questions, leadership and laughter in the halls. On behalf of the Board of Directors and Staff we congratulate you on your retirement and wish you the best.

Marketing and Technology

Through our innovation and growth agenda, Work Prep has been preparing to upgrade technology to ensure our systems, tools, technology and resources kept up to the changing nature of work and clients. This year, the COVID-19 pandemic escalated the need to upgrade our marketing and technology and we were fortunate that with the support our existing and many new funders we were able to address these gaps.

At the beginning of the fiscal year, staff were sent home for two months to work remotely as we researched and finalized our risk assessment and business re-open plan. The transition was a major change for both clients and staff and posed many challenges as we transitioned home and to remote work. We recognized during this time that our internal technology and data management systems required an upgrade to ensure the ability of our staff to work remotely again in the future. In response we were able to accomplish the following:

- Purchase CaseWorks data management system to support remote client services work and reduce the amount of administrative work for our front line staff, increasing time spent with clients.
- Purchase laptops and docks for all staff to prepare for any future remote work scenarios.
- Purchase and integration of Zoom software to ensure the continuation of service delivery, remote workshops and learning and team meetings.

- Developed and launched an online registration form for clients to use to register for services remotely.

“It was very good to attend today's upskilling webinar. It has provided me insight into what areas I need to improve before any future online interview. I truly liked some of the ideas that I haven't put into practice in the past. I will be utilizing these techniques in interviews on the online platform. Thus feel more enthusiastic about approaching a job.”

In addition to the above internal upgrades, Work Prep also reviewed service delivery needs for technology and was able to accomplish the following:

- Purchase additional client laptops to enhance client service delivery by adding laptops with access to internet, e-learning and assessments as well as Microsoft Office software to support job seekers while attending vocational appointments with their career practitioners.
- Purchase client iPads to support remote learning in groups.
- Addition and integration of Northstar Digital Literacy, adding Work Prep as a computer skills assessment site and providing remote computer training opportunities.
- Addition and integration of MyPerfectResume software to support job seekers in self-marketing tool development.
- Continuation of use and access to LinkedIn Learning for client upskilling.
- Purchase and integration of Envoy visitor management software that supports client sign in, tracking of individuals in the building and screening of visitors for COVID-19.
- Partnership with Opportunity For All Youth to provide regional coordination in Manitoba and Saskatchewan for Digital Hiring Events for youth.

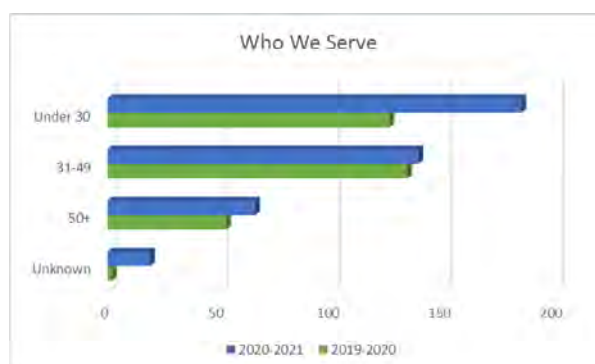
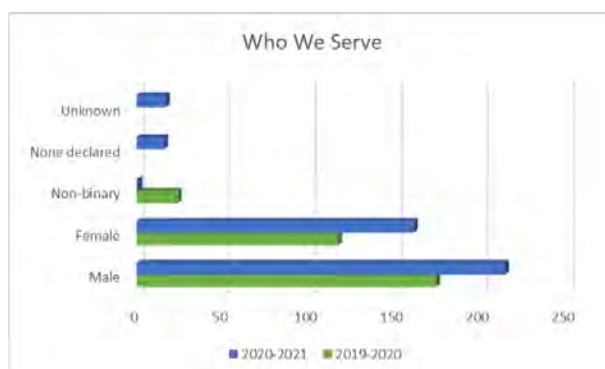
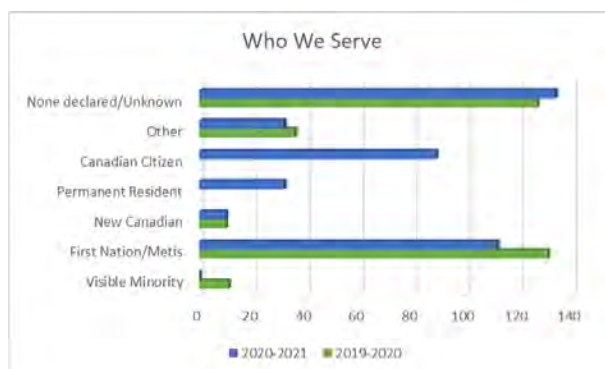
Finally, this year we invested in our marketing and tools to continue to share information with the public, employers, current and future clients. In late 2020 we added a social media consultant to work with to improve our social media presence and messaging and increase engagement with our community and soon after we connected with Munz Media to create four new promotional videos to be used to market our services in an engaging way. Watch out on our website and social media channels for their launch!

“Touching base to say thanks so much for your help today and time on the phone last week. Having someone caring and outgoing, like myself, made the learning very quick, comfortable, and simple.”

2020- 2021 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.

Self Directed		
Computer Resource Centre	2020-2021	2019-20
Total Accessed CRC	1024	1811
Total Access Intensive Supports	705	720
Total Assessed	576	626
Total Opened	409	315
Total Group Participants	93	99
Total Employment Supports	141	100
Total Certificate Training	135	101



Progress Across Employability Dimensions

Job Readiness

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

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

Career Decision Making

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

274 or 67% 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.

279 or 68% 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

295 or 72% 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

257 or 63% of individuals made progress in career growth.

118/409 or 29% of individuals obtained employment or returned to education/training.	4/409 of individuals were referred out to other services in the community.
65/409 or 16% completed their intervention.	111/409 or 27% were still actively engaged in services.

Acknowledgements

Work Prep Staff and Board of Directors would like to extend a sincere thank you to our funders, partner organizations and employer partners for the exceptional support this year. While this was a difficult year, we are truly grateful for the financial, in kind and community support we received this year that has allowed us to remain responsive to the changing external factors and allowed us to continue serving our community.

Our Funders:

Major Funders:



Grant/Project Funders



THE LORNE AND EVELYN JOHNSON FOUNDATION





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

**June 25, 2020
Virtual Meeting - Zoom**

1. Present: Dale Young, Ashley Boha, Darcie Debruyne, Joyce Racette, Frankie Jordan, Barb Peterson, Ryan Hillstead, Greg Duck, Betty Ann Pottruff

Regrets: Michelle Geres, Brad Alldred

Guests: Michelle Kot, Sharon LeDoux, Adam Krammer, Diana Florence, Emilio Conde, Kathy Palmer, Larissa Kwasnitza, Marla Bengert, Sarah Moreland-Petrie, Sheila Wignes-Paton, Tracy Tomlinson, Victor Roman, Viktoriia Ugnivenko, Gration Sinnaiah

2. Approval of Last Year's Annual Meeting Minutes

M/S Debruyne/Pottruff move to approve the minutes of June 26, 2019.	CARRIED
--	----------------

3. Business Arising

a. None

4. New Business

a. None

5. President's Report

M/S Jordan/Hillstead move to accept the President's report as presented.	CARRIED
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6. Executive Director's Report

M/S Hillstead/Jordan move to accept the Executive Director's report as presented.	CARRIED
--	----------------

7. Financial Audit Report

M/S Debruyne/Racette move to accept the financial report as presented.	CARRIED
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8. Appointment of Auditor

M/S Jordan/Peterson move to appoint Dudley & Company LLP as auditor for 2020-2021.	CARRIED
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9. Election of the Board

The 2020-2021 Board is:

Dale Young	Chair
Michelle Geres	Vice Chair
Ryan Hillstead	Treasurer
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
Darcie Debruyne	Member at Large

10. Bylaw Revisions

M/S Peterson/Hillstead move to accept by law revisions.	CARRIED
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11. Adjournment

M/ Pottruff move to adjourn.

REGINA WORK PREPARATION CENTRE INC.
Financial Statements
Year Ended March 31, 2021

REGINA WORK PREPARATION CENTRE INC.
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Year Ended March 31, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Members of Regina Work Preparation Centre Inc.

Opinion

We have audited the financial statements of Regina Work Preparation Centre Inc. (the Organization), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and 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 Organization as at March 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

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 Organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical 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 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 ASNPO, 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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.

(continues)

Independent Auditor's Report to the Members of Regina Work Preparation Centre Inc. *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- 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 Organization'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 Organization'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 Organization 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 28, 2021


Dudley & Company LLP
Chartered Professional Accountants

REGINA WORK PREPARATION CENTRE INC.
Statement of Financial Position
March 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 534,057	\$ 296,165
Investments (Note 3)	167,268	158,356
Accounts receivable	378,822	64,245
Goods and services tax recoverable	7,155	3,867
Prepaid expenses	18,208	23,011
	<u>1,105,510</u>	<u>545,644</u>
TANGIBLE CAPITAL ASSETS (Note 4)	83,130	25,292
INTANGIBLE ASSETS (Note 5)	<u>33,794</u>	<u>42,243</u>
TOTAL ASSETS	\$ 1,222,434	\$ 613,179
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 6)	\$ 129,764	\$ 59,621
Deferred revenue (Note 7)	<u>632,004</u>	<u>100,941</u>
	761,768	160,562
NET ASSETS (Page 6)	<u>460,666</u>	<u>452,617</u>
TOTAL LIABILITIES AND NET ASSETS	\$ 1,222,434	\$ 613,179

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

See notes to financial statements

REGINA WORK PREPARATION CENTRE INC.
Statement of Operations
Year Ended March 31, 2021

	Administration Fund	Capital Fund	Restricted Fund	Total 2021	Total 2020
REVENUES					
Employment Pathways (Schedule 1)	\$ 102,121	\$ 6,083	\$ 662,119	\$ 770,323	\$ 781,409
Job Launch (Schedule 2)	13,459	972	84,613	99,044	96,560
Virtual Reality (Schedule 3)	13,098	2,254	79,545	94,897	11,892
Integrated Classroom (Schedule 4)	875	-	3,797	4,672	8,039
Donations (Schedule 5)	-	-	1,050	1,050	4,989
Other Restricted Grants (Schedule 6)	4,650	17,397	43,059	65,106	15,100
Saskatchewan Workers Compensation Board (Schedule 7)	11,546	4,453	41,946	57,945	48,891
Youth on Their Way to Work (Schedule 8)	-	4,519	537,405	541,924	344,015
Grants - City of Regina	5,300	-	-	5,300	1,884
Grants - United Way	58,024	-	-	58,024	60,788
Temporary wage subsidy	18,527	-	-	18,527	-
Interest income	1,656	-	-	1,656	1,615
Virtual Reality Expansion	-	-	163,629	163,629	-
Contract services	1,650	-	-	1,650	650
Summer student	-	-	-	-	7,708
Investment income	7,538	-	-	7,538	-
	<u>238,444</u>	<u>35,678</u>	<u>1,617,163</u>	<u>1,891,285</u>	<u>1,383,540</u>
EXPENSES					
Employment Pathways (Schedule 1)	-	-	662,119	662,119	679,288
Job Launch (Schedule 2)	-	-	84,613	84,613	83,101
Virtual Reality (Schedule 3)	-	-	79,545	79,545	10,544
Integrated Classroom (Schedule 4)	-	-	3,797	3,797	4,102
Donations (Schedule 5)	-	-	1,050	1,050	-
Other Restricted Grants (Schedule 6)	-	-	38,958	38,958	15,100
Saskatchewan Worker's Compensation Board (Schedule 7)	-	-	41,946	41,946	24,890
Youth on Their Way to Work (Schedule 8)	-	-	537,404	537,404	309,532

(continues)

See notes to financial statements

REGINA WORK PREPARATION CENTRE INC.

Statement of Operations (continued)

Year Ended March 31, 2021

	Administration Fund	Capital Fund	Restricted Fund	Total 2021	Total 2020
Accounting fees	231	-	-	231	1,054
Advertising and promotion	903	-	-	903	185
Amortization	-	34,116	-	34,116	18,496
Bank charges	805	-	-	805	389
Employee benefits	21,380	-	-	21,380	19,991
Equipment	4,863	-	163,629	168,492	4,290
Insurance	1,216	-	-	1,216	4,198
Memberships	108	-	-	108	2,475
Office	7,273	-	-	7,273	7,038
Employee development costs	11,321	-	-	11,321	10,960
Professional fees	8,896	-	-	8,896	-
Participant costs	367	-	-	367	1,751
Occupancy costs	12,432	-	-	12,432	6,837
Salaries and wages	140,971	-	-	140,971	112,494
Travel	-	-	-	-	4,964
	210,766	34,116	1,613,061	1,857,943	1,321,679

**EXCESS (DEFICIENCY) OF REVENUES OVER
EXPENSES**

	27,678	1,562	4,102	33,342	61,861
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OTHER INCOME

Gain (loss) on disposal of tangible capital assets	-	(25,293)	-	(25,293)	-
Unrealized gain (loss) on investments	-	-	-	-	(7,538)

**EXCESS (DEFICIENCY) OF REVENUES OVER
EXPENSES**

	27,678	\$ (23,731)	\$ 4,102	\$ 8,049	\$ 54,323
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See notes to financial statements

REGINA WORK PREPARATION CENTRE INC.
Statement of Changes in Net Assets
Year Ended March 31, 2021

	Administration Fund	Capital Fund	Restricted Fund	2021	2020
NET ASSETS - BEGINNING OF YEAR					
Excess of revenues over expenses	\$ 385,082	\$ 67,535	\$ -	\$ 452,617	\$ 398,294
Interfund transfer	27,678	(23,731)	4,102	8,049	54,323
Recognition of grant for program assets	(73,068)	77,170	(4,102)	-	-
	4,050	(4,050)	-	-	-
NET ASSETS - END OF YEAR	\$ 343,742	\$ 116,924	\$ -	\$ 460,666	\$ 452,617

REGINA WORK PREPARATION CENTRE INC.

Statement of Cash Flows
Year Ended March 31, 2021

	2021	2020
CASH FLOWS FROM (FOR) OPERATING ACTIVITIES		
Cash receipts from customers	\$ 2,098,576	\$ 1,326,059
Cash paid to suppliers and employees	(1,747,699)	(1,280,633)
Interest received	1,656	1,615
Interest paid	(420)	(404)
Cash Flows From (For) Operating Activities	<u>352,113</u>	<u>46,637</u>
CASH FLOWS FROM (FOR) INVESTING ACTIVITIES		
Purchase of tangible capital assets	(112,847)	(12,644)
Purchase of intangible assets	-	(42,243)
Proceeds from sale of marketable securities	65,682	65,000
Purchase of investments	(67,056)	(158,144)
Cash Flows From (For) Investing Activities	<u>(114,221)</u>	<u>(148,031)</u>
INCREASE (DECREASE) IN CASH FLOWS	<u>237,892</u>	<u>(101,394)</u>
Cash - beginning of year	<u>296,165</u>	<u>397,559</u>
CASH - END OF YEAR	<u>\$ 534,057</u>	<u>\$ 296,165</u>
CASH CONSISTS OF:		
Chequing account	\$ 519,866	\$ 281,974
Savings account	<u>14,191</u>	<u>14,191</u>
	<u>\$ 534,057</u>	<u>\$ 296,165</u>

See notes to financial statements

REGINA WORK PREPARATION CENTRE INC.

Notes to Financial Statements

Year Ended March 31, 2021

1. PURPOSE OF THE ORGANIZATION

Regina Work Preparation Centre Inc. (the "Organization") is a not-for-profit organization of Saskatchewan. As a registered charity the Organization is exempt from the payment of income tax under section 149(1) of the Income Tax Act.

The Organization operates to provide services and opportunities for individuals to overcome their personal employment barriers so that they may reach their employment potential.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Revenue recognition

Regina Work Preparation Centre Inc. follows the deferral method of accounting for contributions.

Restricted contributions (grants and donations) are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted investment income is recognized as revenue when earned.

Contract, fundraising, and donation revenue is recognized in the period the project is completed or proceeds are received.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Furniture and equipment	20%
Computer equipment	55%

The Organization regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Intangible assets

The database software is being amortized on a declining balance basis at a rate of 20% per year.

(continues)

REGINA WORK PREPARATION CENTRE INC.

Notes to Financial Statements

Year Ended March 31, 2021

2. SUMMARY OF 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 the current period excess (deficiency) of revenues over expenses.

Fund accounting

Regina Work Preparation Centre Inc. follows the deferral method of accounting for contributions.

The Administration Fund reports unrestricted contributions and the expenses incurred in the regular operations of the organization.

The Capital Fund represents the net book value of capital assets held by the organization.

The Restricted Fund reports restricted contributions to be used on specific programs and the expenses that have been incurred.

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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Allocation of expenses

The organization incurs various general and administrative expenses that are common to the operation of the organization and each of its program activities. Certain expenses 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.

(continues)

REGINA WORK PREPARATION CENTRE INC.
Notes to Financial Statements
Year Ended March 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Componentization of tangible capital assets

The organization has elected to record its tangible capital assets at their initial cost and have had their related amortization applied based on the assets most significant component parts.

Government grants

Government grants are recorded when there is reasonable assurance that the organization had complied with and will continue to comply with, all the necessary conditions to obtain the grants.

3. INVESTMENTS

	2021	2020
Investments consist of the following:		
Conexus Credit Union GIC - matures November 2021.		
Interest at 0.55%	\$ 67,056	\$ 65,682
Quadrus Investments mutual funds	100,000	92,462
Conexus equity account	212	212
	<u>\$ 167,268</u>	<u>\$ 158,356</u>

Investments in guaranteed investment certificates are initially measured at book cost, with any gain recorded as accrued interest. Investments in mutual funds are initially measured at book cost with any gain or loss recorded when the fund is sold.

4. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 63,220	\$ 20,193	\$ 43,027	\$ 3,951
Furniture and fixtures	49,627	9,524	40,103	21,341
	<u>\$ 112,847</u>	<u>\$ 29,717</u>	<u>\$ 83,130</u>	<u>\$ 25,292</u>

5. INTANGIBLE ASSETS

	2021	2020
Database software	\$ 42,243	\$ 42,243
Accumulated amortization	(8,449)	-
	<u>\$ 33,794</u>	<u>\$ 42,243</u>

REGINA WORK PREPARATION CENTRE INC.

Notes to Financial Statements

Year Ended March 31, 2021

6. ACCOUNTS PAYABLE

Accounts payable are comprised of the following:

	2021	2020
Trade payables	\$ 75,366	\$ 33,575
Vacation payable	18,084	7,040
Source deductions payable	25,438	16,954
Worker's compensation board payable	631	631
Credit card payable	10,052	1,421
Employee benefits payable	193	-
	<u>\$ 129,764</u>	<u>\$ 59,621</u>

7. DEFERRED REVENUE

Deferred revenue is comprised of the following:

	Opening Balance	Current Year Contributions	Recognized in Current Year	Ending Balance
Ministry of Immigration and Career Training	\$ 95,423	\$ 974,382	\$ (964,264)	\$ 105,541
Ministry of Justice	4,919	7,500	(4,672)	7,747
Co-operators	-	20,000	(1,050)	18,950
Canadian Career Development	-	21,400	(16,617)	4,783
Other Grants	599	86,390	(47,489)	39,500
Virtual Reality Expansion	-	351,000	(163,628)	187,372
Government of Canada	-	810,035	(541,924)	268,111
	<u>\$ 100,941</u>	<u>\$ 2,270,707</u>	<u>\$ (1,739,644)</u>	<u>\$ 632,004</u>

REGINA WORK PREPARATION CENTRE INC.

Notes to Financial Statements

Year Ended March 31, 2021

8. FINANCIAL INSTRUMENTS

The Organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2021.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to credit risk from customers. In order to reduce its credit risk, the Organization reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Organization has a small number of government funded customers which minimizes concentration of credit risk.

Liquidity risk

Liquidity risk is the risk that the organization will not be able to meet a demand for cash or fund its obligations as they come due. The organization is exposed to this risk on accounts payable and deferred contributions from funders.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices.

The organization is exposed to market risk on its investment in mutual funds.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Organization manages exposure through its normal operating and financing activities.

The organization is exposed to interest rate risk primarily through its interest rate(s) on investments. Fluctuations in market rates of interest on investments do not have a significant impact on the centre's results of operations.

Changes in risk

It is management's opinion there have been no changes to the organization's risk exposures from the prior year.

9. ECONOMIC DEPENDENCE

The Organization receives significant grant revenue from the Ministry of Immigration and Career Training and the Government of Canada. As a result, the organization is dependent upon the continuance of this funding to be able to maintain its current level of operations. Grants from the Ministry of Immigration and Career Training and the Government of Canada represented 79% of total revenue in the current year (2020 - 90%).

REGINA WORK PREPARATION CENTRE INC.
Notes to Financial Statements
Year Ended March 31, 2021

10. COMPARATIVE FIGURES

The prior year's figures were audited by another firm of public accountants. Some of the comparative figures have been reclassified to conform to the current year's presentation.

11. COVID-19 PANDEMIC

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The organization took steps to ensure that mandated health protocols were followed to protect both the public and its staff during the ongoing pandemic. Client programming was decreased as facilities had to be closed and programming was suspended for periods of time, and when operations resumed, they were at a limited capacity. There were also additional mandated health protocols to adhere to. Ongoing operations of the organization will continue to be affected by the ongoing pandemic until health protocols are updated by the Province and adjusted or removed in response to the ongoing risk.

12. GIFT TO QUALIFIED DONEE

In 2017, the Organization provided a gift to the South Saskatchewan Community Foundation (the "Foundation") who is 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, 2021 was \$230,317 (2020 - \$185,336).

REGINA WORK PREPARATION CENTRE INC.

**Employment Pathways
Year Ended March 31, 2021**

(Schedule 1)

	2021	2020
REVENUES		
Restricted grants - Ministry of Immigration and Career Training	\$ 628,611	\$ 660,631
Restricted COVID-19 top up grant - Ministry of Immigration and Career Training	58,023	-
Unrestricted grants - Ministry of Immigration and Career Training	102,121	102,121
Prior year deferred revenue recognized	69,730	88,387
Current year restricted grants deferred	(88,162)	(69,730)
	<u>770,323</u>	<u>781,409</u>
EXPENSES		
Accounting fees	3,090	3,053
Advertising	2,336	1,114
Employee benefits	62,346	68,770
Employee development costs	20,892	4,466
Equipment	23,367	18,031
Equipment operating lease	3,600	-
Insurance	2,332	516
Memberships	598	385
Occupancy costs	97,586	81,022
Office	14,177	9,658
Participant costs	12,254	30,329
Salaries and wages	419,541	459,571
Travel	-	2,373
	<u>662,119</u>	<u>679,288</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 108,204</u>	<u>\$ 102,121</u>

Included in surplus above is \$39,568 of restricted funds spent on capital asset purchases with \$33,485 of those funds being deferred to next year in accordance with the useful lives of the assets acquired. There are also \$102,121 of unrestricted contributions to be used on administrative costs included.

REGINA WORK PREPARATION CENTRE INC.

Job Launch

(Schedule 2)

Year Ended March 31, 2021

	2021	2020
REVENUES		
Restricted grants -Ministry of Immigration and Career Training	\$ 74,249	\$ 81,553
Unrestricted grants - Ministry of Immigration and Career Training	13,459	13,459
Prior year deferred revenue recognized	17,745	19,293
Current year restricted grant deferred	(6,409)	(17,745)
	<u>99,044</u>	<u>96,560</u>
EXPENSES		
Accounting fees	369	450
Advertising	104	51
Bank charges	-	15
Employee benefits	9,100	8,698
Employee development costs	1,777	1,210
Equipment	2,288	525
Equipment operating lease	450	-
Insurance	315	63
Memberships	73	103
Occupancy costs	9,809	10,113
Office	1,910	1,413
Participant costs	1,100	1,843
Salaries and wages	57,315	57,796
Travel	3	821
	<u>84,613</u>	<u>83,101</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 14,431</u>	<u>\$ 13,459</u>

Included in surplus above is \$1,767 of restricted funds spent on capital asset purchases with \$795 of those funds being deferred to next year in accordance with the useful lives of the assets acquired. There are also \$13,459 of unrestricted contributions to be used on administrative costs included.

REGINA WORK PREPARATION CENTRE INC.**Virtual Reality****(Schedule 3)****Year Ended March 31, 2021**

	2021	2020
REVENUES		
Restricted grants - Ministry of Immigration and Career Training	\$ 84,821	\$ 18,492
Unrestricted grants - Ministry of Immigration and Career Training	13,098	1,348
Prior year deferred revenue recognized	7,948	-
Current year restricted grant deferred	(10,970)	(7,948)
	<u>94,897</u>	<u>11,892</u>
EXPENSES		
Advertising	13,714	-
Bank charges	115	-
Employee benefits	1,909	476
Employee development costs	720	-
Equipment	5,369	6,994
Insurance	104	-
Occupancy costs	2,883	-
Office	2,235	-
Salaries and wages	52,496	3,074
	<u>79,545</u>	<u>10,544</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 15,352</u>	<u>\$ 1,348</u>

Included in surplus above is \$5,778 of restricted funds spent on capital asset purchases with \$3,524 of those funds being deferred to next year in accordance with the useful lives of the assets acquired. There are also \$13,098 of unrestricted contributions to be spent on administrative costs included.

REGINA WORK PREPARATION CENTRE INC.**Integrated Classroom****(Schedule 4)****Year Ended March 31, 2021**

	2021	2020
REVENUES		
Restricted contributions - Ministry of Justice	\$ 6,625	\$ 7,313
Unrestricted contributions - Ministry of Justice	875	3,937
Prior year deferred revenue recognized	4,919	1,708
Current year restricted grant deferred	(7,747)	(4,919)
	<u>4,672</u>	<u>8,039</u>
EXPENSES		
Employee benefits	436	521
Employee development costs	306	150
Office	10	13
Participant costs	240	64
Salaries and wages	2,805	3,266
Travel	-	88
	<u>3,797</u>	<u>4,102</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 875</u>	<u>\$ 3,937</u>

Included in surplus above is \$875 of unrestricted contributions to be spent on administrative costs.

REGINA WORK PREPARATION CENTRE INC.

Donations

(Schedule 5)

Year Ended March 31, 2021

	2021	2020
REVENUES		
Co-operators	\$ 20,000	\$ -
Current year donation deferred	<u>(18,950)</u>	<u>-</u>
	1,050	-
EXPENSES		
Participant costs	<u>1,050</u>	<u>-</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

REGINA WORK PREPARATION CENTRE INC.**Other Restricted Grants***(Schedule 6)***Year Ended March 31, 2021**

	2021	2020
REVENUES		
Restricted grants - Lorne and Evelyn Johnson Foundation SSCF	\$ 15,000	\$ -
Restricted grants - G Murray/Forbes Fund	19,000	-
Restricted grants - Self-Efficacy+	25,640	-
Restricted grants - Farm Credit Canada	10,000	-
Restricted grants - Driver Training	-	15,100
Restricted grants - In Motion, Momentum+	18,500	-
Unrestricted grants - In Motion, Momentum+	2,900	-
Restricted grants - MaRS Discovery - O4AY	16,000	-
Unrestricted grants - MaRS Discovery	1,750	-
Current year restricted grants deferred	(43,684)	-
	<u>65,106</u>	<u>15,100</u>
EXPENSES		
Advertising	1,304	-
Employee benefits	3,795	-
Employee development costs	44	-
Equipment	2,646	-
Occupancy costs	317	-
Office	111	-
Participant costs	6,252	15,100
Salaries and wages	24,489	-
	<u>38,958</u>	<u>15,100</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 26,148</u>	<u>\$ -</u>

Included in surplus above is \$35,445 of restricted funds spent on capital purchases with \$11,450 of those funds being deferred to next year in accordance with the useful lives of the assets acquired. There are also \$4,650 of unrestricted contributions to be used on administrative costs included.

REGINA WORK PREPARATION CENTRE INC.
Saskatchewan Workers Compensation Board
Year Ended March 31, 2021

(Schedule 7)

	2021	2020
REVENUES		
Restricted contributions - contract services	\$ 32,397	\$ 15,419
Restricted contributions - summer program	14,002	9,958
Unrestricted contributions - contract services	3,048	9,472
Unrestricted contributions - summer program	8,498	14,042
	<u>57,945</u>	<u>48,891</u>
EXPENSES		
Employee benefits	2,343	1,835
Employee development costs	307	1,489
Equipment	376	-
Occupancy costs	174	144
Office	536	58
Participant costs	201	1,498
Salaries and wages	38,009	19,866
	<u>41,946</u>	<u>24,890</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 15,999</u>	<u>\$ 24,001</u>

Included in surplus above is \$4,453 of restricted funds spent on capital asset purchases and unrestricted contributions of \$11,546 to be used on administrative costs.

REGINA WORK PREPARATION CENTRE INC.**Youth on Their Way to Work****(Schedule 8)****Year Ended March 31, 2021**

	2021	2020
REVENUES		
Restricted grants - Government of Canada	\$ 810,035	\$ 344,015
Current year restricted grant deferred	(268,111)	-
	<u>541,924</u>	<u>344,015</u>
EXPENSES		
Accounting fees	901	-
Advertising	3,294	510
Employee benefits	34,024	16,855
Employee development costs	7,110	-
Equipment	10,064	-
Insurance	1,379	149
Memberships	336	-
Occupancy costs	70,769	2,401
Office	14,360	4,400
Participant costs	167,426	163,972
Salaries and wages	227,741	120,547
Travel	-	698
	<u>537,404</u>	<u>309,532</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 4,520</u>	<u>\$ 34,483</u>

Included in surplus above is \$8,217 of restricted funds spent on capital asset purchases with \$3,698 of those funds being deferred to next year in accordance with the useful lives of the assets acquired.