

Annual Report

2021 – 2022

Regina Work Preparation Centre Inc.

Building the Saskatchewan Workforce
One Person at a Time

Table of Contents

Topic	Page
Chairperson's Report	3
Executive Director Report	5
Work Prep Staff and Board of Directors	7
Vision	8
Mission	8
Values	8
Principles	9
Land Acknowledgement	9
Investing in Our Future	10
Who We Are	11
Labour Market Overview	12
Report on Programs and Services	13
Equity, Diversity and Inclusion	26
2020 - 2021 Impact	28
Acknowledgements and Funders	30
Reports from Board Committees	31
2021 Annual General Meeting Minutes	34

A Message from the Board Chair



Over the course of its near 50-year history, the Regina Work Preparation Centre has encountered some challenging times. This past year was no exception. We faced a rapidly changing external environment that impacted the way we work and the way we deliver services. Many times, we have had to step back, pause and create a new way forward when no clear solution was in sight.

Through all the constant shifts and challenges, we did not slow down. We continued to grow and innovate while consistently meeting deliverables as set out in our funding contracts. We worked to create an inclusive and welcoming environment where people are safe to bring their authentic selves. We took advantage of opportunities to participate in research through links with national organizations. We constantly sought to

strengthen our relationship with key stakeholders, including funders, both locally and across the country. We participated in a wide range of formal and informal learning initiatives evolving a culture of learning throughout the organization. We recognized and began the hard work of addressing the need for change and innovation in the way we provide employment and the way we work with employers in response to acute volatility in the labour market.

It is the unwavering commitment of our Board of Directors to effectively oversee this important work. As a result of the efforts of our Board committees we have a land acknowledgement statement and a strategic and policy framework that honours and respects the uniqueness and dignity of staff, clients and other stakeholders. We have a strengthened policy framework that addresses key areas of board governance. We have a robust recruitment process to ensure board continuity. We have a new strategic plan that will direct our path over the next three years. We enjoy financial stability through strong oversight and risk management.

Our achievements of the last year would not have been possible without the hard work and dedication of our staff. Thank you for all you do in support of our clients and our organization. Thank you to our funders for your faith in our ability to do the work and achieve the outcomes as set out in our contracts.

This annual general meeting marks my last year as Chair of the Regina Work Preparation Centre Board. It's been a pleasurable, yet humbling experience to have served with committed fellow Board members and our exceptionally capable executive director, Ashley Boha. Looking forward, I feel very confident in passing the torch on to our Vice Chair, Jim Grundy. He is the right person for the right job at the right time in our organization.

In his book *The Next Age of Uncertainty*, Stephen Poloz, the former Governor of the Bank of Canada, suggests that the Canadian economy is entering a new era with the separation of old and new punctuated by the pandemic. He predicts the new era will continue to see increased volatility in the labour market with a high rate of job churn and disruption due to technology. The tumult and uncertainty we have felt over the past couple of years is likely going to accelerate.

Leading an organization in the face of relentless change is incredibly challenging. It requires a committed Board with effective governance practices and a strong collaborative working relationship with the Executive Director. The latter must be able to shape a clear, compelling vision as well as foster a culture of change in a learning environment that encourages risk taking, innovation and accountability. That's a tall order, but our achievements of the past year and my experience of the past four years as Board Chair, suggests we are more than up for the challenge.

Sincerely,

A handwritten signature in blue ink that reads "Dale Young". The signature is written in a cursive, flowing style.

Dale Young
Chair, Board of Directors



A Message from the Executive Director

A common theme for this year is change. Seems a bit lackluster right? We hear everyday on the news and in social circles that the COVID-19 pandemic has created a series of waves of change for individuals, families, communities and business. You might be thinking; why would she pick change as the theme for this report? Couldn't she have thought of something new, or original? Well, the fact of the matter is, that the world that we are currently living in is experiencing exponential changes and seismic shifts in many of the traditional ways of doing things. Work Prep was not and is not immune to these massive shifts. In fact, in many ways it could be argued that we are impacted by these external changes at a greater rate because we work in workforce development. As such, we support those job seekers who are re-evaluating their life and thinking of changing their employment and career goals (the great resignation), or

those who are looking to enter the workforce and are faced with systemic barriers and challenges in successfully attaching to the labour market. This happens while also supporting the businesses who are looking to recruit new staff and facing labour shortages as they begin to recover from a grim business outlook over the last two years. Over and above, we to are employers and one of those organizations that is facing a changing societal and employment landscape that requires constant re-evaluation, shifts and adjustments in the way we do things.

Steve Cadigan, renowned Future of Work expert and author of *WorkQuake: Embracing the Aftershocks of COVID-19 To Create A Better Model of Working* suggests that “The best competitive advantage you can develop is the capacity to grow, learn and adapt so that regardless of how the markets change or how technology changes, you will be prepared to succeed.” (pg. 31) Over the last year, our organization has done just that; we have seen the ever-changing landscape as an opportunity to grow, learn and adapt so that we continue to respond in the most effective way to serve our clients and our community.

Change is hard, and ambiguity is even more difficult. This year we have experienced a healthy amount of both and I want to thank our staff, our board and our funders and partners for working through the change and ambiguity to grow, learn and adapt. I am incredibly proud of the work we have done over the last year. We have remained responsive to the labour market and needs of employers and job seekers by adding new service delivery such as Digital Literacy for Job Seekers, Quick Skills Hospitality Groups and Made in SK Virtual Reality, while also continuing to deliver and enhance our existing programs—increasing certificate training and skills enhancement, hosting focused hiring events and extending our reach to employers to increase employment opportunities for our job seekers. On top of this, we have also worked hard to take a holistic approach to our service delivery, pursuing additional resources to provide wrap around supports for clients facing food insecurity, transportation barriers and challenges with mental health, among other things.

To respond to this changing landscape, our staff committed to pursuing learning and development all year long. Staff participated in Trauma Informed Career Development Practice, 4 Seasons to Reconciliation Training, Motivational Interviewing, Reality Therapy/Choice Theory, Positive Space Training, and LinkedIn Learning courses. They also attended conferences and many other job related

training and courses to ensure that we are on top of the changing environment and have the resources and tools to best support our clients.

Throughout the year, our human resources, recruitment and retention has been a primary focus, as growth across the organization lead to a 27% increase in positions. With new positions comes internal shifting of roles as well as onboarding of new staff. We are thrilled to have seen internal candidates promoted and new employees join our team with enthusiasm, new ideas and diverse experience and a passion for our work.

This year we said goodbye to our long-time Director of Programs, Kathy Palmer. Kathy had been with the organization for over 10 years and made a significant impact in our service delivery, our growth and development as a workforce development organization and was a strong leader in the career development sector. Her client centered approach, curiosity and strong commitment to collaboration will continue to influence our work for years to come.

While we experienced significant change in our staffing, we also have a strong foundation of knowledgeable and experienced staff who continue to commit to our mission and vision while exuding our values and principles every day. We are thrilled to acknowledge the ten-year employment anniversary of Larissa Kwasnitza, and want to thank her for her commitment and continued enthusiasm and responsiveness in the work we do every day.

Growth, learning and adapting did not only occur in our service delivery and staffing, we also made significant progress in our commitment to equity, diversity and inclusion(EDI). The busyness of change and growth did not stop us from making strides in this priority area. We have reviewed and created policy, surveyed our current state of EDI, provided training, adopted an EDI statement and land acknowledgement and partnered with Circle Project to host the National Day for Truth and Reconciliation on September 30 in City Square Plaza. There is still much work to be done, however with a solid foundation to guide us I look forward to the work and actions of the committee in the years ahead.

Looking into the future, I know that the pace of change will continue to increase and we will continue to be challenged by the changing nature of work, the skills gap and the breaking down of systemic barriers to create new opportunities for individuals to participate in the labour market. I am confident that with our team, the support of the board, our funders and partners and a refreshed strategic plan, we will continue to grasp ambiguity and change as an opportunity to grow, learn and adapt.

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

Shelly Christian
Director of Programs

Brianne Waldbauer
Team Lead

Jessica Herhold
Team Lead

Administrative Team:

Janice Munro
Administrative Assistant

Lisa Boryski
Executive Assistant

Olubusayo (Busayo)
Olakanye
*Program Support
Coordinator*

Sharon Johnson
Financial Coordinator

Sharon LeDoux
*Program Support
Coordinator*

Raza Mahmood
Financial Assistant

Service Delivery Team

Caleigh Johnson
Case Manager

Chris Bergstrom
Job Developer

Christi Ranford
Group Facilitator

Cindy Leggott
*Group Facilitator/Case
Manager*

Daniel Cronan
Virtual Reality Marketer

Daniel Price
Project Coordinator, Made in SK VR

Eric Milos
Virtual Reality Marketer

John Carver
Case Manager

Larissa Kwasnitza
Intake and Service Navigator

Melva MacDonald
Intake and Service Navigator

Nafisa Adeniji
Job Developer

Nida Kashif
Job Developer

Rupal Joshi
Computer Facilitator

Russell Bigstone
Employment Skills Facilitator

Sajida Parveen
Case Manager

Tally Dufour
Case Manager

Tracy Tomlinson
Case Manager

Viktoriia Ugnivenko
Computer Facilitator

Former Staff:

Kathy Palmer
Sarah Moreland-Petrie
Bonnie Soerensen
Charu Sindhvani
Kamakshi Sachdeva
Gratton Sinnaiah
Isaiah Dobni
Michelle Kot
Bora Mucha

Board Of Directors:

Dale Young
Chair

Jim Grundy
Vice Chair

Jocelin Martin
Treasurer

Charity Kay
Director at Large

Darcie DeBruyne
Director at Large

Frankie Jordan
Director at Large

Joyce Racette
Director at Large

Jim Grundy
Director at Large

Larry Flowers
Director at Large

Nikhil Bhattacharyya
Director at Large

Former Board Members:

Barb Peterson
Betty Ann Pottruff
Brad Alldred
Michelle Geres
Pedram Azar
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.

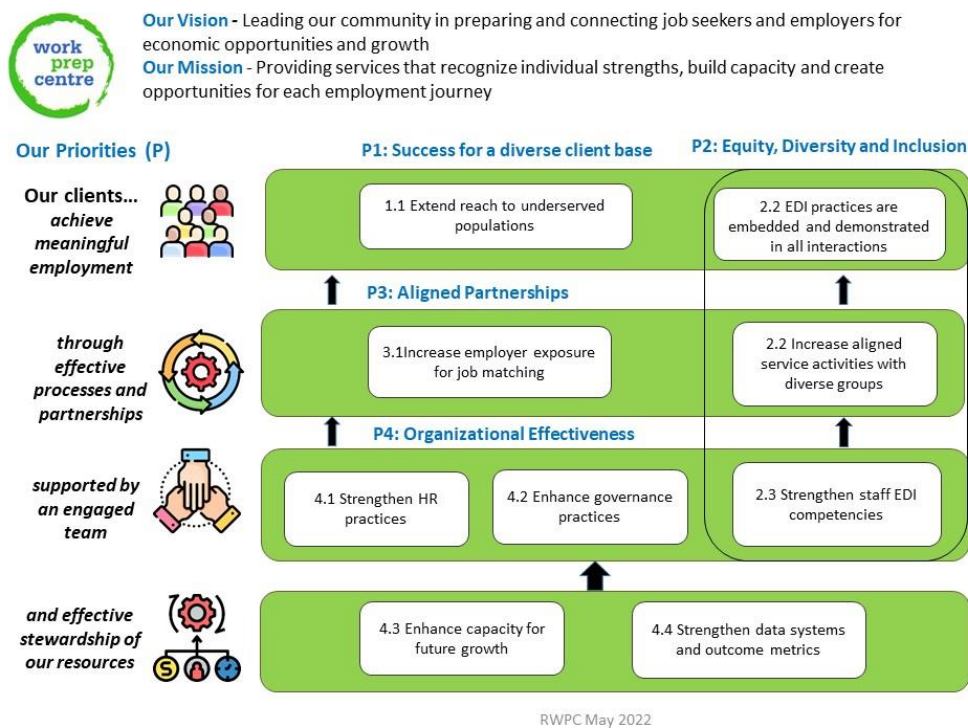
Principles

- **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.

“We acknowledge that Regina Work Preparation Centre Inc. operates on Treaty 4 Territory. We are on the homeland of First Nations, Inuit and Metis people whose ancestors walked this land since time immemorial. We are grateful to work, live and learn on these traditional lands.”

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. In late 2021 into 2022 we committed to refresh the strategic plan and the below noted strategy map outlines our priorities and objectives that will guide our organization for the next three years.



Who We Are

The Regina Work Preparation Centre (Work Prep) is a non-profit, charitable, community-based organization that has served the Regina community for nearly 50 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.

Challenges in the Labour Market

Saskatchewan has experienced significant changes in its labour market and economy in recent years. While the COVID-19 pandemic continues to cause some uncertainty and impact different segments of the labour market, Saskatchewan has shifted from a position of rebound to growth. Overall, Saskatchewan has seen employment numbers recover to pre-pandemic levels, up roughly 13% from the worst point of the pandemic in 2020.¹

Throughout the last three years, job seekers have faced great uncertainty when looking to participate in the labour market, experiencing massive layoffs, unprecedented highs in unemployment, shifts to telework and adjustment in work requirements due to public health orders. As Saskatchewan comes out of the height of the pandemic, the economy is now challenged with the opposite barrier – labour shortages.

Saskatchewan has seen job growth surge in a number of sectors, while other sectors are still faced with challenges to rebound and job seekers and employers alike are struggling to navigate this current situation in our province. Often times as a workforce development organization we hear from job seekers that they are applying for hundreds of jobs and not receiving any answers, all at the same time employers are stating they cannot find anyone to fill the jobs they have.

With an unemployment rate of 5% and an average of 1.7 unemployed people for every vacant job, we know that the labour market is tightening and talk is happening of a potential skills gap between available workers and the jobs employers need filled. These shifts are leading our labour force to make a shift in recruitment, with many education, skills and employment leaders across the province agreeing that the most important and in demand skills are not technical, but rather foundational skills, social and emotional skills and employment readiness skills.²

Saskatchewan's unemployment rate is 5% with an average of 1.7 unemployed people for every vacant job.

2022-04-20 Saskatchewan Chamber LMI Presentation v2. Government of Saskatchewan

At Work Prep, we work to bridge the gaps between job seekers and available jobs, working to address the skills gap and readying available job seekers for the opportunities in our city and province.

Working to Bridge the Gap Through Effective Workforce Development

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

¹ 2022-04-20 Saskatchewan Chamber LMI Presentation v2. Government of Saskatchewan.

² Essential Skills for Learning and Working. Perspectives from Education and Employment Leaders Across Canada. The Conference Board of Canada. Impact Paper March 10, 2022.

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.

“10/10 would come back” – survey respondent June 2021

Employment Pathways

Over the course of our nearly 50 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.

The strategic priorities of the employment services delivered under this workforce development agreement are to:

- Foster inclusive labour market participation through preparation for employment and access to quality employment opportunities for those facing obstacles to entering into and staying in the labour force.
- Provide skill development, training, and labour market information to support individuals with skills gaps to build capacity and align skills with current and future labour market needs and opportunities to advance in their careers.
- Create efficient labour markets by encouraging employer involvement and continuous learning opportunities to ensure a skilled workforce that will contribute to improved productivity and economic growth.

“I had an amazing intake appointment. I can’t wait until I can start training with Work Prep.” – survey respondent July 2021

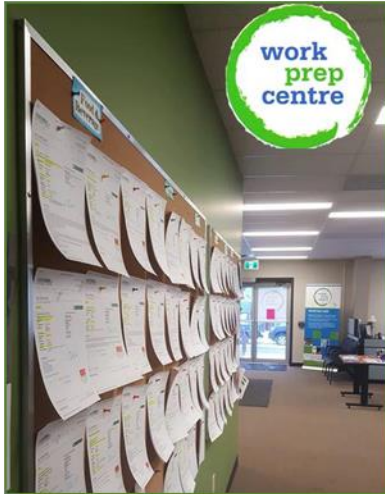
Employment Pathways

35% increase in number of job seekers accessing services.

278 individuals registered to receive employment services.

84% of participants acquired a life/employability skill that supports their employment goal.

77% of participants increased their employment and education/ training opportunities.



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 those who have never used a computer 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.

1784 total visits to the Computer Resource Centre

“Staff was amazing!! She provided great suggestions and helped me build my resume from scratch. She was professional and compassionate. Thank you!” – survey respondent October 2021.

98% of Survey Respondents indicated they received the help the required.

94% of Survey Respondents indicated they were Satisfied or Very Satisfied.

Workers Compensation Board

9 Workers accessed 1:1 and Group Computer Training

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.

7 individuals accessed employment coaching through Enough Already.

Job Launch

Individuals returning to society after incarceration are often faced with additional barriers to employment, these barriers are experienced in regular circumstances outside of the COVID-19 pandemic, never mind the additional challenges that have been added in due to the pandemic. For these reasons, this demographic of

job seekers require additional assistance in attaching to the labour market and this current economic situation creates an opportunity for individuals looking to re-enter the labour market after incarceration by expanding the scope and range of job opportunities available to them.

For over ten years, Job Launch has delivered a responsive and individualized employment program that assists job seekers with recent engagement in the criminal justice system with assistance 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.

Research shows that individuals who were previously incarcerated participate in the labour market less, earn lower incomes and rely on social assistance more frequently than the general population.¹

Economic Outcomes of Canadian Federal Offenders. Public Safety Canada. 2021

82 Individuals registered for employment services

56% individuals obtained employment, returned to school or enrolled in alternate employment programming.

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

“Very good and listening, helped me reach out to my employers.” – survey respondent January 2022.

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.

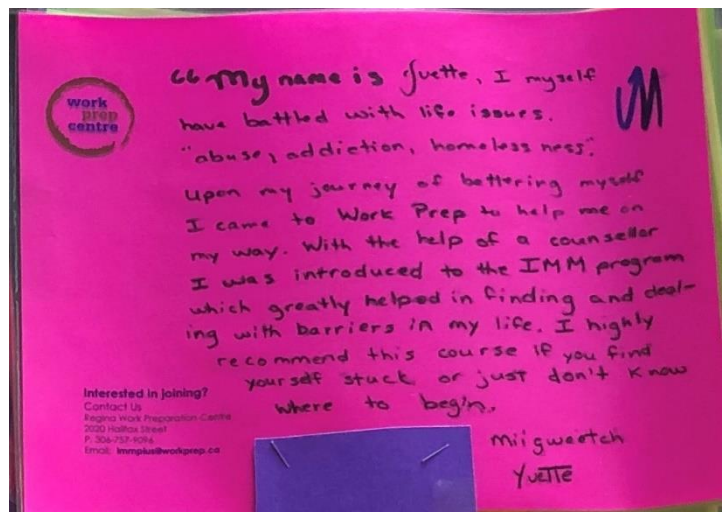
In Motion & Momentum +

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). In Motion & Momentum (IM&M) is an evidence-based program that supports clients who are at a pre-employability stage in their careers. The Future Skills Centre has funded a research project to scale IM&M's delivery across seven provinces. Approximately, thirty community partners were engaged across two intakes 500 clients will have participated in the program across the country. The first IM&M

research project was delivered nationally between June 2020 and December 2021 and Work Prep was chosen as one of three sites in Saskatchewan.

As a result of the pilot project ending in 2021, Work Prep has been selected to continue delivering IM&M+ through an additional Research Project beginning in February 2022.

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

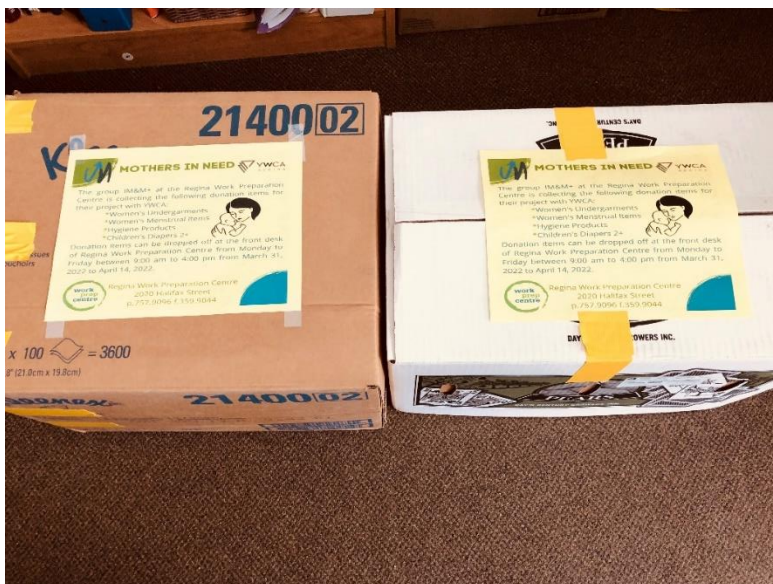
"I had a great visit, amazing staff, pretty happy I came, she had me leaving feeling nothing but hope, thanks for the cheer up." - survey respondent March 2022.



IM&M+ participants Community Project.

Participants collected donations of women's hygiene and baby products for the Mother's in Need Program at the YWCA of Regina.

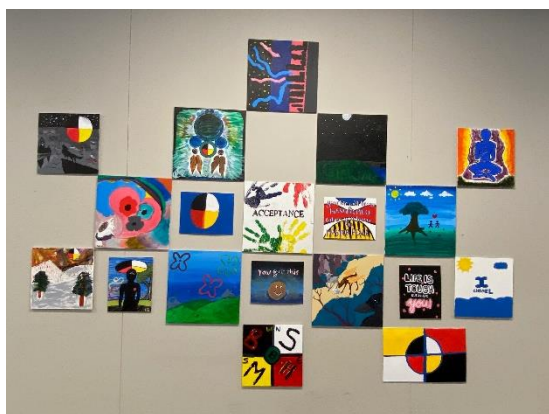
Checkout our participant video outlining the impact of IM&M here:
<https://youtu.be/SIXq64d-Kv0>



Youth On their Way to Work (YOWW)

In this fiscal year, we wrapped up year two of a three-year service contract for the YOWW project.

Through YOWW, we work to assist youth on their employment journey by creating a customized experience that meets their needs. Youth have access to Individualized Case Management, Group Based Employability Skill Development, Paid Quality Employment Opportunities and numerous employment and participant supports.

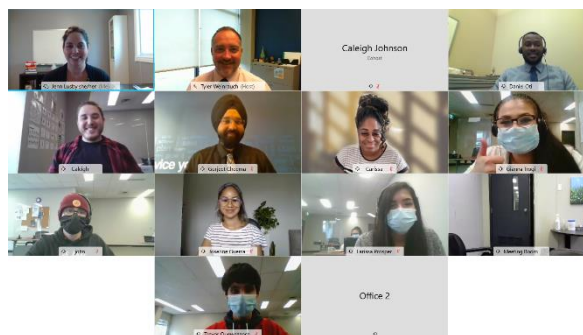


6-week Group Based Employability Skills (GBES):

Throughout the year, we hosted four GBES, each hosting ten youth. All participants are paid a living wage for their time attended and curriculum activities include but were not limited to:

- Life skills and soft skills to support employment and training readiness including personality assessments.

- Employability skill development - marketing tools, career exploration and decision making, job search, and interview prep and practice. Participants were able to participate in mock interviews workshop delivered by RBC and Prince's Trust.
- Certificate training: Service Best, WHMIS, MicroAge Computer Training – Word, Excel, Outlook and PowerPoint
- Cultural Competency training and cultural supports,
- Mental Health learning, and Mental Health supports, Positive Space Training- support a healthy and positive space for all.
- Nutritional program – Provided pre-packaged breakfast items, lunches and snacks in order to support the daily nutritional needs of NEET (Not in employment, education or training) Youth. This also included shared celebratory meals to build community relationships and supports.



Saskatchewan's youth unemployment rate is 11.3% (vs. 9.8% national) compared to provincial rate of 4.8%.

Top Picture: Art completed by YOWW participants in cultural competency training.
Bottom Picture: RBC, Prince's Trust and YOWW mock interview day.

Quality Employment Opportunities:

Youth who are ready to enter the workforce are able to work with the Job Developer to arrange a paid Quality Employment Opportunity (QEO) with a local employer. Employers who sign up for a Quality Employment Opportunity must have a job available for the youth should their QEO be successful. Employers must start youth at the starting wage for the position and are subsidized up to minimum wage and MERCS through the project.

31 Quality Employment Opportunities with 24 employers in Regina.

Quick Skills Hospitality Group Pilot

This year, we introduced a Quick Skills group focused on learning the skills necessary for employment in the hospitality industry. We focused the group on the hospitality industry as this is a sector with a great demand for employees in our city and province. We hosted the Employability Skills Group on site at a local hotel, provided living allowance for their attendance, a nutrition program providing breakfast, lunch and snacks and industry specific skill training to provide them with the skills and knowledge the industry demands while working with them to help them identify their skills and interests.

90% of participants completed Quick Skills Industry Specific Training.

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

“Work Prep has helped me so dang much and I absolutely love every single person here. My life changed in so many ways for the better since Work Prep. Love it. Thank you again for this program and all the help. I suggest it to everybody!!!” - survey respondent March 2022.

InterviewMe – MyStartr

Work Prep has partnered with MaRS and MyStartr 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. MyStartr works with community organizations and employers to create barrier-free hiring opportunities in entry-level work for youth across Canada. MyStartr 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 that was renewed in November 2021 until March 31, 2023. Work Prep is a proud partner of MaRS Discovery District and MyStartr who provide the funding to deliver this program.

4 Virtual Hiring Events

Home Depot

Telus

Maple Leaf Foods

O2E Brands

76 youth attended interview prep workshops

47 interviews completed.

Digital Literacy for Job Seekers

In December 2021, Work Prep added the Digital Literacy Skills for Job Seekers project to our service delivery. The purpose of this program is to support job seekers with limited digital and computer skills to obtain the required digital literacy skills to job search and successfully attach to the labour force.

Throughout the course of this project, Work Prep will provide 50 job seekers with access to Basic Operational, and Foundational Digital Literacy Training. The training will be provided in a group based and/or individualized format virtually or in person, based on a formal assessment of the job seeker completed at registration and ongoing assessment throughout engagement in services.

In the Basic Operational Level of digital literacy training, clients will participate in learning and practical application of the following skills:

- Basic computer use including keyboarding skills, mouse use and understanding the parts of a computer.
- Basic internet skills and email set up.
- Microsoft Word use including how to create and format a resume
 - Creating a resume with Colour Spectrums
- Career search skills including job search skills, preparing documents and interview preparation.
- Understanding Labour Market Information, Career Exploration and Skills Assessment with Virtual Reality Technology
- Use of Windows 10.



The Foundational Level of Digital Literacy training will focus on in depth foundational skills and strategic skills, including:

- Review of basic computer use, internet skills, email, Microsoft Word and Windows 10
- Microsoft Excel use and understanding how to work with data
- Microsoft PowerPoint use, cover letter writing and tailoring, interview preparation and giving presentations

“Things are becoming more clear with excel program. I am hoping I can lock down this job I am interested in.”- survey respondent February 2022.

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:

- 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.

In addition to providing job seekers and career practitioners with the opportunity to explore and use virtual reality in real time, Work Prep also supported the onboarding of 28 additional service providers across the province to implement CareerLabs VR technology to job seekers across the province.

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

“If I hadn’t tried VR I wouldn’t have thought of this as a potential career.” – job seeker comment 2021-2022

“Helps clients assess their skill set at a certain work industry” – career practitioner comment 2021-2022.

VR Team at Saskatchewan
Polytechnic Career Fair
March 2022



Virtual Reality

119 individuals actively used Virtual Reality technology.

100% of participants have an increased understanding of Saskatchewan’s labour market.

111 Employers, Educators and Career Practitioners actively used the Virtual Reality technology.

100% of Employers, Educators and Career Practitioners have increased awareness of the career opportunities

Made in Saskatchewan Virtual Reality

Based on the success of the CareerLabs VR implementation in service delivery, as well as feedback from industry on labour shortages and recruitment challenges for in demand careers in Saskatchewan, in late 2021 Work Prep began a project to coordinate the development of five additional careers for the CareerLabs VR platform.

With the support of the Ministry of Immigration and Career Training, over the next two years, Work Prep will be coordinating the Made In Saskatchewan Virtual Reality Project with the partnership and support of Employment and Education Centre (Brockville, ON). The project will coordinate the design and development of five immersive virtual reality simulations by a Saskatchewan tech company. The



First Draft Graphics Front Desk Agent Simulation

simulations include: continuing care aid, cook, medical laboratory technologist, front desk agent and housekeeping/room attendant. These simulations will be added to the CareerLabs VR Platform that is currently used by service providers in Saskatchewan and across Canada as a career decision making tool.

In early 2022, Work Prep launched a Made in Saskatchewan VR RFP for local Saskatchewan based tech company to develop the simulations. Following a successful RFP process, Work Prep is proud to be working with Melcher Studios on the simulation development.



The project will include the consultation and engagement of industry, sector leadership and local Saskatchewan businesses and employment service providers to ensure simulations represent in demand careers in Saskatchewan and support effective recruitment of job seekers to these industries.

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

Holistic Service Delivery

Work Prep acknowledges that employment is just one piece of an individual's journey to self-sufficiency. Often, when completing an action plan with an individual, we identify various other resources and supports outside of employment services that an individual requires to have their needs met. Over the last year, we have worked hard to establish a more holistic approach to our service delivery, working with other donors and grantors to provide additional wrap around services to our job seekers to address their needs in a holistic manner.

Food insecurity and a lack of transportation have long been barriers faced by the individuals who access services at Work Prep. Following a comprehensive strategic planning process in 2018-2019 Work Prep committed to pursuing resources and programming that would directly address these barriers to employment, enhancing service delivery and supporting job seekers in their journey to employment.

94% of registered clients have not achieved economic self-sufficiency.

We know that 94% of registered clients in one to one services or group based services between January 1, 2018 and December 31, 2019 have not achieved economic self-sufficiency and are reliant on government grants or subsidies. The pandemic,

combined with unprecedented inflation, specifically inflation on food, housing and other living costs, has pushed many individuals below the level of economic self-sufficiency and reliance on government subsidies, often leaving them without basic needs such as food and transportation.

A recent survey completed by Statistics Canada in response to COVID-19 discovered that “Almost one in seven (14.6%) Canadians indicated that they lived in a household where there was food insecurity in the past 30 days.”³ The rate for those who are unemployed was even higher at 16.8%. In addition, lack of transportation is a major barrier for many of our clients and often will screen them out of available jobs that they may be qualified for because they do not have a driver's license, or access to public transportation in the area of the job.

Since September 2020, Work Prep has received funding through an anonymous donor to provide nutrition and transportation supports to job seekers in need in our organization. This funding included the provision of a nutrition program for all registered clients, including frozen and catered meals and nutritious snacks for group based employment training. In addition, clients had access to transportation supports in the form of 6&6 Driver Training, Bus Tickets, Gas and Taxi Vouchers.

“Again, they’re always doing the best to help and I’m getting treated with such respect and they are always fulfilling needs. Love this place with all my heart. Thankful.” – survey respondent, July 2021

626 Meals

400 individual snacks

50 Grocery Gift Cards

12 – 1-month Bus Passes

30 Gas Vouchers

26- 6&6 Driver Training

³ <https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00039-eng.htm>

Prior to the COVID-19 pandemic, Work Prep observed an increasing number of job seekers who were reporting mental health as a challenge or concern in finding and obtaining employment. While there were a large number of unemployed individuals in Saskatchewan in 2019; 2020 and 2021 saw record breaking unemployment due to business closures and public health restrictions.

Work Prep understands that unemployment and job loss have a negative effect on an individual's mental health. According to Mental Health Commission of Canada, the longer a person spends away from the labour market, the more difficult it is to return. We need to ensure supports are offered early to reduce long term detachment and encourage career development.⁴ Known as the job loss cycle, negative experiences like job loss can "often lead to feelings of anger, depression and despair, and these motions inevitably come across to potential employers"⁵

We recognized this and work hard with job seekers to understand where they are in the job loss cycle, working to understand their emotions and help them to successfully transition. While we know and have observed increasing self-reports and behavior consistent with mental health challenges in our service delivery, we also understand that there still remains a stigma in accessing supports, resources and tools to assist individuals in managing their mental health and self-care. To address this, we have taken a holistic approach to employment and vocational services for our clients, instead of referring clients to outside resources, we are bringing the resources to them to access in an environment they are familiar with. This approach increases the likelihood of engagement and follow through in accessing services, while also fostering a culture where mental health and wellbeing is considered an important part of the job seekers employment action plan.

With the support of The Cooperators, Work Prep was able to add Mental Health and Wellness Training Sessions with Family Service Regina as a resource for job seekers. In addition, we were able to provide extended Quality Employment Opportunities for those individuals who were experiencing mental health challenges to provide them with an extended period of time to transition to employment and identify and respond to any barriers or issues that may come up during this time.

This funding allowed us to expand our already existing mental health supports provided in our YOWWW program across the organization. As we move into the new fiscal year, we will also be adding Thrive Walk In Counselling availability for all clients.

18 individuals accessed Mental Health Training

92% of individuals in an extended QEO obtained employment.

"Excellent counsellor, the people here care not only about getting people employed but also about all aspects of a person." – survey respondent October 2021.

⁴ Using Evidence-Based Practices to Inform Canada's Mental Health and Employment Policy Framework, Discussion Paper.. Mental Health Commission of Canada (2017).

⁵ <https://www.theworkingcentre.org/job-loss-cycle/428>

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’ve got a job opportunity that looks to suit me, things are looking up.” – survey respondent November 2021.

“Regina Work Prep was a true partner in helping Borea Construction find the candidates we needed for our business. We will definitely be partnering with them in the future.” - Borea Construction, June 2021.

4 Hiring Events

**13 Employers
Attended Hiring
Events**

**Over 114 Job
Seekers**

**41 interviews
conducted**

**46 Quality
Employment
Opportunities
(QEO)**

**32 Employers
hosted QEOs**

**Over 500 Employer
Contacts Made**

Equity, Diversity and Inclusion

At the Regina Work Preparation Centre, we recognize and appreciate the importance of creating an environment in which all employees and board members feel valued, included, and empowered to do their best work and bring great ideas to the table.

We recognize that each individual's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service to our clients and partners.

Work Prep officially launched its joint board & staff Equity, Diversity and Inclusion Committee this year, with the first committee meeting in August 2021. The Equity, Diversity and Inclusion (EDI) Committee was created in 2021 to support the Regina Work Preparation Centre's strategic focus of "building a learning workplace that is respectful, diverse, inclusive and healthy" by helping the board and employees at the Centre develop and maintain an environment where we recognize the dignity and uniqueness of the individual, and where we meaningfully leverage, equity, diversity and inclusion in our workforce, community and programs.

As a part of this work, Work Prep has adopted the following Equity, Diversity and Inclusion Statement as well as Land Acknowledgement for the organization:

EDI Statement:

At the Regina Work Preparation Centre, we acknowledge and appreciate the importance of creating a safe and supportive environment in which all clients, employees, and board members feel empowered to participate and bring ideas forward. We are committed and accountable to continuous learning and growth.

We welcome all dialogue that will facilitate and foster this environment with consideration and contributions from Indigenous Peoples, Women, People Living With Disabilities, 2SLGBTQIAP+, BIPOC and Racialized Persons/Persons of Color. We recognize each individual's intersectionality and that their viewpoints add value to creating and delivering the best possible service to meet the needs of our clients, partners, and community.

Language Statement/Land Acknowledgement:

We acknowledge that Regina Work Preparation Centre Inc. operates on Treaty 4 Territory. We are on the homeland of First Nations, Inuit and Metis people whose ancestors walked this land since time immemorial. We are grateful to work, live and learn on these traditional lands.

National Day for Truth and Reconciliation

On September 30, 2021 Work Prep partnered with Circle Project to host a National Day for Truth and Reconciliation Community Event. The event was held in Victoria Park on the newly recognized National



Day for Truth and Reconciliation. It was a day to learn about, act on and honour the impact of residential schools and we encouraged all individuals to consider ways to address the 94 Calls to Action, outlined in the Truth and Reconciliation Commissions (TRC's) Final Report.

In response to call #80, this event provided our community with an opportunity "to honour Survivors, their families and communities". It also provided an opportunity for people to share their message of hope and reconciliation, an important step to healing for our community.

It is estimated that over 500 people attended the event sharing 500 messages of hope and reconciliation on printed orange shirts that were hung at the event.



2021- 2022 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	2021-2022	2020-2021
Total CRC Access	1784	1084
Total Opened Files	581	409
Total Group Participants	110	93
Total Employment & Participant Supports	306	141
Total Certificate Training	178	135

Results		
	2021-2022	2020-2021
Employed and/or Return to School	130/581 22%	118/409 29%
Enrolled in Alternate Employment Programs	71/581 12%	N/A
Job Ready and/or Complete	85/581 15%	65/409 16%
Referred Out	2/581 ↓ 1%	4/409 ↓ 1%
Active Files	180/581 31%	111/409 27%
Discontinued Personal/ Health Reasons & Moving	11/581 2%	N/A
Disengaged/ Unable to Contact	102 18%	111/409 27%

Progress Across Employability Dimensions

Job Readiness

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

**471/499 or 94% of
Individuals made progress
in job readiness.**

Career Decision Making

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

**382/415 or 92% 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.

**190/219 or 87% 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

**237/267 or 89% 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

**359/385 or 93% of
individuals made progress
in career growth.**

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



Board Committee Reports:

RWPC Executive Committee

2021-22 AGM Report

Chair: Dale Young; Members: Jim Grundy, Jocelin Martin

The Executive Committee oversees the direction and management of the property, business and affairs of the Regina Work Preparation Centre in the event that a critical decision needs to be made between regular meetings of the Board. There were no instances over the course of the last year where such a meeting needed to take place.

This Committee has responsibility for the annual performance review of the Executive Director and for making recommendations to the Board with respect to performance, compensation and tenure. To fulfill this responsibility, the Committee:

- worked in collaboration with our Executive Director to finalize her 2021-22 performance goals for Board approval and
- began preparation for her annual performance review, which will take place in July, 2022.

The Executive Committee also has responsibility for preparing the annual Board work plan. The 2021-22 work plan was completed and approved by the Board in September 2021.

Dale Young
June 2022

RWPC: Governance Committee

2021-22 AGM Report

Chair: Larry Flowers; Members: Darcie DeBruyne, Nikhil (Nick) Bhattacharyya

Executive representatives: Dale Young (Board Chair) and Jim Grundy (Vice Chair)

The attached represents the activities of the new governance committee, which established its Terms of Reference in October 2021.

Committee Action	Status Notes
Meeting schedule	Discussion. Monthly meetings, an evening the first week in months where there was a scheduled board meeting.
Report out to RWPC Board	Summarized progress on work plan actions, plus brought forward bylaw/policy recommendations.
Board Evaluation	Analysis, results were reviewed at the Sept 16 2021 Board meeting, recommendations confirmed.
Board Development: Retreat	A strategic planning workshop was held virtually on January 29, 2022. Seven board members, and Executive Director attended. Ashley carried the strategic objectives forward for operational planning and metrics.
Board Succession: Exit conversations Learn succession goals Skills and Diversity matrices	Skills Matrix and Diversity Matrix elements were completed and presented to Board. An exit conversation was held with one board member. GC members learned about board member strengths, learning goals and aspirations via email/phone chat and document, which informed the board member recruitment process, and other planning.
Board Development: New member orientation	Orientation package was reviewed in preparation for recruitment of new board members in June 2022. Policy update will occur next year in tandem with onboarding.
Board Development: General learning events	Discussed potential learning activities and types of events. Committee leaders shared key committee activities with whole board at report-outs. EDI committee held education sessions Jan 22 and another in the late spring. Strategic Planning: Seven members were trained at virtual retreat in Jan 22. Other education sessions on operations were held during board meetings.
Recruitment and Candidate Nomination	Three vacancies were filled due to resignations, the process started in winter and was completed in June 2022. 3 prospective board members were identified, brought to whole board June 16 for discussion, motion to accept occurred. CRC and orientation will begin after the AGM
Bylaws and Policies	Terms of Reference for EDI, Governance and Executive committees were established. Governance and Code of Conduct policy and In-Camera Meetings policy were approved.
Bylaws and Policies Links to resources	Researched policy sets of similar NFP's in September 2022
Board member engagement, conduct, participation	Communicated roles, defined outcomes and report-outs, encouraged participation on one committee during skills matrix survey.

My thanks to the hard-working members of the governance committee, and our executive committee sponsors. I am very satisfied with the outcomes of our new committee, and I look forward to further success in the coming year.

Larry Flowers, June 2022.

RWPC Equity, Diversity and Inclusion Committee 2021-22 AGM Report

Chair: Joyce Racette; Members: Ashley Boha (Executive Director), Brianne Waldbauer, Caleigh Johnson, Tally Dufour, Jessica Herhold.

Previous Members: Pedram Azar, Sarah Moreland-Petrie, Isaiah Dobni, Bonnie Soerensen.

The Equity, Diversity and Inclusion (EDI) Committee was created in 2021 to support the Regina Work Preparation Centre's strategic focus of "building a learning workplace that is respectful, diverse, inclusive and healthy" by helping the board and employees at the Centre develop and maintain an environment where we recognize the dignity and uniqueness of the individual, and where we meaningfully leverage, equity, diversity and inclusion in our workforce, community and programs.

The EDI committee was established to advise and assist in the identification, development and implementation of mechanisms to ensure there are no groups excluded from the structure and systems comprising the workplace.

This will include:

- Identifying ways to eliminate barriers in the organization's policies, procedures and practices.
- Informing the development of an Equity, Diversity and Inclusion policy and procedure, a strategy and subsequent monitoring of the strategy.
- Being a catalyst for new initiatives that will help our board and workforce develop an understanding of, and commitment to, Equity, Diversity and Inclusion.
- Communicating the board's clear commitment to the process.

Over the course of the last year, Work Prep's EDI committee met on a monthly basis to fulfill these responsibilities. Over the course of the year, the following actions have been taken:

- Recruited Board and Staff EDI committee members.
- Drafted and adopted EDI Committee Terms of Reference.
- Drafted, adopted and implemented organizational Land Acknowledgement.
- Drafted, adopted and implemented EDI Statement.
- Reviewed and made recommendations on organizational mission, vision, principles and values.
- Reviewed and made recommendations on 8 organizational policies.
- Hosted joint board/staff EDI lunch and learn.
- Launched first semi-annual staff survey on state of EDI at Work Prep.

The staff and board committee members have worked hard over the last year to launch the start of our EDI committee and have accomplished much in this short time frame, showing incredible commitment to moving the mandate of this committee forward to positive impact EDI in our organization.

Joyce Racette
June 2022



**Regina Work Preparation Centre
Minutes**

Annual General Meeting

5:00 p.m. – 6:00 p.m.

June 28, 2021

-
1. **Present:** Dale Young, Nikhil Bhattacharyya, Jim Grundy, Jocelin Martin, Larry Flowers, Michelle Geres, Greg Duck, Joyce Racette, Darcie DeBruyne, Frankie Jordan, Pedram Azar, Ashley Boha (Executive Director), Lisa Boryski (Executive Assistant)

Regrets: Charity Kay

Guests: Audrey Price, Isaiah Dobni, Caleigh Johnson, Melva MacDonald, Kathy Palmer, Daniel Price, Raza Mahmood, Kristin Gushuliak, Kristina Smith, Bonnie Soerensen, Viktoriia Ugnivenko, Larissa Kwasnitza, Leroy Berndt, Sarah Moreland-Petrie, Sajida Parveen, Brianne Waldbauer, Cindy Leggott, Michelle Kot, Sharon Johnson

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

M/S: F. Jordan/D. DeBruyne move to approve the 2020 Annual General Meeting Minutes of June 25, 2020.	CARRIED
--	---------

3. **Business Arising:**

- a. None

4. **New Business:**

- a. None.

5. **President's Report:**

M/S: J. Grundy/L. Flowers move to accept the President's report as presented.	CARRIED
---	---------

6. **Executive Director's Report:**

M/S: F. Jordan/P. Azar move to accept the Executive Director's report as presented.	CARRIED
---	---------

7. Financial Audit Report:

M/S: M. Geres/N. Bhattacharyya move to accept the Financial Audit report as presented.	CARRIED
---	----------------

8. Appointment of Auditor:

M/S: J. Martin/M. Geres move to appoint Dudley and Company as auditor for 2020-2021, pending the completion of post audit meeting and resolution of challenges experienced this fiscal year.	CARRIED
---	----------------

9. Election of the Board:

The 2020-2021 Board is:

Dale Young	Chair
Jim Grundy	Vice-Chair
Jocelin Martin	Treasurer
Pedram Azar	Member at Large
Nikhil Bhattacharyya	Member at Large
Larry Flowers	Member at Large
Frankie Jordan	Member at Large
Charity Kay	Member at Large
Joyce Racette	Member at Large

M/S: L. Flowers/P. Azar move to elect 2020-2021 Board of Directors as presented.	CARRIED
---	----------------

10. Bylaw Revisions:

M/S: J. Grundy/F. Jordan move to accept the bylaw revisions as resented.	CARRIED
---	----------------

11. Adjournment:

12. M/S: M. Geres/P. Azar move to adjourn.
