

Toronto Training Board 1999–2000 Annual Report

October 25, 2000



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The Toronto Training Board is pleased to present to you our 1999–2000 Annual Report. The year from April 1, 1999, to March 31, 2000, represented a shift for the Board—while the previous year saw a preoccupation with operational details leading to the Board’s official launch in March 1999, the 1999–2000 year was the first year where we were ready to move forward on important issues of concern to the training community in Toronto.

Releasing our second environmental scan and our first local area plan, publishing our first newsletter, firmly establishing our reference groups and undertaking outreach into the communities who grounded our work—these and other activities represented important steps forward in the work of the Board. We also initiated two working groups that began research into significant areas that impact on training in Toronto—tax and fiscal policy disincentives to training and the implementation of the Skills Development Employment Benefit program.

We are proud with the work we have accomplished in 1999–2000 and look forward to continuing to address the needs of our communities in the future.

Yours truly,

Mike McCue
Labour Co-Chair

Tim Rutledge
Business Co-Chair

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Contents

<i>Acknowledgements</i>	<i>v</i>
SUMMARY OF ACTIVITIES—APRIL 1, 1999, TO MARCH 31, 2000	1
REPORTS RELEASED	1
<i>Training Environmental Scan Update</i>	1
<i>1999–2000 Local Area Plan</i>	1
COMMUNICATIONS	1
<i>Training Board Bulletin</i>	1
<i>Web site</i>	1
COMMITTEE AND BOARD ACTIVITIES.....	2
<i>Standing and ad hoc committees</i>	2
<i>Board</i>	2
<i>Working groups</i>	2
<i>Reference groups</i>	2
<i>Outreach and linkages</i>	3
STAFF	4
AUDITED FINANCIAL STATEMENTS	5
AUDITORS’ REPORT	5
STATEMENT OF FINANCIAL POSITION.....	6
STATEMENT OF OPERATIONS AND ACCUMULATED EXCESS OF REVENUE OVER EXPENSES	7
STATEMENT OF CASH FLOWS	8
NOTES TO THE FINANCIAL STATEMENTS.....	9
<i>Note 1 Nature of the organization</i>	9
<i>Note 2 Significant accounting policies</i>	9
<i>Note 3 Capital assets</i>	10
<i>Note 4 Excess contributions</i>	10
<i>Note 5 Commitments</i>	10
BOARD AND STAFF AS OF MARCH 31, 2000	11
BOARD DIRECTORS AS OF MARCH 31, 2000.....	11
GOVERNMENT REPRESENTATIVES AS OF MARCH 31, 2000.....	11
STAFF AS OF MARCH 31, 2000	11

Acknowledgements

The Toronto Training Board would like to thank our sponsors, Human Resources Development Canada (HRDC) and the Ontario Ministry of Training, Colleges and Universities (MTCU), for their support and funding. In addition, we would like to thank the City of Toronto Social Services Division for providing us with valuable support.

We would also like to thank the countless individuals and organizations in the community who have collaborated with us in our ongoing work. Finally, we would like to thank the members of our reference groups, who ensure the Board's work is accountable to our labour market partners.

Summary of Activities—April 1, 1999, to March 31, 2000

Reports Released

The following reports were released in the fiscal year April 1, 1999, to March 31, 2000, and were distributed to over 1400 individuals, organizations and corporations, as well as to representatives from the three levels of government. The reports can be found in PDF format on our Web site at www.ttb.on.ca.

Training Environmental Scan Update

The *Toronto Training Board Training Environmental Scan Update* (November 1999), written by our Policy Research Analyst, Leela Viswanathan, documented training- and employment-related issues in Toronto since the release of our *Training Environmental Scan* in February 1999.

1999–2000 Local Area Plan

The *Toronto Training Board Local Area Plan 1999–2000* highlighted key priorities in training in Toronto and ways to begin addressing these priorities through work led by the Board and through partnerships with networks, businesses and organizations.

Communications

Training Board Bulletin

The Board's newsletter, *Training Board Bulletin*, was launched in the late spring 1999, followed by two subsequent issues. Distributed widely, the newsletter highlighted the Board's activities and provided a venue for information and discussion of training-related issues. Like the *Training Environmental Scan Update* and the *Local Area Plan*, back issues of the *Training Board Bulletin* are posted in PDF format on the Board's Web site at www.ttb.on.ca.

Web site

The Board's bilingual Web site (www.ttb.on.ca) was launched in April 1999, containing background on training boards in general as well as specific information on the Toronto Training Board. The site included postings of our various reports and other publications, links to the Web sites of other local boards and our sponsors, a list of Board and staff members, 1999 census data and a list of our current activities. Registered with all the major search engines, between April 1, 1999, and March 31, 2000, the site had 37 653 requests, 8651 visits and 5491 visitors.

Committee and Board Activities

Standing and ad hoc committees

The Executive, Finance and Administration, Communications and Marketing and Planning committees all held regular monthly meetings over the fiscal year. Highlights of activities undertaken by these committees included ongoing policy development, staff management, preparation of the budget and financial reports, distribution of Board publications, production of the Board's newsletter, establishment of the Board's Web site, supervision of the research and writing of the *Training Environmental Scan Update* and the *Local Area Plan* and the organization of the Board's strategic planning retreat.

In addition to the standing committees, our Apprenticeship Reform Ad Hoc Committee fulfilled its mandate to provide input into the provincial government's legislation on apprenticeship reform and thus concluded its role and activities.

Board

Holding meetings on a monthly basis, the Board provided strategic and policy leadership on a wide range of training-related issues. The Board's commitment to learning and understanding the depth of its role was enhanced through presentations that included such topics as the Access to Professions and Trades Unit of MTCU, HRDC's Toronto plan, *The Job-Poor Recovery*, the City of Toronto Policy and Research Unit's demographic initiatives, the Ontario Disability Support Program, the Adjustment Advisory Program of the former Ministry of Education and Training (MET) and HRDC's Industrial Adjustment Services.

Working groups

The Board established two working groups to address specific issues of concern—the Tax and Fiscal Policy Disincentives Working Group and the Skills Development Employment Benefit Working Group. In recognition of the Board's openness to community participation, these working groups included a number of individuals who came forward to contribute their expertise, representing the public, non-profit, charitable and private sectors. Comprising Board members and interested members of the public, these two working groups brought considerable experience and knowledge to bear in tackling their respective mandates. Both working groups undertook research during the fiscal year and had anticipated completion dates in the 2000–2001 fiscal year.

Reference groups

The Board saw all seven of its reference groups established over the fiscal year 1999–2000, one for each of our labour market partner groups (business, labour, persons with disabilities, women, visible/racial minorities, Francophones and educators/trainers). Specific outreach was undertaken to re-

establish the Francophones and Persons with Disabilities reference groups, whose original members had dispersed during the start-up phase of the Board's development. The Toronto Board of Trade, Advocates for Community-Based Training and Education for Women (ACTEW) and the Ontario Council of Agencies Serving Immigrants (OCASI) acted as the Board's reference groups for business, women and visible/racial minorities, respectively. The Educators/Trainers Reference Group met regularly during the year, and the Canadian Labour Congress and the Labour Council of Metro Toronto and York Region continued as our reference group for labour. Each of the seven reference groups held meetings that were appropriate to their specific needs and levels of development, averaging three meetings each.

Outreach and linkages

As the Toronto Training Board is an organization whose strength and value rests in our links to our constituent communities, community outreach and the development of linkages are vital to the success of our work.

The fiscal year 1999–2000, following so closely on the heels of our official launch in March 1999, represented a building year for the Board. During that time, staff and directors attended over twenty courses, conferences and workshops that dealt with a wide variety of subjects—labour market information, work force development, immigration and settlement issues, planning, facilitation, government policy, economic development, career counselling, qualification recognition, accessibility issues, desktop publishing and Web-based information systems, among others.

In addition, staff and directors attended well over forty community-based meetings that centred on the challenges of training in Toronto. Often focusing on networking and partnership opportunities, these meetings dealt with issues like apprenticeship, school-to-work transition, the training needs of women, literacy and settlement. Outreach and linkages were made with, among others, the Toronto District School Board, the Scarborough Employment Services General Members Group, the Ontario Network of Employment Skills Training Projects (ONESTEP), Community Information Toronto, Centennial College, the Workers Information and Action Centre of Toronto (WIACT), the Ontario Federation of Labour, the Toronto Board of Trade, the Community Social Planning Council of Toronto, the Toronto Advocacy Council for Adult Literacy, Ontario WorkInfoNet, the Ontario Association of Youth Employment Centres (OAYEC), the Intergovernmental Committee on Economic and Labour Force Development (ICE) and the Metro Toronto Movement for Literacy (MTML).

As one of twenty-five local training and adjustment boards in the province, staff and directors also kept in close touch with the other boards, attending five regional administration meetings and the annual co-chairs' meeting. We also participated in a two-day meeting of all local Board women's directors to network and discuss training-related issues of common interest to women.

Finally, the Toronto Training Board was chosen as one of five local board case studies for the local board model evaluation undertaken in November

and December 1999 by our two sponsors, HRDC and MTCU. Over a two-day period, staff, directors and reference group members met extensively with the evaluators, sharing information and ideas about the local board model.

Staff

While we entered the 1999–2000 fiscal year with a full-time Executive Director (Susan Brown) and Administrative Assistant (Ken Stauffer), we were fortunate to be given the resources to hire a third full-time staff person. Leela Viswanathan was hired in August 1999 as our Policy Research Analyst.

In addition to full-time staff, several part-time people were contracted to help undertake critical Board work—Andrea Demchuk (Researcher/Report Writer for the Tax and Fiscal Policy Disincentives Working Group), D’Arcy Martin and Barb Thomas (strategic planning retreat facilitators), Soraya Peerbaye (Community Outreach Worker for the Francophone and persons with disabilities communities) and Diego Spinelli (Graphic Designer).

Audited Financial Statements

Auditors' Report

To the Board of Directors
Toronto Training Board / Commission de formation de Toronto

We have audited the statement of financial position of the Toronto Training Board / Commission de formation de Toronto as at March 31, 2000, and the statements of operations and accumulated excess of revenue over expenses and cash flows for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the corporation as at March 31, 2000, and the results of its operations and cash flows for the year then ended in accordance with generally accepted accounting principles.

“Peters, Brown”
Peters, Brown
Chartered Accountants

Etobicoke, Ontario
August 1, 2000

Statement of Financial Position

as at March 31, 2000

	Operating Fund	Computer Fund	Total 2000	Total 1999
Assets				
Current assets				
Cash	\$ 17 984		\$ 17 984	\$ 94 602
Accounts receivable	5 990		5 990	4 405
Prepaid expenses and deposits	20 236		20 236	5 376
	<u>\$ 44 210</u>	<u>\$ -</u>	<u>\$ 44 210</u>	<u>\$ 104 383</u>
Capital assets (notes 2 and 3)				
Original cost	\$ 24 922	\$ 12 290	\$ 37 212	\$ 34 315
Less: accumulated amortization	9 500	6 391	15 891	5 856
	<u>\$ 15 422</u>	<u>\$ 5 899</u>	<u>\$ 21 321</u>	<u>\$ 28 459</u>
	<u><u>\$ 59 632</u></u>	<u><u>\$ 5 899</u></u>	<u><u>\$ 65 531</u></u>	<u><u>\$ 132 842</u></u>
Liabilities				
Current liabilities				
Accounts payable and accrued liabilities	\$ 13 355		\$ 13 355	\$ 38 437
Excess contributions (note 4)	10 618		10 618	60 570
	<u>\$ 23 973</u>	<u>\$ -</u>	<u>\$ 23 973</u>	<u>\$ 99 007</u>
Net Assets				
Fund balances				
Externally restricted	\$ 20 237		\$ 20 237	\$ 5 376
Externally restricted, invested in capital assets	15 422	\$ 5 899	21 321	28 459
	<u>\$ 35 659</u>	<u>\$ 5 899</u>	<u>\$ 41 558</u>	<u>\$ 33 835</u>
	<u><u>\$ 59 632</u></u>	<u><u>\$ 5 899</u></u>	<u><u>\$ 65 531</u></u>	<u><u>\$ 132 842</u></u>

Statement of Operations and Accumulated Excess of Revenue over Expenses

for the year ended March 31, 2000

Revenue	Restricted Funds		Total 2000	Total 1999
	Operating Fund	Computer Fund		
Contributions				
Ministry of Training, Colleges and Universities	\$ 155 309		\$ 155 309	\$ 109 902
Human Resources Development Canada	155 309		155 309	109 902
LAFGL Training Board	-		-	12 290
	<u>\$ 310 618</u>	<u>\$ -</u>	<u>\$ 310 618</u>	<u>\$ 232 094</u>
Expenses				
Board governance				
General expenses				
Meetings	\$ 5 121		\$ 5 121	\$ 2 660
Board travel, meals and accommodation	4 055		4 055	2 521
Board training and development	8 438		8 438	4 958
Board recognition	708		708	-
Special meeting costs	2 831		2 831	371
	<u>\$ 21 153</u>	<u>\$ -</u>	<u>\$ 21 153</u>	<u>\$ 10 510</u>
Special costs				
Translation	\$ 9 674		\$ 9 674	\$ 5 298
Dependant care	40		40	-
	<u>\$ 9 714</u>	<u>\$ -</u>	<u>\$ 9 714</u>	<u>\$ 5 298</u>
Operating costs				
Human resources				
Staff salaries and benefits	\$ 92 071		\$ 92 071	\$ 71 074
Consulting services—general	-		-	3 881
Consulting services—LMI	43 809		43 809	16 249
	<u>\$ 135 880</u>	<u>\$ -</u>	<u>\$ 135 880</u>	<u>\$ 91 204</u>
Overhead				
Staff travel, meals and accommodation	\$ 3 818		\$ 3 818	\$ 1 204
Staff training and development	6 094		6 094	818
Professional services—legal	-		-	518
Professional services—audit	3 222		3 222	2 500
Office costs—mail, courier and delivery	10 461		10 461	2 613
Office costs—rent	21 214		21 214	16 418
Office costs—equipment rental or lease	6 748		6 748	3 290
Office costs—materials and supplies	15 909		15 909	14 566
Office costs—printing and photocopying	26 621		26 621	13 448
Office costs—telecommunications	6 079		6 079	3 897
Office costs—technical support	2 920		2 920	240
Insurance	1 728		1 728	862
Banking	120		120	198
Communications and marketing	10 561		10 561	24 820
Outreach	10 618		10 618	-
Amortization	6 102	\$ 3 933	10 035	5 855
	<u>\$ 132 215</u>	<u>\$ 3 933</u>	<u>\$ 136 148</u>	<u>\$ 91 247</u>
	<u>\$ 298 962</u>	<u>\$ 3 933</u>	<u>\$ 302 895</u>	<u>\$ 198 259</u>
Excess of Revenue over Expenses	\$ 11 656	\$(3 933)	\$ 7 723	\$ 33 835
Fund balances, beginning of year	24 003	9 832	33 835	-
Fund balances, end of year	<u>\$ 35 659</u>	<u>\$ 5 899</u>	<u>\$ 41 558</u>	<u>\$ 33 835</u>

Statement of Cash Flows

for the year ended March 31, 2000

	2000	1999
Cash from (used in) operations		
Excess of revenue over expenses	\$ 7 723	\$ 33 835
Add: Items not requiring an outlay of funds		
Amortization	10 035	5 855
	<u>\$ 17 758</u>	<u>\$ 39 690</u>
Changes in working capital (A)	<u>(91 479)</u>	<u>89 226</u>
	<u><u>\$ (73 721)</u></u>	<u><u>\$ 128 916</u></u>
 Cash from (used in) investing activities		
Purchase of capital assets	\$(2 897)	\$(22 024)
Contributed equipment put in service	-	(12 290)
	<u>\$(2 897)</u>	<u>\$(34 314)</u>
 Increase in cash and cash equivalents	\$(76 618)	\$ 94 602
Cash and cash equivalents, beginning of year	<u>94 602</u>	<u>-</u>
Cash and cash equivalents, end of year	<u><u>\$ 17 984</u></u>	<u><u>\$ 94 602</u></u>
 (A) Changes in working capital		
Accounts receivable	\$(1 585)	\$(4 405)
Prepaid expenses and deposits	(14 860)	(5 376)
Accounts payable and accrued liabilities	(25 082)	38 437
Excess contributions	<u>(49 952)</u>	<u>60 570</u>
	<u><u>\$(91 479)</u></u>	<u><u>\$ 89 226</u></u>

Notes to the Financial Statements

for the year ended March 31, 2000

Note 1 Nature of the organization

The Toronto Training Board / Commission de formation de Toronto is an independent, non-profit organization incorporated without share capital under the *Ontario Business Corporations Act* on May 6, 1998. The purpose of the organization is to address training and adjustment issues in the city of Toronto. The Board is governed by volunteer directors nominated from seven labour market partner groups (labour, business, educators/trainers, Francophones, women, visible/racial minorities and persons with disabilities). The Board is sponsored as a local training board by Human Resources Development Canada (HRDC) and the Ontario Ministry of Training, Colleges and Universities (MTCU).

Note 2 Significant accounting policies

Fund accounting

The Board follows the restricted fund method of accounting for contributions. The Operating Fund reports only resources from the sponsors in accordance with an approved annual operating budget. The Computer Fund reports only start-up computer equipment purchased through monies administered by the Lennox & Addington, Frontenac, Leeds and Grenville Training Board (LAFLG) within parameters set by the sponsors, who provided the funds.

Capital assets and amortization

Purchased capital assets are recorded at cost. Contributed capital assets purchased through the Computer Fund are recorded at cost. Amortization is provided on a double-declining-balance basis over the assets' estimated useful lives, which for office equipment, telephone and computer systems and kitchen equipment is 5 years with no residual value; for office furniture, it is 10 years with no residual value. Works of art are not amortized. Amortization expenses are recorded in the fund in which the capital assets are recorded. Capital assets over \$250 are amortized; software is considered an expense in the year of purchase. In the year of purchase, assets are depreciated for one half year, regardless of the date of purchase.

Revenue recognition

Restricted contributions related to the Operating Fund are recognized as revenue of that fund in the period in which the related expenses are incurred. Restricted contributions of assets in the Computer Fund are recognized as revenue of that fund at the time of receipt of the assets.

Interest on contributions

Interest on restricted contributions held in the Operating Fund belong to the sponsors and is therefore recognized as a liability.

Note 3 Capital assets

	Cost	Accumulated Amortization	Net 2000	Net 1999
Computer equipment	\$ 9 273	\$ 4 595	\$ 4 678	\$ 6 850
Telephone equipment	3 293	1 358	1 935	1 750
Office furniture	9 224	2 436	6 788	7 570
Office art	830	-	830	830
Kitchen equipment	547	284	263	437
Office equipment	1 755	827	928	1 190
Computer equipment (Computer Fund)	12 290	6 391	5 899	9 832
	<u>\$ 37 212</u>	<u>\$ 15 891</u>	<u>\$ 21 321</u>	<u>\$ 28 459</u>

Note 4 Excess contributions

Any contributions by the sponsors to the Operating Fund that are not spent at the end of the fiscal year belong to the sponsors. Half the amount is payable to HRDC, the other half is deducted from MTCU's contributions in the next fiscal year and is, therefore, a deferred contribution.

Note 5 Commitments

The organization has operating leases on premises and equipment. The future minimum lease payments are as follows:

2001	\$ 26 530
2002	9 297
2003	1 583
	<u>\$ 37 410</u>

Board and Staff as of March 31, 2000

Board Directors as of March 31, 2000

Mike McCue	Labour Co-Chair
Tim Rutledge	Business Co-Chair
Tony Azevedo	Business
Gail Benick	Educators/Trainers
Kay Blair	Visible/Racial Minorities
Eileen Burrows	Labour
Liz Fong	Labour
Dick Grannan	Educators/Trainers
Pat Hatt	Persons with Disabilities
Mazher Jaffery	Business
Lynda Jagros-May	Business
Judy Mitchell	Labour
Adela Roki	Labour
Renaud Saint-Cyr	Francophones
Rebecca Sugarman	Women
Ed Thornton	Labour

Government Representatives as of March 31, 2000

Lesley Buresh	Federal Government
Terry Hesketh	Provincial Government
Ted Lis	Municipal Government
Wendy Molotkow	Municipal Government Alternate

Staff as of March 31, 2000

Susan Brown	Executive Director
Ken Stauffer	Administrative Assistant
Leela Viswanathan	Policy Research Analyst

