

Committees Of The Board

Executive Committee

Meets monthly to oversee the business of the Board between meetings.

Planning Committee

Meets monthly to direct the strategic planning process for the Board.

Communications Committee

Meets monthly to develop and implement both internal and external communication plans for the Board.

Finance & Administration Committee

This committee meets every quarter to review the Board's accounts and to recommend financial and administrative policies to the Board.



HAMILTON-WENTWORTH TRAINING BOARD
LA COMMISSION DE FORMATION
DE HAMILTON-WENTWORTH

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HAMILTON-WENTWORTH TRAINING BOARD



Year 2001 Report To The Community

"Preparing today's workforce
for tomorrow's workplace"

Co-Chairs' Message

The year 2001 has been an uneasy year for organized labour. We've seen well over a thousand workers displaced in Hamilton alone as a result of downsizing. Hamilton has been through this before, however, I am confident that the community will respond to the needs of its workers during these difficult times.

January 2002 marks the end of my term as Co-chair of the Hamilton-Wentworth Training Board. Although I will be continuing with the Training Board as a Labour Director, the role of Co-chair will be handed over to my esteemed Labour Council colleague, Tom Atterton.

I have been involved with this organization since 1995. At that time there was only a group of hard working volunteers - we had no staff, no office and no budget. We've come a long way in the past five years and, while the ride was not without its rough spots, the experience has been a positive one for me personally.

I can truly say it has been an honour to represent my brothers and sisters in the labour movement at the training board table and I hope that I have done justice to the role. As one of the founding Directors of the Hamilton-Wentworth Training Board, I've watched this organization grow and mature to the point now where I believe it makes important contributions to the overall wellbeing of the Hamilton community. And, although I'm stepping down from the leadership role, I look forward to continuing my volunteer involvement as a labour representative with this organization.

Yours in solidarity,
Keith Bates, Labour Co-chair



The year 2001 has been difficult from the business perspective. The troubling indicators in our economy developed into a declining spiral with the tragic events of September 11th. Over the past 12 months, we've read about businesses continuing to struggle to keep their doors open, conjuring up images of the trends that occurred in the early '90s and '80's. Despite these worries there is every reason to remain positive about the Hamilton community. Our unemployment levels have not gone up drastically, business development continues apace and a number of exciting new initiatives are underway which will contribute to economic recovery and prosperity in 2002.

Like my labour colleague, Keith Bates, I have been involved with the work of the Hamilton-Wentworth Training Board since 1995. Having served in a variety of local volunteer Board positions over the years, I accepted Business Co-chair position upon the retirement of Phil Besseling and will continue in this role at least until 2003.

As we begin 2002 I hope you will join me in thanking Keith Bates for his years of dedicated service to the board and in welcoming Tom Atterton to the position of Labour Co-Chair. Tom and I have known each other for many years and developed a relationship of mutual respect and appreciation through our joint participation in various successful training ventures.

One key issue for the Training Board's business group is the growing competition among businesses for skilled and talented employees. This will undoubtedly place more pressure on the local economy, especially small businesses employing trade, technical and professional workers and may present a potentially negative economic force, unless we adopt active, accountable strategies to counteract the predicted labour market imbalance. As a Director and Training Board Business Co-chair, I plan to advance our work with the Board's partners to secure effective strategies for the business community in the coming year.

Yours truly,
Mitch Holt, Business Co-chair

Notes to Financial Statements March 31, 2001

1. Background and purpose

Hamilton-Wentworth Training Board/La Commission de Formation de Hamilton-Wentworth is a not-for-profit Organization that provides direction in training and labour force development within the Regional Municipality of Hamilton-Wentworth. The Organization links training with economic development and strengthens partnerships with labour market partners.

The Organization was incorporated without share capital under the Ontario Business Corporation Act on August 1, 1997.

2. Significant accounting policies and purpose of funds

Revenue recognition - The Organization follows the deferral method of accounting for contributions.

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

Fund accounting

Operating Fund - Revenues and expenses related to Local Board activities are reported in the Operating Fund.

Funded Projects - Revenues and expenses of funded projects carried out by the Organization are reported in the Projects Fund.

Capital assets - Expenditures for capital assets are charged to expense as incurred.

3. Deferred contributions

	March 31, 2001	March 31, 2000
Ontario Works Literacy	\$ 5,524	\$ -
Skills for the World of Work	5,114	-
OYAP Video Distribution	4,635	-
Internet-Based Job Market & Career Information	3,400	-
Tech 2000	955	870
	\$ 19,628	\$ 870

4. Surplus returned to funders - In fiscal 2000, the Organization was required to repay \$30,058 of a prior year's surplus to certain funders pursuant to their surplus return policies.

5. Capital assets - In accordance with the accounting policy described in Note 2, capital assets are charged to expense as incurred. The composition of capital assets charged to expense is as follows:

	March 31, 2001	March 31, 2000
Furniture and fixtures	\$ 212	\$ -
Computer equipment	357	2,997
	\$ 569	\$ 2,997

6. Group Benefit Plan - The Hamilton-Wentworth Training Board administers a group benefit plan on behalf of 13 local boards, including itself. Each board contributed their share of the total premiums related to the enrolment of its members within the group plan. In fiscal 2001, the Hamilton-Wentworth Training Board ceased administering the plan on behalf of the other boards.

7. Statement of cash flows - The net change in non-cash working capital balances represents the changes in accounts receivable, prepaid expenses, accounts payable and accrued liabilities and deferred contributions.

8. Lease commitments

The Organization is committed under operating lease agreements requiring minimum annual payments as follows:

2002	\$ 23,000
2003	\$ 23,000
2004	\$ 17,500
2005	\$ 6,000
2006	\$ 3,000

Statement of Financial Activities and Accumulated Net Assets

PROJECTS FUND

	Year ended March 31, 2001					For the year ended March 31, 2000
	ONTARIO WORKS LITERACY	ONTARIO YOUTH APPRENTICESHIP PROGRAM VIDEO DISTRIBUTION	MARKET RESEARCH	GROUP BENEFIT PLAN	TOTAL	
REVENUE						
Human Resources Development Canada	\$ -	\$ -	\$ 9,924	\$ -	\$ 9,924	\$ 32,564
Ministry of Education and Training	-	-	-	-	-	25,019
Ministry of Training, Colleges and Universities	-	-	-	-	-	2,565
Regional Municipality of Hamilton-Wentworth Contributions (Note 6)	11,476	-	-	-	11,476	-
Sales	-	306	-	16,965	16,965	54,478
	-	-	-	-	306	-
	11,476	306	9,924	16,965	38,671	114,626
EXPENSES						
Project management	9,618	-	9,382	1,668	20,668	31,512
Printing and photocopying	487	-	-	-	487	7,261
Materials and supplies	711	259	-	-	970	9,149
Communications and marketing	613	-	838	-	1,451	11,391
Room rentals	-	-	-	-	-	835
Bank charges	47	47	47	30	171	72
Group benefits	-	-	-	15,267	15,267	54,406
	11,476	306	10,267	16,965	39,014	114,626
Excess of revenue over expenses for the year	-	-	(343)	-	(343)	-
Accumulated net assets at beginning of the year	-	-	-	-	-	-
Accumulated net assets at end of the year	\$ -	\$ -	\$ (343)	\$ -	\$ (343)	\$ -

Statement of Cash Flows

OPERATING FUND

	Year ended March 31, 2001	Year ended March 31, 2000
OPERATING ACTIVITIES		
Cash provided by (used for)		
Excess of revenue over expenses for the year	\$ 1,364	\$ 380
Net change in non-cash working capital balances related to operations (Note 7)	17,367	12,605
Cash flow from operations	18,731	12,985
FINANCING ACTIVITIES		
Surplus returned to funders	-	(30,058)
INVESTING ACTIVITIES		
Projects Fund	(343)	-
Increase (decrease) in cash during the year	18,388	(17,073)
Cash at the beginning of the year	4,122	21,195
Cash at the end of the year	\$ 22,510	\$ 4,122

Thank You

The Hamilton-Wentworth Training Board would like to recognize the support of our funders:

The Ontario Ministry of Training,
Colleges and Universities

Human Resources Development Canada

We would also like to thank the many volunteers who participated on the Board's committees, reference groups and in its community consultations throughout 2001.

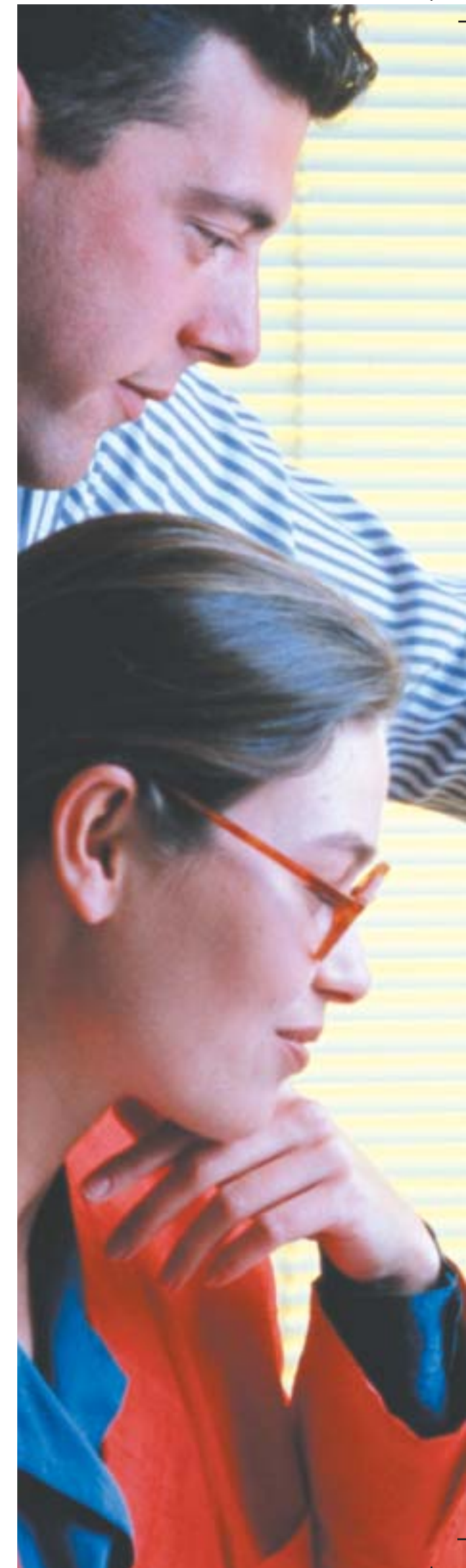
Our Mandate

- To produce an annual environmental scan of the Hamilton labour market.
- To facilitate community planning through an inclusive, consultative process.
- To manage and update an inventory of local programs and services.
- To develop local projects, partnerships and linkages in the community.

ON THE FRONT COVER: TECH 2001 - IT'S COOL TO BE CAPABLE!

Left to right: Karen Breitner,
Industrial/Construction Maintenance Electrician;
Kristine Casey, Assistant Winemaker;
Addi Woods, Industrial Electrician

OCT. 30, 2001, LIUNA STATION, HAMILTON





Highlights For The Year 2001

ENVIRONMENTAL SCAN 2001

The H-W Training Board produced an Environmental Scan in September 2001. Copies are available from the office and in PDF format at the HWTB's website www.hwtb.on.ca.

THE INVENTORY OF PROGRAMS AND SERVICES LEADING TO EMPLOYMENT

The HWTB completed an update of the database in April 2001. A second update will be completed by February 2002. This update will see the database revised into a user-friendly, searchable web-based resource which will be available on line to the public through the HWTB website by April 2002.

LOCAL AREA PLANNING

The HWTB facilitated planning and issue-based community meetings related to four key themes in 2001: the "Skills Divide", "Skills Replacement", "Apprenticeship" and the "Magnet Strategy". A report summarizing the planning sessions will be available in early February on the HWTB's website.

PROJECTS AND PARTNERSHIPS

In 2001, the HWTB completed two projects from the year 2000 and initiated several new ones jointly with local community partners (see the next few pages for a description of the HWTB's 2001 projects).

OUTREACH AND LINKAGES

Through committees like the Education and Training Reference Group, the Women's Reference Group, the Immigrant and Refugee Employment Services Group, as well as its links with L'association canadienne francaise de l'Ontario, Settlement and Integration Services Organization, the Hamilton and District Labour Council, the Hamilton Chamber of Commerce, and the Canadian Steel Trades and Employment Congress, the Training Board continues to stay in close touch with the community.

HWTB REFERENCE GROUPS: Directors are responsible for ensuring that their community reference group has an active and vital role to play in the Board's determinations. Directors have worked hard to develop and sustain reference groups for each of the seven sectors represented on the Board.

Statement of Financial Activities

OPERATING FUND

	Year ended March 31, 2001	Year ended March 31, 2000
REVENUE		
Human Resources Development Canada	\$ 114,733	\$ 102,569
Ministry of Training, Colleges and Universities	120,747	102,568
Human Resources Development Canada - Summer Career Placement Program	6,166	3,222
Community partnerships	-	2,972
Interest	-	627
	<u>241,646</u>	<u>211,958</u>
GOVERNANCE COSTS		
General board costs		
Travel, meals and entertainment	6,966	4,675
Training and development	2,957	2,621
Meetings	2,770	1,893
Recognition and achievement	778	975
Other	-	126
	<u>13,471</u>	<u>10,290</u>
Special board costs		
Translation	3,408	3,680
Participation fund	150	276
Dependent care	115	115
Accommodation for people with disabilities	-	252
	<u>3,673</u>	<u>4,323</u>
OPERATING COSTS		
Human resources		
Salaries and benefits	91,600	90,750
Consulting services	40,558	32,987
	<u>132,158</u>	<u>123,737</u>
OVERHEAD COSTS		
Communications and marketing	18,543	9,072
Rent	14,502	14,911
Tech 2000	13,915	-
Skills for the World of Work	9,902	-
Equipment leases	7,151	8,225
Printing and photocopying	4,012	11,449
Materials and supplies	3,805	2,366
Telecommunications	3,381	3,445
Mail and courier	2,716	4,785
Staff travel	2,599	1,573
Utilities and maintenance	2,572	2,331
Audit	2,353	2,389
Insurance	2,173	2,034
Staff training	1,688	545
Legal	618	-
Capital assets (Note 5)	569	2,997
Bank charges	241	199
Other	240	-
Dues and subscriptions	-	1,747
Bookkeeping and accounting	-	160
Community partnerships	-	5,000
	<u>90,980</u>	<u>73,228</u>
TOTAL EXPENSES	<u>240,282</u>	<u>211,578</u>
Excess of revenue over expenses for the year	\$ 1,364	\$ 380

Statement of Accumulated Net Assets

OPERATING FUND

	Year ended March 31, 2001	Year ended March 31, 2000
Accumulated net assets at beginning of the year	\$ (2,044)	\$ 27,634
Excess of revenue over expenses for the year	1,364	380
	(680)	28,014
Surplus returned to funders (Note 4)	-	(30,058)
Accumulated net assets at end of the year	\$ (680)	\$ (2,044)

Local Projects & Partnerships

...a few good nurses

Research for this report focused on projected health care shortages in Hamilton. Partners in the preparation of this report included the HWTB, Hamilton District Health Council, Mohawk College, McMaster University, and Hamilton health care providers. Funding partners include the MTCU and HRDC.

Outcome: recommended strategies for action to address labour shortages in Health Care, e.g. the Magnet Strategy.

Printed and distributed in January 2001.

READ

This report focuses on the literacy needs of Ontario Works clients and includes a literacy assessment and referral guide. This was a partnership between the HWTB, Adult Basic Education Association of Hamilton-Wentworth and Hamilton's Social and Public Health Department.

Outcome: assess literacy needs of Ontario Works clients and create a literacy checklist and referral kit for Ontario Works employment counselors.

Printed and distributed in January 2001.

EXAMINING THE FEASIBILITY OF A CONSUMER-OPERATED EMPLOYMENT ENTERPRISE FOR CONSUMERS OF MENTAL HEALTH SERVICES

A partnership with HWTB, HRDC and the Employment Ventures Group.

Outcome: recommend at least three viable consumer-run businesses that could be operated in the Hamilton area by consumers of mental health services.

Completed spring 2001.

NEW TECHNOLOGIES LEARNING SERIES

An opportunity for teachers and guidance counselors to view workplaces operating at the cutting edge of advanced technology. A partnership between the HWTB and the Industry Education Council.

Outcome: educate teachers and guidance counselors about the changes and innovations in today's workplaces with a view to broadening the base of career resources available to high school students.

1999 - 2001.





Local Projects & Partnerships

TECH 2001 "IT'S COOL TO BE CAPABLE!"

An annual career fair for high-school aged young women to explore careers in trades and technology. Sponsored by the H-WTB Women's Reference Group. Funding partners include HRDC, HWDSB, HWTB/MTCU.

Outcome: more young women considering a career path in the skilled trades.

Annual event.

HIRE VALUE

The "Hire Value" kit promotes literacy based training in the workplace to Hamilton employers. The kit contains contact and referral information for local literacy programs and an "Essential Skills Checklist" which is useful in the hiring process. This is a joint project of the HWTB and the Adult Basic Education Association of Hamilton-Wentworth. Funding partner includes MTCU.

Outcome: encourage more employers to develop workplace based literacy programs for employees.

Distribution of the kit is ongoing.

"HR MATTERS"

Hamilton Human Resource Study – In partnership with the Economic Development Department of the City of Hamilton, this comprehensive study will provide labour market information and employment projections to the year 2020. Partners include the City of Hamilton, HRDC/HWTB, MTCU, Mohawk College, MEDT, IEC, Hamilton Health Sciences, Chamber of Commerce, Tradeport International, Dofasco Inc.

Outcome: a report recommending long term human resources strategies and best practices which reflect the views of local employers and support the city of Hamilton's economic development plan.

To be completed March 2002.

Balance Sheet

	March 31, 2001	March 31, 2000
ASSETS		
Current assets		
Cash	\$ 22,510	\$ 4,122
Accounts receivable	4,306	3,604
Prepaid expenses	2,083	2,083
	<u>\$ 28,899</u>	<u>\$ 9,809</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 10,294	\$ 10,983
Deferred contributions (Note 3)	19,628	870
	<u>29,922</u>	<u>11,853</u>
ACCUMULATED NET ASSETS		
Operating fund	(680)	(2,044)
Projects fund	(343)	-
	<u>(1,023)</u>	<u>(2,044)</u>
	<u>\$ 28,899</u>	<u>\$ 9,809</u>

APPROVED BY THE BOARD:

Keith Bates, Director

Phil Besseling, Director

PETTINELLI, MASTROLUISI LLP

CHARTERED ACCOUNTANTS

NICHOLAS MASTROLUISI, BSc, MBA, CA, CBV
GENE E. A. PETTINELLI, BCOMM, CA
RICK MASTROLUISI, BCOMM, MBA, CA
ERIC BENTZEN-BILKVIK, BCOMM, MBA, CA
R. ANDREW MACRAE, BMATH, CA
SHARON BELL, CGA

Auditors' Report

June 4, 2001

We have audited the balance sheet of Hamilton-Wentworth Training Board/La Commission de Formation de Hamilton-Wentworth as at March 31, 2001 and the statements of accumulated net assets for the operating fund, financial activities for the operating and projects funds 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 Organization as at March 31, 2001 and the results of its operations and the cash flows for the year then ended in accordance with generally accepted accounting principles.

Pettinelli, Mastroluisi LLP

Chartered Accountants

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Local Projects & Partnerships

DAVID FOOT SPEAKING ENGAGEMENT

In conjunction with the "HR Matters" project, on February 18, 2002 the Training Board and Hamilton's Economic Development Department will host renowned author and demographer David Foot in a speaking engagement at the Hamilton Convention Centre. Funding partner includes the City of Hamilton, HWTB, HRDC and private sponsors.

Outcome: bring public attention to the demographic issues affirmed in the city's HR Matters study and encourage more employers to participate in the HR Matters survey.

Event to occur February 18, 2002.

HAMILTON TRAINING NETWORK, A FEASIBILITY STUDY

An examination of the feasibility of creating an electronic shared training network for Hamilton. Partners include the HWTB, MTCU/HRDC and the Canadian Steel Trades and Employment Congress.

Outcome: encouraging more business investment in training by reducing training costs.

Completed January 2002.

YOUTH LITERACY ASSESSMENT

This research project evaluates the literacy service needs for high-risk youth in Hamilton. This project is a partnership between the Adult Basic Education Association, Social and Public Health Department of the City of Hamilton, and the HWTB.

Outcome: assess the literacy needs of high-risk youth who are currently ineligible for LBS services and recommend local delivery models appropriate to this group.

To be completed March 2002.

MISSION POSSIBLE: I COULDA BEEN A SOMEBODY

This one day symposium for guidance counsellors, teachers and parent council representatives promotes a positive perspective on skilled trades careers, apprenticeship and work-bound students. The Training Board will present this workshop in partnership with MTCU, the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board.

Outcome: provide teachers and guidance counselors with a one and one-half day immersion program which will help to change negative attitudes and in-school practices toward work bound (non-university) students.

To be completed April 2002.





Local Projects & Partnerships

WOMEN INTO SKILLED TRADES (WIST) TRACKING PROJECT

Currently underway, this project examines the barriers to access and success for women re-entering the workforce and seeking careers in the skilled trades. Partners in this project are HWTB and Mohawk College.

Outcome: action based research providing information on barriers and success factors of the first group of women enrolled in this program in the Hamilton area. This information will be used to improve design, marketing and delivery of future women in skilled trades programs.

To be completed September 2002.

SURVEY OF FOREIGN TRAINED NURSES IN LOCAL ESL/LINC PROGRAMS.

This study will identify newcomers with a nursing background who are currently enrolled in full-time ESL/LINC programs. Members of the HWTB's Immigrant and Refugee Employment Services Committee (HRDC, Mohawk College, St. Charles adult language centres, HWD School Board adult learning centres, Settlement and Integration Services Organization, Centre Sante) are sponsoring the study.

Outcome: provide a response to the nursing shortage issue noted in the "a few good nurses" report. The eight-week study will document the number of qualified unemployed or underemployed nurses in local language programs, that is, it will indicate the extent of the untapped nursing labour pool which currently exists in the Hamilton area.

To be completed at the end of February 2002.

AGRICULTURAL IMPACT AND HUMAN RESOURCES DEVELOPMENT

This study will identify future trends in agriculture and identify ways in which agricultural communities in Hamilton can improve their capacities for dealing with human resource requirements and implementing labour force adjustments. Partners include the HWTB, the Ontario and H-W Federations of Agriculture, HRDC, OMAFRA, MTCU.

Outcome: recommended actions to ensure that agriculture will continue to be a viable industry in the City of Hamilton.

To be completed December 2002.

Board of Directors

BUSINESS DIRECTORS

Mitch Holt, American Water Systems (Business Co-chair)
Phil Besseling, Besseling Mechanical*
Marlene Balsdon, Master Paint and Varnish
Rod Eastman, Dofasco
Gayle Holmes, Hamilton Health Sciences Corp.
Sharon White, Inch Easterbrook & Shaker*

LABOUR DIRECTORS

Keith Bates, OPSEU (Labour Co-chair)**
Tom Atterton, Worker Education Centre (incoming Labour Co-chair)
Tom Beattie, Ontario Building and Construction Trades Council
Steve Ebsary, Hamilton Steelworkers Area Council
Don Fraser, Hamilton and District Labour Council
Sandy Shaw, Hamilton and District Labour Council
Barry Walker, Carpenters Local 18

EDUCATOR/TRAINERS

Anne Hemsworth, Mohawk College*
Leo Normandeau, Private trainer

WOMEN

Sharon Estok, outgoing Director representing Women

FRANCOPHONE

Claudette Mikelsons, Association canadienne française de l'Ontario

PERSONS WITH DISABILITIES

Bob Nelson

VISIBLE & RACIAL MINORITIES

Morteza Jafarpour – Settlement and Integration Services Organization

GOVERNMENT

Teenie Gibson, Community Relations Unit, Ministry of Training, Colleges and Universities
Jan Potts, Human Resources Development Canada
Alfred Spencer, Department of Social and Public Health, City of Hamilton

STAFF

Liz Robinson, Executive Director
Judy Travis, Administrative Assistant
Fiona Wilson, Program Assistant*
Adrienne Allin, 2001 Summer Career Placement
Kathryn Renzetti, Office Assistant

* Resigned in 2001

** Retiring co-chair in 2001

