

ANNUAL REPORT

2022/23

FISCAL YEAR

OSP





On Site placement respectfully acknowledges that the traditional land we are located on is in Treaty 6 territory and the Métis homeland. We deeply respect and wish to honour the diverse Indigenous Peoples whose ancestors' have marked this territory since time immemorial, and recognize this as a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway/Saulteaux/Anishinaabe, Inuit, and many others whose histories, languages, and cultures are foundationally embedded within our communities. We are gathered here in the spirit of respect and reciprocity.



OUR VISION

Recognized leader in diversity and inclusion, in the Edmonton workforce, improving the quality of life for individuals.

OUR MISSION

Provide employment opportunities for individuals, by matching their skills and abilities with the staffing needs of Corporate, Not for Profit organizations and Government employment partners and offering relevant training programs to build confidence and self-esteem for long term success and economic benefits to the community.



INTRODUCTION

FROM THE BOARD CHAIR

On behalf of the OSP Board of Directors, it is my pleasure to present to you the Annual Report for the fiscal year 2022/23. This year I was honoured to take on the position of board chair after serving four years as a board member. Past chair Kathy Anders left some big shoes to fill, and I plan to continue her legacy of strong advocacy and strategic support.

As we reflect on the past year, we are filled with a sense of accomplishment and gratitude for the support and commitment that has shaped our organization's journey.

This year's report offers a retrospective of the last fiscal year, including an overview of concluding programs, an update on

JAMIE SWANSON,

CHAIR OF BOARD OF DIRECTORS

active initiatives, and an introduction to the new programs. As we delve into the details of the report, I encourage you to consider the broader context in which OSP operates. The challenges we face are ever evolving, but so too are the opportunities to make a meaningful difference. Together, we have created a foundation for positive change.

OSP's achievements are a testament to the collective efforts of our passionate team and the invaluable support from individuals, partners, and other supporters who have played a crucial role in our accomplishments.



MESSAGE FROM OUR EXECUTIVE DIRECTOR

On Site Placement had an eventful year in 2022/23 with some new opportunities as well as challenges, that have created significant change in the organization. We saw the successful completion of several programs and the start of two new programs, Future Forward and PEPS Leduc. We were honoured to open a second location in Leduc, and have significantly expanded our employer networks. This past year we have supported hundreds of Clients improve their job readiness, focus on their mental wellness while job searching, and find and maintain employment.

OSP is only as strong as its team, and I have the great privilege of leading a group of dedicated and innovative

people. Every day we go to work knowing that what we do makes a difference, but there are days when we are strongly reminded of it. Whenever we hear cheers from our career advisors who have just found out that a long-term client has been able to achieve employment, or when former clients come back to visit and check in because OSP feels to them like coming home, or when new clients come in because they heard that we helped one of their friends, we know that we are creating a safe space for Clients and having a growing impact in our community.

While OSP has demonstrated success in our innovative programming and tireless support of clients, our challenges for the future lie in the uncertainty of the grant process and shifting priorities of funders. Our goal for the future is to improve our organizational resilience and to add our voices to advocacy for the Not-for-Profit sector.

As we move into the next fiscal year, we look forward to continuing our work supporting employers and jobseekers in the Edmonton area.

Nicholas Scott, Executive Director



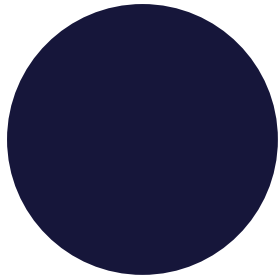
CLIENT TESTIMONY

I extend my heartfelt gratitude to the entire staff at On-Site Placement. Your unwavering support, dedication, and commitment to helping individuals like me are nothing short of commendable. Your guidance has breathed new life into my aspirations, rekindling a hope that had been dimming. Without your assistance, I would not have been able to embark on this transformative journey.

David J., Former OSP Client

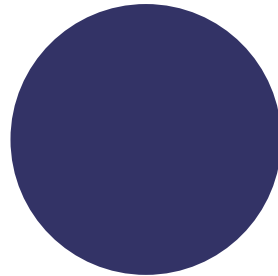
2022/23 YEAR IN REVIEW.

CONCLUDING PROGRAMS



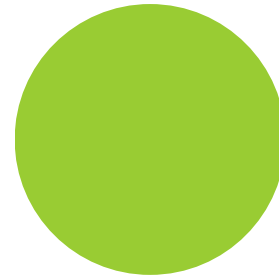
The PEPS Program and the Youth Diversity Awareness Program

ACTIVE PROGRAMS



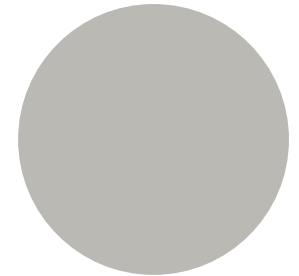
Jobwell, Workbridge, Dility, and the AHS Program

NEW PROGRAMS



The PEPS Leduc Program and the Future Forward Program

HIGHLIGHTS



We are grateful for some extraordinary opportunities this year.

CONCLUDING PROGRAMS

THE PEPS PROGRAM

The PEPS program started on November 15, 2021, and concluded on February 28, 2022.

Even while supporting a diverse range of clients with very varying and complex barriers, OSP successfully achieved both intake and employment targets.

Positive feedback from clients about the program, for job assistance and increasing their capacity managing job searching stressors.



RELATIONSHIPS

Increased number of intakes and referrals from Alberta Works, and strengthened community connections with EPL, John Howard Society, Voice of Albertans with Disabilities (VAD), Bissell Centre, Goodwill, etc.



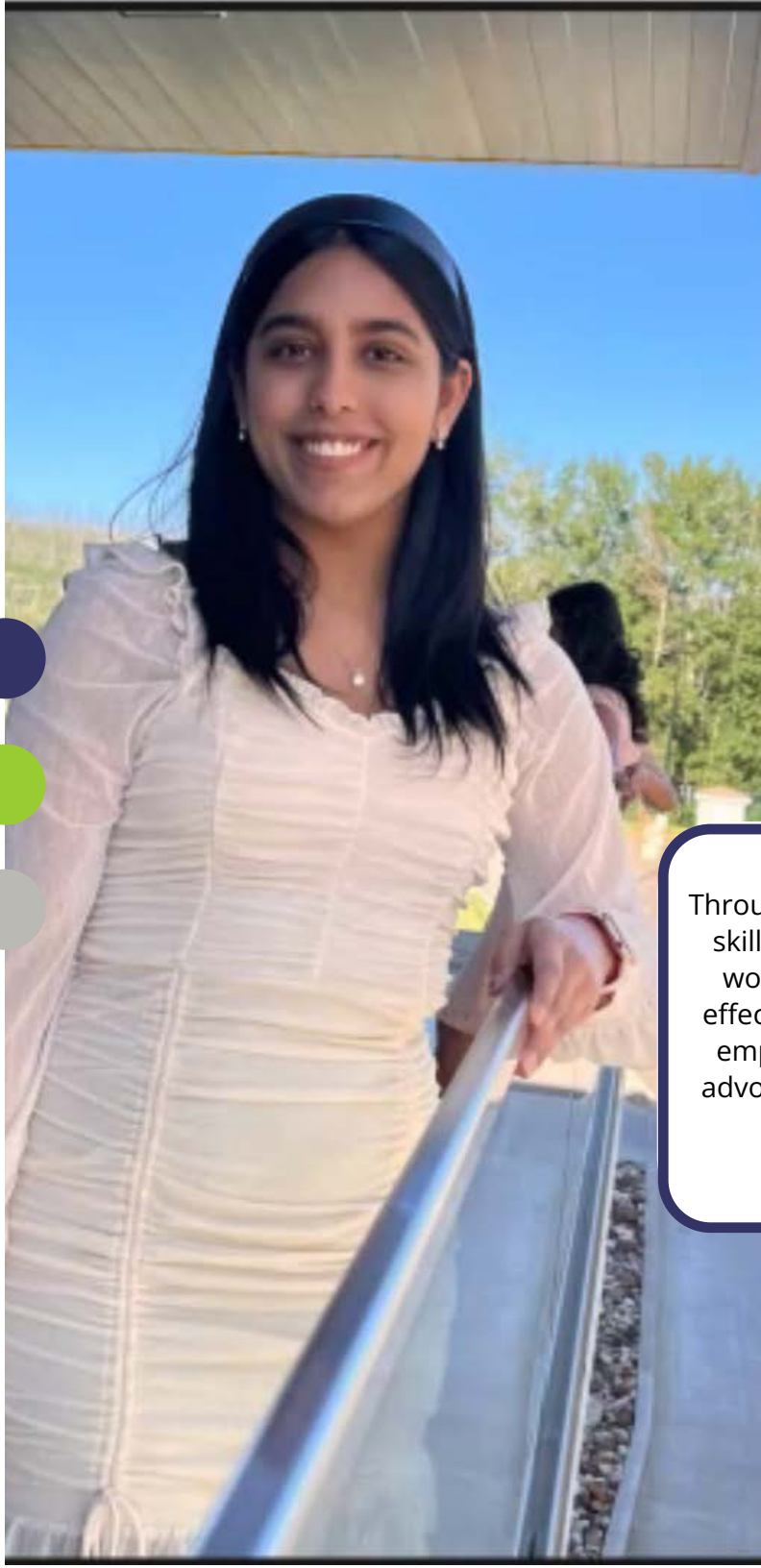
WORKSHOPS

Regular participation in workshops for committed individuals has greatly contributed to client employment success or goal(s) achievement.



OUTCOMES

37/46 (80%) achieved outcomes - target of 14 further education/training and 32 employment placements.



CONCLUDING PROGRAMS

YOUTH DIVERSITY AWARENESS PROGRAM

The Federal diversity Awareness Program for youth started in on January 14, 2019 and wrapped up on March 31, 2023. The program completed intakes for a total of 136 participants and 78 youth completed placements of a minimum of 120 hours.



Through my participation in this program, I gained essential knowledge and skills related to diversity and inclusion that are highly relevant in today's workplace. This knowledge has given me the confidence to become an effective advocate for diversity and inclusion, which is a quality that many employers value. The program's emphasis on project management and advocacy skills has enabled me to work more efficiently and make a more significant impact in several professional roles.

Youth Diversity Program Participant



ACTIVE PROGRAMS

JOBWELL

The JobWell Program started on October 2, 2021.

From October 1, 2022 to September 30, 2023 the JobWell Program placed 2822 casual labour placements, found 40 full time positions and 10 part time positions for clients

2822
casual labour
placements

40
full time
positions

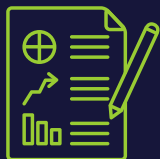
10
part- time
positions



ACTIVE PROGRAMS

WORKBRIDGE

WorkBridge provides workforce development to Edmonton and area residents, including employment readiness activities and workshops, career advising, resume and jobsearch support, work exposure and job retention supports.



With the program over halfway completed, Workbridge is on target to meet or exceed its employment outcomes



ACTIVE PROGRAMS

AHS PROGRAM

Individuals with a history of mental health challenges are employed to support the needs of clients currently living with poor mental health, offering practical support through an empathetic lens of shared lived life experiences.

6 current ongoing workers were previously clients of our service, appreciated what we offered and chose to seek to work with our AHS program out of a desire to “pay it forward”

AHS has told OSP that the services offered have allowed clients to continue to live independently when they may have otherwise ended up in the hospital.

17
workers
supported

53
clients
supported

3
years of
renewal



ACTIVE PROGRAMS

DILITY

Dility has stayed fairly steady, but we continue to have a close relationship with EPCOR and will be adding an additional casual labour component when the JobWell program ends.



**Flyer
Delivery**



**Cleaning
Services**



**Casual
Labour**

NEW PROGRAMS

PEPS LEDUC



Provides Workforce development to residents of Leduc and Beaumont, including employment readiness activities, career advising, resume and jobsearch support, work exposure and job retention supports.

1

The Program: Contract started February of 2023. Grand opening of new location, May 30, 2023. Slated to continue until January 31, 2025.

2

Since the grand opening, PEPS Leduc has completed intakes for 43 participants, and we look forward to expanding our reach to support jobseekers and employers in Leduc and Nisku.

3

NEW PROGRAMS

FUTURE FORWARD



01

First Cohort: 12 women are in the training component and are readying for their practicum placements.

02

Local employers have expanded their hiring practices and have been educated on the racialized and immigrant woman workforce that they may not have considered.

03

There is a strong need and interest for this program. Shortly after inviting applications for the second Cohort, OSP had over 170 applications for 12 available program spots.

FUTURE FORWARD IS FUNDED BY THE **GOVERNMENT OF CANADA'S** SKILLS FOR SUCCESS PROGRAM

HIGHLIGHTS



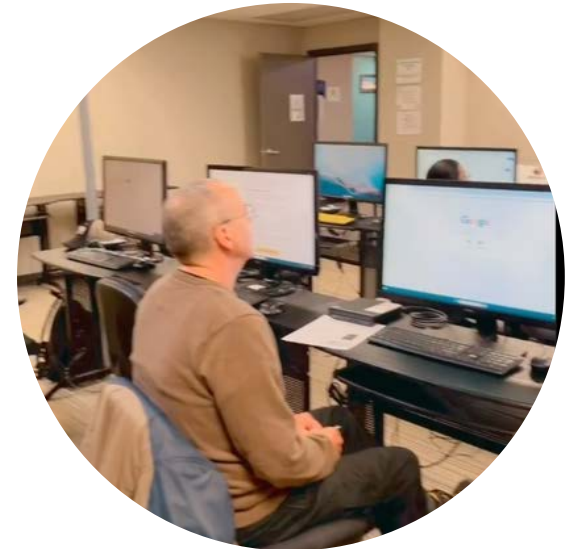
EDMONTON COMMUNITY FOUNDATION GRANT

Transportation Project
7 Passenger van for Client transport



MEETING MINISTER NIXON

Provincial Minister of Seniors,
Community and Social Services



STOLLERY FOUNDATION GRANT

Technology Project
Staff Computers | Resource Centre



A SPECIAL THANK YOU TO
KATHY ANDERS

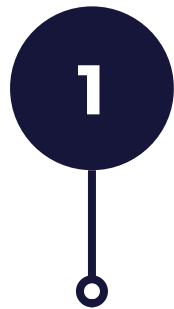
FOR HER TERM OF SERVICE AS BOARD CHAIR

OSP would like to wish a heartfelt thank you and farewell to outgoing Board Chair, Kathy Anders. Kathy is the first to give credit to the entire OSP board and staff for OSP's success, but even the best team cannot thrive without a strong leader at the helm.

Over her term, Kathy has been the leader that OSP needed. She has navigated every challenge and celebrated every success with grace, integrity, and unflagging dedication. OSP is better for your involvement, and we certainly look forward to maintaining our great relationship in a more "civilian" capacity. Best wishes in your next chapter and thank you for everything you have done for us!



LOOKING TO THE **FUTURE**



CASUAL LABOUR

The Provincial JobWell Program will end on October 31st of this year and we plan to leverage our industry contracts to add a modified casual labour program under the WorkBridge program and expand our Dility program.



WORKBRIDGE

The Provincial WorkBridge Program will come to an end on May 31, 2023.



COUNSELING

We are starting a collaboration with Momentum Counseling to provide mental health counseling to clients under WorkBridge and PEPS Leduc. Our goal is to incorporate mental health counselling in future program services if this is successful.



GRANTS

We expect several new provincial and federal grants requests to come out before the end of 2023 and into 2024, and we will be actively seeking out funding for new programs.

FINANCIALS

**ON SITE PLACEMENT SERVICES ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2023**

	2023 \$	2022 \$
ASSETS		
CURRENT		
Cash	2,151,589	1,833,019
Accounts receivable	26,187	123,992
Goods and services tax recoverable	8,814	4,058
Prepaid expenses	2,486	1,977
Deposits	9,751	-
	<u>2,198,827</u>	<u>1,963,046</u>
EQUIPMENT <i>(Note 4)</i>	79,051	3,440
TOTAL ASSETS	<u>2,277,878</u>	<u>1,966,486</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	146,011	164,056
Wages payable	3,656	5,951
Deferred revenue <i>(Note 5)</i>	909,253	903,526
	<u>1,058,920</u>	<u>1,073,533</u>
CANADA EMERGENCY BUSINESS ACCOUNT LOAN <i>(Note 12)</i>	-	7,072
TOTAL LIABILITIES	<u>1,058,920</u>	<u>1,080,605</u>
COMMITMENTS <i>(Notes 6, 7)</i>		
NET ASSETS		
Unrestricted	1,139,907	882,441
Investment in capital assets	79,051	3,440
	<u>1,218,958</u>	<u>885,881</u>
TOTAL LIABILITIES AND NET ASSETS	<u>2,277,878</u>	<u>1,966,486</u>

FINANCIALS

**ON SITE PLACEMENT SERVICES ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED AUGUST 31, 2023**

	Unrestricted \$	Investment in Capital Assets \$	2023 \$	2022 \$
NET ASSETS - BEGINNING OF YEAR	882,441	3,440	885,881	703,951
EXCESS OF REVENUES OVER EXPENSES	333,077	-	333,077	181,930
AMORTIZATION OF CAPITAL ASSETS	17,974	(17,974)	-	-
TRANSFER TO INVESTMENT IN CAPITAL ASSETS	(93,585)	93,585	-	-
NET ASSETS - END OF YEAR	1,139,907	79,051	1,218,958	885,881

FINANCIALS

**ON SITE PLACEMENT SERVICES ASSOCIATION
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED AUGUST 31, 2023**

	2023 \$	2022 \$
REVENUES		
Government of Alberta <i>(Note 8)</i>	1,799,490	1,335,225
Government of Canada	488,675	243,427
Other grants	115,081	31,250
Temporary Employment Agency	75,036	99,384
Donations	2,412	208
	<u>2,480,694</u>	<u>1,709,494</u>
EXPENSES		
Salaries and benefits	1,245,930	1,069,119
Participant costs	421,150	97,796
Rent <i>(Note 7)</i>	264,339	236,769
Computer and network maintenance <i>(Note 9)</i>	63,320	12,654
Office	45,329	16,514
Service delivery	21,643	19,245
Insurance	19,355	9,874
Amortization	17,974	2,581
Marketing	17,594	29,072
Professional fees	17,078	15,718
Non- recoverable goods and services taxes	13,993	9,068
Vehicle	8,014	-
Bad debts	6,323	833
Interest and bank charges	5,980	2,440
Telephone	5,595	5,881
	<u>2,173,617</u>	<u>1,527,564</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	307,077	181,930
OTHER ITEMS		
Leasehold improvement allowance	<u>26,000</u>	-
EXCESS OF REVENUES OVER EXPENSES	<u>333,077</u>	<u>181,930</u>

FINANCIALS

**ON SITE PLACEMENT SERVICES ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2023**

	2023 \$	2022 \$
OPERATING ACTIVITIES		
Excess of revenues over expenses	333,077	181,930
Item not affecting cash:		
Amortization of equipment	17,974	2,581
	<u>351,051</u>	<u>184,511</u>
Changes in non-cash working capital:		
Accounts receivable	97,805	(101,038)
Accounts payable and accrued liabilities	(18,044)	(23,070)
Deferred revenue	5,727	871,747
Prepaid expenses	(509)	(1,977)
Goods and services tax recoverable	(4,756)	(47)
Deposits	(9,751)	-
Wage payable	(2,295)	5,951
	<u>68,177</u>	<u>751,566</u>
Cash flow from operating activities	<u>419,228</u>	<u>936,077</u>
INVESTING ACTIVITY		
Purchase of equipment	(93,586)	-
FINANCING ACTIVITY		
Repayment of CEBA loan	(7,072)	(28,224)
INCREASE IN CASH FLOW	<u>318,570</u>	<u>907,853</u>
Cash - beginning of year	<u>1,833,019</u>	<u>925,166</u>
CASH - END OF YEAR	<u>2,151,589</u>	<u>1,833,019</u>



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