

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #5/18, Friday, June 22, 2018

FROM: Darryl Gray, Director, Education, Training and Outreach

RE: **AUDITED FINANCIAL STATEMENTS**
Ontario Government Funded Employer Diversity Training Project

KEY ISSUE

Approval of the Employer Engagement – Strategies for Integration and Retention Project Statement of Revenue and Expenditure for the period April 1, 2017 to March 31, 2018.

RECOMMENDATION

THAT the Employer Engagement – Strategies for Integration and Retention Project (EEP) Statement of Revenue and Expenditure (the Statement), as outlined in Attachment 1, be approved and signed by the Chair and Chief Executive Officer / Secretary-Treasurer in accordance with the Ministry of Citizenship and Immigration’s Audit and Accountability Guidelines for 2017-2018 Ontario Bridge Training Projects (Guidelines);

THAT the Management Representation Letter as outlined in Attachment 2 be signed by the Chair and Chief Executive Officer / Secretary-Treasurer in accordance with the Ministry of Citizenship and Immigration’s Guidelines;

THAT the Amended Schedule “B”, Project Specific Information and Timelines in Attachment 3 be received;

AND FURTHER THAT the Audited Statement of Revenue and Expenses, as outlined in Attachment 4 be received.

BACKGROUND

With funding from the Ontario Ministry of Citizenship and Immigration (MCI), Toronto and Region Conservation Authority’s (TRCA) Strategies for Integration and Retention Project (EEP) started on March 1, 2016 and ended March 31, 2018. Through the development of workshops, online modules, tools and resources, this project is aimed to equip employers in the environmental sector to understand and address considerations related to the hiring, integration and retention of internationally trained professionals.

As part of MCI’s Guidelines, Authority approval of EEP’s Statement of Revenue and Expenditure is required (Attachment 1), as verification that the financial information in the report is complete and accurate.

In addition, MCI requires that a Management Representation Letter be signed by the Chair and Chief Executive Officer / Secretary-Treasurer in regard to the Statement.

RATIONALE

As a result of funding received from MCI for this project, the Authority is responsible for financial reporting and ultimately responsible for reviewing and approving the Statement internally, including verification that:

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- Project funding has been solely applied to costs directly related to the project;
- Funding and/or expenditures from other sources, not directly related to this project, have not been included in the Statement;
- MCI expects that tuition and program fees will be used to off-set program costs related to the delivery of the bridge training project;
- Reported expenditures are net of HST rebates;
- Shared costs have been properly apportioned to the project;
- The project bears full responsibility for absorbing any project deficits;
- Project funds that were provided prior to their immediate need were maintained in an interest-bearing account; and
- Interest earned on project funding has been credited to the project.

The accounting firm of KPMG LLP has completed the audit of the Statement of Revenue and Expenses. The audited statement and accompanying clean opinion are presented in Attachment 3.

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Date: June 1, 2018

Attachments: 4