

**EMPLOYMENT
ONTARIO**

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LOCAL BOARDS

2015-16 Business Plan Instructions

Ministry of Training, Colleges and Universities

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1.0 Introduction

The Employment Ontario 2015 – 16 Local Board Business Plan is to be completed by all organizations requesting funding for local planning activities as described in this document. The following instructions will guide applicants on how to complete the business plan template.

1.1 Purpose

The purpose of the business plan is to describe how the organization plans to accomplish its goals, with agreement of the ministry, within an approved budget and timelines that end on March 31 of each year. Once approved, the business plan will inform the responsibilities and activities as stated in the legal Agreement.

1.2 Strategic Priorities

The priority for local planning is to continue to develop effective tools and resources at the local level that support the ministry's strategic directions. The following key priorities should be reflected in your business plan:

1. Ensure access to accurate, timely and relevant local labour market information as the basis for evidence based analysis and community planning.
2. Engage employers to help identify skill gaps, employment opportunities, training needs and other “demand side” labour market issues and highlight Employment Ontario programs that can help address “demand side” needs. Examples of “demand side” programs are the Canada-Ontario Job Grant or Apprenticeship.
3. Using EO program data and other “supply” side information as evidence, support greater insight into barriers to employment and stronger linkages among employment services through partnership activities that focus on local workforce development needs.

1.3 2015-16 Business Plan Template

The 2015-16 Business Plan template is a standardized template for all Employment Ontario programs, including Local Boards. The maximum number of characters for each of the template fields is **500 characters**. Please keep your descriptions concise.

Local Board Business Plans will be due to the ministry's regional office by **5:00 p.m. on Monday, November 24, 2014.**

The ministry requires the electronic submission of a signed business plan by the due date indicated. Completed business plans must be printed and signed by your organizations' authorized signing officer(s) prior to submission. Please follow the submission instructions on the cover sheet of the business planning template.

Please contact your MTCU consultant if assistance is required.

1.4 Ministry Responsibilities

Upon receipt of the Local Board business plan, the ministry will carefully review each submission and assess proposed operational activities.

Please note that Local Board funding for 2015-16 is expected to remain consistent with the base Local Board funding provided in 2014-15.

1.5 Local Board Responsibilities

Local Boards will include details in their business plan to draw the relationship between:

- The three ministry strategic priorities
- The business plan deliverables/activities

Local Boards are strongly encouraged to consult with ministry staff during the development of their business plan; however each organization is responsible for completing activities identified in its business plan, within budget.

2.0 Business Plan Instructions

The 2015-16 Local Board Business Plan is made up of seven sections:

- Service Provider Corporate Information
- Service Provider Signing Authority
- Service Delivery Site Information
- Organization Overview
- Continuous Improvement
- Performance Commitments
- Deliverables – The Local Labour Market Plan report and partnership projects

2.1 Service Provider Corporate Information

This section of the template will be prepopulated with information available in the ministry database. If you notice discrepancies in the prepopulated data, please make corrections as necessary.

The Corporate Contact Information is the person who will receive all of the system generated emails such as the Estimate of Expenditure Reports (EERs), Statement of Revenue and Expenditure Report (SRER) and other reporting templates. If there is a person more appropriate than the current corporate contact to receive this information, please insert their name and contact details in this section.

2.2 Service Provider Signing Authority

The name of your signing authority will be prepopulated with the name and contact details based on ministry files.

It is the responsibility of each organization to ensure that any individual signing documents such as business plans, Local Board agreements or reports has the legal authority to bind the organization.

To ensure transparency and accountability, it is considered a best practice to ensure that your ministry consultant has an updated list of the individuals, such as board members, who possess legal signing authority.

2.3 Service Delivery Site Information

The site business address section of the template will be prepopulated based on the information in the ministry database. If your organization has relocated, please update the information with the new address.

The section relating to the Service Delivery Language (as advised by MTCU) will require you to identify your primary language of business.

The Site Contact Person has not been prepopulated and will require the Local Board to identify a contact person for their organization.

3.0 Organization Overview

Please provide an overview of your organization and details regarding your organization's capacity. Please keep your responses brief, **no more than 500 characters**.

3.1 Continuous Improvement

Based on Continuous Improvement Performance Measurement System (CIPMS) results, please outline successes and improvement strategies for your Board. Local Boards are also to include an estimated satisfaction rating for 2015-16 CIMPS surveys.

4.0 Performance Commitments

Please include the number of partnership projects that your Board normally completes under the operating agreement.

4.1 Deliverables

The deliverables template should be used to describe your planned activities, outcomes, timelines, estimated budget and quarterly milestones for achieving the

Local Board deliverables. Again, please keep your descriptions succinct, as there is a **500 character maximum** for each template field.

Local Boards are required to provide an estimated expenditure for each of the required deliverables. **The estimated budget will not necessarily total the amount of annual funding that the Local Boards will receive, nor will the Board deliverables be monitored against the estimated budget.** The purpose of this section is for MTCU to trend the estimated cost of each individual deliverable and partnership project. Estimated expenditures should include all costs, including direct project expenses, staff, overhead, etc.

Additionally, Local Boards are asked to outline quarterly milestones for each of their deliverables in order to identify the key steps to completing each of the deliverables.

Local Labour Market Planning Report

The 2015-16 Local Labour Market Plan will be an update of the comprehensive three-year Labour Market Plan that was established in 2014-15.

This product will include an interpretation of supply and demand labour market information, a process of consultations with local stakeholders, service providers and employers and development of an action plan with a three year outlook. This report will include new and emerging actions as well as a brief update on actions noted in your previous plan.

Briefly describe your plans to complete this deliverable by the October 16, 2015 completion date. The milestones for the 2015-16 LLMP should focus on:

- a) An update of the eight base indicators and an interpretation of local employment and workforces changes (based on Statistics Canada data release).
- b) Using the data, local intelligence and other relevant inputs, consult with local employers to obtain information about labour market demand in your area, i.e. skills gaps and shortages, industry training needs etc.
- c) Identify information and planning needs of the local Employment Ontario network, as well as broader support services in your community, including in your October report an overview and analysis of local aggregate EO program/ client data provided by the ministry.

Partnership Projects

In the description of your proposed 2015-16 partnerships, please focus on the following:

- Description of partnership activity.
- Why this is a priority in your area.
- Timelines of the partnership – start date and completion date.
- Estimated expenditure.
- Partners expected to be involved.
- Expected results/outcomes of the partnership.
- Key quarterly milestones.
- **For multi-year partnerships: project phases and corresponding annual outcomes of proposed partnership(s) that cross fiscal years.**
- How and when you will measure the outcome of the partnership.

Please note the following criteria for implementing partnerships:

- The project must be led or co-led by the Board.
- 50% of the partnerships must engage employers.
- Partnerships should address issues identified during the local labour market planning process.
- As much as possible, partnerships should align with and support Employment Ontario priorities.
- Where relevant and appropriate, partnerships should involve Employment Ontario service providers.

To be eligible for approval, Local Board partnership activities must address a local labour market issue or gap, supported by evidence and identified as a priority by community partners, under one or a combination of the following categories:

- Local economic development - advancing local economic development and employer priorities with a focus on the labour market
- Human resource planning – working with employers to identify and meet their employment and skills needs.
- Employment Ontario – working with MTCU to engage and support the local EO service provider network.
- Reflect regional and/or local priorities - including where possible MTCU regional and local strategic priorities.
- Involve a partnership – where at least two or more parties with compatible goals form an agreement to advance the local labour market.

Partnership information must be recorded in the **Partnership Database** once you have received approval from MTCU of your business plan.

Special Project Funding (SPF) – if applicable

If applicable, please complete the deliverable section for Special Project Funding outlining the SPF activities, timelines, cost, outcomes and key milestones.

A Special Project Funds must meet all of the following requirements:

- Project idea and potential costs must be discussed ahead of time with MTCU;
- Project idea and planned outcomes must respond to a need that benefits the Local Board network as a whole;
- Project must include an evaluation component;
- Project must be completed within the fiscal year in which it is being funded unless otherwise approved by MTCU.

5.0 Business Plan Submission

If you have the capability of scanning (PDF format) the signed business plan document:

Click “Print Form” option on the last page of the business plan, to create a hard copy for signing by your organization’s authorized signing officer. Create a PDF version of the signed form.

Click the “Submit Form” button which generates an email to the Ministry. The email automatically includes an .xml file which contains all the data entered into your 2015-2016 Business Plan Template. Attach the scanned PDF document to the email.

If you do not have scanning capability to create PDF documents:

Click “Print Form” option at the bottom of this form to create a hard copy for signing by your organization’s authorized signing officer. Either fax or mail the completed plan to the Ministry.

Click “Submit Form” to generate an email to the Ministry. The email automatically includes an .xml file which contains all the data entered into your 2015-2016 Business Plan Template. Send the email with the .xml file and separately fax or mail the completed signed business plan to the Ministry.

It is your organization’s responsibility to ensure that the information submitted on your PDF, fax or mailed business plan matches the data elements contained in the .xml file.

Local Boards are required to submit an electronic copy of the business plan to the ministry by **5:00 p.m. on Monday, November 24, 2014.**