



**MEMORANDUM TO:** LBS Support Organizations

**FROM:** Barb Simmons  
Director, Service Delivery Branch

**C:** Teresa Damaso, Central Region Branch  
Robert Dupuis, Eastern Region Branch  
Jim Adams, Northern Region Branch  
Sheree Mahood, Western Region Branch

**DATE:** January 10, 2012

**SUBJECT:** Business Planning for Literacy and Basic Skills Support Organizations

**MEMO #:** **LBS2012-02**

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The Ontario Ministry of Training, Colleges and Universities (MTCU) is pleased to announce the commencement of the 2012-2013 business planning process for our Literacy and Basic Skills (LBS) support organizations.

Our priorities for 2012-2013, outlined in the Employment Ontario 2012-2013 LBS Support Organization Business Plan instructions and template, continue to support the goals of the LBS Program and the vision of Employment Ontario. We remain committed to providing quality LBS services to the learners who benefit from our programs. In 2012-2013, the Ministry's strategic direction will focus on the implementation of the Ontario Adult Literacy Framework Curriculum (OALCF) and its ongoing development as it supports clear client pathways across the broader adult education and training system.

### **2012-2013 Business Planning Process**

All support organizations requesting funding to deliver LBS services must complete a business plan. The purpose of the business planning process is for LBS support organizations to plan how they will achieve their performance commitments, in agreement with the Ministry, within budget and within an annual business management cycle that ends on March 31 of each year. Once completed, the business plan will inform the responsibilities and performance commitments in your LBS legal agreement.

These performance commitments will be monitored throughout the year through discussions with your MTCU Consultant.

Similar to last year, all business plans are to be completed based on your 2011-2012 LBS agreement's Schedule B. The Schedule B outlines your performance commitments and the funding allocation the Ministry is providing to achieve these agreement commitments. For the majority of LBS support organizations, funding for 2012-2013 will remain consistent with the base operational funding for 2011-2012.

The business planning templates will be posted on the Employment Ontario Partners Gateway (EOPG) website at <http://www.tcu.gov.on.ca/eng/eopg/programs/training.html>. LBS support organizations will have four weeks to complete and submit their business plans to the Ministry.

You will find there are some changes on the 2012-2013 Support Organization Business Plan template. Most notably, the template itself will now be available for the first time as an online form that you can submit electronically to the Ministry. **Please read and follow** the 2012-2013 LBS Support Organization Business Plan instructions. If you have any questions related to the completion of your plan, please contact your MTCU Consultant.

### **Process for Returning Business Plans**

Business plans are due at the Ministry by **4:00 p.m. on Monday, February 6, 2012**. The Ministry will review your submission, once it is received, and consider if your performance commitments are appropriate for the funding you will receive. Further announcements on the agreement process will be made early in 2012.

The LBS Program is central to the Ministry's commitment to provide opportunities for Ontarians to build critical foundation skills and participate in a knowledge-based economy. We will continue to keep you informed of improvements being made to the LBS Program.

I appreciate your hard work and continued service to our LBS learners.

Sincerely,

Barb Simmons