



MEMORANDUM TO: Local Boards

FROM: Director

DATE: April 7, 2014

SUBJECT: **Local Board 2014-15 Operating and Reporting Requirements**

OBJECTIVE:

The purpose of this bulletin is to provide Local Boards with information on the newly posted Local Board 2014-15 Operating and Reporting Requirements.

This document can be found on the Employment Ontario Partners' Gateway at www.eopg.ca in the section Programs and Services, Labour Market Partnerships (LMP).

BACKGROUND:

Each year the Ministry contracts with Local Boards for local labour market planning purposes. This includes identifying, assessing and prioritizing the skills and employment needs of employers, job seekers, apprentices and learners.

As part of LB performance measurement, the Ministry must monitor and evaluate Local Boards. To help in this process, the Operating and Reporting Requirements outline the Local Board deliverables and identifies timelines for administrative reports due to the Ministry.

Changes to this year's requirements include:

i. A comprehensive Local Labour Market Planning Report

- In 2012-13 and 2013-14, the Local Boards have been required to submit a Local Labour Market Planning (LLMP) Update. In 2014-15 Local Boards will prepare and submit a comprehensive LLMP.
- In addition to the elements of the previous updates, Local Boards will also incorporate:
 - An analysis and interpretation of the 2011 National Household Survey custom tables.
 - Consultations with employers on skills and training issues reflected in potential areas skills misalignment
 - Report on issues/needs identified by local employers.

- Develop a comprehensive and new Action Plan that details new short term, medium term and longer term issues and related strategies to serve as community road map for moving forward on key local priorities. This Action Plan will be the basis for the 2015-16 and 2016-17 LLMP Updates.

ii. Performance Measurement

- The 'Quality and value of the planning consultation' indicator has been reincorporated into the Continuous Improvement Performance Measurement System (CIPMS) to measure the Board's performance as it relates to the consultations for the comprehensive LLMP report.
- The CIPMS report will remain a consolidated form to be submitted by the Local Boards on March 31, 2015.

iii. Financial Reporting

- Local Boards will receive their annual allocation through equal monthly installments.
- Local Boards will be required to provide six (6) Estimate of Expenditure Reports throughout the year.
- Due dates for financial reporting are outlined in the 2014-15 Audit and Accountability Requirements.

If you require further information please feel free to contact your local MTCU office.