

Halifax Immigrant  
Learning Centre

# Annual Report 2006-2007







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## Executive Director's Message

This year has been another one of significant growth for HILC but although we have, indeed, grown new branches and leaves this year, we have also fed and strengthened our roots.

In the last few years HILC has tripled its budget, its number of staff members and, most importantly, its service delivery to newcomers, but this year, as we approach our twentieth anniversary, we also deliberately took the time to focus on not only doing more, but doing what we do better.

In terms of service delivery itself, we have nurtured new programs – the English for Managers, the additional evening class, a LINC 4 class, a Family Learning Program, but we have also strengthened existing programs by adding teaching hours, community contact and employment elements, by increasing volunteer contact and by responding to identified client need. Our online and distance learning continues to be cutting edge key service enhancements for newcomers outside HRM and this year we have added a new location for delivery.

Our research and development team has certainly been busy this year; we have researched and developed a framework for delivering services to newcomers outside HRM, developed an Orientation to Teaching in Nova Scotia for Internationally Educated Teachers and a Language Learning Strategies curriculum but we have also revised and improved a number of our existing resources – all in an effort to go deeper and become more effective and more responsive to our client population.

HILC's service excellence has once again been sustained by strategic partnerships. These ever-increasing and evolving partnerships pave the way for initiatives and new relationships with business, regulatory bodies, community and other stakeholders that promise future opportunities to benefit HILC's clients. This year, our partnership with MISA led to the very successful launch of WINS (Work in Nova Scotia) at the World Trade and Convention Centre in March. For many years HILC, in collaboration with MISA, has been delivering these services to newcomers but this year, in keeping with our goal of strengthening our roots and 'doing it better', putting the pieces together and building WINS led to the establishment of an innovative and integrated bridging model of employment and workplace language service delivery for newcomers to our community.

**Halifax Immigrant Learning Centre is a community based non profit organization committed to supporting the language learning goals of newcomers. In a creative and respectful environment, we strive to provide quality and effective learning opportunities to promote the active participation of newcomers in our community**

### HILC Board of Directors 2006-07

<b>Chair – Craig Morrison</b>
<b>Secretary - Linda Macdonald</b>
<b>Treasurer – Andrew Murphy</b>
<b>Member – Norma Oyler</b>
<b>Member - Brian Condran</b>
<b>Member - Russell Walker</b>
<b>Member - Ross Mitchell</b>
<b>Member – Olaf Berghaus</b>
<b>Ex Officio</b>
<b>Staff – Katherine Macnaughton Andrew Leverman</b>
<b>Executive Director - Gerry Mills</b>



For a number of years HILC has attempted to address the issue of staff remuneration and working conditions and this year we were pleased to be able to respond to many of these outstanding issues. As well, we implemented a new organizational structure with three Program Managers to ensure that the delivery of service to newcomers remains the focus of the work that we do. HILC is proud of its staff. Their loyalty, their dedication and their commitment to the clients, the Centre, their jobs and the issues involved, have given the Centre the reputation that it enjoys today. They truly are the branches from which all grows at HILC and rewarding staff for their work was a highlight of the year.

This year HILC opened its doors to more than 600 newcomers on the path to community and employment integration. 2007-08 has been a pivotal year for HILC and HILC's deepest appreciation is owed to the Board of Directors, volunteers and the extraordinary staff who contributed to our past year's accomplishments. The staff, the research, the partnerships, the programs are all part of the intricate system that supports the language learning of newcomers and helps them to find their place and their home in Nova Scotia.



## LINC

The LINC program at HILC offers newcomers the opportunity to learn English language skills and strategies as well as Canadian culture in a welcoming atmosphere. LINC also specializes in helping clients acquire literacy competency while promoting literacy in the home. HILC employs 6 English as a Second Language instructors, 2 Early Childhood Education instructors as well as 1 Child-Care Worker. Child care is free and is available on site to parents while they are taking part in the classroom training.

This year the LINC program has:

- ✓ delivered English language training on-site and off-site to 160 students
- ✓ provided educational and developmental activities to 38 children in the Child Learning Centre
- ✓ received the benefits of 25 volunteers, 4 medical students and 6 Occupational Therapy students
- ✓ provided an educational placement for 1 Masters student and employment for 1 Teamwork Cooperative applicant
- ✓ developed and implemented a Family Learning Program



In December, 2006 HILC received additional LINC funding which allowed HILC to:

- ✓ increase staff remuneration
- ✓ hire a new full-time LINC Program Manager to oversee the LINC Program and directly supervise the program
- ✓ purchase much needed resources including instructor computers, training materials, child learning materials,
- ✓ increase child minding capacity by expanding the Child Learning Centre and hire an additional Child care worker
- ✓ expand the Family Literacy Program
- ✓ purchase new computers for the Computer Lab.
- ✓ develop, print and distribute revised ESL Computer books
- ✓ respond to increasing demand for higher level LINC language training by setting up a LINC 4 program.

This year the LINC Program has continued to stay connected to the community through its partnerships, guest speakers and field trips which provide opportunities for clients to link with the community at the same time as enhancing their language learning.



## Family Learning Program



A new class that was introduced at HILC this year was the Family Learning Program. This program which started as a pilot project in November, 2006 with funding from the Department of Education's Family Learning Endowment Fund, was expanded through the year with funding from Citizenship and Immigration Canada.

A new instructor leads this program in the afternoons, teaching literacy and language skills to those students who do not read and write in their first language. The focus of this program is increasing the importance of language and learning in immigrant families and the program includes both adults and under school-aged children. The children learn with the early childhood educators but also take part in the ESL class to learn skills with their parents through play, games, songs and rhymes – promoting family learning and literacy in the home. This program is vital to families as more and more immigrants arriving in Nova Scotia are struggling with literacy issues. The area of immigrant family literacy is an issue that HILC would like to focus more energy on in the coming year. HILC is proud to be leading the way in the Atlantic Region around this crucial service.

The Family Learning Program is delivered through a partnership with a local family resource centre - the Fairview Parent 'n Tot Centre. It is delivered three days a week at HILC and two days at Parent 'n Tot. The partnership between the Family Resource Centre and HILC has been of great benefit to all those involved. Parent 'n Tot was searching for a way to reach the immigrant community and HILC was exploring ways to connect newcomers to resources within the community. Many students who attend this class live in the same area as Parent 'n Tot – making it a short walk to and from classes. It has also been wonderful to see that students are often attending the many other programs offered to families by Parent 'n Tot outside class time.





## Child Learning Centre

The Child Learning Centre is at the heart of HILC. It has been an integral part of the organization since its opening 19 years ago and it remains a place to which staff, visitors and clients are drawn.

The Early Childhood Education instructors demonstrate a high level of dedication and commitment to the developmental and language growth of clients' children by involving them in creative play, music, stories and crafts in a welcoming, safe and nurturing environment.

In January, 2007, with the hiring of an additional child care instructor, we were able to increase our capacity so that more children could be cared for in the Centre while their parents were taking part in the language classes.

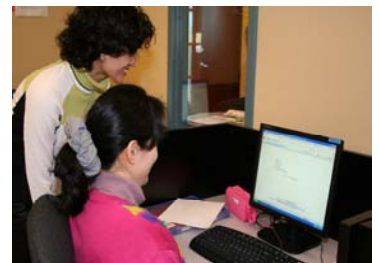
This year, too, the Child Learning Centre has acquired a number of resources and new furniture that has helped to equip the Centre not only to care for the existing children in the Centre but be able to accommodate the needs of a child with special needs. The purchases have helped staff to better deliver a quality program that is designed to teach language, motor and development skills to babies, toddlers and pre-schoolers. These resources help to ensure the program is current with interesting and motivating games, toys and books.



## Computer Training

The computer lab offers clients the opportunity to improve both their English skills through computer assisted language learning and their computer operation skills. Instructors are able to take their clients to the computer lab as is needed and this year HILC hired a part time computer instructor to work with clients of all HILC programs to provide training in Microsoft Word, Excel and PowerPoint.

These courses run twice a week for two month periods with new groups starting every term. Workshops such as keyboarding and emailing are also offered and run once a week all year.





In 2003, in an effort to provide a more holistic and integrative approach to the delivery of settlement services, HILC and MISA began sharing a common location. Over the past three years, the collaborative working relationship has resulted in an innovative and responsive integrated model of employment and workplace language service delivery.

Consistently newcomers have identified that learning the language and finding work are their two major challenges as they settle and make a new home here. Work in Nova Scotia (WINS) is MISA and HILC's response to those challenges. WINS is a client-centered and menu-driven service delivery model which provides a bridging program for the workforce integration of newcomers. It is a unique bridging program that is customized, collaborative and results driven.

Although, together, HILC and MISA have been providing the services for a number of years, in March, 2007, together with the Greater Halifax Partnership and the Halifax Region Immigration Leadership Council, we launched WINS at the World Trade and Convention Centre. The launch was a huge success, with 120 employers and over 200 people participating in the establishment of the WINS program.

We continue to add services to the WINS program in order to increase labor market access for newcomers in Nova Scotia.

HILC provides programs and services under the WINS umbrella through two programs – the Labor Market Language Program and the English in the Workplace Program.





## English in the Workplace (EWP)

English in the Workplace provides workplace language training to newcomers to Canada. The training program is delivered on site in the workplace and is customized to the needs of the employee and the workplace.



This year English in the Workplace offered services to 20 new employers. These new employers included larger workplaces such as the Bedford Institute of Oceanography, Ocean Nutrition and Harris & Roome as well as mid-sized workplaces such as Nova Communications, Seimac and Pete's Frootique. We also supported the employment language needs of immigrant business owners, serving for the first time businesses such as Sushi you and Me, Top Gun Auto Wash, and Annette Siebers Scientific Communications.



Nine established employers used our services again this year, including Citadel Hotel, Irving Fleetway, Barrington Environmental Services, Korea Gardens Restaurant, and International News. We have an ongoing relationship in particular with two employers, Keane Canada and Pier 21 where we are offering courses almost every semester. In total, English in the Workplace has delivered 38 training programs to 90 learners.

This year there was yet more collaboration not only with other HILC programs, particularly the Labour Market Language program but also with MISA. In January we had a joint recognition and graduation event for students, employers and clients from EWP, Labour Market Language Programs, and some programs from MISA's Employment Services Unit. As well, EWP was involved in the WINS launch which took place this spring.

In the summer of 2006 we conducted research, following up on EWP graduates from the past three years. The results of the survey were very positive. Virtually all respondents identified that their English skills had improved since taking EWP training. The majority was satisfied in their jobs, and of those who had changed positions, most had moved to a better one. A significant majority (84%) agreed that since taking EWP training, Canada feels more like home.

In the summer the instructors also further developed teaching resources for EWP learners, including specific writing and pronunciation resources, and resources on Canadian workplace culture.



# Labour Market Language Program



HILC's Labor market Language Programs continue to evolve and grow as we explore and respond to the labor market language needs of newcomers in Nova Scotia. Acknowledging that this cannot be done in isolation, HILC continues to provide leadership in the community to support a smooth transition for newcomers into appropriate employment.

In 2006-07 we provided the following programs to 284 clients:

✓ English for Work and Business	3 programs
✓ Language Learning Strategies	1 program
✓ English for Engineers	2 programs
✓ English for Managers	1 program
✓ English for I E Healthcare Professionals	2 programs
✓ Professional Series	4 programs
✓ Videoconference ESL	3 programs
✓ Evening Class	9 programs

**English for Work and Business** provides business and employment related English language training for professionals from different employment backgrounds. The program focuses on oral and written communication skills vital for the workplace.

**Language Learning Strategies** addresses the needs of professional newcomers who are entering the workforce or returning to school. This is an intensive 120-hour program in which newcomers acquire skills and strategies needed to learn English outside the classroom. Using adult education principles, the class focuses on learning strategies in the four primary areas of language learning: reading, writing, speaking and listening.

**The Professional Series** is a series of workshops for newcomers who want to improve their workplace language skills. Each workshop is a three hour session focusing on a specific workplace language skill. The workshops are in the evenings and are very popular.

**English for Engineers** is an inter-disciplinary language and orientation program for newcomer engineering professionals. It is an intensive communication course that focuses on the language skills needed to practice effectively in a Canadian engineering environment. The course was delivered twice in 2006/07. One session was delivered two evenings a week over a six month period and the other session was daily for 3 months.



# Labour Market Language Program

**English for Internationally Educated Healthcare Professionals** is an inter-disciplinary language training program for newcomer healthcare professionals. It is an intensive communication course that focuses on the language skills needed to practice effectively in a Canadian healthcare work English for Internationally This year the English for IEHP class expanded to include a community component of weekly visits to health related community resources and organizations.

The momentum for internationally educated healthcare professionals (IEHPs) in Nova Scotia continues in 2006-07 as HILC and MISA continue to offer programs and services under the Welcome to Nova Scotia for IEHP initiative:

A specialized employment counselor for IEHP

- ✓ Delivered 2 - 6 week OSCE Preparation Programs for Physicians
- ✓ Delivered 2 - 6 week OSCE Preparation Programs for Pharmacists
- ✓ Delivered 2 - 16 week English for IEHP Programs
- ✓ Developed Pathways to Licensure and Welcome to the Profession Packages for 5 additional healthcare professions
- ✓ In the process of developing a website for IEHPS

**Orientation for Internationally Educated Teachers** is HILC's newest program and is offered through a series of workshops designed to provide a clear overview of the teaching profession in Nova Scotia. Internationally educated teachers bring a valuable global perspective and have a wide range of skills, experience and contributions to offer the Nova Scotia teaching profession and to the wider community.

**English for Managers** addresses the communication and workplace culture needs of Economic Provincial Nominees who want to continue their careers in management positions as part of the Canadian workforce.







## WINS at a Distance



**The Nova Scotia Distance Workplace Skills Initiative** was a nine-month project to develop a coordinated response and a framework to guide continued expansion of services to immigrants in smaller centers outside Halifax Regional Municipality in Nova Scotia. The focus was to be on language, workplace skills, and business support.

While the number of immigrants in Nova Scotia outside HRM is not large, it has been growing steadily as a proportion of the total number of newcomers to the province each year. MISA and HILC have taken the lead in researching, developing and delivering services to immigrants beyond HRM. HILC's English for Work and Business Videoconferencing class and the English in the Workplace Distance Program have both been ground-breaking distance delivery offerings. They have been complemented by two studies: The Enhanced Language Training Extension/Outreach Project (October 2005) and the ELT Distance Delivery Feasibility Report (March 2007)

In addition, for the past few years, HILC has seen an increase in the number of requests for service and support from beyond the Halifax Regional Municipality and Distance Workplace Skills Initiative provided an opportunity to meet with smaller communities in Nova Scotia that want to attract, integrate and retain immigrants. Using the network of Regional Development Agencies across the province as the key contacts, seven community roundtables, three workshops and a larger province-wide discussion were held.



## WINS Distance Programs

The **Videoconferencing Class** has dissolved doubts about distance learning as it continues to surpass our expectations. One of the exciting developments in the Videoconferencing Class this year has been the addition of the Bridgewater site. Learners in Bridgewater join with learners in Truro, Kentville and Halifax every Tuesday and Thursday evenings as they focus on general workplace language skills, incorporating a variety of skills and activities that are connected to real life. As well as learning the language newcomers need to function in a Canadian workplace, participants also learn about Canadian workplace culture and expectations. The program has also helped create a sense of community amongst students and alleviate isolation. HILC's strong partnership with the Nova Scotia Community College has contributed to the tremendous success of this groundbreaking program.



**English in the Workplace** is expanding to support newcomers outside HRM to offer customized workplace English classes for newcomers who are already employed. The EWP instructor uses a blended learning approach with Moodle and Skype. The latter allows the instructor and student to share applications, as well as communicating with a webcam and microphone. This allows for discussion as well as collaboration on written assignments and interactive exercises.

At present, EWP staff is concentrating on developing a network of contacts with employers and newcomers outside HRM, so that both know that they can have access to the benefits of the EWP program. Our first student in the EWP Distance program was a hydro geologist from China, working at Dillon Consulting in Sydney, Cape Breton. The training was delivered live, using a computer, a web camera and the internet. The training has been very successful, based on feedback from both employer and employee, and we are continuing to do distance training with this clients. We hope to expand our distance delivery in the coming year.



## Evening Classes



The need for English as a Second Language training outside the regular work day continues to grow. A third evening class was added this year allowing HILC to offer a level 4 class, a level 5 class and a combined level 6/7 class.

Many newcomers to Canada leave formal language training because of family and financial responsibilities to find work but still need to improve their English skills to be able to integrate culturally, socially and economically into the community. The classes operate on a continuous intake basis that is flexible and responds to the needs of the learners. This year the Evening Class Program provided language training to 100+ clients.

## Employment Placement Programs

HILC applied for and received three employment placement programs with Human Resource Skills Development this year. One of the placements was through the Team Work Cooperative. Tom Higgins worked with the LINC program to provide assistance both in the ESL classroom and the Computer Assisted Language Learning (CALL) program in the Computer Lab.

Sanja Pecelj also worked with the LINC program to develop and pilot a range of life skill and literacy resources.

Hien Truong worked in the summer of 2006 with the English in the Workplace program to conduct some research on the impact of the program

HILC continues in being fortunate in being able to attract very competent and committed individuals who want to explore working in the settlement field while gaining valuable workplace experience.





## Volunteers

Through new partnerships and word of mouth HILC has welcomed the contributions of 248 volunteers this year. Volunteers have been active at board, delivery and consultation levels and they bring time, energy; and perspectives to HILC that strengthen the programs and the organization.

Many of the program volunteers this year have been placed in the two literacy classes offered at HILC. HILC program volunteers are provided with an initial orientation and information session and then placed in a class that fits the instructor, the volunteer and most importantly, the needs of the client(s). The program volunteers quickly form bonds with the students, often referring friends and families as volunteers to the program. These mutually gratifying relationships leave an unforgettable experience with the volunteers and the clients.

HILC has been incredibly fortunate to benefit once again from the many contributions of the volunteers this year – their dedication, commitment and skills are valued and truly make a difference in the lives of the newcomers and the operation of HILC. During a December party held at St Andrew's Recreation Centre this year, this dedication was celebrated through a volunteer appreciation event.





# Resource Development



HILC is recognized nationally and internationally for the publications and resources produced by the creative and talented staff. Publication requests have been received on a continuous basis from all corners of the world. The ESL Computer Books have been on the Top 20 Downloads from the National Adult Literacy Database for the past 3 years and have been downloaded over **100,000 times**.

The following are resources developed at HILC in 2006-07:

- English for Work and Business Curriculum Guidelines
- Language Learning Strategies – Instructor Manual
- Language Learning Strategies – Student Workbook
- Orientation for Internationally Educated Teachers - Instructors Manual
- Orientation for Internationally Educated Teachers - Student Workbook
- Updated English for IEHP Student Workbook
- Updated ESL Computer Book – The Internet
- ESL Computer Book –Microsoft Word 2003



Currently under development

- The Mechanics of Writing Curriculum which focuses on the basics of writing, including grammar, spelling, sentence and paragraph development, and writing the introduction, body and conclusion of a document.
- Professional Writing Skills Curriculum which focuses on the skills needed to write more effectively for the workplace, exploring different writing styles and different types of writing.
- Authentic Listening – a listening and comprehension resource for newcomers
- Workplace Culture Scenarios – a compilation of workplace culture scenarios to help identify cultural similarities and differences in the workplace.
- Practice English on Your Own: A Self Study Guide for English Language
- Pronunciation – a resource for newcomers to assist in improving pronunciation
- A set of video Workplace culture scenarios





# Funding

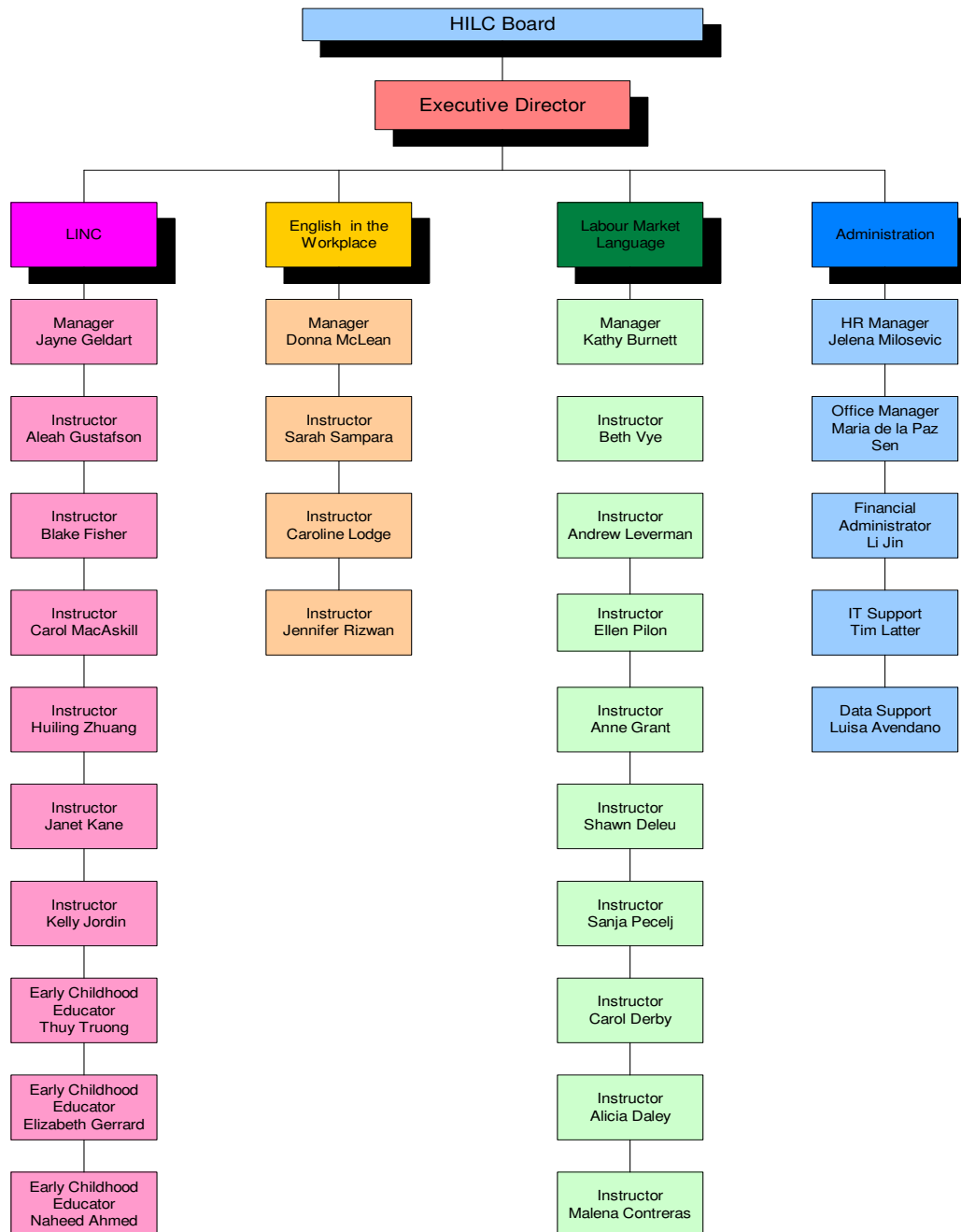
- **HRSD**
  - ESL instructional assistant
  - Summer student for longitudinal tracking
  - Literacy and Life skills Developer and instructor
  - Nova Scotia Workplace Skills Initiative Research
- **Nova Scotia Department of Education**
  - On site English in the Workplace language training
  - Evening class for employed/under employed CLB 4
- **Family Learning Initiative Endowment Fund**
  - Family Learning Program
- **Citizenship and Immigration Canada**
  - LINC Literacy
  - LINC 1,2,3
  - Child minding Services
  - Family learning Program
  - English for Work and Business
  - Videoconference ESL
  - Research and Development
  - Evening Class CLB 5 and 6/7
- **Health Canada**
  - Development of pathways to licensure
  - English for Internationally Educated Healthcare Professionals
  - Development of Workplace scenarios
  - Development of IEHP website
  - Development of updated IEHP curriculum
- **Nova Scotia Office of Immigration**
  - English for Engineers
  - English for Managers
  - Language Learning Resource Development
  - Development of website
  - English for Work and Business
  - Videoconference ESL
  - Research and Development
  - Evening Class CLB 5 and 6/7





## HILC Staff

The most valuable resource of any organization is its staff. Services at HILC are delivered by a team of outstanding professional and committed staff and volunteers who work together to help newcomers to learn the language that they need to successfully integrate, social, culturally and economically in our community.





## Regional & National Involvement

HILC staff members continue to devote time to participate in national initiatives within the settlement and ESL sector. Currently HILC staff members sit on the following boards/committees:

- ✓ Atlantic Region Association of Immigrant Serving Agencies (ARISA)
- ✓ Multicultural Education Council of Nova Scotia (MECNS)
- ✓ Teachers of English as a Second Language Nova Scotia and Canada (TESL)
- ✓ Metro Council on Continuing Education
- ✓ Canadian Council for Refugees
- ✓ Centre for Canadian Language Benchmarks
- ✓ Halifax Region Immigration Leadership Council
- ✓ HRILC Employer Engagement Task Force

## Client Profile

This year again, with 2,580 newcomers to our community, once again there was a distinct increase in the number of immigrants coming to Nova Scotia. Some trends that HILC staff has noticed in the past year include:

- ✓ Increased number of secondary migrants from other parts of Canada
- ✓ Significant increase in Provincial Nominee Program participants in all HILC programs
- ✓ Newcomers with a higher language level
- ✓ Newcomers with more profession and work related language needs
- ✓ Increased number of refugees from Africa and Middle East
- ✓ More single clients
- ✓ More clients who have few, if any, literacy skills in their first language
- ✓ More single parents with children under the age of 5
- ✓ More request for intensive and focused language training programs
- ✓ Increased sense of urgency with regard to language training
- ✓ Increased request for services outside HRM
- ✓ Increased demand for services in the evening and/or weekend



# Annual Statistics 2006-2007

## Year 2006/07

### Total Number of Clients served

554

### Top 5 Countries HILC Clients

PRC  
Korea  
Iraq  
Afghanistan  
Egypt

### Top 5 Professions HILC Clients

Engineer  
Teacher  
Accountant  
Management  
Physician

### Gender of HILC Clients

Male: 37%  
Female: 63%

### Immigration Class of HILC Clients

Immig. Class	LINC	LMLP	EWP
Refugee	47%	5%	7%
Family	23%	24%	36%
Independent	10%	44%	24%
PNP	17%	12%	
Other		15%	





## Highlights of the Year

### **Our live-in partner**

HILC's co-location with MISA continues to be of enormous benefit to both organizations by allowing us to provide a unified voice in the community, a higher profile for immigration and settlement issues and most importantly, to create opportunities for enhanced collaboration and programming that support the successful integration of newcomers into our community. HILC and MISA now share contracts that jointly support twenty five members of our staff. The divide between language and employment and language and settlement becomes ever narrower as we assemble, merge and link programs.

### **Upwards and onwards**

In December, 2007 MISA and HILC, due to the two organizations adding more programs and services, MISA and HILC expanded and added "The Annex". The Annex is upstairs from the main office and has the offices of 12 members of HILC-MISA staff and two extra classrooms.

### **HILC as a Visionary Organization**

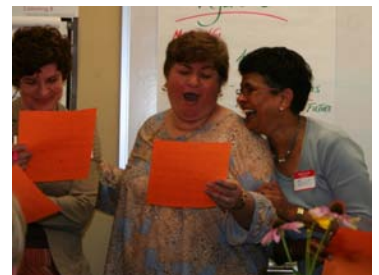
One of HILC's strengths has always been a strong commitment to identify opportunities to address the needs of newcomers within our community. We continue to be leaders in our field both locally and nationally.

### **Supporting the Staff**

This year has been a pivotal one in terms of staff support. Salary scales were developed for all staff, based on experience, education, seniority and performance; most of HILC employees were placed on salary with accompanying benefits; additional resources were purchased to assist staff to more effectively do their jobs and two overnight retreats were provided to most HILC staff members.

### **Videoconference ESL Program**

The videoconference language training delivered in partnership with Nova Scotia Community College continues to be lauded as a model for distance language delivery in Canada and this year we added another site and Bridgewater became the fourth videoconference site in Nova Scotia.





## Highlights of the Year



### **WINS Programs Graduation**

The interest on the part of employers, regulatory bodies, professional associations and other stakeholders was overwhelming and many potential partnerships were born at these events where the accomplishments of newcomers were celebrated and where the contributions of workplaces were acknowledged.

There were two graduations of the Labor Market Language Programs in 2006-07, both of which were covered by a wide range of media, including radio and TV. and were attended by the Deputy Minister of Immigration, the Executive Director of the N.S. Office of Immigration, the Mayor of Halifax and CIC representatives.



### **Structural Re-Organization**

HILC has experienced significant growth in the last few years which meant that the organizational structure needed to be changed to reflect and support the growth. In 2006-07 three Managers for the LINC, English in the Workplace and Labor Market Language Programs were appointed. This has resulted in more efficient and effective delivery of all HILC programs.

### **Resource/Materials Development**

HILC has always sought additional opportunities, both with and without funding to expand and improve service to newcomers by developing training materials. HILC has a reputation across the country (and beyond) for developing and making available excellent resource materials. We also know that they are used extensively in most provinces, in the public school system in many parts of the USA and in many literacy organizations across the country.

In addition, the HILC Healthcare curriculum is being used in Manitoba, Newfoundland, PEI and New Brunswick, the English for Work and Business curriculum is used extensively in Alberta and New Brunswick and the Engineering and Teachers curricula have become very popular this year.

### **Visit of the Minister**

The Honourable Carolyn Bolivar Getson, Minister of Immigration visited both the HILC-MISA offices and the Bridgewater videoconference class. It is always an excellent opportunity for all staff and newcomers to talk to our elected officials and the Minister, on both occasions, took the time to meet them and respond to questions.



## Highlights of the Year

### **Staff Retreats**

The opportunity arose this year to provide two overnight retreats for staff – one for the LINC staff, together with MISA Settlement Unit and one for the WINS staff. Staff used the retreats to brainstorm, forge links, develop strategies, discuss challenges – all in an effort to do what we do better. We also had fun!

### **More Than just English**

HILC has always provided more than just English. We provide a place where newcomers to Canada can learn about and enjoy Canadian culture. This year, among so many other activities we:

- ✓ Organized and celebrated a winter holiday party
- ✓ Celebrated Valentine's Day with a pot luck
- ✓ Visited Sugar Moon Maple Syrup Farm
- ✓ Went on a visit downtown
- ✓ Picked apples in the valley
- ✓ Went bowling
- ✓ Used the Sobeys and the Superstore Community rooms for cooking various foods
- ✓ Invited guest speakers from over 20 community agencies
- ✓ Visited used clothing stores



### **Making a positive difference in the lives of newcomers**

Every staff and volunteer member at HILC has stories that have affected them and energize them to do excellent work in situations that are sometimes challenging. They are always the personal stories. This year, as always, we'd like to thank the newcomers who trust us enough to share their stories and to allow us to play a small part in their lives. Thank you.





# **HALIFAX IMMIGRANT ENGLISH AS A SECOND LANGUAGE SOCIETY** (operated as Halifax Immigrant Learning Centre)

## FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2007

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Mary M. Boyd, C.A.



## Mary M. Boyd

Chartered Accountant


To the Directors of  
HALIFAX IMMIGRANT ENGLISH AS A SECOND LANGUAGE SOCIETY

I have audited the Balance Sheet of Halifax Immigrant English as a Second Language Society (operated as Halifax Immigrant Learning Centre) as at March 31, 2007 and the Statements of Operations and Changes in Net Assets and Cash Flows for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

As with many not-for-profit organizations, the organization derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was unable to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, assets or net assets.

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of donations, these financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

  
Chartered Accountant

Halifax, Nova Scotia  
June 2, 2007

**HALIFAX IMMIGRANT ENGLISH AS A SECOND LANGUAGE SOCIETY**  
(operated as Halifax Immigrant Learning Centre)  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
YEAR ENDED MARCH 31, 2007

Citizenship and Immigration Canada		Nova Scotia Office of Immigration										Others										2007		2008													
		New Brunswick Department of Education										Health Canada																									
		Language Instruction for Newcomers to Canada		Enhanced Language Training		Communication and Workplace Orientation		English for Engineering Professionals		Labour Market Language Training		Enhanced Language Training		English for Workplace 06-06		English for Workplace 06-07		Health Care Professionals		Summer Career Placement		Distance Workplace Skills Initiative		TEAMwork Co-op		Family Learning Initiative		LINC Conference		Capital Assets		General		Total		Total (Note 3)	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
REVENUE		306,552	148,469	15,421	50,893	38,970	70,730	44,988	90,745	148,517	1,885	83,465	4,903	5,570	823	15,640	1,028,271	3,250	1,868	14,418	1,043,197	598,216	597,111														
Government Grants																																					
Donations and membership (Note 8)																																					
Bank interest																																					
Miscellaneous revenue																																					
EXPENSES		226,626	87,535	14,981	25,608	28,695	45,571	40,359	87,703	80,690	1,885	32,928	4,903	5,570	155	18,490	683,024	82,848	52,848	16,840	11,418	11,986	14,769	1,283	18,490	3,250	1,868	14,418	1,043,197	598,216	597,111						
Wages and benefits		28,762	22,000		4,765	3,266	2,018	941	160	14,412		8,454																									
Rent (Note 4)		1,004	4,777		374	398	1,114	1,398	1,850	542		7,249																									
Travel		16,981	2,897	16	574	201	332	2,281	332	3,000		469																									
Materials and supplies		1,039	1,182		644	1,022	2,355	258	258	320		2,389																									
Printing		1,039	1,182		644	1,022	2,355	258	258	320		2,389																									
Communications		1,039	1,182		644	1,022	2,355	258	258	320		2,389																									
Repairs and maintenance		15,189	1,000	80	179		1,629	18	18	13		1,000																									
Photocopy		1,769	400				73																														
Development		1,701	8,100		559		3,869	625	177	3,295		1,000																									
Postage		105	343		70		24	2		150																											
Advertising and promotion		6,825	6,042				225			5,277																											
Bank charges		210	340		269	163	229	49	63	459		9,400																									
Utilities		1,220	2,500		11,071	1,150	4,060			780																											
Conflicts		2,900								26,318																											
Project evaluation																																					
Resources																																					
Insurance		1,350	2,330	241	1,665	1,013	1,848			2,864																											
Furniture and equipment																																					
Administrative fee																																					
HST		6,364	4,136	54	3,500	605	1,523			4,524																											
Miscellaneous		1,787	102	26	515	804	2,318	257	165	3,986		2,704																									
Depreciation								59				2,400																									
EXCESS OF REVENUES OVER EXPENSES		306,552	148,469	15,421	50,893	38,970	70,730	44,988	90,745	148,517	1,885	83,465	4,903	5,570	823	15,640	1,028,643	82,848	52,848	16,840	11,418	11,986	14,769	1,283	18,490	3,250	1,868	14,418	1,043,197	598,216	597,111						
FOR THE YEAR																																					
NET ASSETS, beginning of year																																					
NET ASSETS, end of year																																					

Mary M. Boyd, C.A.



**HALIFAX IMMIGRANT ENGLISH AS A SECOND LANGUAGE SOCIETY**  
 (operated as Halifax Immigrant Learning Centre)  
**BALANCE SHEET**  
 March 31, 2007

	2007														2006						
	Language Instruction for Newcomers to Canada	Enhanced Language Training	Communicative Workplace Orientation	English for Engineering Professionals	Labour Market Language	Enhanced Language Training	Language Learning Resources	English for Workplace	English for Workplace	English for Workplace	Distance Education	Summer Career Placement	Workplace Skills Institute	TEAMwork Co-op	Family Learning Initiative	LINC Conference	Capital Assets	General	Total	Total (Note 3)	
ASSETS																					
CURRENT																					
Cash																					
Guaranteed Investment Certificates																					
Grants receivable (Note 4)	43,656	31,472			60,000	2,968		60,000	19									38,796	38,815	19,724	
HST receivable																			120,000	116,535	
Other receivables (Note 5)												78,251						13,908	13,908	1,231	
Prepaid expense																		2,818	2,618	1,212	
Due from General Fund																		388	388	388	
Due from Other Funds																					
CAPITAL																					
Equipment (Note 6)	43,656	31,472	41,296		70,483	2,968	32,079	69,527	78,251									58,706	114,426	332,086	139,100
Accumulated depreciation																			53,285	14,554	
																		19,725	4,065	4,065	
																		33,530	33,530	10,469	
	43,656	31,472	41,296		70,483	2,968	32,079	69,527	78,251									33,530	114,426	385,619	149,569
LIABILITIES																					
CURRENT																					
Bank overdrafts																					
Deferred revenue (Note 7)																					
Due to General Fund	43,656	31,472	41,296		70,483	2,968	32,079	69,527	78,251									84,175	84,175	33,710	33,710
Due to Other Funds	43,656	31,472	41,296		70,483	2,968	32,079	69,527	78,251									12,534	230,194	96,088	96,088
DEFERRED CONTRIBUTION TOWARDS CAPITAL ASSETS																					
																		12,534	314,369	131,798	131,798
																		20,996	20,996	6,384	6,384
NET ASSETS	43,656	31,472	41,296		70,483	2,968	32,079	69,527	78,251									30,251	30,251	20,996	11,387
																		114,426	385,619	149,569	149,569

Approved by the Board:

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Mary M. Boyd, C.A.





## HALIFAX IMMIGRANT ENGLISH AS A SECOND LANGUAGE SOCIETY

(operated as Halifax Immigrant Learning Centre)

### STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2007

	2007	2006 (Note 3)
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Receipts from Government	1,133,277	623,784
Other	17,930	7,015
Payments for Expenses	(973,415)	(573,847)
<b>INVESTING ACTIVITIES</b>		
Payment for capital assets	(38,701)	(14,554)
<b>CASH INFLOWS FOR THE YEAR</b>	<b>139,091</b>	<b>42,398</b>
CASH (DEFICIENCY OF), beginning of year	19,724	(22,674)
<b>CASH, end of year</b>	<b>158,815</b>	<b>19,724</b>
Comprised of:		
Cash in bank	38,815	19,724
Guaranteed investment certificate	120,000	
	<b>158,815</b>	<b>19,724</b>