

## **“OTTAWA’S HIDDEN WORKFORCE”, 1998: INTRODUCTION BY ROBERT T. CHISHOLM, June 2005**

I consider it important that this document be made available for reference by all Canadians interested in dealing with the unemployment problem in Ottawa and Canada as a whole. I was not able to locate an electronic file for this report through the City of Ottawa or OCRI, so I scanned it myself from my original hard copy. The Ottawa Economic Development Corporation, which prepared this report in 1998, has since been absorbed by OCRI.

I refer particularly to those of us in Ottawa’s high tech industry who were laid off during the “slump” which started in early 2001; most of us have been classified by Statistics Canada as “Not in the Labour Force”, without even being told officially, due to our having been out of work for a year or more.

There could be as many as 40,000 of us in Ottawa still out of work, though we do not have access to the data which would prove the true situation; any conclusions based simply on fluctuations in the numbers employed, reported by Statistics Canada, are speculative and subject to major errors caused by many factors. The situation is made even more confusing by the fact that two different methods of counting the numbers employed in Ottawa’s high tech industry are in use, one by Statistics Canada and one by OCRI; the two systems include different populations of Ottawa high tech companies and job functions as exemplified by the NOC occupation classification system. Both sets of numbers have been reported from time to time in local media, such as “The Ottawa Citizen” and “The Ottawa Business Journal”. Currently, the only way to establish the correct numbers – more particularly, those still out of work who were laid off – is by reference to the S.I.N.’s of the people affected, which are not available to private individuals such as us; on the other hand they are available to employers (who need them to make Income Tax payments and for other purposes) and within government. Consideration of the Venn diagram applying to this situation, and the attributes of the people involved, makes the importance of this obvious. It is impossible to track what happens to a group of people, and how many still want work but don’t have it, without knowing who the people are.

Further, the number of “official” unemployed at any given time is, as this report shows, totally mis-leading and understates the true situation by a factor of about 4. Yet media reports still focus exclusively on the “official” unemployed, which thus equates to under-stating the numbers of jobs needed by a factor of about 4. Most of the discrepancy, as this report shows, arises from people classified as “Not in the Labour Force” who, in practical terms, are in fact unemployed; yet this group is never mentioned in the monthly Labour Force Survey by Statistics Canada, given to the media. This in my view is extremely dangerous because it equates to hiding from public view, and hiding from federal M.P.’s up to and including the Prime Minister of Canada, a large number of prospective taxpayers. Therefore, this omission constitutes a direct threat to the Canadian tax base and funding for essential government services such as health care, the military and security services.

The latest City of Ottawa Talent plan (April 2003) does not cite the figures from “Ottawa’s Hidden Workforce”. It also contains no targets for numbers of new jobs to be created, or any time tables for these; this presents obvious difficulties, but ultimately there is obviously no way that this can be avoided. Responsibility for this is shared by everybody, for obvious reasons.

The original “Ottawa’s Hidden Workforce” report was contained in two separate documents:-

1. The main report, “Ottawa’s Hidden Workforce”. Total 31 pages.
2. “Additional Appendices for: Ottawa’s Hidden Workforce August 1998”. Total 18 pages.

In my electronic version presented here, they are combined – in the order shown – to prevent any inadvertent separation of the main report from the base data, that might happen if they were in two separate files.

In the original report, the **Working Age Population for the Ottawa CMA** - WAP for short, or “Population 15+” – was given as **654,100** persons but the **total population base – including those under age 15 – was not given. We (OttawaHiTech) estimate the total population base as 771,900 persons** – reference as follows:-  
<http://groups.yahoo.com/group/OttawaHiTech/message/3712>

The figure comes from one of our members who had access to population data and labour force numbers. It seems to me to be correct partly because the resulting percentage of the population under age 15 is about the same as for Canada as a whole. Note that the “Ottawa CMA” referred to in this 1998 report is different from and smaller than the “Ottawa-Gatineau CMA” now commonly reported upon in the media.

Some changes have been made to the charts and tables in “Ottawa’s Hidden Workforce” main report, to obtain satisfactory clarity. Among other things, the original charts were all in slightly different shades of blue and blue-grey. This led to unsatisfactory results, particularly with the pie charts, when they were scanned; they were un-readable when left as they were. Several of the charts and tables in the original document were also spread over 2 pages; notes have been added to aid the reader.

I have sent this document to OCRI with a request that they review it and report any errors to me, for correction.

Robert T. Chisholm B.Sc.Hons.(Eng.), Visual Software Developer, Ottawa, June 2005. Questions: [chisholm@storm.ca](mailto:chisholm@storm.ca)

# Ottawa's Hidden Workforce

The logo for the Ottawa Economic Development Corporation. It features the word "Ottawa" in a stylized, blue, serif font. Above the letter "t" is a blue silhouette of a city skyline with a star above it. Below "Ottawa" is the text "Economic Development Corporation" in a smaller, blue, sans-serif font.

**Ottawa**  
Economic Development Corporation

*Note: Detailed appendices to this report are available on request. They contain the source tables for all charts, a description of how the data were acquired and a detailed description of the workforce adjustment program interventions outlined in "The Data at a Glance." To request a copy, contact:*

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1-888-5-OTTAWA Website: [www.ottawaregion.com](http://www.ottawaregion.com)*

## Acknowledgements

This report is the culmination of exemplary efforts by many individuals dedicated to Ottawa's economic development. It also marks a new beginning for collaborative and concerted initiatives designed to improve employment prospects and business opportunities for individuals and companies. Shirley Westeinde, past Chair of the Ottawa Economic Development Corporation (OED), deserves particular recognition for her commitment and perseverance in advancing Community Economic Development. Paul Koch, Chair of OED's former Community Economic Development Committee, has been a tireless worker and contributor. His contributions to focusing the community on the key issues of unemployment and under-employment merit special recognition. Sandra Huntley, her team listed in Appendix 2, and employees of OED are the ones to whom we are enormously indebted, for their competence, zeal and patience in assembling material that may well prove to be seminal in nature. Finally, OED and the Ottawa community extend our thanks to Human Resources Development Canada for making possible the publication of this report.

### **Brian Barge**

President

Ottawa Economic Development Corporation

July 1998

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# Executive Summary

In a knowledge-based economy, the quality of the workforce drives economic development. If a region is to grow through its workforce, it must have sound, current information about the workforce, present and future, including data about its size, skills and education profile. A region also requires accurate, up-to-date information about the human resource needs of local employers. And, more than likely, it needs programs that align one with the other.

Where does Ottawa stand?

- We have a much larger pool of workers than conventional reporting indicates.
- We need a fresh outlook on our workforce data systems and programs to meet the challenges of Ottawa's new economy.
- Our workforce data systems and programs would have a different effect if they were designed to improve the fit between local workforce skills and local employers' needs.

Ottawa has a significant "hidden" workforce: two thirds of Ottawa's unemployed don't show up on the radar screen when the federal government counts the region's unemployed workers. When discouraged workers, social assistance recipients and other potential workers are counted, the region's 1997 average unemployment rate was not the reported 8.8%, but rather 23%. This jumps further to 28% - a percentage that represents the combined under-employment and unemployment rate when involuntary part-time workers are counted.

Although we know this hidden workforce exists, we don't know enough about it. Ottawa lacks systems to collect and analyze demographic and other data (education level, skills profile and barriers to employment) about the people intended to benefit from workforce adjustment programs. Ottawa also needs a means to collect and update local industry requirements. Without appropriate information on the labour force available, its capabilities and local industry needs, we can't expect workforce adjustment programs to achieve their goals.

In fact, public sector workforce adjustment programs are targeting less than 30% of the region's nearly 145,000 unemployed and under-employed people. For example, federal programs (worth \$27 million in 1998-99) mostly target less than 10% of the region's unemployed and under-employed, specifically the people receiving Employment Insurance. Provincial and regional programs reach only about another 20% of the region's unemployed and under-employed, that is, the 27,575 employable people eligible for social assistance.

Interventions that seek to get people off Employment Insurance and social assistance are not the same as programs that seek to align local labour force skills with local industry needs. Having better data about the size and composition of the region's workforce and the needs of local employers would enable the community to design training, reskilling, apprenticeship, partnership and other labour market adjustment programs with the needs and skills of local industry and local workers in mind.

Meanwhile, the size of this uncounted group is increasing more rapidly than the working-age population as a whole. In fact, the size of this hidden workforce is increasing across Ontario, but Ottawa has seen a sharper rise than the province overall, despite significant public and private spending on local labour force adjustment programs.

This report is intended to motivate local leaders to seek appropriate workforce information and to invest in the infrastructure needed to keep it current. It is also intended to kick-start discussion among local leaders and policy makers - discussion that will result in region-specific interventions to improve employment prospects in Ottawa by supplying our local industries with appropriately skilled labour, and our available workforce with fulfilling job opportunities.

# Learning How to Count

Although unemployment in Ottawa is declining (7.1% as of April 1998), the official unemployment figures mask some important workforce trends.

## ***Real unemployment is higher than reported.***

Since the term "unemployed" is an official label for people who are "not working but available and looking for work," it inadvertently excludes a large proportion of the working-age population, that is, those who are neither working nor looking for work. But some people have put off looking for work or have given up entirely because they believe that no job opportunities exist for them. They are by definition, therefore, not unemployed. People on social assistance are also not usually counted among the unemployed. Factoring discouraged workers and people on social assistance into the calculation of Ottawa's unemployment rate would give us a more complete picture of unemployment in the region.

## ***Labour force participation is declining.***

Ottawa's working-age population grew by 16.1%, nearly 91,000 people, between 1990 and 1997. During the same period the active labour force - which includes both the employed and the official unemployed - grew by only 9.4%, fewer than 38,000 people.<sup>1</sup> What happened to the other 53,000 people? If they're not counted in the labour force, how can labour force adjustment programs be designed to meet their needs? Declining labour force participation is a province-wide trend. The number of working-age people who are not in the labour force grew by 27% in Ontario between 1990 and 1997. But the rise has been sharper in Ottawa than in the province overall: 33% in the same period.<sup>2</sup>

## ***Official statistics count as "employed" many people who are inappropriately or inadequately employed.***

As we detail later in this report, significant numbers of people who would prefer full-time employment find they have to accept part-time work while they look for a full-time job. In addition, many people qualified for high-literacy or high-skill jobs find themselves working in low-literacy or low-skill jobs.<sup>3</sup>

Efforts to help the unemployed and under-employed find meaningful work in Ottawa have traditionally fallen into two broad categories: government-sponsored assistance programs that aim to get people back to work and private-sector training and development efforts.

The Ottawa Economic Development Corporation (OED) wanted to know more about the total pool of potential workers in Ottawa and about the effectiveness of current public- and private-sector efforts to help these people find meaningful work. Our assumption was that the fit between available programs and the needs of the unemployed and under-employed was imperfect and this study sought to test that assumption by assembling and comparing two kinds of information:

- a more detailed picture of Ottawa's unemployed and under-employed workforce, based on existing data; and
- an inventory of interventions by government and others to help the under-employed and unemployed become full participants in the workforce.

The findings from this study highlighted a further need for information on the present and future human resource requirements of local employers. Without such information it is impossible to make reliable recommendations about how workforce adjustment programs can improve the alignment between potential workers' skills and local employers' needs.

We hope that the findings presented in this report will motivate local leaders to seek out better information about Ottawa's workforce and about the needs of local industry. We also hope that this report will kick-start discussions on how public- and private-sector interventions can become more precise instruments of workforce adjustment in Ottawa.

# Methodology

Our goal was to develop a snapshot of the region's working-age population, to assess the usefulness of existing data and to test our assumptions.

Research for this report was conducted over six months, from October 1997 to March 1998. The study area was limited to the Ottawa CMA (see definitions, Appendix 1) because of the difficulties in securing accurate primary data from a range of area-specific sources. These sources vary greatly with geography.

A local Advisory and Resource Group (listed in Appendix 2) was created at the outset to provide specialized expertise, ongoing advice and continued feedback throughout the study.

For the demographic section of this report, a preliminary snapshot of Ottawa's true working-age population was prepared and presented to the Advisory and Resource Group. This picture was then revised based on expertise routinely sought from the group to ensure an accurate and complete portrait of the area's workforce.

A similar procedure was followed for the inventory of program interventions. A preliminary listing was created based on a review of secondary literature, individual interviews with representatives from the training and education community, attendance at numerous public-sector program update briefing sessions, and ongoing consultation with professional training associations and industry-specific organizations. The resulting inventory was then circulated to the Advisory and Resource Group and revised to ensure its comprehensiveness.

## DEMOGRAPHIC DATA

The unemployed and under-employed are not an easily identified or homogeneous group. Traditional sources do provide data on the more visible sub-groups, such as people collecting Employment Insurance, but little research has been done to determine the true size and nature of the entire under-employed and unemployed population in any given region. For that reason, data for this research was derived from many sources. Sources are listed in Appendix 3.

Primary sources include various national studies conducted by Statistics Canada. Some of these, such as the Labour Force Survey, are ongoing studies that provide data specific to the Ottawa region. Others are one-time only, national studies, such as the Survey of Persons not in the Labour Force. This particular study was triggered by the recession in 1990. It is the only significant source of Canadian information of this kind. Data specific to the Ottawa region was extrapolated from this survey.

Several sources of data for this report are local survey results from municipal, provincial and federal departments concerned with social services, employment, urban planning and human resource issues in Ottawa. For instance-, information on Ottawa's social assistance recipients was derived from the Regional Municipality of Ottawa-Carleton Social Services Department's New Applicants Study.

## PROGRAM INVENTORY DATA

Interventions included in this inventory were limited to relatively short-term (i.e., one year or less) practical, employment training or retraining programs. They include those that are publicly funded as well as private-sector initiatives. Interventions that deal primarily with health, social or pre-employment issues, including lifeskills programs run by community health centres and the Regional Municipality of Ottawa-Carleton Social Services Department's shelter and food security programs, were deliberately excluded as they fell outside the scope of this study.

Further analysis focused on the ability of these inventoried programs to meet functional requirements in five key areas: capacity building, employment training, financing, mentoring, and workplace co-op or placement. A detailed description of these programs is available on request from the OED.

# The Data at a Glance: 1997<sup>4</sup>

## Demographic Data

Working-age population (WAP) ( 654,100 )



Not in the labour force (NILF) ( 211,600 )



Active labour force (LF) ( 442,500 )



Students,  
retirees



Employed ( 403,700 )



Fully  
employed  
( < 378,700 )



( 80,500 )

- Discouraged workers
- Employable social assistance recipients (SARs)
- Other (unknown)

Official  
unemployed  
( 38,800 )

- Not receiving Employment Insurance
- Receiving Employment Insurance

Under-  
employed  
( > 25,000 )

- Involuntary part-time workers
- Skilled immigrants
- Post-secondary graduates

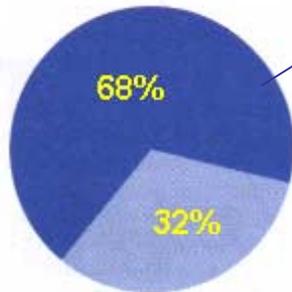
# Ottawa's Working-age Population

In its monthly Labour Force Survey, Statistics Canada typically collects and reports data on Ottawa's working-age population (15 years and over). In 1997, this population averaged 654,100 people. Of these, 442,500 people were in the labour force - 403,700 employed and 38,800 unemployed. The remaining 32% of the working-age population (211,600) were not in the labour force (NILF). Those not in the labour force include students, retired people and others<sup>5</sup>.

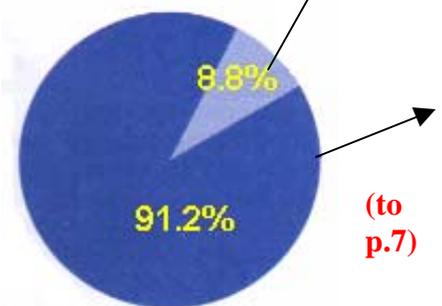
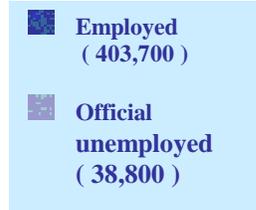
This study assembled data on four sub-groups of the working-age population:

- the 38,800 official unemployed;
- the under-employed segment of the "employed" population;
- a subset of the NILF population, specifically the 80,500 people who are neither students nor retired; and
- groups that have been specifically identified and targeted in employment-related public policies and programs.

Ottawa's Working-age Population<sup>6</sup>



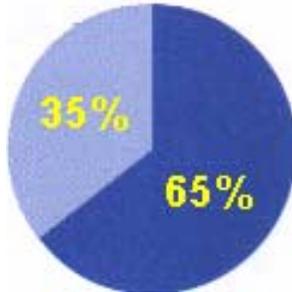
Ottawa's Active Labour Force<sup>7</sup>



(from p. 6)

## The Official Unemployed: Who Are They?

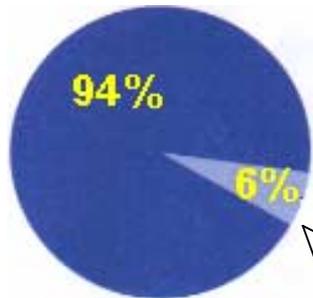
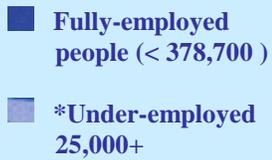
### Employment Insurance<sup>8</sup>



(from p.6)

## The Under-employed: Who are They?

### The Under-Employed<sup>13</sup>

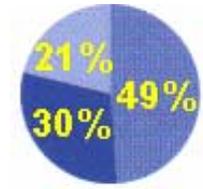
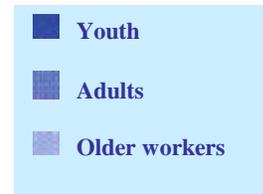


Of Ottawa's 403,700 employed people, about 75,000 are part-time workers. According to Statistics Canada's 1997 Labour Force Survey, one third of these part-time workers - 25,000 people - would rather be working full time.<sup>11</sup>

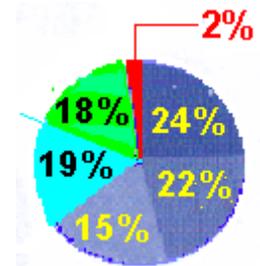
Other under-employed workers in Ottawa include an unknown number of post-secondary graduates who are unable to find full-time work in their field.

Among the region's 28,467 immigrants, 1,800 professionals trained in Central Europe, South Asia and the Middle East are employed as semi-professionals or non-professionals (and a further 900 are not employed at all).<sup>12</sup>

## The Official Unemployed: Age<sup>9</sup>

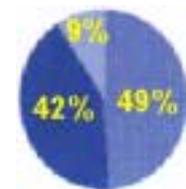


## The Official Unemployed: Educational Attainment<sup>10</sup>

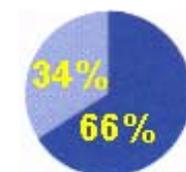
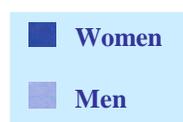


- The 25,000 known people are Ottawa's involuntary part-time workers. The plus sign represents a further 1,800 highly skilled but under-employed immigrants, as well as an unknown number of post-secondary graduates who are unable to find work in their field.

## Involuntary Part-time Workers by Age<sup>14</sup>



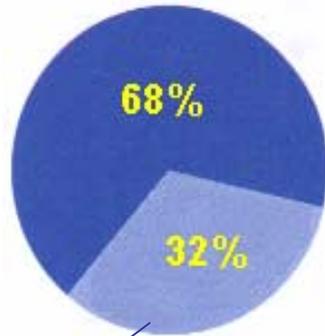
## Involuntary Part-time Workers by Gender



## Not in the Labour Force: Who Are They?

### Ottawa's Working-age Population

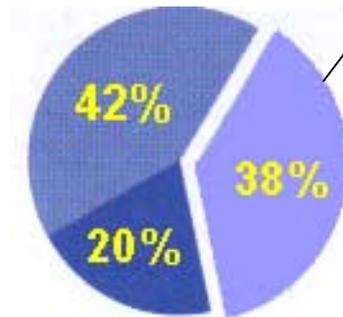
- People in the active labour force ( 442,500 )
- People not in the labour force ( 211,600 )



(to p.9)

### Not in the Labour force: Who are they?<sup>15</sup>

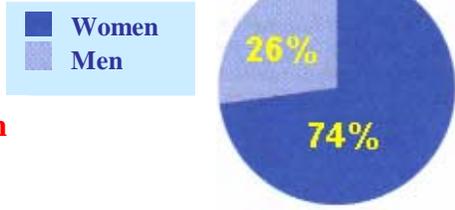
- Students ( 42,000 )
- Retired people ( 89,000 )
- Other ( 80,500 )



(to p.9)

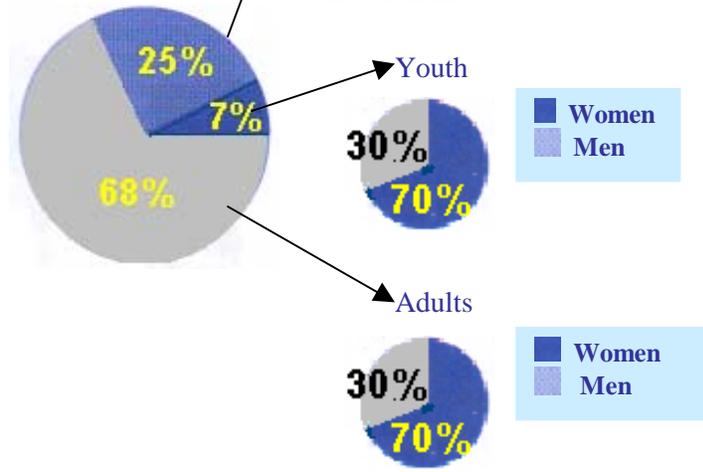
**Not in the Labour Force:  
Excluding Students and Retired People**

**Gender<sup>16</sup>**



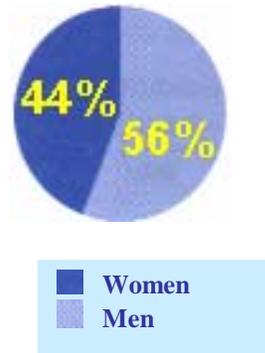
(from p.8)

**Age and Gender<sup>17</sup>**

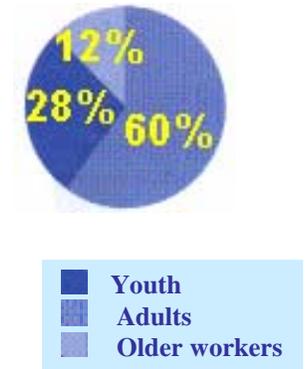


**Employable Social Assistance Recipients**

**Gender<sup>19</sup>**

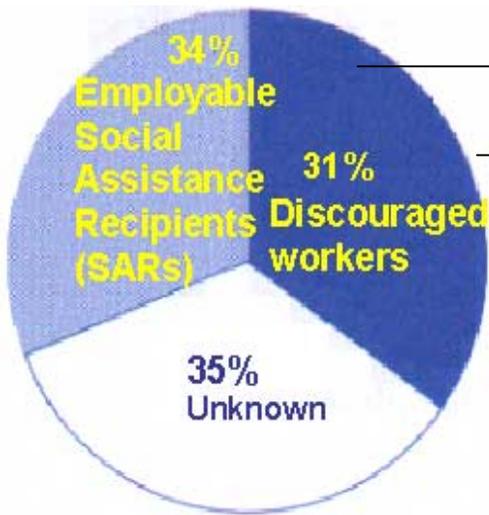


**Age<sup>20</sup>**



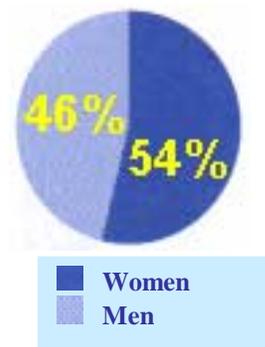
(from p.8)

**Discouraged Workers and Social Assistance Recipients<sup>18</sup>**

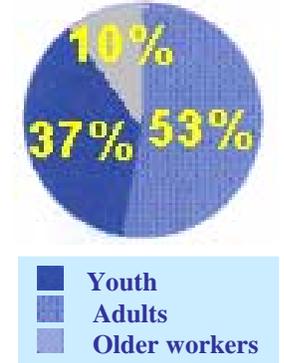


**Discouraged Workers<sup>21</sup>**

**Gender**



**Age**

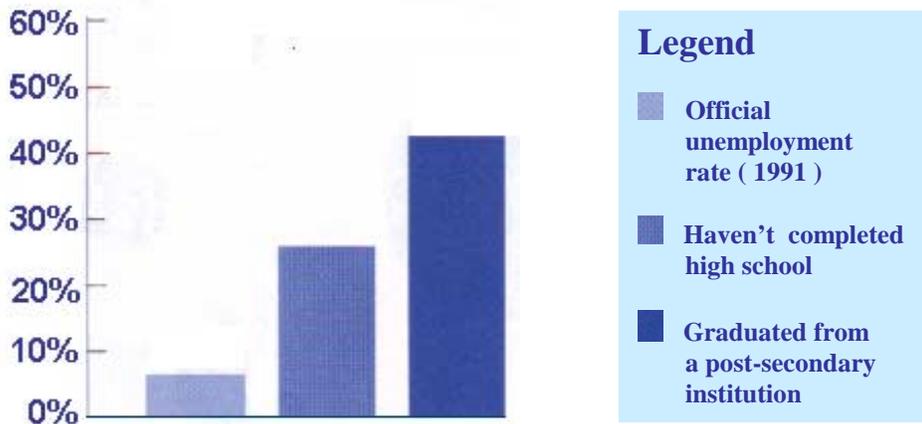


## Equity and Special Target Groups: Who Are They?

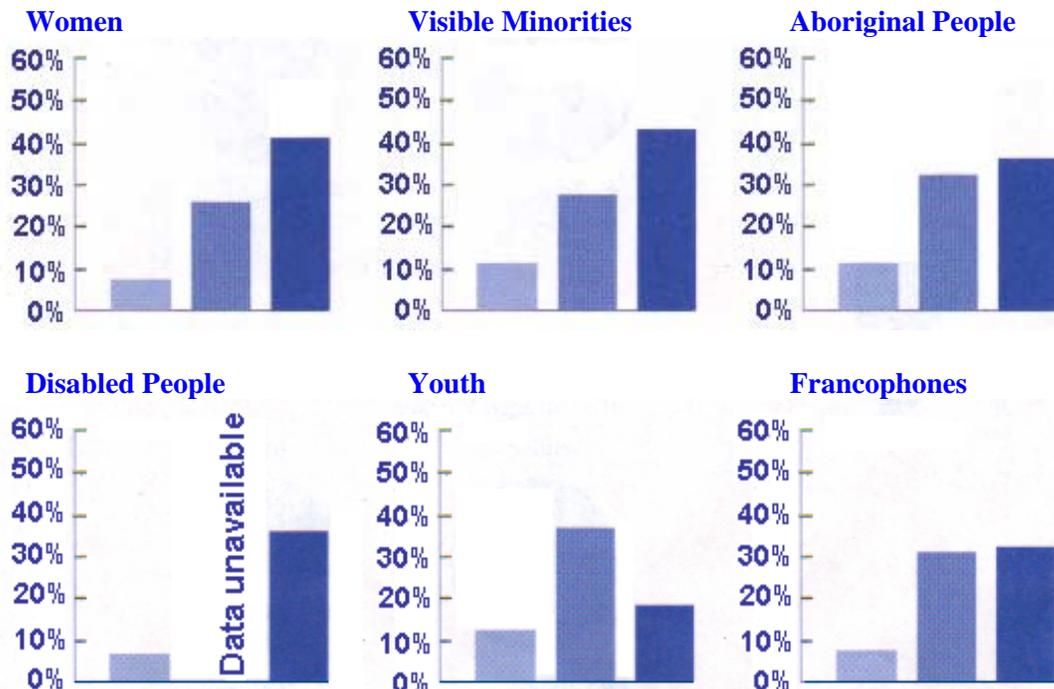
Public policies and programs routinely target certain groups for special consideration, assistance and monitoring in the area of employment. They are women, visible minorities, Aboriginal people, people

with disabilities, youth and francophones. The only available data on employment among these groups comes from Statistics Canada's 1991 Census and 1991 Health and Activity Limitation Survey.

Ottawa's Working-age Population



## UNEMPLOYMENT RATES AND EDUCATIONAL ATTAINMENT OF EQUITY AND SPECIAL TARGET GROUPS<sup>22</sup>



# Program Inventory Data

The nearly 145,000 unemployed and under-employed people described need help surmounting barriers to meaningful employment.

These include:

- a lack of social skills
- inadequate literacy or numeracy skills
- inadequate education
- unfamiliarity with Canadian culture, languages or workplaces
- inadequate family support arrangements, such as extended daycare
- a lack of industry-specific skills or knowledge
- outdated skills and expertise
- the lack of current, practical workplace experience
- a shortage of time and/or money to get needed training

Solutions vary - encompassing a continuum that ranges from short-term to life-long strategies. In recent years much public-sector attention has been focused on developing relevant, contemporary long-term interventions that involve significant restructuring and investment by the social services, educational and health systems. Private-sector engagement has been particularly focused on creating more knowledge workers for the region's advanced technology industries.

Generally, however, significant numbers of unemployed and under-employed individuals may not require long-term interventions to join the workforce. For them, hopes for integration rest with relatively short-term (i.e., one year or less) practical, employment training or retraining programs that are focused on real and immediate jobs.

In recent years many of the traditional, publicly funded resources allocated for this purpose have been discontinued or cut as governments at all levels have reduced their spending. What remains is constantly changing, making it difficult to determine which programs and initiatives are still available to deliver practical, short-term employment training.

The challenge for this study was to compile a current and accurate inventory of those types of opportunities now operating in the region. The programs listed below are presented in two categories - those created by publicly funded programs and those delivered by others. Note that some duplication will occur between the two; for example, a private training organization may deliver a program that is all or partially publicly funded.

Although the following inventory is extensive, it is not exhaustive. It represents our best efforts to identify initiatives operating at the time this document was written to help the unemployed and under-employed secure employment.

## Inventory of Enabling Programs and Opportunities In Ottawa

This inventory is intended to be a baseline that can be updated periodically. It is limited to:

- practical training/retraining initiatives for which long-term employment is the expected, immediate outcome
- programs that are relatively short term (i.e., one year maximum)

### Publicly Funded Initiatives

#### FEDERAL

Skills, Loans and Grants  
Targeted Wage Subsidy  
Work Sharing Agreements  
Job Creation Partnerships  
Self-employment Assistance  
Purchase of Training  
Local Labour Market Partnerships  
Employment Assistance  
Youth Programs (5)

#### PROVINCIAL

Literacy and Basic Skills

1. Ontario Basic Skills (OBS)
2. Adult Basic Literacy and Numeracy (ABLN)
3. Ontario Community Literacy (OCL)

Apprenticeship Programs

Job Connect - Connexion emploi (formerly Career Employment Preparation Program or CEPP)

1. Information and Referral
2. Planning and Preparation
3. On-the-job Training

Labour Market Adjustment Program

Others

#### REGIONAL

Ontario Works

1. Employment Support
2. Employment Placement
3. Community Participation

## Other Initiatives

### ENTREPRENEURSHIP

OED's Entrepreneurship Centre  
La Cité des affaires

### PRIVATE TRAINING ORGANIZATIONS (40)

### COLLEGES (2)

### COMMUNITY-BASED TRAINING ORGANIZATIONS (20)

### PRIVATE/INSTITUTIONAL/PUBLIC CONSORTIA (4)

O-Vitesse  
Bridge camps  
Ottawa Centre for Research and Innovation (OCRI) HR Initiative  
Youth Internship Programs (3)

### OTHER

Volunteer Centre  
Placement agencies (private, not-for-profit, student)  
Line 1000  
Local Agencies Serving Immigrants (LASI) (5)

## Public Sector Programs and Opportunities Available in Ottawa

**\*\*see note at bottom of page**

**\*\*FUNCTION**

	Capacity building		Employment Training	Financing		
	Individual	Community		Income support	Initiative support	
<b>FEDERAL PROGRAMS</b>						
a. Skills, Loans and Grants	---	---	✓	✓	---	■
b. Targeted Wage Subsidy	---	---	---	✓	---	■
c. Work Sharing Agreements	---	---	---	✓	---	■
d. Job Creation Partnerships	✓	✓	✓	✓	✓	■
e. Self-employment Assistance	---	---	✓	✓	---	■
f. Purchase of Training	✓	---	✓ referral	✓	---	■
g. Local Labour Market Partnerships	---	✓	✓	✓	✓	■
h. Employment Assistance	✓	---	✓ referral	✓	---	■
i. Youth Programs (5)	✓	---	---	✓	---	■
<b>PROVINCIAL PROGRAMS</b>						
a. Literacy and Basic Skills (LBS)						
1. Ontario Basic Skills	✓	---	---	✓	---	■
2. Adult Basic Literacy and Numeracy	✓	---	---	✓	---	■
3. Ontario Community Literacy	✓	---	---	✓	---	■
b. Apprenticeship Programs	---	---	✓	✓	---	■
c. Job Connect (formerly CEPP)						
1. Information and Referral	✓	---	✓ referral	✓	---	■
2. Planning and Preparation	✓	---	✓ referral	✓	---	■
3. On-the-job training	✓	---	✓	✓	---	■
d. Labour Market Adjustment Program	---	✓	✓ referral	✓	✓	■
<b>REGIONAL ONTARIO WORKS</b>						
1. Employment Support	✓	---	✓ referral	✓	---	■
2. Employment Placement	✓	---	✓	✓	---	■
3. Community Participation	✓	---	✓	✓	---	■

## Other Programs and Opportunities Available in Ottawa for the

**\*\*see note at bottom of page**

**\*\*FUNCTION**

	Capacity building		Employment Training	Financing		
	Individual	Community		Income support	Initiative support	
<b>ENTREPRENEURSHIP</b>						
OED's Entrepreneurship Centre	---	---	✓	---	---	■
La Cité des affaires	---	---	✓	---	---	■
<b>PRIVATE TRAINING ORGANIZATIONS (&gt;40)</b>						
COLLEGES (2)	✓	---	✓	---	---	■
<b>COMMUNITY-BASED TRAINING ORGANIZATIONS (&lt;20)</b>						
CONSORTIA	---	---	✓	---	---	■
Private/Institutions/Public (4)	---	---	✓	---	✓	■
<b>OTHER</b>	✓	---	referrals	---	---	■

**In the original document, this table was spread over 2 pages. Right hand half is on next page.**

**\*\* See "Key Functions of Training Programs", on page 16 (.pdf file page 20) for descriptions of Functions.**

**■ ■ ■ ■ ■ Table line markers – use these to line up this page with the next one, if you print it out.**

# for the Unemployed and Under-employed

**\*\*FUNCTION \*\*see note at bottom of page**

Mentoring	Workplace Co-op or placement	TARGET CLIENTELE	PERCENTAGE OF TOTAL OTTAWA-AREA UNEMPLOYED AND UNDER-EMPLOYED SERVED BY PROGRAM	
		(1998 job creation targets are in bold)		
		<b>'98 Target: 2,800 jobs; limited to those on EI or eligible for an EI clawback</b>		
■ ---	---	a. Those receiving EI	} <b>9.5</b>	
■ ---	✓	b. The employed - 340 jobs retained in '97		
■ ---	✓	c. The employed		
■ ---	✓	d. Those receiving EI		
■ some	✓	e. Those receiving EI - 260 participants/yr		
■ ---	---	f.g.h. All under-employed and unemployed; f. is to be sunsetted by '99		
■ ---	✓	i. Youth 15-30 years		
■ ---	---	a. <b>5,014 people</b> participated in LBS programs in '97		} <b>20</b>
■ ---	---	1. SARs 19+ years		
■ ---	---	2. SARs 19+ years		
■ ✓	---	3. SARs 25+ years		
■ ---	✓	b. <b>700 qualified participants/yr.</b>		
■ ---	---	c. Youth, 40% must be SARS		
■ ---	---	1. NILFs		
■ ---	---	2. NILFS, '98 target: 3,800		
■ some	✓	3. NILFS, <b>'98 target: 2,000</b>		
■ ---	✓	d. All under-employed and unemployed		
■ ---	---	1. NILFS, '98 target: 21,298 served/mo.	} <b>20</b>	
■ ---	✓	2. SARS, '98 target: <b>2,583 job placements/yr.</b>		
■ ---	✓	3. SARS, '98 target: 2,982 unpaid placements/yr.		

# Unemployed and Under-employed

**\*\*FUNCTION \*\*see note at bottom of page**

Mentoring	Workplace Co-op or placement	TARGET CLIENTELE
■ ✓	---	WAP. Business start-ups
■ ✓	---	
■ ✓ some	✓ some	WAP. Those who qualify and who have the time and ability to pay
■ ✓ some	✓ some	WAP. Those who qualify and who have the time and ability to pay
■ ---	✓ some	All under-employed and unemployed, through publicly funded programs
■ ✓	✓	WAP. Those who qualify and who have the time and ability to pay
■ ---	✓ some	All under-employed and unemployed

**In the original document, this table was spread over 2 pages. Left hand half is on previous page.**

**\*\* See "Key Functions of Training Programs", on page 16 (.pdf file page 20) for descriptions of Functions.**

**■ ■ ■ ■ ■ Table line markers – use these to line up this page with the previous one, if you print it out.**

## Key Functions of Training Programs

### CAPACITY BUILDING

- Individual Capacity Building

These programs provide individuals with tools or opportunities to gain life and personal skills that empower them and improve their quality of life or their ability to find employment.

- Community Capacity Building

This is the combined influence of a community's commitment, resources and skills, which can be deployed to build on community strengths and address community problems.

### EMPLOYMENT TRAINING

Workshop, seminar or classroom training that is practical and specifically focused on skill development or enhancement directly applicable to the workplace.

### FINANCING

- Individual Income Support

Support is provided to an individual to pursue a training or retraining program, i.e., usually Employment Insurance or social assistance.

- Initiative Support

Financing is provided to the initiative as a whole. For example, a business may be financed; a project may receive funding for equipment, start up costs, overhead, etc.; a process may be funded that enables a community to develop its own adjustment strategies, or a company may invest in developing its future workforce.

### MENTORING

Coaching, expertise and/or practical advice provided by a qualified individual intended to pass on knowledge, confidence and information in a specific area of expertise, an industry, a sector, a job or a business.

### WORKPLACE CO-OP OR PLACEMENT

Practical, on-the-job experience that provides exposure to a real work environment, enhanced skill development and opportunities for permanent employment as part of the training or retraining package.

# What Do We Know So

# Far?

## **ABOUT THE OFFICIAL UNEMPLOYED: 38,800 PERSONS**

Almost half of the official unemployed in Ottawa are in their prime earning years - ages 25 to 44 – and a third are under 25. Almost 60% overall are male.

Lack of education is a problem for many of these individuals. Overall, 48% have only high school or less and this rises to more than 60% for the under-25 group.<sup>23</sup>

A better education and prior work experience are still no guarantee of employment for others in this group. According to Statistics Canada's 1997 Labour Force Survey for the Ottawa CMA, 16% have university degrees, another 16% have post-secondary certificates and many were last employed in management, professional or administrative jobs (15%) or service industries (49%).<sup>24</sup>

Access to publicly funded labour adjustment programs that may reskill these individuals for the current workplace is mostly limited to those receiving Employment Insurance (13,700 persons in the Ottawa area). This represents less than 10% of the total unemployed and under-employed population identified by this report. Further, 1998-99 targets for these programs indicate that only 2,800 individuals, or less than 2% of Ottawa's total unemployed and under-employed, are expected to get jobs as a result.<sup>25</sup>

## **ABOUT THOSE NOT IN THE LABOUR FORCE: 80,500 PERSONS**

These are individuals who have left the labour force but are not at school and have not retired. Overall, almost 30% rely on other family members for their income<sup>26</sup> and almost half are dependent on some form of public assistance (social assistance, Employment Insurance or pensions).

Three quarters are women, many with children (i.e., more than half of the under-25 group); family obligations predominate as the reason they have left the labour force. The men in this group indicate that their primary reason for leaving the labour force was a lack of available work or that they were awaiting a recall.<sup>27</sup>

Education also appears to be a significant obstacle for many of these individuals, with almost 60% of those under 25 not having completed high school.<sup>28</sup>

Individuals in this group are unable to take advantage of federally funded programs that might enable their workforce participation, since eligibility is limited to those who qualify for Employment Insurance. Other publicly funded programs are available to those in this group who are receiving social assistance, but those eligible represent less than 20% of the total unemployed and under-employed population in Ottawa.

Among those not in the labour force, this study identified two major sub-groups.

### **DISCOURAGED WORKERS:**

These people, estimated to number 25,000 in Ottawa, have left the labour force because they perceive that no job opportunities exist for them. They are predominantly prime age workers (25-54) and slightly more than half are women.

They have no access to publicly funded labour adjustment programs unless they are receiving social assistance.

### **SOCIAL ASSISTANCE RECIPIENTS:**

The number of employable social assistance recipients in the Ottawa area is conservatively estimated at 27,575 people. Sixty percent are in their prime earning years (25-54) and slightly more than half are men.

Lack of education or job-related skills appears to be a significant problem for many in this group; almost 50% have Grade 11 or less and 70% are semi-skilled. On the other hand, almost one quarter have a post-secondary education and 6% were last employed in managerial or professional occupations.<sup>29</sup>

Language and cultural barriers may exist for many of the 15% who are immigrants or refugees, and adequate childcare may be a problem for the 15% with children under 6.<sup>30</sup>

Among employable social assistance recipients, young people (15-24) are a particular concern. They represent almost 30% of this sub-group and more than 70% of them have not completed high school.<sup>31</sup>

Because they are receiving social assistance, these individuals are all eligible for many publicly funded labour adjustment programs. However, 1998 targets for Ottawa indicate that employment is the expected result for only 2,583 individuals.<sup>32</sup> These targets represent less than 10% of all employable social assistance recipients and less than 2% of the total unemployed and under-employed population in the region.

### **ABOUT THE UNDER-EMPLOYED: 25,000 PERSONS**

These individuals are employed in part-time jobs because they are unable to find full-time work. For them, employment often means low wages and working without access to either benefit packages or pension plans.

Almost 50% of the estimated 25,000 under-employed in the Ottawa area are prime age workers (25-54) and 66% are women.<sup>33</sup>

These workers are unable to gain access to publicly funded labour adjustment programs that would enhance their ability to find better work because they are, most often, not eligible for Employment Insurance or social assistance.

There are two other sub-groups of under-employed workers identified in this research.

### **SKILLED IMMIGRANTS:**

There are 2,700 immigrant professionals in Ottawa who are unable to use their education and backgrounds in their present employment situation. Of these, 100 are employed in semi-professional positions, 1,700 are in not-professional positions and 900 are unemployed.<sup>34</sup>

Unless they are receiving social assistance or Employment Insurance, these individuals are not eligible to participate in the publicly funded labour adjustment programs that might enable them to capitalize more effectively on their expertise.

### **POST-SECONDARY GRADUATES:**

Many recent graduates are finding it difficult to get started in their professional field because they lack practical work experience or core technical education. Nevertheless, two years after graduation, 82% are working – one third of them in part-time jobs because they cannot find full-time work.<sup>35</sup>

Most recent graduates do not meet the Employment Insurance or social assistance eligibility requirements for public-sector labour adjustment programs.

### **ABOUT EQUITY AND SPECIAL TARGET GROUPS:**

Individuals described in the following equity and special target groups may also be represented in any of the preceding categories. Each of the equity groups has higher than average official unemployment rates and higher numbers of individuals that have not completed high school. Historically, these groups are identified in Canadian public policy as special targets for labour adjustment programs. However, with the exception of Aboriginal people and, more recently, youth, there are no programs specifically designed to help individuals in these groups enter the labour force.

### **WOMEN:**

Although more women are entering the labour force than ever before, they also remain the primary caregivers to dependent children and families. This continues to be a major barrier for many women, particularly those who are single parents.<sup>36</sup>

Women are eligible for many publicly funded programs if they are receiving Employment Insurance or social assistance, but the availability of programs is limited and childcare and transportation costs often make participation difficult.<sup>37</sup>

Many working women are in low-wage, part-time employment.<sup>38</sup> Because they are employed, these women are not eligible for publicly funded programs that might help them improve their education or skills, yet they lack the time and financial resources to pursue upgrading on their own.

#### **VISIBLE MINORITIES:**

Visible minorities make up almost 12% of Ottawa's working-age population. They are a well-educated group (43.5% have a university degree or diploma), but they also have the highest level of unemployment of all equity groups (11.5%).<sup>39</sup> This would suggest that racial or cultural barriers preclude their fuller participation in the workforce.

#### **ABORIGINAL PEOPLE:**

Aboriginal people are a very small portion of the region's working-age population (2.6%). Of these, however, almost 36% have a diploma or university degree.<sup>40</sup>

#### **PEOPLE WITH DISABILITIES:**

In Ottawa, 40% of people with disabilities are not in the labour force, but nearly 57% are employed. Thirty-six percent of those with disabilities have a university degree or diploma, and 53% have a high school diploma or less.<sup>41</sup>

#### **YOUTH:**

Young people – ages 15 to 24 - make up 18% of the region's working-age population. Unemployment and lack of education are clearly linked issues with this group; 11.3% are unemployed and only 18.2% have a college diploma or university degree. Almost 40% have not yet completed high school.<sup>42</sup>

#### **FRANCOPHONES:**

Ottawa's francophone population makes up 20% of the working-age population. Francophones are the least well educated of all the equity and special target groups apart from youth (32% have a university degree or college diploma), but they have the greatest success finding employment (only 6.7% are unemployed).<sup>43</sup>

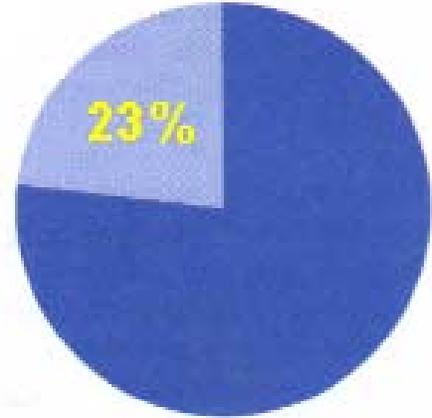
# Findings and Implications

*The number of unemployed people in Ottawa is three times as great as reported.*

Officially, there were 38,800 unemployed people in the region in 1997. Unofficially, the number is about 120,000. This figure, which includes discouraged workers, people on social assistance and others who are neither students nor retired people, rises to about 145,000 when involuntary part-time workers are added in. It also raises the 1997 average unemployment rate from the official 8.8% to 23% (28% when involuntary part-time workers are factored in). This conjures a very different picture of Ottawa's employment scene from the one based on official unemployment statistics.

## Real Unemployment in Ottawa

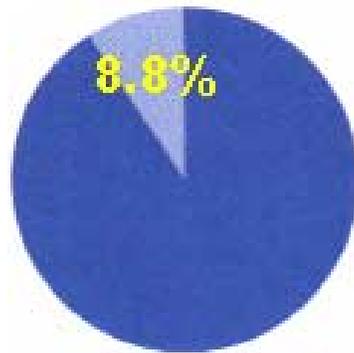
■ Total unemployed (119,300)



119,300 = UE + NILF (subtracting students and retired people)  
523,00 = WAP (subtracting students and retired people)

## Official Unemployment in Ottawa

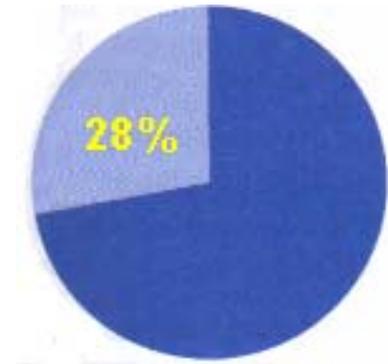
■ Official unemployed (38,800)



38,800 = UE  
442,500 = LF

## Combined Unemployment and Under-employment in Ottawa

■ Total unemployed and under-employed (144,300)



144,300 = Under-E + UE + NILF (subtracting students and retired people)  
523,000 = WAP (subtracting students and retired people)

### Legend:

WAP	working-age population	654,100
LF	active labour force	442,500
UE	official unemployed	38,800
Under-E	under-employed	25,000
NILF	not in the labour force	211,600
students		42,000
retired people		89,100

***Current labour force information, policy-making and programming interventions are based on incomplete data.***

We need to look at the whole picture. From a strategic and planning perspective, incomplete estimates of the size and composition of the region's unemployed and under-employed populations make it difficult to design effective employment transition and integration programs -- ones that are tailored to the specific needs and characteristics of Ottawa's employable, working-age population. Knowing more about the region's total potential workforce and the region's industrial needs profile would make it possible to design training, reskilling, apprenticeship, partnership and other labour market adjustment programs with the needs and skills of local industry and local workers in mind.

Having better data about the size and composition of the region's workforce would also help local leaders market the region's workforce to prospective employers, ones who are looking for precisely what we have to offer.

***Programs to get people off the public purse are not the same as ones designed to align the skills of the local labour force with the human resource needs of local employers.***

At present, publicly funded labour adjustment programs are designed centrally, as instruments of public policy in Canada. They are not a response to local circumstances, nor are they geared to address specific local industrial requirements or individual workforce participants' needs.

- \* For example, federal programs (worth \$27 million in 1998-99)<sup>44</sup> are directed at a small proportion (about 9.5%) of the region's unemployed and under-employed, specifically those receiving Employment Insurance.
- \* Similarly, provincial and regional programs reach only about another 20% of the region's unemployed and under-employed, those eligible for social assistance.
- \* This means that 70% of the region's 145,000 unemployed and under-employed people are not eligible to participate in publicly funded workforce adjustment programs.

***Ottawa needs a fresh outlook.***

There is much to build on. Current industry-driven initiatives to define new skill sets that meet labour market requirements in our advanced technology sectors are leading the way. Recently introduced public-sector initiatives such as the provincial Ontario Works program and the federal Local Training Advisory Board in Ottawa suggest that public policy makers are also recognizing the need to find new solutions to our workforce challenges. But much work remains to be done. We still need better information about Ottawa's pool of potential workers and a database of the employment-related programs that serve them. We also need a more complete picture of local industry's human resource needs.

Our hope is that this report will kick-start broader discussions among local leaders - politicians and business, industry and community leaders - and policy makers, and that these discussions will yield region-specific interventions aimed at improving employment prospects overall and ensuring that our local industries are adequately supplied with appropriately skilled labour.

# Endnotes

- <sup>1</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA.
- <sup>2</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA and Ontario.
- <sup>3</sup> Krahn, Harvey. *Workplace Literacy Issues in Canada*. Edmonton, AB: University of Alberta, 1998. On page 8 of this analysis of the Canadian workforce based on Statistics Canada's International Adult Literacy Survey (IALS), Krahn comments on the match of skills and job requirements for employed Canadians: "We observe about 20% of employed Canadians with skills exceeding their job requirements, compared to about 5% in the opposite situation (low skills but in jobs that appear to require considerable literacy skills)."
- <sup>4</sup> Detailed appendices, available from the Ottawa Economic Development Corporation (OED) on request, contain the source tables for the charts in this report, as well as a description of how the data were acquired. These appendices also include a detailed description of the workforce adjustment program interventions outlined in this report. To request a copy, contact the OED.
- <sup>5</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA.
- <sup>6</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA.
- <sup>7</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA.
- <sup>8</sup> Statistics Canada. *Labour Force Survey*. Annual averages 1990-1997, Ottawa CMA.
- <sup>9</sup> Statistics Canada. *Labour Force Survey*. 1997 annual averages, Ottawa CMA custom tabulation. *Please note:* Data suppression and rounding occurred when numbers were smaller than 1,500.
- <sup>10</sup> Statistics Canada. *Labour Force Survey*. 1997 annual averages, Ottawa CMA custom tabulation.
- <sup>11</sup> These involuntary part-time workers (a category first introduced in Statistics Canada's, *Labour Force Survey* in 1997) are the best available estimates of the under-employed. The estimates contained in this report are based on Ontario averages.
- <sup>12</sup> Statistics Canada. 1991 Census data. Ottawa CMA custom tabulation of immigrant professionals, 1997. For the OED by the Centre for the Study of Training Investment and Economic Restructuring (CSTIER) at Carleton University.
- <sup>13</sup> Statistics Canada. *Labour Force Survey*. 1997 under-employed or involuntary part-time workers in Ottawa area, for the Ottawa CMA - based on Ontario averages.
- <sup>14</sup> Statistics Canada. *Labour Force Survey*. 1997 under-employed or involuntary part-time workers in Ottawa area, for the Ottawa CMA -- based on Ontario averages.
- <sup>15</sup> Statistics Canada. *Survey of Persons Not in The Labour Force* (1992), for those reported as non-students and non-retired. Proportions and ratios from this survey were applied to the Ottawa CMA's 1997 *Labour Force Survey* data to determine the estimated number of people in the Ottawa area that were not in the labour force at that time, excluding students and retirees. These findings are based on a national and possibly somewhat outdated study that is the only significant source of Canadian information of this kind. For this reason, its application to the Ottawa region must be treated with some caution.
- <sup>16</sup> Statistics Canada. *Survey of Persons*.
- <sup>17</sup> Statistics Canada. *Survey of Persons*.
- <sup>18</sup> Data extrapolated from Statistics Canada's *Survey of Persons* superimposed with estimates of Ottawa's discouraged workers and current number of employable social assistance recipients (provided by Regional Municipality of Ottawa-Carleton (RMOC) Social Services Department). Estimates of discouraged workers were derived by calculating the difference in participation rates from 1991 to 1997, and applying this factor to Ottawa CMA *Labour Force Survey* 1997 data.

- <sup>19</sup> RMOC Social Services Department. *New Applicants Study*, 1996 and 1997.
- <sup>20</sup> RMOC Social Services Department. Estimates were derived by applying the regional proportions of 1997 General Welfare Assistance recipients in each age group to the total estimated number of employable social assistance recipients in this area. These estimates should be viewed with some caution because of the low quality of available data.
- <sup>21</sup> Statistics Canada. *Labour Force Survey data*. Estimates are derived by applying the difference in participation rates from 1991 to 1997, to the 1997 Ottawa CMA's population 15+ years.
- <sup>22</sup> Human Resources Development Canada. *Labour Market Profile for Ottawa Carleton 1997* (based on Statistics Canada 1991 Census data); also *Statistics Canada Health and Activity Limitation Survey (HALS) 1991* (for the Ottawa CMA) - this national, and somewhat outdated survey data is the only reliable information available on Canada's equity groups. *Please note:* Sampling error is a factor in the unemployment rate reported for people with disabilities, so these data must be viewed with caution.
- <sup>23</sup> Statistics Canada. *Labour Force Survey*. 1997 annual averages for Ottawa CMA custom tabulation. *Please note:* Data suppression and rounding occurred when numbers were smaller than 1,500.
- <sup>24</sup> This suggests that the education and prior experience profiles of this group may no longer fit local labour market requirements, which have shifted from the federal civil service and the utilities, communications, wholesale and construction sectors toward the business (especially high-tech), health, social services, retail and education sectors.
- <sup>25</sup> Information obtained in briefing materials presented by officials of Human Resources Development Canada and the Ontario Ministry of Education and Training to the Local Advisory Committee on Training and Labour Market Needs 1998-99. Ottawa, January 1998.
- <sup>26</sup> Statistics Canada. *Survey of Persons Not in the Labour Force*. November 1992.
- <sup>27</sup> Statistics Canada. *Survey of Persons Not in the Labour Force*. November 1992.
- <sup>28</sup> Statistics Canada. *Survey of Persons Not in the Labour Force*. November 1992.
- <sup>29</sup> RMOC Social Services Department. *New Applicants Study 1996 and 1997*; see also note 24.
- <sup>30</sup> RMOC Social Services Department. *New Applicants Study 1996 and 1997*.
- <sup>31</sup> RMOC Social Services Department. *New Applicants Study 1996 and 1997*.
- <sup>32</sup> RMOC Social Services Department. *Ontario Works Business Plan, 1997*.
- <sup>33</sup> Statistics Canada. *Labour Force Survey*. For 1997 Ottawa CMA; estimates are based on Ontario averages.
- <sup>34</sup> Statistics Canada. 1991 Census data, 3% sample size. Custom research undertaken for OED by Carleton University's Centre for the Study of Training Investment and Economic Restructuring (CSTIER), 1997.
- <sup>35</sup> Statistics Canada. "National Graduates Survey." *The Daily*: p. 10. March 13, 1998.
- <sup>36</sup> Statistics Canada. "Adult Women's Participation Rate at a Standstill." *Perspectives*, Autumn 1995; also *Financial Independence and Women in the Ottawa Carleton Region*. Investing in Women's Worth, 1996.
- <sup>37</sup> Statistics Canada. Adult Women's Participation; also *Financial Independence and Women in the Ottawa Carleton Region*. Investing in Women's Worth, 1996.
- <sup>38</sup> Statistics Canada. *Labour Force Survey data*. 1997 under-employed or involuntary part-time workers for the Ottawa CMA - based on Ontario averages; also RMOC *Employment in Ottawa Carleton - Results of the 1996 Employment Survey*.

<sup>39</sup> Human Resources Development Canada.  
*Labour Market Profile for Ottawa Carleton,*  
1997, based on Statistics Canada 1991 Census  
data.

<sup>40</sup> Human Resources Development Canada.  
*Labour Market Profile for Ottawa Carleton,*  
1997, based on Statistics Canada 1991 Census  
data.

<sup>41</sup> See note 22.

<sup>42</sup> Human Resources Development Canada.  
*Labour Market Profile for Ottawa Carleton,*  
1997, based on Statistics Canada 1991 Census  
data.

<sup>43</sup> Human Resources Development Canada.  
*Labour Market Profile for Ottawa Carleton,*  
1997, based on Statistics Canada 1991 Census  
data.

<sup>44</sup> Information obtained in briefing materials  
presented by officials of Human Resources  
Development Canada and the Ontario Ministry  
of Education and Training to the Local  
Advisory Committee on Training and Labour  
Market Needs 1998-99. Ottawa, January 1998.

# Appendix 1: Definitions

**Active labour force (LF)**

Those that are employed (full or part-time) plus those that are unemployed

**Adult**

Those 25-54 years of age

**CMA**

Census Metropolitan Area (see Ottawa Census Metropolitan Area)

**Discouraged workers**

Those who perceive that job opportunities no longer exist for them and who have therefore dropped out of the labour force

**EI**

Employment Insurance

**Employed (E)**

Those who do any work for pay or profit in the public or private sector, including self-employed owners of incorporated or unincorporated businesses, those without businesses and unpaid family workers

**Employment Insurance (EI)**

Formerly called unemployment insurance; available to qualified individuals who have lost employment

**Employment rate**

Employed people as a percentage of working-age population (WAP)

**Equity groups**

Visible minorities, women, Aboriginal people, disabled people

**Full-time employment**

Employment of more than 30 hours per week at a principal or only job

**Involuntary part-time workers**

Those who are working part time while they search for full-time work

**Labour Force Survey (LFS)**

A national, household survey conducted monthly by Statistics Canada since 1945

**LFS**

Labour Force Survey

**Ottawa Census Metropolitan Area (CMA)**

Statistics Canada geographical reporting area; the Ottawa Census Metropolitan Area (CMA) consists of the cities of Ottawa, Gloucester, Nepean, Kanata and Vanier; the Town of Rockland; the townships of Clarence, Cumberland, Osgoode, Rideau, Goulbourn, Cambridge, Russell, South Gower and West Carleton; and the villages of Casselman and Rockcliffe Park

**NILF**

Not in the labour force

**Not in the labour force (NILF)**

Working-age population less the active labour force

**Older workers**

Those 55+ years of age

**Participation rate**

Employed and unemployed people as a percentage of the working-age population (WAP)

**Part-time employment**

Employment that consists of less than 30 hours per week at a principal or only job; includes both voluntary and involuntary workers

**Retired**

Those 70+ years of age or those self-described as retired, regardless of age

**Social assistance recipients (SARS)**

**Under-employed (Under-E)**

The best estimate available is the number of reported involuntary part-time workers (introduced in Statistics Canada's *Labour Force Survey* in 1997), i.e., those who are working part time while they search for full-time work

**Unemployed (UE)**

Those that are not working but are available and looking for work

**Unemployment rate**

Unemployed as a percentage of the active labour force

**WAP**

Working-age population

**Working-age population (WAP)**

Those 15 years of age or older, with the exception of residents of Indian reserves, full-time armed forces members and those resident in institutions

**Youth**

Those 15-24 years of age

# Appendix 2: Advisory and Resource Group

## Overall Advice and Assistance

Paul Koch	Sustainable Strategies
Brian Bourns	KPMG
Susan Carter Smith	Consultant

## Industry Linkages and Programs

Barb McNally	Ottawa Centre for Research and Innovation
Peter Fillmore	Human Resources Project, Ottawa Centre for Research and Innovation
Ken Lawless	Ottawa Life Sciences Council
Howard Williamson	Technology HR Task Force

## Specific Target Groups

Dick Stewart	Social Services Department, Regional Municipality of Ottawa-Carleton
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Ethel Coté	Conseil de la Coopération de l'Ontario
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## Public Sector Program and Policy Linkages

Industrial Adjustment Service, Human Resources Development Canada  
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# Appendix 1: Source Tables and Demographic Information

## THE LABOUR FORCE

**Table 1: Labour Force Survey Annual Averages 1990-1997 Ottawa CMA with comparisons of Toronto CMA and Ontario**

The Labour Force:	Annual Averages		% Change		
	1990	1997	Ottawa	Ontario	Toronto
Working-age population (WAP) 15+ years	563,400	654,100	16.1	12.5	14.4
In the Labour Force (LF = E + UE)	404,500	442,500	9.4	6.1	7.7
Not in the Labour force (NILF)	158,900	211,600	33.2	27.2	31.7
Employed (E)	383,300	403,700	5.3	3.6	4.6
Unemployed (UE)	21,200	38,800	83	43	63.2
<b>Rate changes:</b>					
Employment Rate (E/WAP)	68	61.7	-6.4	-5.1	-5.9
Participation Rate (E+UE/WAP)	71.8	67.6	-4.2	-3.9	-4.2
Unemployment Rate (UE/LF)	5.2	8.8	3.6	2.2	2.7

Source: Statistics Canada. Labour Force Survey – Annual Averages 1990-1997 for Ottawa, Ontario, Toronto.

## GENERAL OVERRIDING TRENDS

### 1. AGE

At present, the region has a slightly younger population than that of the province as illustrated in Table 2 below. Ottawa's youth (15-24 yrs) and adult (25-44 yrs) populations represent 3% more of the overall population than they do in Ontario as a whole.

**Table 2: Working-age population, Ottawa and Ontario**

Age Group:	Ottawa Region (%)	Ontario (%)	Ottawa- Projected % Changes	
			Year 2006	Year 2011
15-24 years	18.1	17.9	15.6	15.4
25-44 years	45.6	42.9	37.2	34.3
45+ years	36.2	39.2	47.2	50.2

Source: Labour Market Profile, Sept. 1997, HRDC. From Statistics Canada, 1991 Census Data  
RMOOC Planning Department Projections 1995

The next 20 years will see Baby Boomers move into the 45+ age group, while youth (15-24 yrs) will diminish proportionately. By 2011, more than 50% of the population will be 45+ years old. (See Table 2).

As the population ages, the option to retire will become dependent on income, occupation, gender and the economic cycle. Significant factors affecting people's ability to retire will include real family income; future demand on pension systems; access to private pension funds upon early termination; part-time, contract and self-employed work without pension benefits, reduced numbers of younger workers in the future and the impact of technology on employment.

## Appendix 1

### 2. EDUCATION

The region's population is generally better educated and improvements in educational attainment are outpacing those in the rest of the country. For example, by 1991, 13% of Ontario's population had at least one university degree, as compared with 23% of Ottawa's population (see Table 3). By 1991, Ottawa's population with less than eight years of schooling had been reduced to 6.5%, compared to 8.2% in 1986 and 11.5% for the province overall. However, the maximum educational attainment for 40% of this region's population is still high school graduation or less.

**Table 3: Educational Attainment, Working-age Population Ottawa and Ontario**

Educational Attainment 15+ yrs	Ottawa Region (%)		Ontario (%)	
	1986	1991	1986	1991
0-8 years	8.2	6.5	14.6	11.5
Some secondary	22	18.5	28.5	24.9
High School grad.	13.2	14.8	13.3	15.5
Trade Certificate	2.1	2.5	2.8	3.4
Some post-secondary	19.6	13.8	15.4	11.5
Certificate / diploma	14.7	20.9	14.6	20.2
University Degree	20.2	23	10.8	13

Source: Statistics Canada. 1986 and 1991 Census Data.

### 3. SECTORAL JOB CREATION SHIFTS

While there has been only a modest increase in the overall number of jobs in the region from 1991 to 1996 (20,200 net new jobs), there have been significant shifts in the sectors in which people are employed. (See Table 4. RMOC Sectoral Job Gains and Losses 1991-1996).

The major shift has been toward areas that create wealth - particularly in high technology, where employment is concentrated in telecommunications, software development and engineering, tests and measurement, computer hardware, defense and equipment manufacturing. These growth sectors often require increasingly well-educated knowledge workers. Entry-level and part-time job opportunities continue to appear primarily in the tourism, hospitality and business service sectors.

**Table 4: RMOC Sectoral Job Gains and Losses 1991-1996**

1991-1996 Job Gains in Growing Sectors	34,500	1991-1996 Job Losses in Declining Sectors	14,300
Business services*	12,411	Federal Government	-7,180
Health and Social Services	3,771	Communication and Utilities**	-2,980
Retail	3,738	Wholesale	-2,359
Education	3,063	Construction	-1,049

Source: RMOC. Employment in Ottawa Carleton - Results of the 1996 Employment Survey

\* Concentrated in high technology industries

\*\* primarily Crown Corporation (CBC and Canada Post) job losses

#### 4. INCREASED PART-TIME WORK

Regional job market growth has been dominated by part-time employment in recent years. Of the net increase of 20,200 jobs in the region between 1991 and 1996; almost 16,000 were part time and 4,200 were full time. This represents a 19% increase in the number of part-time workers during this period. Most of the part-time increases have occurred in service industries, where average earnings tend to be low, work is temporary rather than permanent and there are few, if any, benefits.

Source: RMOC. Employment in Ottawa Carleton - Results of the 1996 Employment Survey

It is now estimated that close to one half of part-time jobs nationally are filled by those wishing to find full-time work<sup>1</sup>. In fact, a new category - Involuntary Part- Time Workers - has been created in Statistics Canada's Labour Force Survey to accommodate this group. Estimates of Under-employed Workers are now based on these figures.

### THE UNEMPLOYED AND UNDER-EMPLOYED IN OTTAWA

#### 1. THE OFFICIAL UNEMPLOYED

**Table 5: Age, Gender and Educational Attainment of those Officially Unemployed in Ottawa - 1997**

Unemployed	15-24 years (000's)			25-44 years (000's)			45-65+ years (000's)			Totals (000's)		
	Both	M	Fe	Both	M	Fe	Both	M	Fe	Both	M	Fe
0 to 8 years of school	-	-	-	0.6	0.4	0.2	-	-	-	0.6	0.4	0.2
Some secondary	5.2	3	2.1	2.9	1.9	1	-	-	-	8.1	4.9	3.1
High school graduate	1.7	-	-	4.1	2.6	1.5	1.7	-	-	7.5	2.6	1.5
Some post-secondary	2.4	1.5	0.9	2.6	1.6	1	-	-	-	5	3.1	1.9
Post secondary certificate	-	-	-	4.6	2.5	2.1	1.7	-	-	6.3	2.5	2.1
University Degree	-	-	-	4.1	2.2	1.9	2.1	-	-	6.2	2.2	1.9
Totals	11.6	6.4	5.2	18.9	11.2	7.7	8	4.7	3.3	38.8	22.3	16.5
Percentages	30%			49%			21%			100%		

Please note: Data suppression occurs when numbers are less than 1500; Where possible, figures smaller than 1500 have been deduced and inserted in the Table. Numbers may not add up due to rounding and suppression.

Source: Statistics Canada's Labour Force Survey 1997 Annual Averages, Ottawa CMA, Custom Tabulation.

<sup>1</sup>Economic Council of Canada, *Good Jobs, Bad Jobs: Employment in the Service Economy*. Supply and Services Canada, 1990. p. 11.

## Appendix 1

### 2. THE UNDER-EMPLOYED

**Table 6: Under-employed Part-Time Workers, Ottawa CMA, 1997.**

Underemployed Part-Time Workers in Ottawa Region	%	Both Sexes	Female	Male
15-24 years	42	10,500	6,930	3,570
25-54 years	49	12,250	8,085	4,165
55+	9	25,000	1,485	765
Total	100	25,000	16,500 66%	8,500 34%

Source: Statistics Canada's Labour Force Survey - 1997 For the Ottawa CMA - based on Ontario averages.

**Table 7: Unemployed and Under-employed Immigrant Professionals, Ottawa CMA**

Immigrants	OTTAWA CMA	Totals	HULL	Totals
Total Population		28,467		3,133
In Managerial/Professional, Semi-prof. Jobs	1,067; 2,400; 1,500	4,967	133; 267; 167	567
In lower skilled jobs or not working*	10,100; 13,400	23,500	1067; 1500	2,567
Those Highly Educated (BA; M; PhDs)	3,900; 1,333; 400	5,633	500; 100; 33	633
Unemployed and Under-employment among those Highly Educated:				
In Semi-prof. jobs (M only)	100	100	0	0
In Non-prof. jobs (BA; M; PhDs)	1,433; 233; 33	1699	200 BAs only	200
Not Employed (BA; M; PhDs)	500; 300; 100	900	33; 67; 0	100
Total Unemployed and Under-employed Population		2700		300

\*includes unemployed, homemakers, students, retired.

Source: 1991 Stats. Can. Census Data, 3% sample size. Custom research undertaken for OED by Carleton University's Centre for the Study of Training, Investment and Economic Restructuring (CSTIER), 1997.

## Ottawa's Hidden Workforce

### 3. THOSE NOT IN THE LABOUR FORCE (NILF)

**Table 8: Characteristics of Those Not in The Labour Force (NILF) Non Students and Non Retired - Ottawa CMA**

Males & Females (%)	15-24 years – 5,500 persons	25-49 years – 55,000 persons	50-69 years – 20,000 persons
Living Arrangements:	with parents 32 with spouse 38 single parent 15 other 15	spouse + child 61 spouse only 11 alone 10 single parent 9 other 9	spouse only 57 alone 18 spouse + child 15
Income source:	Social Assistance 42 family 26 EI 16 other 16	Social assistance 31 family 28 savings/other 25 EI 16	family 27 CPP/OAS 25 savings 19 Social Assistance 13
Main Activity:	child care 38 maintain home 20 other 16 leisure 15	maintain home 39 child care 33 leisure/other 28	maintain home 66 leisure/other 30
Reason for not Working:	child care 38 no work/wait recall 21 illness/disability 11 family resp's 10 other 10	child care 33 no work / wait recall 21 illness/disability 15 family resp's 12 not interested 10	not interested 36 illness/disability 17 family resp's 17 no work / wait recall 13
Intend to Look for Work in Future:	60	60	No data reported
Education:	Grade 0-8 17 Some HS 41 HS grad 25 some Post Sec. 5 College Dip. 11 Univ. Degree 2	no data reported	no data reported

In addition, Table 9 summarizes significant NILF gender, family structure and activity-related differences that occur within each age category in Table 8.

**Table 9: Gender, Family and Activity- related Differences for NILFs Who Are Non Students and Non Retired - Ottawa CMA**

Age Group Characteristics	15-24 years		25-49		50-69	
	5,500 Youth A.1		55,000 Adults A.2		200,000 Older Workers A.3	
Gender	M 30%	Fe 70%	M 30%	Fe 70%	M 13%	Fe 87%
	1,650	3,850	16,500	38,500 9,240 SARs	2,600	17,400
Have Children	-	2,079 (54%)	-	8,316 (90% of SARs)	-	-
Main Activity:						
Leisure / Other.....	924(56%)	-	10,065 (61%)	5,390 (14%)	1,820 (70%)	-
Child Care/Home Maintenance.....	-	3,041 (79%)	6,435 (39%)	33,110 (66%)	-	13,224 (76%)
Intentions to Pursue Future Work	1,171 (71%)	2,117 (55%)	11,880 (72%)	21,175 (55%)	-	-
Reasons for Not Working:						
NoWork/Awaiting Recall.....	429 (26%)	-	7,590 (46%)	-	1,040 (40%)	-
Illness/disability .....	-	-	4,620 (28%)	-	910 (35%)	2,610 (15%)
Family Obligations.....	-	2,502 (65%)	-	23,485 (61%)	-	3,306 (19%)
Not Interested.....	-	-	-	-	-	7,134 (41%)

Source: Statistics Canada's, Survey of Persons Not In The Labour Force (1992), for those reported as Non Students and Non Retired. Proportions and ratios from this survey were applied to the Ottawa CMA's 1997 Labour Force Survey data to determine estimated numbers of people in the Ottawa CMA. A full explanation of how these estimates were obtained can be found in Appendix 2 of this report.

## Appendix 1

**Table 10: 1997 Discouraged Workers, Ottawa Region**

Age Category	Male	Female	Total	%
15-19 yrs	3,500	2,700	6,200	25
20-24 yrs	900	2,200	3,100	12
25-54 yrs	5,500	7,700	13,200	53
55 + yrs	1,700	800	2,500	10
TOTALS	11,600 46%	13,400 54%	25,000	100

Source: Statistics Canada Labour Force Survey data. The numbers are estimates derived by applying the difference in Participation Rates from 1991 to 1997, to the 1997 population 15+ years. For a more complete explanation of how these figures were derived, See Appendix 2 in this report.

**Table 11: Age and Gender distribution "Employable" Social Assistance Recipients, Ottawa Region**

Employable SARs	Males 56%	Females 44%	Totals	%
Youth 15-24 Years	4,324	3,397	7,721	28
Adults 25-54 Years	9,265	7,280	16,545	60
Older Workers 55 + Years	1,853	1,456	3,309	12
Totals	15,442	12,133	27,575	100

Source: Proportions are calculated using those provided on 1997 General Welfare Assistance (GWA) recipients and applied to the total estimated number of employable individuals that received Social Assistance in this region in 1997.

## 4. EQUITY AND SPECIAL TARGET GROUPS

**Table 12: Equity and Special Target Groups Unemployment rates and Education levels, Ottawa Region**

Ottawa Area: Working-age Population (WAP)			Educational Attainment	
	% of WAP	UE rates**	<High School	Diploma / University Degree
GENERAL POPULATION	100	6.9	25	43.9
EQUITY GROUPS				
Women	51.6	7.1	25.8	41.8
Visible Minorities	11.6	11.5	27.4	43.5
Aboriginals	2.6	10.5	31.1	35.7
Disabled*	11.5	6.6	data unavailable	36
SPECIAL TARGET GROUPS				
Youth	18.1	11.3	38.5	18.2
Francophones	20.3	6.7	31.1	32

\*Disabled UE data to be viewed with caution because of sampling error.

\*\*from Statistics Canada 1991 Census data.

Source: Statistics Canada, (HALS) Health and Activity Limitation Survey (1991) for the Ottawa Region. Labour Market Profile for Ottawa Carleton 1997. By HRDC from Statistics Canada 1991 Census data.

**Table 13: A Summary of Ottawa's Unemployed and Under-employed Population**

Categories	NOT IN THE LABOUR FORCE (NILF) <sup>2</sup>						OFFICIAL UNEMPLOYED <sup>3</sup>		UNDER-EMPLOYED <sup>4</sup>		TOTALS	
	Not in the Labour Force		which includes:				13,700 on EI 25,100 not on EI					
			SARs "Employables" only		Discouraged Workers							
	totals	%	totals	%	totals	%	totals	%	totals	%	totals	%
Youth: 15-24 years	5,500	7	7,712	28	9,300	37	11,640	30	10,500	42	<b>27,640</b>	19
Adults: 25-54 years	55,000	68	16,545	60	13,200	53	19,012	49	12,250	49	<b>86,262</b>	60
Older Workers: 55+ years	20,000	25	3,309	12	2,500	10	8,148	21	22,500	9	<b>30,398</b>	21
Sub totals	80,500	100	27,575	100	25,000	100	38,800	100	25,000	100	144,300	100
Totals	<b>80,500</b>		27,575		25,000		<b>38,800</b>		25,000		<b>144,300</b>	

Sources: A compilation of data found in Tables 5, 6, 8, 10 and 11 of this appendix.

<sup>2</sup> **NILF** Not In The Labour Force, see Tables 8 and 9.  
**SARs** employable social assistance recipients, see Table 11.  
**Discouraged Workers**, see Table 10.

<sup>3</sup> **The Official Unemployed**, see Table 5.

<sup>4</sup> **The Under-employed**, see Table 6.

## Appendix 2:

## Technical Information

### A. ESTIMATES OF CHARACTERISTICS OF THOSE NOT IN THE LABOUR FORCE (NILF)

People considered "not in the labour force" (NILF) are those 15 and over sampled by the monthly Labour Force Survey (LFS) who responded that they were not working and not looking for work.

In 1997, there were 211,600 NILFs in the Ottawa CMA. The LFS provides some data on the age and gender of the NILF group, but does not provide much other detail on this large and diverse population. For example, almost the only demographic data from the LFS is the age/gender distribution, which the standard published data slots into four age groups as follows:

**Sample Table**

Age	Total	Male	Female
15-19	27,400	14,600	12,800
20-24	16,800	6,900	9,900
25-54	66,600	21,300	45,400
55+	100,800	43,900	57,000
Total	211,600	86,700	125,000

However, the above groups include full-time students, retired people, those unable to work, and individuals in many other circumstances that might affect their ability or desire to work. Hence this study sought to determine the characteristics of the NILF group in more detail. The primary source of additional information was a national survey ("Survey of Persons Not in the Labour Force," reported in *The Labour Force*, Statistics Canada, April 1993, Cat. 71-001) undertaken by Statistics Canada in November 1992.

National averages from this study were applied to Ottawa's NILF population to identify more specific groups. Initial steps were taken to identify major groups who were not of direct interest to this study, in particular people who were retired and full-time students. Once their numbers were estimated and subtracted from the NILF population, a core population of working-age adults could be described in more detail.

**Table A-1. National Survey Percentages Applied to the Ottawa CMA**

Group	National Share of NILF	No. of People
Non-students 15-24**	2.6% of NILF	5,500
Full-time students	19.6% of NILF	41,500
Retired 50-69	71% of 50-69	48,350
Retired 70+	all 70+ pop'n	40,800

The Table A-1 estimates were applied to Ottawa area LFS data to produce estimates by gender of how many NILF persons were not students and not retired for the three age groups (15-24, 25-49 and 50-69) discussed in detail in the national NILF survey. The total NILF population in each of the three age groups used LFS results for the 15-24, 25-54 and 55+ reporting groups and adjusted these to NILF age groups based on their proportional age groups in the 1996 Census.

The Table A-1 estimate of 41,500 full-time students was rounded up to 42,000. If 2.6% of the NILF population are non-students aged 15 to 24 (= 5,500), and there are 44,200 people 15 to 24 not in the labour force (from 1997 LFS), then 38,700 students are 15-24 and 3,300 are over 25 (and assumed all to be in the 25-49 age group).

All persons aged 70 and over are assumed to be retired. Based on the percentage of the regional population 70+ in the 1996 census, this was estimated to be about 41,000.

From Table A- 1, another 48,350 persons aged 50 to 69 are retired, for a total retired population of roughly 89,150.

The above estimates yield an overall picture of the subject population as shown in Table A-2. Gender splits are taken from national averages.

**Table A-2. Total Not in the Labour Force, Non Students, Non Retired**

	Total	Male	Female
15-24	5,500	1,650	3,850
25-49	55,500	17,100	38,300
50-69	20,000	2,600	17,200
Total	81,000	20,500	59,000

Note: totals rounded to nearest 500

Within each age/gender group national NILF survey results (percentages) were used from the November 92 survey as shown in Tables 8 and 9 of Appendix 1.

## B. ESTIMATES OF CHARACTERISTICS OF DISCOURAGED WORKERS

The number of discouraged workers (people who left the labour force between 1991 and 1997) was estimated from the change in labour force participation rates (LFPR) between 1991 and 1997. The LFPR from the summer of 1991 was 72.0%; by mid-1997 it had dropped to 68.0%.<sup>5</sup> The average size of the labour force in mid-1997 (452,000) was multiplied by the difference in the two LFPRs - a factor of 1.059 - to yield the projected size of the mid-1997 labour force in the event that the LFPR had remained at 1991 levels. The difference between this projection and the actual size of the mid-1997 labour force was 26,600 people (calculated as  $(72/68 \times 452,000) - 452,000$ ). In the main report we conservatively estimated the number of discouraged workers as 25,000 to account for the fact that not all workers who left the labour force did so because they were discouraged at not finding rewarding work.<sup>6</sup>

We then separated discouraged workers by age and gender. The figures are based on applying the 1991 LFPR by age/gender against the numbers for each age/gender group as they stood in 1997. Calculations are shown in detail below.

**Table B-1. Differences in Labour Force Participation Rates, 1991-97**

	1991 male	1997 male	1991 female	1997 female
15-19	62.7	45.7	63.5	49.9
20-24	82.1	78.2	78.5	70.0
25-54	92.9	89.3	82.7	77.8
55+	35.8	32.4	19.3	17.9

<sup>5</sup>Statistics Canada. *Labour Force Survey* data, 1990 and 1997, Ottawa CMA.

<sup>6</sup>Note that depending on the time periods used, the number of recently discouraged workers could be considerably higher. For example, using the 1990 LFPR of 72.6% and comparing it to the 1996 LFPR of 66.4% would yield an estimate of 42,300 discouraged workers; this figure may have been reported earlier in the media.

## Appendix 2

Differences were applied against the 1997 population in each group to give an estimate of the distribution of discouraged workers.

**Table B-2. Distribution of Discouraged Workers, 1997**

	1997 male population	Male discouraged workers	1997 female population	Female discouraged workers
15-19	26,900	4,600	25,800	3,500
20-24	31,500	1,200	33,000	2,800
25-54	198,000	7,100	204,500	9,900
55+	64,900	2,200	69,400	1,000

1. results rounded to nearest 100.

2. sample calculation for males 15-19:  $(62.7\% - 45.7\%) \times 26,900 = 4,573$

Results were factored to a total of 25,000 and shown in Table 10 of Appendix 1.

# Appendix 3: An Inventory of Enabling Programs and Opportunities in Ottawa

## FEDERAL PROGRAMS

The federal government will withdraw from Labour Market Training (delivered through Human Resources Development Canada or HRDC) over a three-year period that began in 1996. Specific training that is expected to be handed off to the province includes apprenticeship programs, purchased training, co-operative education and project- or workplace-based training. Specific programs excluded from the current arrangement are Youth programs, Aboriginal programs, the Transitional Job Fund and income support. HRDC however, will continue to operate business as usual until an agreement with the provinces is actually struck. The following represents a summary of federal programs and their goals for the year 1998-99. The goals are:

- 2800 jobs
- \$10M savings (Total budget for Ottawa \$27M)

Eligibility for participation in HRDC programs is restricted to the following:

- those actively receiving Employment Insurance (EI) income benefits
- those who have received EI benefits within the past 3 years
- those who began a claim for Maternity benefits within the past 5 years.

There are five initiatives that provide *Benefits to Individuals*; these are:

**a. "Skills, Loans and Grants"**

A pilot project will be conducted in 1998-99. Individuals will receive income support and training vouchers enabling them to select the training institution of their choice for employment retraining.

**b. Targeted Wage Subsidies**

Workers receive income support as they gain work experience in a job they have identified.

**c. Work-sharing Agreements**

Employers planning layoffs or a company closure may receive assistance to top-up the payroll of affected workers in order to keep them working.

**d. Job Creation Partnerships**

Government, private and third-sector agencies form partnerships that will create new employment opportunities for individuals who receive income support.

**e. Self-employment Assistance (SEA)**

Income support, training and technical support is provided to individuals who demonstrate an aptitude for self-employment.

**f. Purchase of Training (sunsetting)**

All purchased training programs that are currently operating, including project based training, will be phased out by 1999.

There are also two measures that are used in the Ottawa region to assist with labour market issues. While neither provides benefits directly to individuals, the services provided are not restricted to EI recipients only; the general public may also use these services if they wish.

**g. Local Labour Market Partnerships**

Delivered in partnership with the provinces.

**h. Employment Assistance**

Third parties are contracted to assist those experiencing difficulty entering the workforce.(i.e., counselling services)

**National Programs:** Are not restricted to the preceding criteria.

## Appendix 3

**Youth Programs:** There are five programs for 15-30 year olds who are not eligible to receive EI, including the Youth Internship Program (which is delivered locally through "Career Edge", a national, private-sector driven program to give young high school, university and college graduates career related work experience in Host Organizations, including the federal government.) Through the YM/YWCA, early school leavers are also prepared and placed in Host Organizations.

### Federal Programs

Target Group 1998/1999	Program(s)	Availability	Additional Information or Assistance Available
Local Priorities: 2800 jobs for . active EI recipients . Claw backs for: . EI (3yr) maternity (5yr)	a. Skills, loans and Grants..... b. Targeted Wage Subsidy..... c. Work-sharing Agreements..... d. Job Creation Partnerships..... e. Self-employment Assistance..... f. Project-based Training..... g. Local Labour Market Partnerships h. Employment Assistance.....	self selection of 3 <sup>rd</sup> party trainers self initiated or through 3rd party Employer initiated partner created opportunities 250 participants (historically) Sunsetted - only to 1999 directed at strategic initiatives through 3 <sup>rd</sup> party agents at Resource Centres	Cost recovery Targets of 10M dictate that priority be given to initiatives that get people back to work quickly (i.e. Those not using all their EI benefits).
National Programs: Youth (5)	i. Youth Internship Program	through "Career Edge" through YMCA-YWCA	for those not on EI. for graduates early school leavers

## PROVINCIAL PROGRAMS

The provincial government may assume responsibility for the delivery of all Labour Market Training in the areas of apprenticeship programs, co-operative education and project or workplace training once an agreement is struck with the federal government. Programs for Youth and Aboriginals are exempt from this agreement. The devolution process began in 1996 and will continue through to 1999. In the meantime however, the province will conduct business as usual through the following programs.

### a. Literacy and Basic Skills

Provincial sources indicate that 40% of Ontarians do not have sufficient literacy or numeracy skills to function in the workplace. Assistance is available in four streams; English, French, Native and for the Deaf.

Income support, education, training and referral is provided to individuals as they receive upgrading that will enable them to enter or re-enter the workforce.

### Literacy and Basic Skills Programs - Provincial

Target Group Ottawa Region	Program(s)	Availability	Additional Information
Adults 19+years  1236 ('97 level) 2345 ('97 level) 1433 ('97 level)	a. LITERACY and BASIC SKILLS  1. Ontario Basic Skills..... 2. Adult Basic Literacy and Numeracy..... 3. Ontario Community Literacy.....	Algonquin College or La Cité Collégiale through local School Boards through local Community based Trainers and volunteers	for recent Social Assistance Recipients

**b. Apprenticeship Programs**

On-the-job training, education and income support is provided to individuals as they develop the skills needed in key areas of the economy. Provincial authorities recognize that this program is in need of upgrading and steps are being taken to revise it. Future programs will recognize skills acquired in other countries, accommodate distance learning techniques, include shorter or modular courses, focus on skill rather than time-based programs and ensure that training is relevant to the modern workplace. (See the following table for details on current offering.)

**Apprenticeship Programs – Provincial**

Target Group Ottawa Region	Program(s)	Availability	Additional Information
700 New per year  Individuals must meet qualifying criteria in various programs	b. APPRENTICESHIP PROGRAMS  <ul style="list-style-type: none"> <li>• Motive</li> <li>• Industrial</li> <li>• Service (incl. high-tech)</li> <li>• Construction</li> </ul>	Through local employers (2800) Algonquin College (1900/yr) La Cité Collégiale (550/yr)	3800 Active @ present 2-5 year programs. Income support provided while in class. Cost shared with fed's.

**c. Job Connect - Connexion Emploi (formerly Career Employment Preparation Program (CEPP))**

Income support, information and referral, planning and on-the-job training to individuals trying to enter or re-enter the workforce (see following table for details). This program is linked to a range of other programs and services listed elsewhere in this report.

**Job Connect - Connection Emploi (formerly Career Employment Preparation Program (CEPP)) – Provincial**

Target Group Ottawa Region	Program(s)	Availability	Additional Information
1998-99  N/a..... 3,800..... 2,000.....	c. JOB CONNECT- CONNEXION EMPLOI  <ol style="list-style-type: none"> <li>1. Information and Referral.....</li> <li>2. Planning and Preparation.....</li> <li>3. On-The-Job Training.....</li> </ol>	Local Employment Resource Centres Local Employment Resource Centres Algonquin College or La Cité Collégiale Local Employers	100% youth 40% SARs 45% Women

**d. The Labour Market Adjustment Program**

Provides communities and organizations with the resources to deal with closures or downsizing. Income support, information and referral, planning, family support and retraining are available to individuals.

**Labour Market Adjustment Program – Provincial**

Target Group	Program(s)	Availability	Additional Information
for - Employers - Job threatened workers - Communities - Sectors	Vary with the Adjustment Project; can include: Assessment and referral Career counseling Training or retraining Job search assistance	A plan is struck and implemented by a locally appointed, Adjustment Committee. All affected groups must be represented.	Costs are usually shared with the affected groups and the Federal Adjustment service.

**Appendix 3**

**e. Others**

Numerous other programs funded by the province exist that create employment as a strategy to achieve their primary purposes. For example, a successful program operating in Toronto places psychiatric survivors in entrepreneurially driven business situations as a means to independence, better health and long-term cost reduction for their participants. The organization that created this project receives core funding from the Ontario Ministry of Health.

**REGIONAL PROGRAMS:**

**The "ONTARIO WORKS" Program**

Regional Assistance is now provided to social assistance recipients (SARS) through the *Ontario Works* Program introduced in this region in January 1998 (see following table for details). Participation is compulsory after four months on assistance, with the exceptions of people with disabilities, those over 65 and sole-support parents. This program has three components.

**1. Employment Support**

Assessment and referral services that seek to make individuals job ready can include:

- job search techniques
- basic education
- job-specific skill training.

**2. Employment Placement**

Assistance is provided to help people:

- find and maintain paid employment; or
- achieve sustainable self-employment

**3. Community Participation**

Participants provide unpaid service to community, public or not-for-profit organizations.

**Ontario Works - Regional Programs:**

Target Group Ottawa region	Program(s)	Availability	Additional Information or Assistance Available
1998 Targets 21,298/month 2583/year  2982/year	"ONTARIO WORKS" 1. Employment Support 2. Employment Placement (including self-employment) 3. Community Participation	through..... Local Employment Resource Centres Local Employment Resource Centres  Local Employment Resource Centres	by RMOC staff or 3 <sup>rd</sup> party by 3 <sup>rd</sup> party agencies by 3 <sup>rd</sup> party providers RMOC staff link with placements

## ENTREPRENEURSHIP

A comprehensive suite of entrepreneurship development services including information and referral, a self-help and resource centre, on-line access, training, mentoring, professional advisory and business planning assistance. Specific program information is available if requested.

### Entrepreneurship Programs

Target Group Ottawa region	Program(s)	Availability	Additional Information or Assistance Available
Prospective Entrepreneurs	Seminars, Workshops, consultations, Self-Help and Resource Centre	through.... - OED's Entrepreneurship Centre, web-site and 10 kiosks throughout region - La Cité des affaires	1997 results: 179 new businesses, 333 jobs, \$2.5M new investment throughout Eastern Ontario

## PRIVATE TRAINING ORGANIZATIONS

Information in this section has been provided by the Association of Private Trainers in the Ottawa area and is drawn from their 1996 Membership Directory. There are more than 40 private sector companies listed; all provide employment training on a fee-for-service basis. A list of private training organizations and their programs can be obtained from OED on request.

### Private Training Organizations – Ottawa

Target Group Ottawa region	Program(s)	Duration	Availability	Additional Information or Assistance Available
Qualifications and Eligibility varies with each program	. most private training is concentrated in these areas - Accounting and Finance - Alternate Media- based training - Business Management/ Services /Skills/Assessment Tools* - Computer Training* - Instructional Design and Development - Language Skills - Private Vocational Schools	Courses vary in length from several days to a maximum of one year	Critical factors are: meeting qualifying criteria, having time and ability to pay.  Costs vary from \$100 to \$23,000.	Federal, provincial and regional programs may purchase "seats" for qualified individuals in the various programs offered.  Student Loans may be available for some.

## COLLEGES

Adult education and training is provided by both Algonquin College and La Cité Collégiale in the Ottawa region. This short-term and employment-specific training is different from their core curricula; courses run the gamut from basic literacy through post-diploma upgrading. Detailed information on specific programs offered by both colleges is available on request.

### Ottawa Colleges

Target Group Ottawa region	Program(s)	Availability	Additional Information or Assistance Available
Adults that need training or retraining	Basic literacy to Post-diploma courses	through: Algonquin College La Cité Collégiale  Critical factors are: meeting qualifying criteria, having time and ability to pay.  Costs vary considerably.	Federal, provincial and regional programs may purchase "seats" in the various courses offered.  Student Loans may be available for some.

### Appendix 3

## COMMUNITY-BASED TRAINING ORGANIZATIONS

Information in this section was provided by the local contacts for the Ontario Network of Employment Skills Training Projects (ONESTEP) or by organizations that were operating at the time this report was written. These organizations are particularly hard to identify; they are predominately not-for-profit organizations that deliver services to a range of clients with special needs or facing identified barriers. Since services are provided at no cost to participants, most of these organizations sold services to the various public funders identified in earlier sections of this report. However, few have survived the recent funding cuts. See the following table for details. Further information on these programs is available from OED on request.

### Community-based Training Organizations – Ottawa

Target Group Ottawa region	Program(s)	Availability	Additional Information or Assistance Available
Those at risk, i.e., Youth Women Low- income families Immigrants People with disabilities	Pre-employment assessment and referral services  Employment training for Youth  Employment training for youth and adults	to March '98 the Community Health and Resource Centres, i.e., Carlington, Somerset, Pinecrest Queensway Action 2000, Arab-Lebanese Association, Vanier Association John Howard Society, At your Service, Youth Service Bureau,  The Discovery Project through the March of Dimes	
Low-income Women	Employment and/or Self- Employment Programs to move women to self reliance	those who qualify through: Investing in Women's Worth The Rainbow Women's Centre	opportunities in telecommunications computer training, dressmaking and aesthetics
Youth at Risk	Employment Training	ARC - Centre for Applied Research  Community Health and Resource Centres: - Somerset ( Community Employment Computer Training Centre) - Sandy Hill (Rideau Street Youth Enterprises)  YM/YWCA	computer repair freight forwarding  electronics assembly  local moving property maintenance

## Ottawa's Hidden Workforce

### CONSORTIA (ADVANCED TECHNOLOGY)

The following contains a listing of new private/institutional/public partnerships that have recently emerged in response to specific human resource issues in the advanced technology sector. Additional information on these programs is available from OED on request.

#### Consortia – Ottawa

Target Group Ottawa region	Program(s)	Duration	Availability	Additional Information or Assistance Available
Engineers from other disciplines	O-Vitesse (Microelectronics)	16-month program	Ottawa University, Carleton University and work sites	through Mitel, NRC, and seven other high-technology firms
New engineering graduates	Bridge Camps (Microelectronics)	4-week intensive course (summer 1997)	Carleton University and work sites	The Semiconductor Microelectronics Consortium
potential advanced technology workers	OCRI HR Initiative	through OCRI, Software Human Resources Council, CATA and NRC/OED/OCRI Innovation Forum. Private sector is involved. Strategies include: - recruitment from outside the region - immigration - increasing number of university graduates		Goal: 2000 new workers in the region by the year 2000
unemployed and under-employed recent post-secondary graduates	National Youth IT Internship Program (Pilot 1998)  Science and Technology Internship Programs  NRC Science Collaborative Research Internships	Software Human Resource Council, ITAC, HRDC and SMEs  NRC, IRAP, HRDC and SMEs  NRC, Communications Research Centre, IRAP, HRDC and SMEs		

### Appendix 3

#### OTHER

The following initiatives are not listed elsewhere in this appendix but could help individuals who are unemployed or under-employed to find employment.

#### Miscellaneous – Ottawa

Target Group Ottawa region	Program(s)	Availability	Additional Information or Assistance Available
Students and/or unemployed individuals	Placement	The Volunteer Centre - work experience gained through voluntary placement.	50% of clientele
Unemployed individuals	Employment Placement	For-Profit Placement Agencies Not-for-Profit Placement Agencies Student Placement Agencies	
Students 15-24 Yrs	Summer Job Services	Local Employment Resource Centres Algonquin College La Cité Collégiale Local Employers	'98-'99 target: 1400 jobs
Immigrants	Information, counselling and placement	LASI - Local Agencies Serving Immigrants	
the Disabled	Employment Placement	Line 1000	
communities	Community Economic Development Technical Assistance Program (CEDTAP) (national)	CSTIER at Carleton University. Grants and technical assistance for development of community-based businesses and employment.	