

**Peterborough Partnership Council on Immigrant Integration
Meeting Minutes
Thursday, November 12, 2009, 1pm-3pm at the Peterborough Public Library**

Present: Cath D`Amico (Trent ESL) [Chair]; John Hucks (Trent Valley International Coffee House), Debbie Harrison (Fleming College Diversity Office); Peter Carroll (New Canadians Centre); Dawn Berry Merriam (Peterborough Social Planning Council); Ruth van Vierzen (ReVive Career Management Services); Linda Slavin (Community Opportunity and Innovation Network); Todd Barr (Trent Centre for Community-Based Education), Andreas Pickel; Mike Ma (CRRC), Vicky Kreuzer, Carmela Valles (Carmela Valles Immigration Consulting); Leslie Woolcott (Kawartha Pine Ridge District School Board); Amanda Dibbits (County of Peterborough), Nathalie Diez (Francophone Immigration Network, Kingston), Anne Polito (Peterborough Family Resource Centre), Valerie Dalby (CMHA), Teresa Kerr (Trent Valley Literacy Association), Sharon Davison-Fleetwood (Northern Lights), Nina Papazian (Women`s Health Care Centre), Sarah Tate (Habitat for Humanity), Sonya Hardman (Community Social Plan, City of Peterborough), Davina Bhandar (Trent University), Janet Hunter (Charterfield consulting), Antoinette R. Van Veen (Fleming), Yvonne Lai (Outreach Coordinator)- minutes, Hajni Hós (Partnership Council Coordinator) -minutes

Regrets: Rosana Pellizzari (Medical Officer of Health); Ziyah Markson (NCCP); Becky Rogers (City of Peterborough), Lou O`Hara (Ministry of Citizenship and Immigration); Anita Record (Chamber of Commerce); Renato Romanin (GPA EDC); Cynthia Hucks (Trent Valley International Coffee House); John Coreno (City of Peterborough - Ontario Works); Brenda Baker (Peterborough Community Legal Centre), Elizabeth Dounitch (French Connection), Kevin Sandle (French Connection)

Tasks:

Hajni Hos:

- Send revised Calendar for 2010 to PPCII members
- Set up a meeting with Mike Ma (Treasurer for PPCII), Coen Bruin (Treasurer for NCC), Ziyah Markson (Executive Director of NCC), Hajni (Coordinator of the PPCII) to put together a technical policy that fits with the financial management policy of NCC and that meets the requirements of a financial audit
- Send out the logo and the style guide to Council members after the style guide is developed by the designer

RDMC Committee:

- To develop a Talking Point sheet with 10 key messages for PPCII members in the event that they have to speak with the media or to the public
- Hand out business cards to members at the next Council meeting in January 2010.

All:

- Fill out and submit a membership form for yourself or your organization if you have not already done so.
- *See Appendix F for the modified Calendar for 2010.*
- Attend **Next Meeting:** January 21, 1-3 pm, Peterborough Public Library Auditorium

Proposed Agenda, November 12, 2009:

1. Welcome and introductions around the table
2. **Presentation: Introduction of the immigration point system – Mike Ma**
3. **Review of minutes from September 10, 2009 and September 22, 2009 meetings**
4. **Committee Reports:**
 - a. **Resource Development & Marketing Committee (RDMC) report and the launch of the new PPCII graphic design – Ruth van Vierzen**
 - b. **Integration Strategy Committee (ISC) report – Debbie Harrison**
 - c. **Executive Committee (EC) – Cath D’Amico**
5. **Discussion of the decision making process within the PPCII – Hajni Hős**
6. **Update on the PPCII member appreciation event and NCC gala – Yvonne Lai**
7. **Report of the September 16, 2009 Newcomer Advisory group meeting**
8. **Position renewals for Chair and Deputy-Chair**
9. **Other business**
 - a) *Short (10-15 minutes) educational presentations about immigration issues at the beginning of each Council meeting*
 - b) *See the yellow attachment for the modified Calendar for 2010. (Council meeting dates for January and November have changed because of the room availability.)*

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1. Welcome and introductions around the table
 2. **Presentation: Introduction of the immigration point system – Mike Ma**
 3. **Review of minutes from September 10, 2009 and September 22, 2009 meetings**

Minutes are reviewed.

4. **Committee Reports:**
 - a. **Resource Development & Marketing Committee (RDMC) report and the launch of the new PPCII graphic design – Ruth van Vierzen**

(See Appendix A for RDMC report and for Powerpoint presentation of the PPCII graphic design.)

Hajni will send out the logo to Council members after the style guide is developed by the designer. The RDMC will decide what symbols Council members can use when they would like to add Council symbols to their own documents.

b. Integration Strategy Committee (ISC) report – Debbie Harrison

(See Appendix B for ISC report)

There was a question as to whether there will be gender- or age-specific research in the baseline project. It was shared that issues related to gender and age are embedded in the five priority areas identified by the committee:

1. health and social services
2. employment
3. education
4. housing and transportation
5. issues related to second- and third-tier municipalities

c. Executive Committee (EC) – Cath D’Amico

(See Appendix C for the Executive report.)

Cath will write a summary of the Hong Fook mental health training that was held on November 9th, 2009 and organized by Council staff. She will make this document available to everybody, and may make a short presentation about it at the beginning of a Council meeting next year.

Some Council members thought that the Police might be interested in making this training available to police staff.

5. Discussion of the decision making process within the PPCII – Hajni Hős

(See Appendix D for proposed decision making flow chart)

A discussion took place in which the following points were shared:

- job ads and extending staff hours are both HR functions that are the responsibility of the NCC board at this moment
- Council members need to recognize that policies need to be put in place that may change when the HR functions cease to be the responsibility of NCC
- suggestion that the protocol around hiring researchers for PPCII should be the same as NCC’s

- care should be taken with the use of the word “hire” because researchers are “consultants”; they are paid a fee, not a salary
- a need to be clear how the instructions to pay researchers will flow from the Council to NCC.
- staff are being monitored by NCC, not PPCII at this moment
- no need for a two-headed decision-making process; not necessary for additional budgetary approval after budgets have been approved for each committee
- PPCII staff act as monitors for budget and policy
- The board for the Trent Centre for Community-Based Education (TCCBE) authorizes the budget but if expenditures exceed the pre-approved amount, a tender process is set in motion
- Faith in committee that does the work and the person who signs the cheque
- At TCCBE the ED does not sign cheques over \$500; must co-sign
- PPCII Executive committee should not have a higher level of authority than other committees; there is a difference between reporting to the group and asking for permission
- What is the main function/mandate of the Executive?
- Executive should have general oversight
- The Executive should mediate when there is a major conflict of opinion; should take the responsibility for special projects such as fundraising
- A clear idea required of what each committee needs to bring back to the council

Overall conclusion:

- The proposed decision making flow chart was not approved.
- At the first Council meeting of the fiscal year the Council approves the annual budget (set by the Contract with the funder) for each Committee and the Council. This will be the “*pre-approved budget*” for the Committees and the Council.
- Committees will decide what to do with their pre-approved budget. They can consult with staff regarding how to spend the pre-approved budget on the Committee’s activities without seeking additional approval from the Executive or the Council. Staff, with the supervision of the ED of the NCC (Ziysah Markson), who reports to the NCC Board, will be responsible for monitoring and balancing the budget and the expenditure of each committee and the council.
- Mike Ma, the treasurer of the PPCII, Coen Bruin, the treasurer of the NCC, Ziysah, the Executive Director of the NCC, and Hajni as the Coordinator of the PPCII will work together to put together a technical policy that fits with the financial management policy of NCC and that meets the requirements of a financial audit.

6. Update on the PPCII member appreciation event and NCC gala – Yvonne Lai

The CIC funding includes a budget intended as honorarium for committee members. This was discussed at the Executive meeting and some members suggested that it would implicate a conflict of interest. It was decided that alternatives to a cash honorarium be explored and brought to the funders for consideration.

Suggested uses of the “consultation and focus groups” budget line

a) Speaker bureau

- general agreement that the peer speaker/researcher idea is a good one
- members suggested a collaboration with Toastmasters to conduct a public speaking boot camp that is open to the speakers bureau members and to Council members
- suggestion that there be a broader public call to new Canadians who are not existing clients of the NCC

b) Volunteer appreciation dinner and items

- consensus that cash honoraria for Council members is not desired
(Administrative issues with NCC issuing T4s for honoraria which are taxable; pay from day job will be affected if members accept honoraria etc.)

c) Focus group participation in the baseline research project

- general consensus that focus group participants can be paid a cash honorarium (common practice), regardless of whether they are Council members

Ziysah needs to confirm with our CIC program officer that this is an acceptable use of that budget line as the gala event is coming up soon (December 9, 2009).

7. Report of the September 16, 2009 Newcomer Advisory group meeting

(See Appendix E)

8. Position renewals for Chair and Deputy-Chair

Cath D`Amico was renewed in her position as the Chair of the PPCII. John Hucks was renewed in his position as the Vice-Chair of the PPCII for the year of 2010 with consensus.

9. Other business

- a) Short (10-15 minutes) educational presentations about immigration issues will be held at the beginning of each Council meeting. Each Committee will come up with one or two topics and Council members are encouraged to give a presentation as well.
- b) *See Appendix F for the modified Calendar for 2010.* (Council meeting dates for January and November have changed because of the room availability.)
- c) Mike Ma shared the Welcoming Communities Initiative with the Council. Davina will be the Trent representative for this initiative.
- d) Carmela encouraged Council members to take more of an advocacy role in light of upcoming elections. PSPC is open to adding an immigration-related question to the candidates' debate.
- e) John Hucks requested that Council members be issued with a Talking Point sheet with 10 key messages in the event that they have to speak with the media or with the general public
- f) Dawn shared that the PSPC is producing a position paper which will speak to developments in Peterborough that will change the face of our community. The council is highlighted as one of the developments.
- g) Linda Slavin updated the Council regarding the progress of the Immigration Portal
- h) Ruth will ensure that members have business cards at the next Council meeting
- i) Staff organized a full-day mental health training session on Monday, November 11 by the Hong Fook Mental Health Association for service providers with 20 attendees. The workshop consisted of a compressed curriculum, usually delivered as a 4-day workshop.

Next meetings:

Partnership Council: January 21, 2010, 1-3 at Peterborough Public Library

ISC: Nov 24, 2009, 1-3 at NCC

RDMC: Dec 1, 2009, 1-3 at NCC

Executive: Dec 8, 2009, 1-3 at NCC

NAG: Nov 18, 2009, 5-7 pm at NCC

Appendix A

RDMC Report for the PPCII November 12, 2009

1. GRAPHIC DESIGN WORK

The RDMC held an interim meeting on September 28th to review initial proposals for the graphic design work and provide feedback to Sheen Impressions. The RDMC expects to have the branding finalized in time for presentation at the November Council meeting.

2. RDMC MEMBERSHIP

Requests for volunteers for the RDMC at the last Council meeting resulted in three new members coming forward to participate on the committee. All new members have marketing experience which has already proven to be beneficial for the RDMC's work.

3. PPCII Member Presentations

At the last Council meeting, a member suggested creating a standard presentation for members to work from. Many PPCII members are involved in organizations that welcome presentations as part of their meetings. This is an opportunity for members to promote the PPCII with a consistent message.

Yvonne will begin working on a Powerpoint presentation that will incorporate the PPCII's new branded look. The content will be guided substantially by the results of the research work being spearheaded by the ISC. As such, the presentation will not be finalized until early in the new year. Modified versions may be developed depending on the target audiences (e.g. schools, corporate).

- end -

Appendix B

Notes from the Integration Strategy Committee (ISC) chair for the Peterborough Partnership Council meeting (Nov 12, 2009)

There has been a great deal of activity over the last two months, as the ISC moved forward quickly with research objectives. A sub-committee was struck to advance a framework for the research.

The next step the ISC took was to hold a public forum on research gaps (Sept. 22nd). This public forum was organized by sector (employment and training, education, health, housing and transportation, 2nd and 3rd tier municipalities) in order to organize the data in a simple format for use by both the ISC and eventual researchers.

Different resource people supplied sample questions that were then used to initiate discussions about the gaps experienced in the community. We will use this information to support the next phase of research, which is participatory (focus groups) and within the identified sectors (please see attached research ad). We believe there are still many baseline questions we are asking, so this first round of research calls for someone to lead group discussions so that we can narrow our scope and tender further specific pieces of research with clearer questions.

At this point in the process, the ISC asked Community and Race Relations Committee, Trent Centre for Community Based Education and the Peterborough Social Planning Council to absent themselves from the discussions, as they may apply for the contract.

The next step we took was to identify the resources we'd need and the budget we would allocate. Hajni, Council Coordinator, has agreed to take on some temporary hours to support the researcher(s) with focus group planning and transcription.

We also requested student researchers to join us through TCCBE and Hajni's additional supervision hours will also support their work. Six students agreed to participate and are currently researching existing literature in six specific geographic regions.

We have publicized the offer and reviewed the applicants. We are currently finalizing negotiations with two local respondents and will keep the Council informed of progress.

For the ISC
Debbie Harrison

Appendix C

Executive Committee Report to the Council, November 12, 2009 Based on EC meeting held on October 13 and October 21, 2009 at the New Canadians Centre Peterborough Board Room

The Executive Committee has met twice since the last council meeting, on October 13 and again on October 21. Meeting highlights are reported here by date.

1. The October 13 meeting:
 - a) Jenn Harrington of the Workforce Development Board (WDB) presented a new initiative stemming from fiscal resources available through the Ontario Chamber of Commerce. The “Global Experience @ Work” project will involve partnership between the PPCII, WDB and NCCP. The purpose of the project is to provide support to employers who may hire internationally, or new Canadians. Once secured, a sub-committee will drive the new project with one component of the committee being a GPAEDC representative. The new committee now consists of Hajni Hos (PPCII), Jenn Harrington (WDB), Richelle Clark (WDB), Ziyah Markson (NCCP), Anita Record (PCP) and a GPAEDC rep (to be determined).
 - b) A significant portion of the meeting was dedicated to the ISC report and the research being initiated by the ISC. This discussion illuminated the ambiguity of the decision making process as outlined by the Terms of Reference. This issue necessitated the scheduling of a subsequent meeting (October 21, below) where questions could be answered and agenda items could be identified that required council’s attention and resolution.
 - c) The Newcomer Advisory Group has indicated that key areas for research could include employment, housing and transportation, health and education. Specifically, health issues such as securing a family doctor, housing issues such as acquiring a lease without references, transportation challenges because the current bus schedule does not accommodate shift work.
 - d) We hosted a full-day mental health training session on Monday November 11 by the Hong Fook Mental Health Association. Thanks to PPCII staff for organizing this valuable certificate workshop for service providers. The workshop consisted of a compressed curriculum, usually delivered as a 4-day workshop. The event was well attended and offered valuable information for service providers, as well as reinforcing the strong community partnerships that are inherent in our council.
 - e) Honorarium funds from our budget were reviewed with some suggested alternatives for using these funds. See further discussion from October 21 meeting below.

2. The October 21 meeting:
 - a) This meeting began with a detailed report from the ISC (Debbie Harrison) to review the ISC activities and initiatives. Concern was raised that significant decisions and spending was happening without the authorization of the Executive Committee nor the Council. Upon review of the terms of reference, it was evident that the decision making process was indeed insufficient and required detailed protocol and parameters. Decisions involving HR processes (hiring/amending hours in a position) require a process that includes the NCCP Board authorization, as the NCCP is governed by its Board. Proposals were brought forward to the Executive Committee for initial review, and are brought to the council for discussion and consideration. Ultimately, a set of decision making guidelines will be required for immediate implementation.
 - b) The honorarium budget: The CIC funding includes a budget intended as honorarium for committee members. This was discussed and some members suggested that it would implicate a conflict of interest. It was decided that alternatives to honorarium be explored and brought to the funders for consideration. A variety of alternatives were offered and are presented here as appendix items as discussion points for today's meeting, on which Yvonne will elaborate.

For full details from these two meetings, please request a copy of the minutes from Hajni Hős for your review.

Appendix D

Decision making process for the PPCII (See flow chart on page 2.)

Items that need to be approved by the Council (only):

1. Expenditures:

At the first Council meeting of the fiscal year the Council approves the annual budget set by the Executive Committee for each Committee and the Council. This will be the “*pre-approved budget*” for the Committees and the Council.

2. Committee reports:

The bi-monthly Executive Committee report has to be approved by the Council.

3. Policies

The Council ratifies policies recommended by the Executive Committee for the organization.

Items that need to be approved by the Executive Committee (only):

1. Expenditures:

The Executive has to approve any Committee expenditure that is over \$3000 or over 30% of the Committee`s annual budget (whichever amount is smaller).

2. Messages to the public and media:

The Executive Committee approves job ads, RFPs, tenders, speeches, generic power point presentations and media releases.

Items that need to be approved by the Executive Committee and the Council:

1. Expenditures:

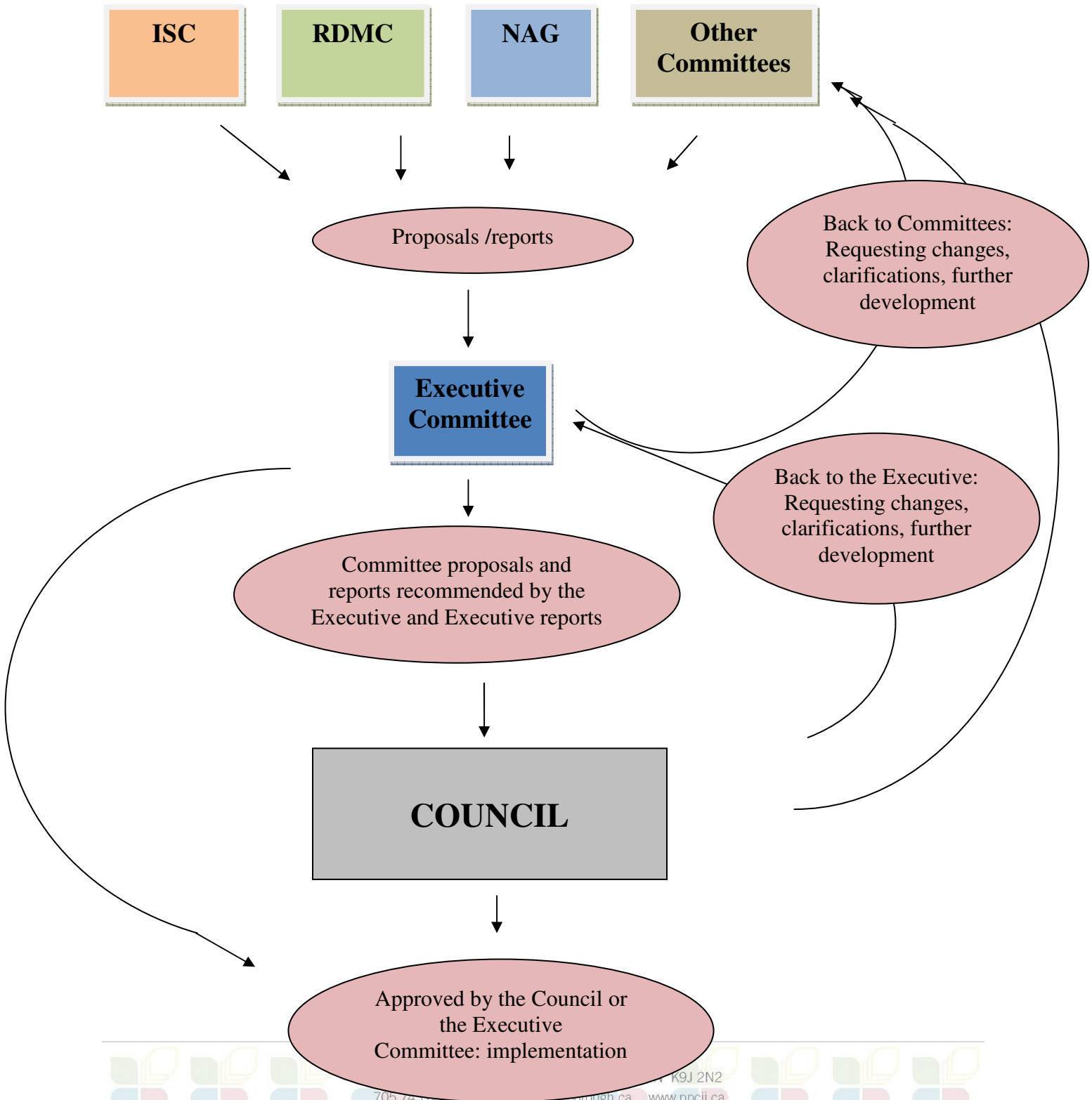
The Executive Committee and Council both need to give approval when the *pre-approved budget* of a Committee needs to be changed.

2. Committee reports:

Bi-monthly Committee reports (except the bi-monthly report of the Executive Committee that is approved by the Council only).

Everything else can be decided within the Committees.

Decision making flow chart for the PPCII



Appendix E

Notes of Sept 16, 2009 Newcomer Advisory Group meeting prepared by Hajni Hós, Coordinator

Numbers: We had 6 people at our third meeting. In total there are approximately 25 people involved with the newcomer advisory group meeting at this point.

Help with possible research questions: As the Partnership Council's biggest task at this moment is to start the research process and to collect possible research questions, the NAG was asked to identify specific issues that they would like to see researched in the following areas: employment, housing and transportation, health and education. The newcomers raised many issues. A few of their possible research questions are the following:

a) Health

What would help newcomers to get a family doctor?

Some hospitals and clinics have money for translators, but some do not. However none of them have access to a translator. Many times they ask patients to bring their family member with them to translate, but sometimes newcomers do not want their family members to know their private medical information. *What could help medical institutions to get a budget and access to translators?*

b) Housing and transportation

Newcomers when they first arrive to Peterborough have a hard time finding a house, because landlords need references and newcomers don't have any at that time. *What could help newcomers overcome this barrier?*

The timing of public transportation (the harmonizing of the bus schedules, bus routes to other cities and the operation hours) causes newcomers trouble, for example they are not able to work shift work that ends at midnight, because there are no buses after 11 pm or they cannot accept a job offer in Lindsay if they do not have a car. *What type of bus schedule would be a better fit for newcomers needs?*

Next meeting: Wednesday, November 18, 2009, 5-7 pm, at the NCC Board Room
Please encourage newcomers you know, to come.

Appendix F

Calendar for 2009 and 2010

Month	Council meeting	Newcomer Advisory Group	Integration Strategy Committee	Resource Development and Marketing Committee	Executive Committee
November 09	Nov 12 th	Nov 18 th	Nov 24 th	-	-
December 09	-	-	-	Dec 1 st	Dec 8 th
January 2010	Jan 21 st	Jan 26 th	-	-	-
February	-	-	Feb 2 nd	Feb 9 th	Feb 16 th
March	Mar 11 th	Mar 16 th	Mar 30 th	-	-
April	-	-	-	Apr 6 th	Apr 13 th
May	May 13 th	May 18 th	-	-	-
June	-	-	Jun 1 st	Jun 8 th	Jun 15 th
July	Jul 8 th	Jul 13 th	Jul 27 th	-	-
August	-	-	-	Aug 3 rd	Aug 10 th
September	Sep 9 th	Sep 14 th	Sep 28 th	-	-
October	-	-	-	Oct 5 th	Oct 12 th
November	Nov 18 th	Nov 23 rd	Nov 30 th	-	-
December	-	-	-	Dec 7 th	Dec 14 th
<i>Location:</i>	<i>Peterborough Public Library Auditorium</i>	<i>New Canadians Centre Board Room</i>	<i>New Canadians Centre Board Room</i>	<i>New Canadians Centre Board Room</i>	<i>New Canadians Centre Board Room</i>
<i>Time:</i>	<i>1-3 pm</i>	<i>5-7 pm</i>	<i>1-3 pm</i>	<i>1-3 pm</i>	<i>1-3 pm</i>