

**Peterborough Partnership Council on Immigrant Integration
Meeting Minutes Part 2-- Attachments**

Appendix A

Marketing Committee Report for the February 11, 2011 PPCII meeting

MC meeting was held: February 8, 2011

Committee members reviewed the progress on prior agenda items and prioritized expenses for the marketing budget the remainder of the fiscal year.

Final suggestions were made for revisions to the PPCII brochure and speaking notes. The Committee reviewed amendments to its Terms of Reference and discussed the current contest to increase website traffic and how to expand the friends of PPCII on Facebook. The website contest draw was held on February 15th. The results of this contest are attached to this report. On Feb 22 the committee launched a website photo contest entitled, "Peterborough as a welcoming community". Details about the contest are attached to this report.

Recommendations to PPCII:

- Request a volunteer (s) to attend Chamber After-Hours meetings on a regular basis on behalf of the PPCII.
- Accept the Amended Terms of Reference

Jean Giroux
Chair, RDMC

**Call for Submissions
"Peterborough as a Welcoming Community"**

Quote:

"No act of kindness, no matter how small, is ever wasted" (Aesop, *The Lion and the Mouse*)

Aim:

To create a collection of photographs to be displayed by the Peterborough Partnership Council on Immigrant Integration with an aim to:

- showcase the diversity of our social, cultural, economic and environmental landscapes
- attract and promote the integration of newcomers to our community
- support public art and expression in our community

We are looking for submissions of photographs that illustrate the theme of Peterborough as a welcoming community. Entrants are encouraged to consider the perspective of newcomers to the area and to highlight the unique aspects of our geographical area in their photographs.

Contest Deadline: May 15, 2011

Submissions

Submissions must

- be sent via email to ppcii.ptbo@gmail.com as low-resolution jpegs for viewing (not more than 3MB in total)
- be kept a maximum of 3 images
- include in the body of the email:
 - o photographer name, contact information (phone and mailing address)
 - o photo titles
 - o dates that photos were taken
 - o confirmation that larger file sizes - with sufficient resolution for 11 x 14 or 16 x 20 formats - are available

Optional: a short piece of text - prose, poem or quotation - can accompany each photograph (maximum of 50 words each).

Prizes

3 photographs that best represent the contest theme will be selected as winners. Each winner will receive a \$100 gift certificate to Frameland, a \$50 gift certificate to a local downtown restaurant and a \$50 gift certificate for Peterborough Photo Services. Winners will be contacted via email.

Judging

A committee will shortlist the entries received to a maximum of 20. These 20 photographs will be posted on the Peterborough Partnership Council on Immigrant Integration's website and members of the public will be invited to vote for the 3 entries that best represent the theme of the competition. The 3 entries that receive the highest number of votes will be selected as winners. In the event of a tie, the committee will deliberate and make the final decision.

Terms and Conditions

1. To qualify to enter the competition, you must not be an employee of the New Canadians Centre Peterborough or the Peterborough Partnership Council on Immigrant Integration.
2. Images submitted must belong to the entrant. The Peterborough Partnership Council on Immigrant Integration reserves the right to verify the legibility of applications. Each entrant hold all rights to the image and hold harmless Peterborough Partnership Council on Immigrant Integration from and against any and all liability, loss, damage, cost or expense, paid or incurred by reason of any of the representations made hereunder.
3. Entrants are responsible for ensuring that appropriate permissions have been sought and received from the subjects of their photos.
4. In order to qualify for the prizes, entries must be received by the closing date. Entries not received by the closing date will be disqualified.
5. The prizes are not transferable and cannot be substituted for a cash alternative.
6. In the event of any dispute regarding the rules, conduct or the results of any competition, the decision of the Peterborough Partnership Council on Immigrant Integration shall be final.

7. Entry to the competition is via email only - email attachments no larger than 3MB in total.
8. The winner will be selected from those entries received before the closing date.
9. Only the winning applicants will be contacted by the Peterborough Partnership Council on Immigrant Integration. The Peterborough Partnership Council on Immigrant Integration's decision is final and no correspondence will be entered into.
10. The winners' names will be published on the [Peterborough Partnership Council on Immigrant Integration's website](#) and on our [Facebook page](#).
11. The winners may be requested to make themselves available for promotion or publicity of their photography.
12. The submissions must be original works i.e., not published in any way, (simultaneously) submitted elsewhere, or presented in front of a public audience.
13. Each entrant grants a non-exclusive worldwide licence to Peterborough Partnership Council on Immigrant Integration, [the New Canadians Centre Peterborough](#) and the [Peterborough Immigration Portal](#) to feature any or all of the submitted images in any of their publications, their websites and/or in any promotional material.

By entering this competition, applicants agree to be bound by the above terms and conditions.

Enquiries can be sent by e-mail to the Outreach Coordinator at info@ppcii.ca

Please send submissions to ppcii.ptbo@gmail.com.

Appendix B

Integration Strategy Committee Chair Report March 10th, 2011

The Integration Strategy Committee met February 1st to review the Integration Strategy and the projects we are currently supporting, both financially and in other ways, such as via PPCII communications.

Citizenship & Immigration Canada approved five of the eight projects which we submitted. We have been able to find alternative funding to implement some of the other three projects (such as using a different budget line to produce the multilingual communication tools). All of the funded projects now have signed contracts and are in the process of carrying out their activities.

The balance of funding (\$9,100) will be oriented towards research as per CIC's request. The Social Science Research Lab at Trent University will design a labour market survey that will provide information about Peterborough's labour market, and worker's experiences of discrimination in the work place. This survey will be used to provide reliable and on-going data

for policy and strategy development in the Peterborough area and will address many of the Economic Development Sector priorities.

Upon completion of the survey there are two opportunities for implementing the survey as part of ongoing initiatives.

- 1) As part of the Workforce Development Board Eastern Ontario data warehouse initiative (VIBE) which aims to collectively gather information about Eastern Ontario's labour force, which includes immigrants and newcomers as a sector of that population.
- 2) The Community University Research Alliance Aging Workforce Initiative which does research on how to supplement and replace Peterborough's aging workforce, including with newcomers.

As part of the project, Dr. Alan Law, project lead, will provide a report at the projects conclusion to describe the progress of the project, and summarize how the project will fit into the Eastern Ontario data Warehouse Initiative.

Melissa Sharpe-Harrigan, the new Research and Implementation Specialist replacing Jason until September, presented a valuable analysis and set of presentation tools for looking at the Integration Strategy. We will be building on this tool as we track progress and add new action items as they emerge over time.

We have not asked CIC for implementation funding for the next fiscal year. Instead, we have requested that the Research and Implementation Specialist position be increased to 32 hours per week, which was felt to be a better strategy for maintaining support to local initiatives, given the possibility of cuts to implementation and direct research initiatives.

Appendix C

Training and Capacity Building Committee report for the March 10, 2011 PPCII meeting

The committee continues to implement the Professional Development Series. (See brochure below). The Chair will provide the PPCII with attendance numbers for the series at the PPCII meeting. Preparations for the March 16th George Laraque event at Showplace on ongoing (see press release below).

Sonya Hardman
Chair

Together we prosper

This professional development series is based largely on the material from the Newcomer Integration Toolkit. It aims to support social service agencies and employers in meeting the needs of newcomers by providing resources in the areas of:

- Diversity and cross-cultural communication training
- Developing immigrant-friendly policies for workplaces
- Advocating for the benefits of immigrant attraction and retention
- Creating spaces and services that are accessible and welcoming to newcomers

The series is also supplemented by training offered through the Opening Doors Project.

COST

The cost to attend each workshop is \$5.00 per person. The registration costs include materials and refreshments. Training costs have been subsidized through CIC and MCI grants.

To guarantee your place, please submit your payment in advance of the workshop date. Cash payments may be submitted at the front desk of the New Canadians Centre during office hours. Cheque payments should be addressed to "New Canadians Centre Peterborough".

REGISTRATION

There is a limit of 20 registrants per workshop. Your workplace may send more than 1 representative to each workshop. To register for any of these workshops, please contact Hajni Hos at hajni@nccpeterborough.ca or call 705 743 0882 x230.

We are available to assist agencies in determining priority areas and implementing measures. We are also available to provide customized training sessions for management, staff and volunteers.

Please contact CRRIC Co-ordinator Karolyn Givogue (705 742 9658; racerelation@gmail.com) for assistance in implementing elements of the Newcomer Integration Toolkit.

We gratefully acknowledge the support of
Citizenship and Immigration Canada
Local Immigration Partnership Program
Ontario Ministry of Citizenship and Immigration
Ontario's Community Builders Grant
Global Experience @ Work Program



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<http://ppcii.ca>

Together We Prosper: Building A Stronger Peterborough

Professional Development Series

Organized by:



Together we prosper

Together We Prosper: Building a Stronger Peterborough
 Professional Development Series

Organised by:



	Dec 2010	Jan 2011	Feb 2011	Mar 2011
Train-the-Trainer: How to use the toolkit in your workplace	Dec 6: 1-4pm Peterborough Public Library Co-facilitated by Karolyn Givogue and Jason Stabler		Feb 3: 9.30am - 12.30pm Chamber of Commerce Board Room Co-facilitated by Karolyn Givogue and Jason Stabler	
Cross-cultural communication and Diversity Training		Jan 24: 10am-12pm Peterborough Public Library Co-facilitated by Karolyn Givogue and Zahra Murad	Feb 25: 1-3pm Chamber of Commerce Board Room Co-facilitated by Karolyn Givogue and Zahra Murad	
Immigrant-friendly workplace policies		Jan 11: 1-3pm Northern Lights Canada Co-facilitated by Karolyn Givogue and Karen McGee		Mar 7: 10am-12pm Chamber of Commerce Board Room Co-facilitated by Karolyn Givogue and Karen McGee
Immigrant attraction & retention + Accessible spaces & services for newcomers			Feb 15: 10am-12pm Peterborough Public Library Co-facilitated by Karolyn Givogue and Tamara Hoogerdyk	Mar 24: 1-3pm Chamber of Commerce Board Room Co-facilitated by Karolyn Givogue and Tamara Hoogerdyk
Opening Doors Project: Anti-Mentalism meets Anti-Racism + Journey to Canada: Stories of Migration		Jan 19: 10am-2.30pm Northern Lights Canada FREE Lunch provided (0.5 hour break) Facilitated by Opening Doors Project		Mar 15: 10am-2.30pm Northern Lights Canada FREE Lunch provided (0.5 hour break) Facilitated by Opening Doors Project

WORKSHOP DESCRIPTIONS

Train-the-Trainer: How to Use the Toolkit in Your Workplace
 Recommended for managers and supervisors who would like to learn how to implement the training in the Newcomer Integration Toolkit in their workplace

Cross-cultural Communication and Diversity Training
 Improve your cultural awareness and learn how to foster a climate of inclusion, understanding and respect. Recommended for frontline staff.

Immigrant-Friendly Workplace Policies
 Learn how to assess your organisation's policies and how to craft diversity and anti-racism policies for your organisation. Recommended for HR staff.

Immigrant Attraction and Retention / Accessible Spaces and Services
 Learn about resources available in the community to foster a welcoming environment in your organisation for newcomers.

Anti-Mentalism meets Anti-Racism + Journeys to Canada: Stories of Migration
 For people who are ready to look deeper at racism and its relationship to other forms of discrimination, including that associated with mental illness diagnoses. The second session is a narrative-based workshop exploring experiences of moving to a new country.

Workshop Venues
 Chamber of Commerce
 175 George St North
 Tel: (705)748.9771

Northern Lights Canada
 Brookdale Plaza, 863 Chemong Rd, Unit 20-A
 Tel: (705)740.2577

Peterborough Public Library Auditorium
 345 Aylmer St. North
 Tel: (705)745.5382

For the full description of the workshops and the Newcomer Integration Toolkit, please go to <http://ppcii.ca>

FOR IMMEDIATE RELEASE

March 16: Georges Laraque to Share His Canadian Story with Peterborough

The Peterborough Partnership Council on Immigrant Integration (PPCII) is organizing a one-day event on **March 16: “Georges Laraque – My Canadian Story”**. Fresh off his appearances on “Battle of the Blades” and “Canada Reads”, NHL veteran Georges Laraque will be coming to Peterborough to share his experiences as a second-generation immigrant from Haiti and how it influenced his experiences growing up in Tracy, a small community outside Montréal.

“In the past year, we have seen growing interest in hearing immigrants tell their stories about their journey to Canada and how they integrate in their communities. Organizations such as the Ministry of Natural Resources and local Catholic and public high schools have requested volunteers from our Speakers Bureau to speak at workshops for their employees and students respectively”, says Hajni Hös, Interim Director of the New Canadians Centre Peterborough.

Laraque began skating when he was five years old and grew up idolizing Mario Lemieux and Wayne Gretzky, but it was Jackie Robinson's story that gave him courage to face the challenges of being a minority in an almost all white world of hockey. While playing minor hockey as a child, Laraque was continually besieged with racist remarks from both players and spectators. Although his parents begged him to give up the game because the environment was so hostile, Laraque refused to quit. "I loved hockey so much," he told the National Hockey League Web site. "I couldn't quit even though the kids would say the N-word and tell me this wasn't my sport so I couldn't play. It wasn't right so I used it as motivation. I kept playing to show them they were wrong. In my mind, if I had quit, that would have proved they were right."

Laraque was drafted into the NHL in 1995. In 2008, he was named the number one enforcer by Sports Illustrated. Over his career, Laraque played for the Edmonton Oilers, Phoenix Coyotes, Pittsburgh Penguins and Montreal Canadiens.

Off of the ice he is known for his outgoing and friendly personality. Laraque is committed and passionate about a number of causes, including animal welfare, relief effort in Haiti, sports, supporting youth, veganism and promoting active, healthy lifestyles, he continues to be involved with numerous charities and hopes to serve as a positive role model to young people. “We hope Georges’ story and his active involvement in civic and social causes after his NHL career will serve as an inspiration to newcomers and non-newcomers alike”, says Jason Stabler, Coordinator of the PPCII.

Together we prosper



The event will take place on **Wednesday March 16, 2011 at 8:00pm** at **Showplace Performance Centre**. Tickets are available for free (limited to 4 per person) at the New Canadians Centre Peterborough (205 Sherbrooke St Unit D, across from the Fire Hall, in person only). This event is funded by Citizenship and Immigration Canada through the Local Immigration Partnership Program and is supported by the New Canadians Centre Peterborough.

The event coincides with the launch of a **photo contest** organized by the PPCII (**closing date: May 15, 2011**). The theme of the contest is “Peterborough as a Welcoming Community”. Participants are encouraged to submit photographs to be displayed by the Peterborough Partnership Council on Immigrant Integration with an aim to:

- showcase the diversity of our social, cultural, economic and environmental landscapes
- attract and promote the integration of newcomers to our community
- support public art and expression in our community

Full details, rules and regulations are available on the PPCII website: <http://ppcii.ca>

What: “Georges Laraque: My Canadian Story”

Where: Showplace Performance Centre

When: Wednesday March 16, 2011, 8pm

Tickets: Free (limited to 4 per person) available at the New Canadians Centre Peterborough (205 Sherbrooke St Unit D, across from the Fire Hall), tel: (705) 743-0882

What: Photo contest “Peterborough as a Welcoming Community”

Details: See <http://ppcii.ca>

Deadline: May 15, 2011

For more information, please contact Jason Stabler, Coordinator of the PPCII at (705) 743-0882 x230, jason@nccpeterborough.ca.

Media Contacts

Jason Stabler

Coordinator

Peterborough Partnership Council on Immigrant Integration

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Hajni Hös
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Sonya Hardman
Chair – Training and Capacity-Building Committee
Peterborough Partnership Council on Immigrant Integration
(705) 748-8830 x3834, shardman@peterborough.ca

Appendix D
Executive Committee Report for March 10 PPCII meeting
Executive Meeting was held February 15, 2011

Present: John Hucks (Vice-Chair of PPCII), Hajni Hos (NCC), Renato Romanin (GPAEDC), Amanda Dibbits (County of Peterborough, Treasurer of PPCII), Jenn Harrington (Chair of PPCII), Jean Giroux (Employment Planning and Counselling, Chair of MC)

Regrets: Debbie Harrison (Fleming College, Chair of ISC), Sonya Hardman (City of Peterborough)

The Executive committee received committee reports from the ISC, the MC, and the Training and Capacity Building Committee:

- 1. Integration Strategy Committee (ISC) report – Jason Stabler for Debbie Harrison**
 - Report Received.
- 2. Marketing Committee (MC) – Jean Giroux**
 - Report received.
- 3. Conference Committee – Jason Stabler for Sonya Hardman**
 - Report received.
- 4. Report from the Treasurer – Amanda Dibbits**
 - Report received.
 - Recommendation that the council approve changing the budget line 'Consulting Fees and Focus Groups' to 'Member Expenses'. This change will also be reflected in our budgeting documents at the start of the next fiscal year
- 5. Budget for the 2011-2012 funding year**
 - The proposed budget for the next fiscal year was discussed. The committee emphasized the need for contingency planning over the next year to plan for our continued operation beyond the next fiscal year. This planning will take place at both the Funder's Roundtable and the Executive Committee

6. Terms of Reference Updating

- The executive committee reviewed its own Terms of Reference and the Terms of Reference of the Marketing Committee and suggested amendments for the other committees. PPCII staff will make the edits. The remaining Terms of Reference amendments will go to their respective committees first, and then back to the executive before going to the PPCII meeting in May 2011.
- Recommendation that the council approve the Terms of Reference for the Executive Committee and the Marketing Committee.

7. PPCII Communications

- The committee discussed the various ways in which the PPCII can communicate publicly. The committee decided on three approaches to communication: 1. through the speaking notes developed by the marketing committee; 2. through a series of columns on immigration related issues in local newspapers; 3. through hosting forum discussions on various issues. The speaking notes are in the final editing stage and will be circulated to all members when completed. The newspaper columns are being planned. The forums are a longer term communication objective.

8. Report of the November 23, 2010 Newcomer Advisory group meeting

- Report received.

9. Other business

- a) Chamber of Commerce After Hours
 - PPCII members will be solicited to attend the Chamber After Hours event at the next PPCII meeting.
- b) Update on SWIS, letter to school boards
 - The October 12th directive of Executive to send letter to school boards was put on hold until SWIS contract was in place. Now that it is in place PPCII staff will send letter as previously directed.
- c) Incorporation, Charitable Status
 - The possible benefit of incorporating the PPCII to obtain charitable status will be forwarded to the Funder's Roundtable.
- d) Funder's Roundtable
 - The Funder's Roundtable will meet for the first time on Feb 22, 2011

Jenn Harrington
Chair

Appendix E

Funders Roundtable Report for the February 11, 2011 PPCII meeting

Inaugural Funders Roundtable meeting was held: February 22, 2011

Committee discussed foundational issues including, what the goals of the committee are, who the audience is, how it will operate and when to meet next. The suggested Terms of Reference for the committee were also discussed. The Committee decided to focus on resources in a broad sense (i.e. financial and non-financial resources) and as such will request a name change to be consistent with this focus. The goals of the committee will be to focus on finding resources (financial and non-financial) to support the ongoing operations of the PPCII and to support the implementation of projects. The committee would like to be a standing committee of the council and will likely meet monthly to begin. The committee will select a chair at its next meeting. PPCII staff is compiling information to assist the committee in determining its target audience and the resources needed for the PPCII to operate.

Recommendations

- Solicit Membership on committee
- Roundtable confirmed as a standing committee
- Name change to Resource Development Committee
- TOR

Jason Stabler
PPCII Coordinator

Appendix F

Treasurer's report for the Peterborough Partnership Council meeting on March 10, 2011 Submitted by: Amanda Dibbits

Fiscal Year 2010-2011 (April 1, 2010 – March 31, 2011)
as it stands on February 28, 2011

Revenues:

Funder	Amount	notes
CIC	227,627	
Total	227,627	

Expenditures:

Responsible for expenditures		Expenditures in February 2011	TOTAL expenditures	TOTAL remaining	Total budget for fiscal year
New Canadians Centre	Administrative costs*	5339	39,970	5,156	45,126
	TOTAL - Administrative	5339	39,970	5,156	45,126
New Canadians Centre	Salaries and Benefits (Coordinator, Outreach Coordinator, Research Specialist)	7,322	75,047	8,622	83,669
	Office supplies, Computer Lease	1,859	6,182	322	6,504
	Staff Travel	24	610	134	744
	Professional development	144	1,204	796	2,000
Integration Strategy Committee	Implementation of Integration Strategy	0	4,355	40,645	45,000
Training and Capacity Building Committee	Symposium or Conference	10,159	10,737	4,263	15,000
Marketing Committee	Promotion	3,847	14,315	685	15,000
Executive Committee	Hospitality - Meetings	726	2,944	56	3,000
	Volunteer appreciation	0	2000	0	2,000
	Member Expenses	0	1,149	1,556	3,240
	Skills Development (Speakers bureau)	900	2,114	0	2,114
	TOTAL- Overhead COSTS	24,981	121,192	57,079	178,271
	Total Eligible GST/HST	681	1995	1,486	4,230
	TOTAL	31,001	163,157	63,721	227,627

*NCC Administrative Costs:

NCC ED, Bookkeeper, Tech Support, Office Rental, Telephone and Fax, Phone lease, Audit fees, Insurance, Office Maintenance

Appendix G

Marketing Committee TERMS OF REFERENCE (Feb 3rd 2011)

Background

The Marketing Committee (MC) was initiated in 2008 as one of three standing committees in the original Terms of Reference of the Peterborough Partnership Council on Immigrant Integration (the PPCII). It was originally titled the Resource Development and Marketing Committee. In 2010, the RDMC requested, and in 2011 the PPCII approved, the splitting of the RDMC into two distinct committees: a Marketing Committee and a Funder's Roundtable. These Terms of Reference are for the Marketing Committee.

Duties of the MC

To support the PPCII in achieving its objectives by ensuring its promotional activities, and sustainability.

Objectives

1. To promote education and awareness of the PPCII's objectives through promotion and marketing activities that raises the PPCII's profile in the community.
2. To recommend creative, alternative and sustainable ideas for carrying out the work of the PPCII.

Composition

The MC is composed of a minimum of 5 voting members and a maximum of 9 voting members, appointed by the PPCII by January 31st each year. The PPCII should endeavour to appoint members with interests and skills relevant to the work of the MC.

PPCII members should indicate their interest in becoming a member of the MC by notifying the Chair of the PPCII. If there are more than 9 voting PPCII members interested in becoming a voting member of the MC, the PPCII will elect the MC voting members with ballot.

The PPCII Coordinator is a non-voting member of the MC.

The Term of Office shall be for one year beginning on February 1st and ending on January 31st of the following year. Membership may be renewed on an annual basis.

The PPCII shall be responsible for deciding on the filling of any vacancy in the membership of the MC which occurs during the year, at the PPCII meeting immediately after the appearance of the vacancy.

Roles and Responsibilities

The **Chair** of the MC shall be chosen from among the voting members of the Committee by the voting members of the Committee at the first meeting following the annual appointments. The voting members shall be responsible for filling a vacancy in the position of Chair, from among the voting members, at the meeting immediately after the appearance of the vacancy. The Chair is responsible for carrying out or delegating the following duties:

- Setting MC meeting dates and agendas
- Acting as facilitator at MC meetings
- Supervising the implementation of the decisions of the MC
- Reporting in writing to each meeting of the Executive Committee and attending meetings of the Executive Committee as a voting member (or sending a designate on the Chair's behalf)
- Attending and reporting in writing to each meeting of the PPCII

PPCII **staff** shall be responsible for the following:

- Sending meeting agendas and minutes to members
- Attending meetings and taking minutes and participating in discussion
- Arranging refreshments for meetings
- Implementing Committee decisions, as directed by the Chair and assigned by the New Canadians Centre Peterborough Executive Director

Where staff are not available, the Chair will be responsible for carrying out or delegating these tasks.

General MC members are responsible for:

- attending MC meetings, or for notifying the Chair of their absence.
- keeping up-to-date with the MC's work by reading MC meeting minutes and following up on tasks.
- assisting the Chair with the Chair's responsibilities when necessary.
- requesting that any items they wish to discuss be added to the agenda in advance of the meeting.

An Conflict of Interest is signed by all members.

Where a member misses two MC meetings in a row without notification, or three MC meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next MC meeting.

Working Groups

At times, the MC may establish by motion an Ad-Hoc Work Group to achieve a short-term goal or address a specific issue.

In the establishment of a Work Group, the MC shall

- appoint one MC voting member to act as liaison
- appoint other members from the MC, the PPCII or the community
- establish the terms of Reference for the Work Group
- determine the reporting requirements for the Work Group

Meetings

1. The MC will meet at the time and place that the MC members decide.
2. The MC will meet a minimum of six (6) times per year, in advance of regularly scheduled PPCII meetings.
3. A quorum at meetings of the MC will consist of 50% of MC members.
4. If at any time during a MC meeting there ceases to be a quorum present, the MC still can have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are open to visitors, but the MC reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

Minutes

Minutes are public, and shall be sent uploaded to the PPCII website. A link to the location of the minutes on the PPCII website will be sent to all MC members, the Chair of the Executive Committee, and any other PPCII member, community member, or organization who requests to receive them. Minutes will be made available at least two weeks before the next MC meeting.

Decision-Making

Decision-making should be as democratic and participatory as possible. A modified consensus model is described in detail in the PPCII Terms of Reference.

Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 4 of the PPCII's Terms of Reference.

Accountability

The MC is accountable to the PPCII as a whole.

The MC may identify projects and bring them to the Executive Committee for recommendation. If after reviewing, the Executive Committee recommends the project to the PPCII, the PPCII will discuss it and it will only be ratified with approval of the PPCII. Without the recommendation of the Executive Committee, the PPCII will not discuss the project possibility.

The MC has the primary role of promotional activities of the PPCII. All marketing activities will be delivered with a consistent and uniformly branded message so that the identity of the PPCII is gradually developed within Peterborough County. To this end, any marketing activities undertaken by PPCII members should be vetted through the MC.

The Executive Committee approves key messages to the public and media.

The MC will ensure that all promotional initiatives aim to cover the entire geographical scope of Peterborough County.

Review

These Terms of Reference are up for review annually by the MC and PPCII. Any proposed changes must be accepted by both bodies before coming into effect.

Executive Committee Terms of Reference (Feb 3rd 2011)

Background

The Executive Committee (Executive) was initiated in 2008 as one of three standing committees in the original Terms of Reference of the Peterborough Partnership Council on Immigrant Integration (PPCII).

Duties of the Committee

1. To set budget for the PPCII
2. To recommend policies for the organisation to the PPCII
3. To review and provide advice regarding any projects that were identified by other committees, to the PPCII
4. To approve key messages to the public and media

Objectives

The Executive shall ensure that all activities work to achieve the objectives of the PPCII.

Composition

The voting members of the Executive Committee are:

1. The Chair of the PPCII
2. The Vice Chair of the PPCII
3. The Past Chair of the PPCII
4. Treasurer
5. The representative of the City of Peterborough
6. The representative of the County of Peterborough
7. The Board Chair of the New Canadians Centre Peterborough
8. One representative of each standing committee (or designate).
9. Representative of the Greater Peterborough Area Economic Development Corporation
10. Representative of the Community and Race Relations Committee
11. Two at large members, who will be appointed by the Council by January 31st of each year

The non voting members of the Executive Committee are:

1. The Executive Director of the New Canadians Centre Peterborough
2. The Coordinator of the PPCII

Council members should indicate their interest in becoming a member of the EC by notifying the Chair of the Council.

Roles and Responsibilities

The **Chair** of the PPCII is also the Chair of the Executive. The Chair is responsible for carrying out or delegating the following:

- Setting Executive meeting dates and agendas
- Acting as facilitator at Executive meetings
- Supervising the implementation of the decisions of the Executive
- Attending and reporting in writing to each meeting of the PPCII

The Past Chair of the PPCII is a voluntary role within the executive committee. Past Chairs can choose whether or not they accept this role at the beginning of each year. The purpose of having the past chair on PPCII is to ensure transition to new Board leadership, and to retain the expertise and experience that only an immediate Past Chair can offer. The Past Chair is permitted to remain active on the board for two years following their role as Chair.

The responsibilities of the Past Chair are as follows:

- support the current chair by providing advice, guidance and continuity to the board
- advise on past and present policies and practices, as needed
- serve as a member of the Executive Committee
- attend PPCII functions and events, as requested
- perform other duties as may be assigned by the Board

PPCII **staff** are responsible for the following:

- Sending meeting agendas and minutes to members
- Attending meetings and taking minutes and participating in discussion
- Arranging refreshments for meetings
- Implementing Committee decisions, as directed by the Chair and assigned by the New Canadians Centre Peterborough Executive Director

Where staff are not available, the Chair will be responsible for carrying out or delegating these tasks.

General Executive members are responsible for:

- Attending Executive meetings, or for notifying the Chair of their absence.
- Keeping up-to-date with the Executive's work by reading Executive minutes and following up on tasks
- Assisting the Chair with the Chair's responsibilities when necessary
- Requesting that any items they wish to discuss be added to the agenda in advance of the meeting

A Conflict of Interest policy is signed by all members.

Where a member misses two Executive meetings in a row without notification, or three Executive meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next Executive meeting.

Working Groups

At times, the Executive may establish by motion an Ad-Hoc Work Group to achieve a short-term goal or address a specific issue.

In the establishment of a Work Group, the Executive shall

- appoint one Executive voting member to act as liaison
- appoint other members from the Executive, the PPCII or the community
- establish the terms of Reference for the Work Group
- determine the reporting requirements for the Work Group

Meetings

6. The Executive will meet at the time and place that the Executive members decide.
7. The Executive will meet a minimum of six (6) times per year, in advance of regularly scheduled PPCII meetings.
8. A quorum at meetings of the Executive will consist of 50% of Executive members.

9. If at any time during an Executive meeting there ceases to be a quorum present, the Executive can still have a meeting with no ratification of proposals until a quorum is present again.
10. Meetings are open to visitors, but the Executive reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

Minutes

Minutes are public, and shall be uploaded to the PPCII website. A link to the site will be sent to all Executive members. Minutes of regularly scheduled Executive meetings will be made available at least two weeks before the next PPCII meeting.

Decision-Making

Decision-making should be as democratic and participatory as possible. A modified consensus model is described in detail in the PPCII Terms of Reference. Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 4 of the PPCII's Terms of Reference.

Accountability

The Executive is accountable to the PPCII as a whole. Certain decisions made by the Executive will be presented in the form of recommendations to the PPCII, and will only be ratified with approval of the PPCII.

Review

These Terms of Reference are up for review annually by the Executive and the PPCII. Any proposed changes must be accepted by both bodies before coming into effect.

Appendix H

Notes of January 18, 2011 Newcomer Advisory Group meeting Prepared by Jason Stabler, Coordinator

The members welcomed a new newcomer, Agnès Jallon (from France) to the group.

Chanda Kaziya gave a presentation about his reasons for coming to Canada, the struggles he faced while here and some strategies for overcoming these struggles.

Chanda came to Peterborough from Zambia in 2009 with his wife who is studying physics on a scholarship at Trent University. He described day-to-day living in Africa as more difficult than in Canada. While opportunities were greater for him in Zambia, peace of mind is greater here in Canada. He also thinks Canada does a good job of taking care of children and he is hopeful to raise his son here.

There are 73 languages in Zambia however the language of the education system is English. The education system in Zambia is based on the British system and this made it easier for him to have his educational credentials recognized here. In spite of this Canadian work experience has been a barrier to him finding employment here. This barrier eventually led him to the New Canadians Centre where he received help with his employment search. He also became involved in the community as a board member of the Community Race Relations Committee and as a member of the Partnership Council. This has been helpful to him in understanding the community and in making new connections. This engagement with the community helped him to move out of his comfort zone and to change his way of thinking.

His biggest challenge in Peterborough has been cultural shock. Peterborough is a community that isn't used to newcomers and as such is relatively closed to newcomers. His first impression of Canada was the weather (he arrived in winter). He described his first experience with winter clothing and with the cold at Pearson Airport, and how he stayed inside his house in Peterborough for two weeks upon arriving here in the winter. What he misses most about Zambia is the extended family system.

NAG members identified barriers to employment as a problem that immigrants face in Peterborough. The group conveyed knowledge of immigrants who were trained as pilots, doctors and nuclear physicists who are underemployed in Peterborough. Specific barriers identified by the group included a lack of Canadian work experience, not having the money to get your credentials evaluated, a lack of understanding by immigrants of local culture and a lack of understanding by Canadians of the skills that immigrants have and the benefits of immigration. Suggestions for overcoming this included internships to get work experience, education of newcomers about local culture (e.g. reading maps, Canadian food etc...) and more opportunities for newcomers and existing community members to meet including multicultural dinners.

NAG also had a discussion about cultural differences generally and specifically between Canada and the United States. Members also suggested greater participation of newcomers in training sessions and the work of the PPCII.

Muhammad will tell his story at the next meeting.

Next meeting: Tuesday, March 15, 5-7 pm, at the NCC Board Room

Please encourage newcomers you know to attend.