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**Training and Capacity Building Committee Meeting  
May 13, 2011 11:00 am - 12:30 pm  
New Canadians Centre Board Room**

Minutes

**Present:** Sonya Hardman (Chair, City of Peterborough Social Services), Jason Stabler (PPCII Coordinator), Carolyn Givogue (Community Race Relations Committee), Jill Ritchie (KPR School Board), Carolyn Leeson (Northern Lights Canada), Maryam Monsef (PPCII Outreach Coordinator)

**Regrets:** Sharon Davison

**1. Professional Development Series Report**

The Professional Development Series (based on the Newcomer Integration Toolkit (NIT)), delivered from December 2010 to March 2011, had over 200 attendees including every officer in the Peterborough Lakefield Community Police Service. On April 28<sup>th</sup>, another NIT workshop entitled 'Working with Culturally Diverse Children and Families' was delivered at the Knights of Columbus Hall. Going forward, Newcomer Integration Toolkit Workshops will continue to be delivered in response to queries from individual organizations. To track the progress of the NIT, the NIT will be a standing item on all future meeting agendas.

**2. Speakers at PPCII meetings**

The TCBC is responsible for identifying speakers for the capacity building portion of PPCII meetings. The committee members recommended that we approach: newcomers; people who can present on housing issues faced by newcomers; and, people who can present on the issues faced by newcomers in the County. PPCII staff will follow up with these recommendations and when this list of speakers is exhausted, will ask the committee for further recommendations.

**3. Terms of Reference**

Conflict of Interest forms were distributed for the committee members to sign as per the terms of reference for the PPCII. The Terms of Reference for the TCBC were presented to the committee. As these were the first Terms of Reference for this committee, the format for the Terms of Reference followed other PPCII committees. The committee made recommendations for changes, including: the inclusion of the PPCII Outreach Coordinator as a member of the committee; that quorum will be 50% + 1. As a standing committee, the terms of reference require the TCBC to meet on a regular basis (at least six times per year).

**4. 2011/2012 Fiscal Year Budget Plan**

The TCBC began high level planning of the next PPCII conference. The goal is to have the conference in the fall (October/November) of 2011. Possible venues include Westdale United Church, Fleming College, Market Hall and the Holiday Inn. Based upon last year's experience it was suggested that the conference have more opportunities for networking and as a result, less scheduled time. It was suggested to extend the conference beyond the usual 9-5 timeline, to allow those who cannot leave their workplaces to attend, a chance to attend in the evening. The committee also looked briefly at the budget from last year. At the next meeting the TCBC will discuss the above details in more depth as well as exploring: who the target audience should be (suggested to align with the four sectors of the

Integration Strategy); the possibility of including child minding at the conference. To facilitate these discussions, PPCII staff will: circulate the budget from last year and a link to the integration strategy; check into the possibility of collaborating with the Workplace Integration Centre (who are also planning a conference in the fall) and the City of Peterborough Immigration Portal; and look into examples of similar conferences held elsewhere.

**5. Chair of Committee**

This item was deferred to the next meeting

**6. Other Business**

**a. Future meetings**

The committee decided to meet monthly in the short term to solidify the planning of the conference. After this has occurred the committee will meet on a bi-monthly basis. PPCII staff will poll the committee members to determine an appropriate date and time for meetings.

**b. Request re minutes**

Committee members requested that previous committee minutes be uploaded to the PPCII website and also that minutes be circulated to committee members prior to their being uploaded onto the PPCII website. PPCII staff will implement both of these requests.