

**RDC meeting Minutes
Sept 21th 2011, 9-10:00am,
New Canadians Centre Board Room**

Present: Carmela Valles (RDC Chair), Judy Heffernan (Community Futures Development Corporation) Janet Hunter (Charterfield Consulting), Hajni Hos (NCC Executive Director), Jason Stabler (PPCII Coordinator), Safo Musta (PPCII Research and Implementation Specialist)

Regrets: Lou O'Hara (Ministry of Citizenship and Immigration), Kevin Duguay (Greater Peterborough Chamber of Commerce)

1. Welcome!

2. The Committee accepted the minutes from the July RDC Meeting

3. Project Support

OCB Program: Staff updated on the Ontario's Community Builders funding, available for a maximum of \$10,000 for projects that recognize and promote Ontario's diverse culture. Applications will be accepted on a continuous intake basis until March 1, 2012. Committee agreed that staff should solicit ideas for this application along those for Trillium funding and explores the opportunities simultaneously. Because of the Nov. 1 deadline, Trillium funding is a priority.

4. Resource Development:

NCC Board support to PPCII: Hajni informed RDC members that the NCC board looks at the PPCII as one of the core services needed in Peterborough and as a valuable program of NCC. Notwithstanding the financial challenges ahead for PPCII, the NCC board is determined to see this program running after March 2012. It is very much hoped that RDC will bring member organizations on board and raise resource support for PPCII.

Alternative funding opportunities for PPCII: Jason gave a presentation on funding opportunities for PPCII. He identified two different streams of funding opportunities depending on whether the PPCII becomes an incorporated organization or not. The first option, Incorporation (open for discussion at PPCII strategic planning meeting) would make PPCII eligible for funding opportunities:

- United Way
- City of Peterborough

The second option, non-incorporation, would make PPCII eligible for funding opportunities under:

- Citizenship and Immigration Canada LIP Funding. However, at this stage it is not clear whether LIP Funding will happen again.

- Ontario Ministry of Citizenship and Immigration Bridge to Employment funding (through Immigrant Employment Council).
- Trillium Foundation Funding-possibility of \$75 000 for PPCII project funding.
- Members- two sources 1) direct ask 2) membership fees (to be discussed at PPCII strategic planning session)
- Resource Development Position- through CFDC and HRSDC grants.
- Ontario Ministry of Citizenship and Immigration Community Builders Funding-possibility of project based funding

HRSDC and CFDC Projects: Committee members discussed whether to pursue the Resource Development/Administrative Assistant Funding at this stage. After the Committee heard the different opinions of the NCC ED and PPCII Coordinator on the pros and cons of hiring additional staff at the current stage, RDC members decided to continue with the HRSDC and CFDC funding opportunities for a Resource Developer/Administrative Assistant position with PPCII. Judy Heffernan gave an overview on different CFDC funding opportunities and stressed that youth internship program has been one of the most successful ones so far and would be worth pursuing by PPCII. RDC Committee members agreed that the first step in pursuing a resource developer/administrative assistant position is to develop the job description. The same job description will be used for both the HRSDC and CFDC grant opportunities. The HRSDC Career Focus funding program will be followed, as soon as the job description is drafted. Once the CFDC funding is approved, staff will pursue the Youth Internship application.

Resource Development Letters to member organizations: Staff shared with the Committee a draft letter to be sent to PPCII member organizations for financial support. Committee members discussed whether such financial support should be considered as an annual membership or a 'onetime' donation. They also discussed on the best way to approach members and agreed that individual and personalized approaches would be the best (letters preceded by a one-on-one meeting or phone call). RDC Committee agreed that the amount of the targeted donation should tailor the specific approach to the member. Committee recommended to the staff to approach the biggest member organizations including WDB, Fleming, Trent, School Boards, GPAEDC, Chamber of Commerce and CFDC through customized letters. The RDC agreed to hold an *ad hoc* meeting on Oct. 26, which will focus specifically on finalizing this item. Staff will prepare individual letters to be addressed to PPCII organization members and present them to the Committee for consideration together with the reviewed list of organizations to be approached.

Update on Trillium Support: Janet Hunter, Carmela Valles, and Hajni Hos met with a Trillium representative in early August. The committee requested that the representatives ask about applying for funding in more than one Trillium category, to ask which program ideas would best qualify for Trillium grants, and if the PPCII/NCC can submit a more comprehensive project, rather than submitting multiple grants. Trillium funding is for a maximum of \$75,000 and its deadline is on Nov. 1. Committee decided that PPCII staff should pursue Trillium funding. The

first step is for staff to prepare a list of 5-6 project ideas/concepts for consideration under Trillium funding (Jason and Safo). Once the list is prepared, Janet, Hajni, Jason and Safo will meet to select the projects that will go into the grant application and start working on the grant. It is recommended to start preparing the online application early in October.

Immigrant Employment Council: Jason updated on the Immigrant Employment Council, which will be funded by the Bridge to Employment Training funding at the provincial level. The grant application for IEC is due on Oct. 4. PPCII staff assisted in the preliminary research of this funding application.

5. Strategic Planning Session

Since the last RDC Committee meeting there are no new developments with regard to the upcoming strategic planning session. The session is open to the PPCII council as a whole, but the RDC committee is encouraged to attend and take an active role in the process, since the planning session was largely initiated around questions brought forward by the committee (i.e. Should the PPCII incorporate or not?). The strategic planning session will take place this fall but the date is not set.

Actions to Take Prior to the Next Ad Hoc Meeting:

- 1) Compile the list of PPCII member organizations to be individually approached for financial support/donation.
- 2) Prepare customized letters to be addressed to each individual organization.
- 3) Prepare a list of project ideas for consideration under the Trillium grant application and start the application process.

**Next RDC *ad hoc* meeting: October 26, 9:00 am-11:00 a.m
NCC Boardroom**