

Minutes
Work Steering Group
Thursday, January 17, 2017

Date:	January 17, 2017
Location:	Greater KW Chamber of Commerce
Time:	12:00pm - 1:30 pm
Present:	Ian McLean, Elizabeth Arcila, Roberto Villamar, Sherri McDermid, Carol Simpson, Tina Allishaw, Chris Farrell, Gayle Horyn, Janet Lehman, Rachel Villemaire, Roberto Villamar, Adria Joel, Sheila McIntosh, Eva Wassef, Paulina, Gayle Horyn, Sherri McDermid, Tim Callan, Marian, Isabel Vankuik, Paulina Cisneros, Marian Rozman
Regrets:	Jeff Samolia, Rod Friesen
Guests:	
Staff:	Nora Whittington, Michelle Martin, Tara Bedard, Pauline Chen

1. Welcome, Introductions:

Ian welcomed everyone. A special welcome to new member Isabel Vankuik Branch Manager, Scotiabank, King St. Kitchener branch.

2. Mentorship/Internship Updates:

Mentorship:

- At end of third quarter 82% of clients matched.
- Speed Mentoring Events organized in partnership with RBC are resumed. Had one in November and another in January.
- The Program organized a “Better Highlights for better interviewing” two- day workshop which was facilitated by one of our mentors, Gary Bond, who is an expert Career Coach and HR consultant. Clients were able to learn how to tailor the “skills & qualification highlight” segment on their resumes and build their success stories around it to be used in their job interviews.
- In cooperation with the Immigration Internship Program, a presentation on mentoring options was delivered at Rockwell Automation. There is an interest among Rockwell Staff to give back to the community and support newcomers. A speed mentoring event at Rockwell facility might be arranged in the near future.
- Communication is still ongoing between the Program Facilitator and the President of PMI CTT (Canada’s Technology Triangle Chapter) about possible future cooperation between our program and the Mentoring Program at PMI. While they are revising and enhancing their community outreach strategy they are also examining the structure and function of mentoring activities the Chapter

engages in. A meeting is expected between the Facilitator, PMI President, and the new Professional Development VP to discuss the aspects of the cooperation between the two programs.

- Mentors recruitment is still ongoing. Specific industries needed are: Engineers, Project Managers, Lawyers, Paralegals, Physicians, Business Analysts, Its, and Occupational Health & Safety.

Internship:

- 6 week option now
- new strategy with employers outreach
- 15-20 new employers
- info session on Jan. 24
- two info sessions in Waterloo

3. CAP UPDATE

- Council pleased. Want to see explicit ties between IP council and the pillars
- As activities get developed the plan will be become more clear
- There will a yearly evaluation/review
- Review/discussion re: work pillar members commitment to activity
- The group via voting system confirmed accuracy of commitment etc..
- Currently still in draft format. It will go to Council for final approval.
- Group agreed names of those who made commitments to be in the CAP.
- Discussion to move the work of Work Pillar forward – need to see more employers fully engaged at WSG and throughout Work Pillar
- Need the support of Chambers of Commerce (both) to move work forward and the continued support of WFPB to continue to encourage trade associations and employers to be more involved.
- We need to be asking: ‘Is everyone WHO needs to be involved on the group, currently involved”? What are the gaps?
- Need WSG members (employers especially) to share events, opportunities within your networks.
- Need more outreach to SME’s via Chambers etc.. How do we bridge this disconnect?

4. IP Portal

Portal is underway. Late spring launch. It will help in promoting awareness and job postings. There can be blogs, submissions, job postings area. Will need everyone’s support to promote the portal and to be involved in submitting information and writing blogs etc.. Could have frequently asked questions. We can support employers by accessing information and answering their questions. Promote EOES service providers and direct employers to them.

5. Update on IEAG meeting

Tim Callan, Chair of IEAG reported that the current focus of this group is Syrian Refugee employment. Will need to engage employers to hire. Looking at ways to ensure job ready and health and safety training etc... Plans need to be developed.

6. Update on Activity

- Tech Jam – Feb. 24 IP is a partners along with Mentorship, Internshp and KWMC Pre-Employment program
- Employer Recognition Event (presented by CELC – Community Employment Literacy Committee). It is the first event in K-W (they have been in Cambridge and Guelph for a number of years. It will be on Feb 2. Ian Mclean is the MC. Held at Victoria Park and it is recognizing certain employers for their engagement and hiring via Employment Ontario Employment Service provider agencies in KW. This will become an annual event. It is being organized by WFPB and IP is a partner.
- Employer One – will close at end of the month. IP Partnered again this year. Carol Simpson to give an update at a future meeting of WSG.
- Global Skills – 9th year. It will be on April 12 at Kitchener Holiday Inn. Need help finding employers for networking event from 3:30-4:30.
- Diversity Intelligence Seminar Event – need to hold one before end of June. Contact employers on WSG for ideas. Nora to follow-up.

7. **Next Meeting:** March 29, 2017 at Greater KW Chamber of Commerce

8. **Adjournment** 1:30 p.m.

Immigration Partnership
Work Steering Group
Meeting: Weds, March 29, 2017
Greater KW Chamber of Commerce
80 Queen St.
Kitchener, Ontario

Time: Noon-1:30

AGENDA

1. **Welcome (Ian McLean)**
2. **Approval of minutes from Jan meeting (Ian Mclean)**
3. **Employer Advisement for Mentorship and Internship Programs**
 - Brief Updates re: Mentorship/Internship Program
- **How WSG can help:**
 - **Trends in Industry**
 - **In YOUR organizations/business**
 - **Recommendations**
 - **Assistance in engaging new employers**
4. **Employer One and Other Updates from Workforce Planning Board – Carol Simpson**
5. **Update on IEAG meeting (March) – (Tim Callan)**
 - **Syrian Refugee Employment – How to engage employers? How can Chambers help?**
 - **Discussions Talent Hub (Peel)**
6. **Update on Activity (Nora Whittington)**
 - **Global Skills – Networking Event**
 - **Diversity Intelligence Seminar**
7. **Next Meeting - May 31 and June 28, 2017**
8. **Adjournment of Meeting**

**IMMIGRATION PARTNERSHIP
Work Steering Group
Minutes**

Date:	May 31, 2017
Location:	Greater KW Chamber of Commerce
Time:	12:00pm - 1:30 pm
Present:	Roberto Villamar, Carol Simpson, Tina Allishaw, Janet Lehman, Sheila McIntosh, Eva Wassef, Brittney Emslie, Isabel Vankuik, Tim Callan, Pam Poole, Dana Lavoie, Julie Newman
Regrets:	Jeff Samolia, Elizabeth Arcila, Sherri McDermid, Chris Farrell, Marian Rozman, Ian Mclean, Roberto Villamar, Gayle Horyn, Rachel Villemaire
Guests:	
Staff:	Nora Whittington, Paulina Rodriguez

1. Welcome, Introductions:

Sheila McIntosh chaired this meeting. Round table introductions.

2. Approval of Minutes - Minutes approved from march 29, 2017 meeting

3. Internship, Mentorship Programs and KWMC Pre-Employment Program

Internship: Increased attendance for information sessions since moving them at Waterloo campus vs Doon. More internships. New connection with Scotiabank via WSG group.

Mentorship: Have seen increase in numbers since Global Skills Conference. Speed Mentoring with RBC continues to be a great success. Will continue speed mentoring at YMCA office through summer. Currently planning for an employer panel.

KWMC Pre-employment Program: Changing curriculum of 'My First Job in Canada'. Hard to get them in to sessions as they want jobs immediately vs going through a lengthy process. Changes will hopefully simplify and increase participation.

4. Brainstorming Session – What is WSG? What is purpose?

The following key points highlight discussion for planning going forward:

- IEAG will cease due to several employment service providers meeting in other ways via Job Developer, CELC group etc. The work of IEAG ie: Syrian Employment will move to WSG group. Tim Callan, Chair of IEAG will continue on WSG representing Employment Ontario and the Managers of that group. The EO Manager group will select rep for WSG going forward.
- There will be 4 employment related service providers on WSG: Internship Program, Mentorship Program, KWMC Pre-Employment Program and Employment Ontario

- Need more employers on WSG so that there can be a stronger network and more connections. Need more sector representation: construction, trucking, technology, small business, retail/tourism, trades. A plan for populating the group is in order. Keep in mind employers will ask ‘what’s in for me?’. The group needs to offer or have results that will benefit each member of WSG and the employer community as a whole.
- WSG needs to focus! We need to stop spinning and focus on 1 or 2 actions that can get some results. We need action! We need to stay focused on the Community Action Plan (CAP) and keep those actions and priorities front and centre.
- **Priorities:**
 1. We need data! We can’t do anything without data. EO providers need to help mine that data. Need support from IRCC to get information as well. (How many immigrants coming into Waterloo Region? How many go to EO providers? How many immigrants do EO providers and other employment support programs see each year? What is the skill set? What sectors do they represent? IP via on-staff evaluator (Paulina) can help analyze data. Tim Callan to be the liaison to EO Managers to ensure stats can be gathered on a regular basis.
 2. We need to have a voice in the talent coming into Waterloo region. We need to advocate (with MP’s) regarding the mismatch of supply and demand. There are more low-mid jobs being created and that does not match who is coming into our area. The point system does not support the reality. We need to marry the supply to the demand. Where is the supply? What is the solution?
 3. WSG is a resource – a conduit. Need to provide education. Info. Sessions, speakers etc.. We need the tools to direct employers to where the talent is ie: service providers, portal etc. Nora confirmed that there is a tool being created. A postcard that will direct employers. Scotiabank has already agreed to give these to their small business clients so they know how to access talent. (Nora will send draft to group for approval) Need to reach more SME’s and ensure they know what is available to them.
 4. We need a concrete message so employers are influenced.
 5. Soft skill training is important as is English language training. We need to be advocating for more of this so that employers have access to more talent who have these skills. Many Syrian newcomers are willing to work but they are not ready as language skills are low and this affects health and safety training. What can WSG do to speed up this process with training etc..
 6. We need to talk to industry and find out what their gaps are.
 7. WSG needs to be able to measure the success of its’ work.
 8. Need a plan asap!

5. Next Meeting – June 27, 2017 (Last meeting before summer break)

6. Adjournment 1:30 p.m.

**IMMIGRATION PARTNERSHIP
Work Steering Group
Minutes
June 28, 2017**

Date:	June 28, 2017
Location:	Greater KW Chamber of Commerce
Time:	12:00 pm - 1:30 pm
Present:	Roberto Villamar, Carol Simpson, Janet Lehman, Sheila McIntosh, Eva Wassef, Brittney Emslie, Isabel Vankuik, Tim Callan, Michelle Jutzi, Julie Newman, Roberto Villamar, Gayle Horyn, Elizabeth Arcila, Ian Mclean
Regrets:	Jeff Samolia, Sherri McDermid, Chris Farrell, Marian Rozman, Rachel Villemaire
Guests:	Diane Wiles, Heart of the Region; Jodi Marner
Staff:	Nora Whittington

1. Welcome, Introductions:

Welcome to Jodi Marner and Michelle Yutzi, WLU, Recruitment (Jodi attending on behalf of Communitech but there will be someone selected to attend WSG on a regular basis)

2. Approval of Minutes - Minutes approved from May, 2017 meeting

3. Heart of the Region - Presentation

- Working with employers and new hires to help them settle within Waterloo region. A service that can help the employers' retention of their workforce (as hiring people costs a lot of \$) by keeping people in Waterloo region.

4. Update on Soft Skills training workshop - Janet/Gayle

- Session too long. Should have been a full day. Employers need shorter events ie: 2-3 hours. Good info but could have been condensed and needed more takeaway's. Overall a good presentation.

5. WSG Going Forward

- Recap from brainstorming session at last WSG Meeting and the following are the key priorities that have been identified:
 1. Data: data is critical. Need from EOES providers (concern that this might be difficult based on how EO is structured) and employers. Talent available and jobs available. Need info to be able to take action.
 2. Advocacy: Soft Skills Training/English language training – need more training so immigrants are more job ready. Talent needs to be ready.

Need to advocate at federal level re: who is immigrating vs. the jobs that exist and are growing. Mismatch.

3. Communications – this is critical. We need a communications campaign/an educational campaign. More awareness, more education, promote problem, promote solution.

Other discussion:

- Need a local solution
- What are employers looking for. Everyone is looking for the purple squirrel. Need to educate.
- Look at workingkw.ca/ workingtech.ca (Communitech)
- Look at Nation Talk
- One-stop approach is desired. How - with the EO System?.
- Populate WSG. More employers from various sectors
- Form a task group to meet three times in summer to put together a plan of action before September 27 meeting. (Carol, Sheila, Tim, Roberto, Gayle, Nora)

6. Point of View Event

- Jim Estill, CEO, Danby, Guelph is the recommended speaker which IP is sponsoring. He has been committed to newcomer hiring and has been very involved in the Syrian newcomer project. Ian to follow-up.

7. **Bring Forward:** Vice Chair for WSG – Discuss in September.

8. Next Meeting – September 27, 2017

9. Adjournment 1:30 p.m.

**IMMIGRATION PARTNERSHIP
Work Steering Group
Minutes
September 27, 2017**

Date:	September 27, 2017
Location:	Greater KW Chamber of Commerce
Time:	12:00 pm - 1:30 pm
Present:	Carol Simpson, Eva Wassef, Paulina Cisneros, Tim Callan, Julie Newman, Gayle Horyn, Elizabeth Arcila, Ian Mclean, Chris Farrell, Pam Poole, Tina Alishaw
Regrets:	Roberto Villamar, Janet Lehman, Eva Wassef, Isabel Vankuik, Michelle Jutzi, Sheila McIntosh
Guests:	Paulina Rodrique
Staff:	Nora Whittington

1. Welcome, Introductions:

Welcome to Paulina Rodrique, member of IP team.

2. Approval of Minutes - Minutes approved from June, 2017 meeting

3. IP Evaluation Update:

Paulina Rodrique reviewed the focus of the Evaluation Committee of IP.

- A.** Ultimate Outcomes
 - B.** Intermediate Outcomes
 - C.** Immediate Outcomes
 - D.** Outputs
- The question of how the Immigration Partnerships work is affecting employers hiring is difficult data to acquire. Carol Simpson suggested that Employer One could, perhaps, include a few new questions in the next survey related to immigrant hiring.
 - Paulina to reach out to Carol Simpson about attending the Data action group.

4. Report from the Planning Action Group

A group was formed and met through the summer to look at the Work pillar and its' direction. It was agreed at this group that the Terms of Reference (TOR) and revised it. Here are some of the key highlights:

- The Chair will have a one year term (unless the group decides otherwise). The Chair has to be an employer or business representative and not a service provider.
- There must be a Vice-Chair
- Every member of the Steering Group must sit on an action group and participate in the activities of the Work pillar.

- Identify conflicts of interest

**Those in attendance selected an action group and Nora will contact others who were not able to attend to get their commitment.*

**The Communications action group members are to attend two planning sessions: October 18 and 25 both from 9:00-11:00. Nora will be in touch.*

5. Workforce Planning Board Update:

Carol Simpson will connect with Nora regarding planning a joint initiative with the Immigration Partnership at the end of October. It will be presentation to the Employment Ontario agencies.

Carol also suggested a coordinated effort and joint meeting regarding the outreach to schools to promote the trades and manufacturing. Discuss how to have ie: tours to manufacturers or manufacturing day built into their curriculum. Discuss who is doing what and what the various initiatives are etc.. ACTION: Bring forward to next WSG meeting agenda.

6. IP Events

- Manufacturing Day buses (with WFPB). Invited Syrian newcomers with interpreters to go on two buses to Manufacturers as part of the WFPB Manufacturing day event. Two sold out buses.
- Networking Training event for Newcomers as part of the Chamber Exop on October 17
- Point of View Event on December

7. Partner Highlights:

- **Internship:** MCI funding was extended until end of March 2018 and an application for renewal funding has been submitted by Immigration Partnership/Chamber of Commerce. There is a new Job Prospector who was just hired. Lots of IT clients. Working at engaging clients more effectively. Keeping them engaged! Created a 3 month engagement program.
- **KWMC/Connector Program:** The Connector Program received funding from IRCC (Federal Immigration). This program ran a pilot 3 years ago and could not get funding but KWMC was able to access funding via IRCC and a team has been hired. It was successful in its pilot stage which was exclusively for immigrant women but not it is open to both men and woman with an English level of 7. There will be a launch and more information coming about this program. It is being hosted by the KWMC centre.
- **Mentorship Program:** Staff absent
- **EOES:** Numbers (of clients) are lower than normal. Looking at creative ways to promote the program and build awareness.

8. Bring Forward: Vice Chair for WSG and Meeting re: coordinated effort re: School Board outreach.

9. Next Meeting – November 29, 2017

10. Adjournment 1:30 p.m.

**IMMIGRATION PARTNERSHIP
Work Steering Group
Minutes
November 29, 2017**

Date:	November 29,2017
Location:	Greater KW Chamber of Commerce
Time:	12:00 pm - 1:30 pm
Present:	Carol Simpson, Eva Wassef, Tim Callan, Julie Newman, Elizabeth Arcila, Ian Mclean, Pam Poole, Tina Allishaw, Roberto Villamar, Janet Lehman, Sheila McIntosh, Beisan Zabi
Regrets:	Isabel Vankuik, Michelle Jutzi,
Guests:	Bethany Rowlands, Dan Vandebelt
Staff:	Nora Whittington

1. Welcome, Introductions:

2. Approval of Minutes - Minutes approved from September 27, 2017

3. Updates: Mentorship, Internship, Connector Program:

Mentorship Program:

- employer panel event partnership with Communitech. Very successful
- Speed mentoring event with Rockwell Automation
- Doing ongoing RBC hosted speed mentoring events
- CIBC is also joining with mentoring events
- Program has been successful and feedback via a recent survey showed how approx.. 90% of respondents found an increased awareness of job market through this program.

Internship Program:

- 10-15 new employers
- Offering shorter term internships as well
- 75-90 employers involved

WR Connectors Program:

- Connector launch at RBC was well attended.
- 32 Connectors have signed to date and growing
Lots of buzz

4. Action Group Updates:

Communications Action Group:

- Have had two meetings
- Planning Phase 1 of Awareness Campaign
- Bethany Rowlands from Communications Department at Region of Waterloo (ROW) was present to give an overview of the plan which she and the team at ROW are supporting.

- Will be doing a print campaign with posters similar to I Am Waterloo Region campaign
- Will have CTV commercials and will be shooting these in the next few weeks with models selected by service providers.
- Will be linking all promotion to the IP Website/Portal
- Phase 2 will include employers and will take place in March, 2018.
- The full campaign needs to be planned before the end of March

*The group watched the new Indeed.ca ad for hiring

Data Action Group:

- Group have met once. Determined to need acquire data from employers about their awareness of systems and availability re: hiring immigrants
- Carol Simpson via Workforce Planning Board will arrange for an-add on to Employer One survey including questions re: hiring immigrants. Approx. 5-7 questions. Employer One survey runs through month of Jan 2018.

5. Vice Chair:

- Sheila McIntosh was nominated and agreed to be Vice-Chair for WSG

6. Events:

- Global Skills – March 21 - Theme: A Focus on Connections
- Jim Estill Event with Chamber coming soon

7. Next Meeting – January 31, 2018

8. Adjournment 1:30 p.m.