

## Working Steering Group Meeting Minutes

<b>Date:</b>	January 28, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Sheila McIntosh, John Rose, Lisa Favero, Phil Noelting, Tracey Hare-Connell, Anne Paterson, Megan Valla, Hanan Awad, Leanne Casey (Mary Am), Sue Benoit, O'Halloran Group (Evaluators: Mark and Alison)
<b>Regrets:</b>	Alexandra Dumitrache, Nikki Sharpley, Chris Farrell, Jeff Samoila, Peter Krakowiak, Cindy Tarasow, Marilena Benak
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington

### 1. Welcome, Introductions

- Sue Benoit, Immigrant Internship Program and representatives from the O'Halloran Group who will be running a focus group for a portion of this meeting. Welcome Sue, Mark and Alison

### 2. Approval of Minutes

- Minutes from November 26, 2014 were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. C-DEP (Talent Recruitment Program)

- Updates: Phil/Ian
  - A pre-pilot or proof of concept stage has been approved by Scotiabank. This will be a two month project which has been approved by Scotiabank and will be funded via their Scotiabank Corporate Responsibility Budget. Phil has been liaising with Scotiabank leaders. Still waiting for start date but likely early February. Working out some details.
  - How will success be measured? 1) communication/engagement 2) hiring/recruitment 3) business development
  - A report will be given to WSG at May meeting or via email in April
- Discussion/Next Steps
  - ITEP will not be exclusive to Scotiabank
  - Need to loop Scotiabank back to Chamber and WSG/ITEP Team
  - Full pilot project will be the next step with application for funds via Scotiabank Bright Futures Program. This test stage will provide further information for application.

- Hanan expressed concern that this appears about building business vs. helping immigrants. Nora to coordinate with Phil to discuss the project further with Hanan and to explain/demonstrate

**Action: Nora to connect with Phil re: meeting with Hanan**

**5. Focus Group Discussion – O’Halloran Group**

- Focus group held with WSG members. No staff present during this portion of the meeting.

**6. Next Meeting** : March 25, 2015 at Greater KW Chamber of Commerce

**7. Adjournment** – 1:30 p.m.

## Working Steering Group Meeting Minutes

<b>Date:</b>	March 25, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Sheila McIntosh, John Rose, Lisa Favero, Phil Noelting, Cindy Tarasow; Jeff Samoila; Marilena Benak; Carol Simpson
<b>Regrets:</b>	Nikki Sharpley, Chris Farrell, Peter Krakowiak, Tracey Hare-Connell; Anne Paterson
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington

### 1. Welcome, Introductions

- Round table of introductions

### 2. Approval of Minutes

- Minutes from January 28, 2015 were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. Greetings from Immigration Partnership Council – Peter Donahoe

\*Deferred to May meeting

### 5. Employer Recognition Event – Marilena Benak

Marilena presented the idea of having an Employer Recognition Event – thanking employers who have supported the Immigrant Mentorship Program and Internship Program and overall employers who support the development and/or hiring of immigrants in our community. It was agreed that the event will be June 11, 2015 at Waterloo Inn (space permitting). Ian McLean said the Chamber will support with \$ if needed but IP does have a budget to cover a wine/cheese gathering. Nora and Marilena will meet again to discuss. IP staff to organize. Ian McLean to emcee event. There will be a 20 minute business agenda at the gathering to highlight the programs and generally thank everyone. To be kept as informal as possible.

It was agreed that it is important to recognize employers – something WRIEN was very good at doing during its' existence. Agreed there is a need to continue it. WSG members to mark calendars for June 11 4-6 p.m.

### 6. Magnet Presentation – Crystal Leng

A presentation about an Ontario Chamber of Commerce (and Ryerson University) project called Magnet was presented by Crystal Leng who is the coordinator locally for this program. Guelph Chamber piloted it. Not an overcomplicated program but seems to have

some bugs in it. Some concerns about program and what it can really offer employers that they can't get elsewhere? Seems more for SME's. Similar platform as Skills International.

**ACTION: Nora and Carol to discuss program and see how IP can help promote, if at all?**

## **7. ITEP Overview/Update:**

**The following key points from presentation/update:**

- Key mandate: engagement/employment, raising brand and what did bank get back. Clear from the beginning that there needed to be some retail results through the process.
- Cindy is acting as Community Manager during this pilot (responding to immigrant talent, liaising with Scotiabank regarding job candidates etc...)
- Meeting took place with Scotiabank and service providers – a great meeting. Very clear. Service Providers are fully engaged and see value in this project. (service providers during pilot are: Northern Lights, YMCA and KW Multicultural Centre). They understand it to be a new way of finding employment. They see the value. A demonstration took place with them which was very helpful.
- Will be having a table at the upcoming Global Skills Conference to promote ITEP
- There are now weekly updates that Cindy prepares for planning team and Scotiabank
- Pilot will end last week in May (a full report at May 27 meeting)
- Ian to talk to service providers individually to get direct feedback about how they felt about the overall pilot.
- A meeting to be scheduled with Scotiabank to present report (input from Scotiabank will be critical for the report – Phil/Cindy)
- After 2 weeks of being fully rolled out, ITEP has engaged 22 people and 19 of those are prospects, 62% of pool is engaged – ½ of pool have never been to a Scotiabank before. Had 14 seeking financial advise. (service providers involved in pilot can see the financial advise being invaluable to their clients) Have put 3 prospects in front of Scotiabank to consider.
- Need to ensure that when people who have engaged don't move forward that they are properly communicated with. How do service providers get feedback so they can work with client to improve interaction/presentation? etc..
- Reminder: this is not a job board – this is an engagement process

**8. Next Meeting :** May 27 2015 at Greater KW Chamber of Commerce

**9. Adjournment – 1:30 p.m.**



## Working Steering Group Meeting Minutes

<b>Date:</b>	May 27, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Sheila McIntosh, John Rose, Lisa Favero, Phil Noelting, Cindy Tarasow; Jeff Samoila; Marilena Benak; Brad Labadie; Roberto Villamar
<b>Regrets:</b>	Peter Krakowiak, Carol Simpson; Anne Paterson, Phil Noelting,
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington

### 1. Welcome, Introductions

- Round table of introductions
- Welcome Roberto Villamar
- Farewell to John Rose
- Julie Dopko, Communitel will be joining the group at June meeting

### 2. Approval of Minutes

- Minutes from March were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. Greetings from Immigration Partnership Council – Peter Donahue

\*Deferred to a future meeting

### 5. Updates:

- **Employer One:** Brad Labadie presented a summary report: the following were some key points:
  - a. High results in completion. 28%
  - b. Kitchener (largest completion rate)
  - c. 81% of surveyed employers hired in 2014
  - d. 72% of surveyed employers had a separation in 2014
  - e. 69% of employees were permanent full-time
  - f. Networking is the number one method of hiring – hidden job market
  - g. Manufacturing is not dying. Niche manufacturing (advanced manufacturing) is growing. \*20% of local economy is manufacturing.
  - h. Encouraging more partners for 2016 survey. Asking everyone to share summary as far and wide as possible. (Brad to send a copy to Nora to forward to group).
  - i. Still drilling down on data.
  - j. WSG/IEAG want to see more questions related to immigrant hiring. A small group to be formed to create 4 or 5 questions to be submitted to the Workforce

Planning Board. There are no guarantees that questions can be added but some will be submitted. IEAG was going to put together a survey for employers related to these questions but it was agreed that Employer One may be the route to go vs. creating another survey for employers to have to complete.

- **Internship Program:** Tina updated that this is still the first year in the funding period so numbers are lower than wanted but lots of engagement with new employers (85% increase). There has been success with working with the City of Guelph and would like to use this model of engagement and success with other organizations. The demographic is 30-45 for an internship.
- **Mentorship Program:** 130 matches to date (exceeding goal). Some more rural involvement. Looking at more ways to say thank you for the mentors and organizations time and commitment. Always looking for more employers. HRPAs might be a way to help promote?
- **IEAG** – at last meeting had a presentation by Mentor City. HRPAs use Mentor City. A software matching mentor program. Suggestion that Immigration Partnership support it and put on website. Nora to forward link to the group for further review. Have a presentation of Mentor City at a Fall, 2016 WSG meeting.

## 6. ITEP – Update/Next Steps

Cindy presented an audio/visual presentation giving an in depth summary (minus final numbers from Scotiabank and final input by all service providers). The group agreed it was a solid presentation with great information. Showed the step by step process of engagement 32 participants, 24 job seekers and 1 hire to date but waiting for more updates from Scotiabank. Agreed that this presentation would be perfect to show to Scotiabank. A meeting to be held with Scotiabank including further analytics and Phil's input. At this stage the proof of concept stage has proven to be a success. Call meeting with Scotiabank and planning team for mid June. Further update with next steps at June WSG meeting.

**ACTION:** Meeting to be organized for mid June with Scotiabank. Presentation to be fine-tuned for that meeting.

7. **Next Meeting** : June 24, 2015 at Greater KW Chamber of Commerce

8. **Adjournment** – 1:30 p.m.

## Working Steering Group Meeting Minutes

<b>Date:</b>	Weds. June 24, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Lisa Favero, Phil Noelting, Cindy Tarasow, Brad Roberto Villamar, Anne Paterson, Julie Dopko
<b>Regrets:</b>	Peter Krakowiak, Carol Simpson, Sheila McIntosh; Jeff Samoilia, Marilena Benak
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington, Tara Bedard

### 1. Welcome, Introductions

- Round table of introductions
- Welcome Julie Dopko

### 2. Approval of Minutes

- Minutes from March were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. Updates:

#### **IP Council Meeting:**

Ian updated the group re: discussions from Council as follows:

- Updated Council on ITEP and meeting with Scotiabank
- Discussion at Council re: IP evaluation update/results and next steps to finalize recommendations from evaluation
- Discussions re: a survey to election candidates re: immigrants Suggested that each IP Steering group come up with a few questions as it relates to their groups and they will be considered for input into a survey
- Discussion regarding being careful how involved IP gets in the election/politics
- IP wants to ensure that immigrants are informed about voting and what each candidate stands for so they can make an informed decision

**ACTION:** WSG agreed that the following be considered for a survey. Tara Bedard to prepare for IP. Include a question for candidates ie: What role do you see immigrants play in Waterloo Region? What is their vision for supports for immigrants in Waterloo Region? Who is an immigrant? Do they know what employers need to hire immigrants? Keep it at a macro level



- **Internship Program:** Tina updated that this is still the first year in the funding period so numbers are lower than wanted but lots of engagement with new employers (85% increase). There has been success with working with the City of Guelph and would like to use this model of engagement and success with other organizations. The demographic is 30-45 for an internship.
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**ACTION:** Meeting to be organized for mid June with Scotiabank. Presentation to be fine-tuned for that meeting.

6. **Next Meeting** : June 24, 2015 at Greater KW Chamber of Commerce

7. **Adjournment** – 1:30 p.m.

## Working Steering Group Meeting Minutes

<b>Date:</b>	Weds. September 30, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Phil Noelting, Cindy Tarasow, Roberto Villamar, Carol Simpson, Julie Dopko, Elizabeth Arcila, Carlos Saaavedra, Rob Saavedra
<b>Regrets:</b>	Jeff Samolia,, Sheila McIntosh; Chris Farrell
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington

### 1. Welcome, Introductions

- Round table of introductions
- Welcome Julie Dopko

### 2. Approval of Minutes

- Minutes from March were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. Updates:

#### **IP Council Meeting:**

Ian updated the group re: discussions from Council as follows:

- Cindy attended the last Council meeting and showed a demonstrative presentation of ITEP. Council have heard about ITEP several times but this was the first time they had seen a visual overview and it was well received.
- Discussion at Council re: All candidate meetings and questions being included re: immigrants. IP has created some questions. Chamber is going to add some questions to their meetings.
- **IEAG** – Next meeting will be October 7 and it will be chaired by Cindy Tarasow (new Chair for this group)
- Tina Allishaw gave an update on the Internship Program. Lots of outreach to employers. Still challenges with certain sectors.

### 5. ITEP – Update/Next Steps

A proposal has been created for Scotiabank as the project is about to enter phase 1. A meeting will take place following this meeting with Scotiabank to review proposal and to arrange a meeting in Toronto with the team there. The goal is to begin Phase 1 early November once investor funds from Scotiabank are approved. The results

from Proof of Concept were excellent and now the momentum needs to continue as the project moves forward. More to report at the next meeting.

6. **Imminy** – Carlos and Rob Savvedra who have a new start up via the Accelerator Centre of Communitech gave a presentation about a pre-entry (to Canada) software program that allows immigrants to find the destination in Canada that matches their skill set, sector preference. It will launch in October. Carlos and Rob to keep the group up-to-date about its' progress and how we can work together.
7. **Laurier International** – Peter Donahue (Chair of IP Council) with Laurier International has applied for funds to launch a tech training program to address the gaps in the sector. He has met with Communitech who are supportive of this initiative. Application for funds early October. Lots of support and interest around the table. Peter to keep WSG up to date on how this unfolds.
8. **Point of View Event** – Ian and Nora met about IP sponsoring a Point of View event in late Feb/early March, 2016. Would want a speaker who would be a draw for employers (re: immigrant hiring, cultural differences or whatever topic employers are wanting to hear as it relates to immigration and diverse workforce). Nora to send out an email to the group to get ideas for speakers.
9. **Immigrant Entrepreneurship** – Elizabeth Arcila joined the meeting to share her experience working with immigrants in training them re: starting a small business in Canada. Elizabeth has been running a program (voluntarily) in the community and has seen hundreds of immigrants participate. There is a gap in this area that needs to be addressed. WSG also needs to focus on immigrant entrepreneurship, in addition to employment. Chris Farrell, Small Business Centre, who is also on the group can speak to this as well. Elizabeth will continue to be part of this group.
10. **Communitech Tech Jam** – Julie Dopko updated the group on this event and that IP participated as a partner this year. IP along with Mentorship Program and Internship Program had a table and one of the committee members had a robot that attracted people to the booth. Immigrant clients were invited to the event to network and connect with employers about potential job opportunities. A great event!
11. **Chamber Expo** – This year IP has decided to book a room at Bingeman's in advance of this event and run networking training for immigrants. IP is going to promote to service providers to invite clients to come and meet the business community at this event. See what businesses are in Waterloo Region and Guelph and get to know them and possible opportunities in the future. It is another opportunity to immigrants (and local business too).
12. **Next Meeting** – November 25, 2015
13. **Adjournment** – 1:35 p.m.



## Minutes

<b>Date:</b>	Weds. November 25, 2015
<b>Location:</b>	Greater KW Chamber 80 Queen Street N, Kitchener
<b>Time:</b>	12:00pm-1:30 pm
<b>Present:</b>	Ian McLean, Tina Allishaw, Phil Noelting, Cindy Tarasow, Carol Simpson, Julie Dopko, Elizabeth Arcila, Sheila McIntosh, Chris Farrell, Julie Dopko, Lisa Favero, Gayle Horyn, Marian Rosman
<b>Regrets:</b>	Jeff Samolia,, Anne Paterson, Roberto Villamar
<b>Absent:</b>	
<b>Staff:</b>	Nora Whittington

### 1. Welcome, Introductions

- Round table of introductions

### 2. Approval of Minutes

- Minutes from September were approved

### 3. Approval of Agenda

- Agenda was approved as distributed

### 4. Updates:

- **Internship** – Tina reported that it is going well but some gaps in the area of Architecture. Ian said to reach out to him as he has contacts in this sector. 20 people on the caseload. Always a challenge to connect with employers. Working hard to develop these relationships.
- **Mentorship** – monthly registrations into the program continue to grow. Often the sectors of interest are : accounting, health care, office administration, teaching and academia. There is a trend toward IT careers such as hacking, forensic investigation, etc...64 matches have been made. Continues to be a popular program..

### 5. ITEP – Update/Next Steps

The proposal still remains with Scotiabank in Toronto and as expected it will take time for an organization of this size to make a decision. Ian will follow-up with Rob Jones to see where things stand. Hoping to hear more in January. Cindy reported that in the meantime while we wait she has been responding to people who have been going to the online engagement system.

- ### 6. Point of View Event
- A letter is going to John Stackhouse, Futurist at RBC (formerly of the Globe and Mail) to see if he can be the guest speaker at the Point of View event in March (a date that works for him). This is partnership with IP and Chamber. Will be calling on everyone to help promote it. Bring forward to next meeting.

7. **Immigrant Entrepreneurship** – Agreed that this needs to be a focus of this group and look at ways to encourage and promote this. Suggested that first a meeting be held with the school boards as need to reach the schools to encourage entrepreneurship as an option. Nora to coordinate with staff at the Chamber to have a letter to go out to both school boards, Business Education Partnership, Junior Achievement, Communitech, Workforce Planning Board, Tina, Conestoga College, Small Business Centre and have a 1.5 hour blue sky discussion.
8. **Jobtoberfest** – Discussion regarding a possible job fair for the fall of 2016. It was suggested that we scan what is already happening in the community ie: communitech and the job fair that UW/WLU/Conestoga College and U of G deliver. Suggested that it be kept to a networking event vs. a job fair. Nora will take this back to IEAG as it would be a partner event with employment service providers. If it is held near Oktoberfest, suggested that it be the week before.
9. **HR Panel** – Working with a local HR professional in bringing together a panel of HR professionals (representing different sectors.) This event is an FYI only as it is being coordinated by IEAG. This event will be held for employment service provider staff so that they are aware of the most current trends re: recruitment, hiring etc..

#### 10. Update on Activity

- Network Training Event and Chamber Expo – a big hit. Had 100 people register for the training session and they had the opportunity to use the skills they learned at the Chamber expo and it gave them a broader view of the business community in the Region. Because of the success of this event, the group decided that where possible to run this type of training event as it focuses on the development of the soft skills of immigrants. Suggested that a similar event be run on December 7 before the Manufacturing Job Fair at the K-W Aud. Carol Simpson said that she can arrange space. Nora to follow-up.
- Improving Prosperity For Immigrant Women wrap-up event: Ian attended and said it was a success. Cindy gave a brief overview of ITEP at this event.
- Refugee Preparedness - a community meeting was held a few weeks ago about how the community is going to prepare for the 1100 Syrian Refugee's coming into Kitchener-Waterloo. There was a group of people who discussed employment of these refugee's. Some employers have been expressing interest in wanting to hire. Suggested perhaps setting up something under ITEP for the Syrian Refugee's...an interim stage activity and have discussions with different businesses. Bring this forward to a future meeting when we have more information.

11. **Next Meeting** – January 27, 2016

12. **Adjournment** – 1:35 p.m.