



SI Working Group #2 Groupe de travail ISB

Small Centre Strategy
Stratégie des petits centres



Checklists



Checklist of potential key players

- Government (three levels)*
- Regional municipalities*
- Business and labour organizations*
- Employers*
- Economic development offices*
- Immigrant settlement agencies*
- School boards, colleges, universities*
- Faith communities*
- Health-related institutions and agencies*
- Law enforcement agencies*
- Professional and trades associations*
- Community service providers*
- Social planning and advocacy groups*
- Ethnic community groups*
- Landlords and housing associations*
- Libraries, recreation providers*
- Newcomers established among you*
- Chamber of Commerce*
- Key unions*
- Media*
- ESL and FSL providers*
- Co-operative organizations*



Agenda checklist for your initial team meeting

- Introductions (why are you interested?)*
- Background leading to meeting*
- Briefing on community's demography*
- Brief introduction of the Tool Box*
- Who is missing and should be invited?*
- Decision to continue or not*
- Time and place of next meeting*

Agenda checklist for second meeting

- Introduction of new team members*
- Overview of the Tool Box*
- SWOT analysis of your community*
- Briefing on provincial/territorial initiatives*
- Discussion of ideas and opportunities*
- Using Tool Box as guide, assign topics/tasks for next meeting*
- Time and place of next meeting*



A checklist to consider

- Do some jobs in your community require particular skills?**
- Do Canadian qualifications requirements by trades or professions pose a problem for skilled newcomers in your community?**
- Are your highly-skilled newcomers going to be allowed to practice their trade or profession in your community?**
- Are employers expecting “Canadian work experience” before accepting newcomers as employees?**



Here's a checklist of things to think about as you plan to manage potential barriers in your community:

- Racism (it's rarely open, but subtle forms can exist)
- Cultural differences (acceptance and understanding are essential)
- Settlement services (or the lack of them)
- Schools (are they accustomed to handling children with various language and cultural backgrounds)
- Housing options / openness of landlords (lack of personal references or damage deposits)
- Lack of friends (easily rectified so long as someone thinks about this)
- Community services and programs (how does one learn about them? Are there access barriers like cost and residency requirements?)
- Employment and language barriers (as we have seen on the preceding page)



Do you have a clear idea of your community's demographic and employment trends? Have you identified the goals of a population strategy?

Do you have community support for going forward?

Have you become familiar with Canada's immigration laws, their opportunities and their limitations?

Have you become familiar with the immigration laws and opportunities of your province or territory?

You have considered your community's strengths, weaknesses, opportunities and threats (SWOT). What things can be done to improve upon this picture?

Are you ready to get organized? Have you got a team? Have you identified a champion? Are your media on side?

Look now at things like employment and housing. Build linkages with employers and realtors and educators.

Are you ready with a web site, print materials, and knowledgeable people to help those thinking of coming your way?

What kind of inducements are you able to offer?

If you see current Federal or Provincial immigration laws or practices as being an obstacle to your success, are you prepared to work for their change?



A checklist of questions

- Has your community ever been seen as closed to people “from away”?
- Do you have a community “welcome wagon” program?
- Is there a package of important information about your community available for newcomers?
- How do you know when there is someone new in your community?
- Whose job is it to welcome newcomers?
- How does your community officially recognize newcomers among you?
- Where would a newcomer turn for information? For advice? For helpful tips?
- What would happen if a newcomer doesn't speak the community's common language?
- How available is language instruction?
- How will your schools deal with new kids in class, ones who may be culturally different and speak another language?
- How might you replace a newcomer's lack of family or ethnic ties?
- Where would a newcomer go for employment information? For recognition of foreign qualifications?
- Is housing (and location) advice available? Are there vacancies in a range of prices?
- If racial or other forms of discrimination happen to a newcomer, how will your community deal with this?
- Will newcomers be able to access medical assistance easily?
- Are your media on side with your population strategy?



Basic accessibility checklist

- Will your public services be sensitive and tolerant of culturally determined differences in dress?
- Can medical services cope with translating and interpreting challenges?
- How will community services offices and facilities deal with those who don't speak English or French?
- What things can you do to make basic information in print or electronic form understandable by non-English or non-French speakers?
- Are food-serving community institutions familiar with and sensitive to cultural dietary requirements?
- Is the 911 system able to deal with newcomers?



Checklist of basic survival information

- Where to stay temporarily**
- Where to shop for food, for medicine**
- Where to get emergency health care**
- Where and how to access bank services**
- Where to turn for quick help and advice**
- Where to get an interpreter**
- Where there's a place of worship**
- Emergency measures: "911" and fire alarms**
- When and where to enroll for medical coverage**
- When to get a social insurance number**
- When and where to enroll the kids in school**
- When and how to enroll for adult language classes**
- Help with a job search**



Settlement Checklist

Needs assessment:

- Basic supports/ medical enrolment/
Social Insurance Number enrolment*
- Housing (longer term)*
- Orientation (specific and focused on
needs)*
- Language evaluation/training as
necessary*
- Employment*
- Health and medical needs*
- Education needs and goals*
- Income support issues*
- Recreation, leisure, faith and
spirituality*

Linking with community:

- Public services*
- Social connections*
- Employment networking*
- Faith community*
- Ethnocultural community*
- Volunteer opportunities*



Factors to consider post initial 3 months:

- Housing (is it still or has it become a problem?)
- Language assistance (see ideas opposite)
- Additional orientation on case-specific topics (like buying a car, learning to drive)
- Medical/health issues that may be inhibiting successful settlement
- Economic self-sufficiency connected to employment issues
- Education goals still to be realized, or planned for
- Cultural and religious needs, perhaps not yet met in your community
- Wellness and leisure, an open-ended topic for creative additions