



CITY OF HAMILTON
COMMUNITY AND EMERGENCY SERVICES DEPARTMENT
Neighbourhood & Community Initiatives Division

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	August 16, 2017
SUBJECT/REPORT NO:	Hamilton Immigration Partnership Council (HIPC) – Staffing (CS10043(e)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	John Ariyo 905-546-2424 ext. 1564
SUBMITTED BY:	Suzanne Brown Director, Neighbourhood & Community Initiatives Division Community and Emergency Services Department
SIGNATURE:	

RECOMMENDATION

- (a) That the conversion of two Hamilton Immigration Partnership Council (HIPC) staff, funded by Immigration, Refugees and Citizenship Canada (IRCC) and revenue neutral to the net levy, from temporary full-time to permanent full-time, subject to continued funding from IRCC, be approved; and,
- (b) That changes to the two following positions be approved:
 - (i) Project Manager, Immigration (current), be changed to Senior Project Manager, Immigration; and,
 - (ii) That Working Groups Coordinator, Immigration (current), be changed to Program and Policy Advisor, Immigration.

EXECUTIVE SUMMARY

Hamilton Immigration Partnership Council (HIPC) is one of 77 Local Immigration Partnerships (LIP) in Canada funded by the federal government. The key objective of LIP is to create a collaborative table where settlement agencies and community partners can discuss pertinent issues and implement collective actions necessary to successfully integrate newcomers into their communities.

The Hamilton Immigration Partnership Council (HIPC) was established in 2009 and is comprised of over 85 community partners. Sectoral representatives on HIPC include housing, health, employment, education, language training, research, settlement services, businesses, community organizations, media and other levels of government. Since the dissolution of Settlement and Integration Services Organization (SISO) in

2011, the Hamilton Immigration Partnership Council has become the coordinating partnership of settlement service agencies and community partners in Hamilton.

The Immigration, Refugees and Citizenship Canada (IRCC) funds HIPC on a 3-year funding agreement basis. Between July 2009 and March 2017, IRCC provided \$2.22 million to the City of Hamilton to operate the partnership. HIPC partners also reported over \$4.1 million in in-kind support over the same period, including the City of Hamilton. HIPC operates out of the Neighbourhood & Community Initiatives Division. The division oversees all contractual agreements with IRCC in accordance with LIP Policy Directions. The division also provides municipal oversight and leadership to ensure HIPC's goals and strategic priorities continue to meet the needs of newcomers and supporting settlement agencies in Hamilton.

In Q1 of 2017, IRCC approved funding for the City of Hamilton to run the Hamilton Immigration Partnership Council (HIPC) for 2017-2020. IRCC will provide \$756,853 over the next three fiscal years to HIPC: \$320,245 (2017-2018), \$230,120 (2018-2019) and \$206,488 (2019-2020). The funding is specifically tailored to advance the key priority areas identified by HIPC in its 2017-2020 Strategic Plan.

The Hamilton Immigration Partnership Council (HIPC) is currently run by two temporary staff positions – a Project Manager, Immigration and a Working Groups Coordinator, Immigration. These positions are fully funded by IRCC with no impact on the City's tax levy. Staff propose that the current 1 FTE Project Manager (temporary) be changed to 1 FTE Senior Project Manager, Immigration (permanent), and the current 1 FTE Working Groups Coordinator, Immigration (temporary) be changed to Program and Policy Analyst, Immigration (permanent).

The need for staff permanency and position changes is necessitated by the fact that HIPC staffing is not consistent with other Local Immigration Partnerships in Canada. Furthermore, HIPC has been receiving regular funding from IRCC since 2009, demonstrating a good degree of stability and steadiness over the years. The new staffing structure has been approved by IRCC as required to implement the 2017-2020 HIPC Strategic Plan. The positions have also been benchmarked with other similar positions and job responsibilities within the City of Hamilton for equity.

The proposed position changes and permanency will continue to be contingent upon ongoing funding from IRCC, and ensuring there is no impact on the City's tax levy. In addition, although there are currently two temporary staff persons running HIPC, nevertheless staffing for the new permanent positions will be retained through a competitive recruitment process in accordance with the City's HR policies.

Alternatives for Consideration - Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: HIPC is funded 100% by the Immigration, Refugees and Citizenship Canada (IRCC) with no impact on the City's tax levy.

Staffing: HIPC already has two fulltime staff complements - Project Manager, Immigration and Working Groups Coordinator, Immigration. This report is recommending position title changes respectively to Senior Project Manager, Immigration and Program & Policy Advisor, Immigration. The position changes will come with an increase in salary bands. However, any salary increase is within the budget approved by IRCC.

The Neighbourhood and Community Initiatives Division will ensure HIPC staffing continues to be funded within the IRCC 100% funding with no impact on the City's tax levy.

Legal: There are no legal implications associated with Report CS10043(e).

HISTORICAL BACKGROUND

In February 2008, Immigration, Refugees & Citizenship Canada (formerly known as Citizenship and Immigration Canada) issued a call for proposals to municipalities and community organizations to apply for a new funding program called the Local Immigration Partnerships (LIP). The key objective of LIP was (and is) to strengthen local settlement agencies and partners to become more capable, responsive and collaborative in supporting newcomers in their communities.

In May 2008, the City of Hamilton submitted a LIP proposal for the "Hamilton Immigration Partnership Council" (HIPC). The proposal was submitted in collaboration with six key immigration partners at the time: Settlement and Integration Services Organizations (SISO), St. Joseph's Immigrant Women's Centre, Hamilton Centre for Civic Inclusion, Centre de Santé Communautaire, Jobs Prosperity Collaborative and the Immigration Strategy Advisory Group. The grant proposal was successful. HIPC was formally launched in 2009 and currently has over 85 partners.

IRCC has provided consistent funding to the City of Hamilton to administer and support HIPC since 2009.

An overview of HIPC funding from 2009 to 2020 is below:

	Fiscal Year	Amount
1	July 15, 2009 – March 31, 2011	\$ 285,195
2	April 1, 2010 – March 31, 2011	\$ 393,145
3	April 1, 2011 – March 31, 2012	\$ 297,168
4	April 1, 2012 – March 31, 2013	\$ 260,311
5	April 1, 2013 – March 31, 2014	\$ 261,266
6	April 1, 2014 – March 31, 2015	\$ 246,818
7	April 1, 2015 – March 31, 2016	\$ 237,500
8	April 1, 2016 – March 31, 2017	\$ 242,600 ^{*A}
9	April 1, 2017 – March 31, 2018	\$ 320,245 ^{*B}
10	April 1, 2018 – March 31, 2019	\$ 230,120
11	April 1, 2019 – March 31, 2020	\$ 206,488

**A: The 2016-2017 IRCC funding included a one-time project grant of \$5,100 to support the evaluation of Syrian newcomers' resettlement in Hamilton.*

**B: The 2017-2018 IRCC funding included one-time project grants of \$25,023 and \$52,128 respectively, to support a sectoral mapping project and a community engagement initiative with newcomers.*

HIPC's priorities and current initiatives can be found at www.hamiltonimmigration.ca and on Twitter: @HipcHamilton.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Report FCS16024 - Budgeted Complement Control Policy

- Changes to the Approved Budgeted Complement
 - 4) Changing Complement Type –
 - (i) From Temporary to Permanent requires Council approval.
 - (iii) Deleting one position and adding a new position which would be expected to change the pay band for the new position higher by more than one band, requires Council approval.

RELEVANT CONSULTATION

Staff consulted with relevant stakeholders and obtained necessary support for the recommendations. The following internal and external stakeholders were consulted:

- Human Resources Division, City Manager's Office, City of Hamilton
- Finance Division, Community & Emergency Services, City of Hamilton
- Immigration, Refugees & Citizenship Canada (IRCC)
- Hamilton Immigration Partnership Council (HIPC)

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The Hamilton Immigration Partnership Council (HIPC) and its partners continue to play pivotal roles in ensuring the needs of newcomers are understood and addressed within the framework of the Local Immigration Partnerships (LIP).

The City of Hamilton, as the project sponsor of HIPC, needs to continue working with community partners, key stakeholders and senior levels of government to realize the objectives of HIPC. The City of Hamilton also needs to ensure HIPC's staff structure, program operations and community support are positioned to meet the needs of the partnership and key priorities over the coming years.

The need for staff permanency and position changes within HIPC is particularly necessitated by the following:

- HIPC is one of 77 Local Immigration Partnerships (LIP) in Canada. The new HIPC positions, job descriptions, responsibilities and permanency need to be made consistent with other jurisdictions that operate a LIP program.
- HIPC has been receiving consistent funding from IRCC since 2009. Based on continued admission of newcomers into Canada, this collaborative funding stream from IRCC is expected to continue well beyond 2020.
- The City of Hamilton's HR policies support the attraction and retention of qualified staff and are in compliance with the Collective Agreement and the Complement Control Policy. The proposed positions align with these policies and the conversion from temporary to permanent will not result in any additional cost or liability.
- The proposed permanent positions of a Senior Project Manager and a Program and Policy Advisor are consistent with the City of Hamilton's benchmarked positions, which are based on key work duties and qualifications.
- The HIPC staff positions have been approved by the Immigration, Refugee and Citizenship Canada (IRCC) as required to carry out HIPC's 2017-2020 Strategic Plan and key priorities.

ALTERNATIVES FOR CONSIDERATION

None

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

Healthy and Safe Communities

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES

None