



Checklist for Immigration Action Plan

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City of Saskatoon – Immigration Action Plan Checklist



Introduction to the Checklist: The following Action Plan Checklist has been compiled based on the research conducted by Insightrix Research Inc., a review of the Garcea and Pontikes report, a comprehensive literature review, in-depth interviews with other municipalities, interviews with settlement and cultural organizations in Saskatoon as well as opinions expressed by the participants at the March 8, 2008 Visioning Conference. This checklist is intended to provide suggestions as opposed to a definitive must do, recognising that some of the suggestions are already in place, while some will require further exploration. For a full detailed description, please refer to pages 29-31 of the final report.

Target Area	Suggestions
1. Promote Saskatoon:	
Development of Saskatoon Immigration Portal (website)	Website needs to be engaging, easy-to-navigate and informative
	Information on the website should be in languages other than English or French
	<i>Suggested items to include on the website:</i>
	- Community profile of Saskatoon
	- Labour market information
	- How to get qualifications formally assessed
	- How to connect with organizations providing counseling services
	- Where to get upgrading courses
	- How to connect with potential employers
	- Educational opportunities
	- Promoting safe community
	- Parks and Nature
	- Weather
	- Cost of living
	- Arts community
	- Sporting community
	- Recreational services
	- Festivals
- Events Page	
- Links to provincial and government websites	
- Links to settlement agencies and ethno-cultural groups in the city.	
- "Pre-arrival" checklist, "When you arrive" checklist	
- Important contact numbers, including the City	
Newcomer's Guide	Develop a "Newcomer Guide to Saskatoon". Some items which can be included in the guide are (note that it is important to include specific contact information for each section, and list as many resources as possible):
	- Information on Settling in (<i>Immigrant settlement agencies, Settlement, orientation and integration programs. Host and volunteer programs, etc.</i>)
	- Information on Saskatchewan and the City of Saskatoon (<i>Geography and climate, history and people, economy, etc.</i>)
	- Information regarding Government and Citizenship (<i>All levels of Government, Becoming a citizen, Rights and Responsibilities, Human Rights, multiculturalism, Revenue Canada, etc</i>)
	- Important documents (<i>Primary and secondary documents, photo ID card, Driver's License, SIN, Health Card, etc</i>)
	- Information on housing (<i>Where to look, finding a house, tenant and landlord rights and responsibilities, electricity and heating, taxes, telephones, mail, etc</i>)
- Information on transportation and travel (<i>Public transportation, Taxis, Travel by train, Travel by plane, obtaining and operating a private vehicle, etc.</i>)	



Target Area	Suggestions
1. Promote Saskatoon (continued):	
Newcomer's Guide (continued)	- Information regarding education (<i>Elementary and secondary schools, child care, registering a child, post-secondary education, ESL, libraries, etc.</i>)
	- Information on child care (<i>Types of childcare, special needs, summer camps, information on subsidized daycare, finding a childcare facility, etc</i>)
	- Information on how to get assistance (<i>Assistance for families, assistance for women, assistance for youth, abuse and assault, how to find assistance, counseling, etc.</i>)
	- Information regarding the legal system (<i>Police, contacting the police, legal system, arrests, finding and contacting a lawyer, legal aid, etc.</i>)
	- Information regarding employment (<i>Career Centres, where to find a job, where to look for jobs, resumes and cover letters, interview process, labour standards, rules and regulations, workplace safety, benefits, wages, etc.</i>)
	- Information on money and banking (<i>Banks, Credit Unions, Types of accounts, mortgages and loans, investments, usage of cash, cheques and ATM's, etc.</i>)
	- Shopping information (<i>Shopping for food, shopping for clothing, shopping for furniture and appliances, second hand shops, etc.</i>)
	- Maps of the city and important places to visit, such as: <i>City Hall, Settlement agencies, ethnocultural groups, schools, malls, hospitals, etc.</i>
	- Public holidays information as well as listing of events and festivals
	- Emergency numbers and what to do in case of emergencies, reporting an accident (<i>Fire, Police, reporting an accident, etc.</i>)
- Information on Health care and hospitals (<i>Finding a doctor, emergencies, benefits and what's covered, prescription drugs, etc</i>)	
Advertising	Advertise in other provinces to capitalize on inter-provincial migration of immigrants
	Advertise the safety and security that Saskatoon offers its residents
	Have a strong internet presence
	Advertise the extensive settlement assistance to newcomers
	Advertise the economic boom and job availability
	Advertise Saskatoon as a clean city (no smog problems)
	Promote cultural diversity
	Promote quality of life in Saskatoon to potential newcomers
	Use testimonials from immigrants who live in the city on their positive experiences and promote this abroad as well as within Canada
	Advertise the University



Target Area	Suggestions
1. Promote Saskatoon (continued):	
Awareness and Diversity Campaigns / Award Ceremonies	Promote a centralized office/intake which provides easy access to settlement services
	Have virtual ambassadors on the website promoting Saskatoon
	Include a lot of visual as well as video materials promoting the city
	Promote temporary or transitional housing for newcomers
	Promote the Nominee Program
	Welcoming newly arrived immigrants at the airport
	Have a welcoming sign at the airport and information available at the airport (in multiple languages)
	Development of a welcome wagon.
	Have community associations introduce new residents to their neighbourhoods
	Undertake an awareness and diversity campaign involving the promotion of Saskatoon as a culturally diverse community
	Work collaboratively with Saskatoon School Boards to provide information to students on civics and by-laws
	Consider including World Refugee Day as an International Event hosted by the City to build awareness of issues concerning refugees. Additional events could be but should not be limited to:
	- <i>African Heritage Month / Black History Month</i>
	- <i>International Women's Week</i>
	- <i>International Women's Day</i>
	- <i>Aboriginal Awareness Week</i>
	- <i>Canadian Multiculturalism Day</i>
	- <i>International Day of the Elimination of Racial Discrimination</i>
	Hosting award ceremonies to acknowledge and recognize people, volunteers and businesses that have made a difference with regards to issues related to immigration. Some awards could include:
	- <i>Employer award</i>
- <i>Employee award</i>	
- <i>Community organization award</i>	
- <i>Community leadership award</i>	
- <i>Volunteer award</i>	
- <i>Personal achievement award - those who are immigrants and have made a difference and had a significant impact on the community</i>	
Build awareness among employers and employees regarding immigration and integration of immigrants into workplace	



Target Area	Suggestions
2. Employment / Economic Sectors	
Employment	Develop mentorship programs where immigrants will be able to gain experience from professionals already working in their field
	<i>- Mentoring programs are an excellent way to help trade-skilled and professional newcomers understand their new environment, and to help them deal with Canadian licensing requirements on an informed and facilitated basis.</i>
	Internship programs offered by employers, provides immigrant with a highly valued canadian work experience
	Educate employers on hiring and retaining immigrant workers
	Continued use of the Provincial Nominee Program, targeted to various groups of immigrants
	Promote the SINP to employers and build awareness
	Establishment of an Immigrant Employment Council
Economic Incentives and Education Opportunities	Create incentives for companies to hire immigrants
	Provide tax breaks for immigrants to stay in the province
	Provide small loans for those wishing to upgrade their skills at college or university level
	Encourage the start-up of new businesses to those considering moving to Saskatoon
	Provide and promote access to new immigrant loans or financial support to start new businesses
	Expand the current availability of seats for education and training which would attract more international students
	Provide International students with the means to work after they graduate and streamline the Permanent Residency application process
	Offer training courses in the country of origin (overseas) to ensure immigrants receive proper accreditation before they arrive to Saskatoon
	Assess credential recognition and provide upgrading courses for skilled immigrants to ensure they are able to find work in their skill area
	Provide a mechanism for fast tracking of educational credentials
Provide easy and affordable access to skill training and upgrading	
3. Settlement:	
Language	Availability of ESL training for spouses of skilled workers and international students
	Availability of Technical English and Advanced English which skilled immigrants can use in their workplace
	Employers to offer job specific English training
	Availability of evening ESL classes
	ESL training prior to arrival to Saskatoon, work together with local colleges or provide representation of teachers in country of origin
	Provide interpretive services for those needing legal assistance, or assistance in any other areas
	211 telephone service should be made available in multiple languages, aside from English and/or French
	911 and any emergency services should be available in multiple languages



Target Area	Suggestions
3. Settlement (continued):	
Centralized Resource	Explore opportunities for the three levels of government to co-locate service centres
	Explore opportunities for the settlement organizations and agencies to co-locate services
	Consider having a one stop shop which provides:
	- Emotional Support
	- Counselling / Social Workers that specialize in immigrant issues
	- Brings settlement agencies together
	- Work through a referral system
	- Reduces duplication of services - Child care and doctor's offices - Ethnic shops and restaurants
Housing	Provide affordable rental housing and affordable opportunities for those wishing to purchase a home.
	- <i>Some communities have offered free building lots and civic tax incentives</i>
	- <i>Develop a housing strategy for immigrants and their families</i>
	- <i>In some larger centres, facilities are being developed and operated that are specifically targeted for refugee newcomers</i>
	- <i>Sherbrooke, QC (2007) began constructing 30 apartments specifically for newcomers with families of seven or more people.</i>
	Ensuring neighbourhoods are "all-inclusive" and are attractive to people of all cultures and can accommodate a range of household income levels Avoid segregating immigrants by creating "immigrant neighbourhoods"
4. Services	
Transportation	Ensure routes are accessible, work together with employers who have a large number of SINP workers to ensure proper measures are taken to accommodate their transportation needs
	Employers could offer transportation rebates to immigrant employees
	Provide a shuttle service to areas where there is a high concentration of immigrant workers
	Work together with taxi companies, where the costs can be split or portions covered by employers
	Re-evaluate the need for buses and availability to those who work evening/night or weekend shifts.
Immigration Registry	Develop an immigrant registry
5. Integration	
Immigrant Participation	Ensuring that newcomers can access information on possibilities of civic participation and regulations surrounding the voting process
	Ensuring access to City Services is well understood by newcomers
	Identifying and describing what services immigrants have available to them and if any differences exist based on their immigration status
	Ensuring all leisure facilities and recreational activities are made available and accessible to immigrants and their families



Target Area	Suggestions
5. Integration (continued)	
Immigrant Participation (continued)	Educating newcomers and increasing awareness regarding recreational and leisure activities available to them, encouraging them to participate in such activities, including community associations
	Including items in the Leisure Guide in various languages in addition to English and French, promoting programs and activities geared to any particular group of immigrants
	Having town hall meetings, similar to that of the "Visioning Conference" on a yearly basis to have discussions and build awareness in the community, among employers, funder, settlement serving agencies, all 3 levels of government and the community as a whole
6. Internal Process	
Meetings / Updates	Consistently fulfill Saskatoon's diversity mandate to ensure employees represent the population they serve, by:
	<i>- Setting standards to improve on designated and targeted recruitment of diverse communities to reflect the population</i>
	<i>- Leveraging existing pools of international students by educating them on career choices and available opportunities in the region</i>
	<i>- Recognizing international work experience and writing job descriptions that recognize job experience as well as credentials</i>
	<i>- Consider the addition of a practical component to job interviews where feasible</i>
	Ensure equitable hiring practices are occurring.
	Consider a vision and value statement concerning newcomers if not in place currently.
	Begin the development of a list of potential language interpreters in the Saskatoon workforce
	<i>- Establish an employee newsletter with a "World Section", to provide an opportunity for employees to share stories about their country of origin.</i>
	Develop a mentorship program for the City of Saskatoon
Other	Support and enhance diversity training and understanding with enhanced cultural diversity training for customer service and front-line public facing employees such as training in cultural competencies
	<i>- Enhance emergency services protocols for dealing with diverse languages</i>
	Hold conferences, seminars, workshops with immigrants to engage them in communicating their needs and assistance they need which may be overlooked otherwise
	Provide staff training to increase awareness of the importance of communicating clearly and concisely with citizens. Provide plain language correspondence. Explore opportunities to direct citizens to City staff with various language abilities