

# HINTON RURAL RENEWAL STREAM COMMITTEE

## Terms of Reference

Established December 12, 2022

### **Mission**

To facilitate a supportive and welcoming environment for newcomers to Canada, assist Hinton area employers to succeed, and develop Hinton community's multicultural characteristics.

### **Vision**

Newcomers to Canada can work and thrive in Hinton, and the Hinton economy will grow stronger, when community-based services are coordinated for their support.

### **Purpose:**

The Hinton Rural Renewal Stream (RRS) Committee is made up of community stakeholders with a shared mandate of supporting employers and newcomers in the community.

The Committee will support eligible employers to recruit and hire newcomers to Canada and endorse those newcomers to enable them to access fast-tracked permanent residency through the Alberta Advantage Immigration Program – Rural Renewal Stream (AAIP-RRS).

The Committee is a taskforce of cross-sectional representatives of Hinton and the region's immigration and economic development stakeholders, service groups and agencies, employers, ratepayers, municipal staff, and members of the public. Service groups and agencies span health, education, social services, justice, settlement and ethno-cultural groups, employers, and businesses.

### **Committee Mandate:**

- A. The Committee, as a working group with shared responsibilities and defined roles, aims to help:
  1. the Alberta government to achieve its rural renewal aims,
  2. the community of Hinton achieve economic development and multicultural goals by facilitating employers to employ foreign nationals as needed, and
  3. newcomers and their families to establish and thrive in Hinton.
  
- B. The Committee will screen employers and job offers to ensure provincial and community aims are met, coordinate information about free social programs and services to assist newcomers' particular needs, and report to the Town of Hinton Council and Alberta's Rural Renewal Stream on employer/employee successes.

**Committee Membership:**

- A. Committee membership at inauguration is 10 representatives as delineated below. Additional members are invited by simple majority vote and no maximum number is predetermined.
- B. All members commit to collaboratively and constructively offering supports to immigrants who accept permanent employment in Hinton and to the employers who recruit, hire, and strive to retain these individuals.
- C. Members will connect with their respective networks, associates, and circles of influence, both locally and regionally, to ensure they bring a range of perspectives to committee work and disseminate information about the Committee and its achievements, while remaining confidential with information flagged as such that they will be privy to through the work.
- D. The 10 Inaugural RRS Committee Members are:

**1. Town of Hinton (the Economic Development Organization) (2)**

**Reps:** Director of Community Services  
FCSS Manager

**Role: Committee Support, Facilitator, Service Provider, Advocate**

The Town of Hinton will:

- Liaise between the Alberta Advantage Immigration Program, the Committee, and stakeholders
- Issue Endorsement Letters to employees as authorized by Committee
- Provide the Committee with administrative support including:
  - scheduling meetings
  - developing agendas and taking meeting minutes and notes
  - monitoring Committee performance, documenting milestones and statistics, and preparing reports for Committee review
  - administering the Town's Designated Community status and adhering to RRS Program requirements
  - creating and retaining records of Committee work
- Provide Family and Community Support Services to newcomers and their families, such as help for filling out forms and applications for:
  - Benefits and Credits
  - provincial services such as Health Care
  - Social Insurance Number (SIN)
  - Employment Insurance (EI) benefits
  - Subsidized housing applications
  - Tax return preparation

- Rental applications
- Orient, inform and refer endorsed newcomer and family to other community programs and services
- Assist in securing childcare and completing school registrations
- Connect the newcomer and family with programs/activities and local socializing opportunities through FCSS programming and services

## **2. Hinton Employment and Learning Place (HELP) (1)**

**Rep:** Executive Director

**Role: Advocate, Service Provider**

HELP will participate in Committee debate, discussion, and decisions on applicants the Committee will support with Endorsement Letters and provide:

- Interpretation for newcomers that need assistance accessing services in English or French have the support of an interpreter from a settlement agency
- Access to programs/activities and networking with locals through HELP programming and services
- Help filling out forms and applications for government and agency services
- Orientation, information and referral to other community programs and services for the newcomer and family
- Language classes (from the federal or provincial government if eligible)
  - ESL - English as a Second Language
  - LINC - Language Instruction for Newcomers to Canada
- Help to find skills training and foreign credential assessment
- Access to employment programs and career employment and info services

## **3. B.R.I.D.G.E.S (1)**

**Rep:** Executive Director

**Role: Advocate, Service Provider**

B.R.I.D.G.E.S will:

- provide access to programs/activities, to meet other locals
- practice to improve language skills, including social recreation and arts activities
- provide peer support space for newcomers to meet with others with shared experiences
- provide volunteer opportunities, to help newcomers connect with others and increase community involvement

#### **4. Hinton Chamber of Commerce (1)**

**Rep:** Executive Director

**Role: Advocate, Economic Development Advisor, Service Provider**

Hinton Chamber of Commerce will:

- Liaise closely with local businesses in the community to support learning opportunities and advocacy
- Work closely with employers and collaborate with other agencies in the community to best support the business membership
- Help collect data/information on behalf of local businesses, work with employers to share information, and work closely with municipalities and supporting agencies
- Promote the RRS program to local businesses wanting to participate in the program
- Assist local businesses with the process of application to the Committee
- Collaborate with local businesses to determine their needs connect them with the appropriate agencies and government assistance
- Provide information on local businesses and services through the Explore Hinton website to promote what Hinton offers as a community for newcomers
- Work closely with the Hinton Regional Economic Development Coalition on potential gaps for newcomers and help promote acceptance of diversity in the community

#### **5. The Evergreens Foundation (EGF) (1)**

**Rep:** Operations Staff

**Role: Advocate, Service Provider**

The Evergreens Foundation will:

- Provide housing options as the community's Housing Management Body
- Provide programs to individuals and families for affordable housing, and rent supplements for seniors.
- Closely work with the individual(s) eligible for EGF housing programs
- Encourage employment opportunities through a large multicultural staff base
- Hosts numerous staff/resident/family events within EGF facilities supporting inclusion.

## **6. Alberta Supports (1)**

**Rep:** Program Delivery Supervisor

**Role: Advocate, Service Provider**

Alberta Supports will:

- Provide information and referral to other community programs and services for the newcomer and family
- Provide access to Alberta Supports Career & Employment Consultants (CEC), who determine eligibility for income support and career & employment programs
- Aid individuals to access programs & services such as Income Support & Assured Income for the Severely Handicap (AISH)

## **7. Employers, Businesses, Industry (3)**

**Rep:** Delegates from a variety of sectors

**Role: Advocate, Employment Practices, Economic Development and Sector Advisor**

Employers, businesses, and industry representatives will mentor employers accessing the Committee's services in their responsibilities in hiring newcomers, with resources that prospective employers are encouraged to review prior to recruiting:

- The Employer's Roadmap – Hiring & Retaining Internationally Trained Workers
- Employers Guide – Attracting & Retaining Immigrants
- The alis.ca website with information on safe and welcoming workplaces:
  - Appropriate onboarding and training
  - Establishing policies and procedures that clearly outline the company's culture and values, define performance expectations, and provide equitable opportunities for professional growth and/or advancement.
  - Creating a work environment that prohibits all forms of harassment, discrimination, and racism by ensuring that effective policies are in place both for reporting and responding to any incidents that may occur.
  - Opportunity for additional levels of support upon arrival, such as language or skill building, a community orientation, and/or a mentorship program, that help to set newcomers up for successful integration into the workplace and community.
- Advise the Committee on economic development and business trends, community needs, private sector concerns, etc.

**Key Committee Objectives:**

The 10 key objectives of the Committee are:

1. Review and approve applications for Committee services from eligible employers having permanent jobs (minimum of 12 months, 30-hours/week, non-seasonal) they are unable to fill with local advertising
2. Review eligible employers' candidates or employees who are applying to the Alberta Advantage Immigration Program – Rural Renewal Stream to determine how the community can best support them
3. Authorize the Town of Hinton to issue Endorsement Letters
4. Deliver an information package of programs and services to address the specific support needs of the candidate or employee to settle, thrive, and stay in Hinton
5. Contact both the employer and the employee at the three-month mark to determine the degree of success and what further supports or additional information may be needed
6. Close the engagement with the employer for the endorsed candidate or employee one year after endorsement
7. Periodically review the RSS Committee's Terms of Reference, application forms, webpage, and promotions to ensure the Committee's goals and processes are fully and effectively developed and articulated to the community
8. Review the member's roles and services to ensure the range is effective; recruit and cultivate new members as needed
9. When engaged by special interest groups, developing strategies to assist their recruitment of foreign nationals needed in the community (e.g., health professionals)
10. Apply for grants as available to fund additional programs and services (e.g., settlement agency)

**Deliverables/Timeline and Milestones/Deadline:**

The key objectives as outlined above will be implemented according to the following schedule:

Deliverables	Timeline
Communicate to Council (as info item) and to the public through a media release, the community's designation by the RRS	Within first two weeks of application approval
Inaugural meeting to review draft Terms of Reference and Committee processes and forms	Within first month of application approval

Second meeting to <ul style="list-style-type: none"> <li>• Approve final Terms of Reference (TOR) and processes</li> <li>• Review and approve the Committee webpage</li> <li>• Determine meeting frequency, length, time of day, location, executive, etc.</li> </ul>	Within six weeks of application approval
Launch meeting schedule, review employer applications and candidates, select candidates, issue letters	Within three months of application approval
Update Town of Hinton Council on Committee work, successes and challenges; release public communications	As needed/ongoing

Milestones	Deadline
Endorse up to eight employees	by end of Year One of Committee formation
Committee review of program participation, successes, challenges; review and update Committee goals, TOR membership, and processes; produce report, update Council, media release	At end of Year One
Review and endorse at least eight employees	by end of Year Two
Produce interim report, update Council with recommendation for continued participation in the AAIP-RRS program; apply to province for extension	by Sept 15 of Year Two
Review Committee goals and membership, media release	at end of Year Two
Review and endorse at least eight employees	by end of Year Three
Committee wind-down/ wrap up review of program participation with stakeholder input (overall successes & challenges); produce report, update Council, media release	At end of Year Three

**Meetings and Voting:**

The Committee will:

1. meet at least quarterly (once per four months) and more frequently as needed based on employer demands
2. rotate chair duties each meeting
3. proceed with meetings only if a quorum of five (5) members are in attendance
4. follow the approved agenda and create and approve meeting minutes
5. allow each member one vote in accordance with the Terms of Reference

Members will:

1. recuse themselves from debate and voting where they have a pecuniary conflict of interest
2. apply their agency's client services approach to decision-making
3. treat all information accessed during Committee work in compliance with the *Freedom of Information and Protection of Privacy Act* of Alberta.

Created: December 1, 2022  
Reviewed: December 12, 2022  
Approved: January 25, 2023  
Revised:  
Revised:  
Revised:

Signed: January 25, 2023

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Chief Administrative Officer  
Town of Hinton

Print Name: Jordan Panasiuk

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Inaugural Chairperson  
Hinton RRS Committee

Print Name: Caryn Bouchard  
FCSS Manager