

We are interested both in services, programs and policies and in the structures of the different institutions in the different settings. Brief descriptions of the information to be gathered from each of the different settings are as follows:

1. Service provider organizations (SPO's)

- the major SPO's in each community – those that deliver the most services – choose at least 5 organizations
- the small SPO's – choose at least 3 organizations – that deliver at least one service

2. Municipal structures

In the case of the municipal governments we want information on the services offered across the 18 different possible types of services. In addition, we do want to get some general information on the municipal structures.

a) Baseline structural information

- How many municipalities are being covered? If more than one major municipality, explain why. In general we would focus on the largest municipal government that has the largest number of recent immigrants.
- Provide basic information about size of municipal council, number of permanent full-time employees, total budget, number of separate administrative units and major agencies that make up the municipal administration as well as boards and commissions that are separate from the municipal structures.

b) Political Structures

- How many of the elected officials are visible minorities or recent immigrants?
- How many candidates in the last ten years of municipal elections have been visible minorities and/or recent immigrants? (if available)

c) Advisory Structures

- Are there advisory structures where citizens are represented that work in areas of visible minorities and/or recent immigrants? If so, how are these named? What are the responsibilities and activities of the committees? What are their resources? Have these structures been evaluated? If so, how?
- What is the representation of visible minorities and immigrants on these advisory structures?

d) Administrative structures of the municipality

In order to compare information across the communities, we need to first list the different administrative structures and then to provide information on each one. The goal would be to list programs and activities that in some way explicitly address the needs of recent immigrants and visible minorities. For each activity, the following information would be gathered:

- number of full-time staff.
- budget.
- precise target of programs (youth, seniors, women, particular ethno-cultural and/or linguistic groups, etc).
- whether a municipal initiative or initiated by province or initiated federally (if possible to determine).
- data on service utilization and/or client satisfaction – if available.
- data on visible minority and immigrant staff – if available

3. School boards

-same information as for municipalities

4. Health providers

-same information as for municipalities

5. Multicultural and ethnic NGO's

- for at least the major organizations and 2 or 3 examples of small organizations

- structures
- mandate
- activities

6. Mainstream organizations

- mainstream organizations should include, among others and depending on each community, the YMCA/YWCA, the United Way, Community Foundation, and the Social Planning Council (SPC).

- for each organization the following we want to gather the following information

- Description of the structure of the organization.
- Representation of visible minorities on the organization's Board and among senior staff.
- Description of activities relating to immigrants and visible minorities – number of staff and amounts spent.

7. Employers

- for major employers – are there any initiatives that relate specifically to immigrant and visible minority issues – if so, what is their focus (hiring, promotion, training etc), amount spent, staff involvement, etc.

-other initiatives – either from small employers or community-based that relate to employer-focused efforts in immigrant and visible minority employment.

8. Collaborative Structures or Partnership Councils relating to immigration issues

- for examples such as London's Welcoming Cultural Diversity Steering Committee. We want to gather data on the following areas:

- structure
- mandate
- composition
- activities

9. Information on the LIP in your community