Community Benefits Ad Hoc Monitoring and Evaluation Working Group 3

Meeting #8

October 19, 2023

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Agenda

- Welcome - land & ancestral acknowledgements
- Introductions & check-in
- Friendly reminder and brief update
- New Form for community benefits hires
- Working session: Small group work
- Large group conversation
- Next steps

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Welcome new group members

- **Julia Rigato,** Economic Development - IMIT Program, City of Toronto

- **Yvette Forde,** Toronto Employment and Social Services, City of Toronto

- **Vickie LaBranche,** Miziwe Biik

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Introductions and check-in

- Tell us your name, the name of your organization
- Share with us the highlight of your summer

Friendly reminder: our roadmap

We are a working group representing a range of internal City partners and external strategic partners focused on developing the monitoring and evaluation (M&E) framework for the City's Community Benefits initiatives with workforce development requirements (CB WFD).

Our key deliverables:

- Launch of Community Benefits Advisory Group and Ad Hoc Working Groups – 2021
- Develop the Community Benefits Workforce Development Theory of Change - 2022
- Develop the key elements of the monitoring and evaluation framework – 2022/2023
- Develop, test and refine data collection and reporting tools – 2023/2024

Link to the Community Benefits Unit website: Community Benefits Framework – City of Toronto

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Brief update: Our work to date

The following are the steps in our monitoring and evaluation development process that have been taken in 2022 – 2023:

- Developing Community Benefits Workforce Development Theory of Change (2022)
- Defining the monitoring and evaluation purpose and primary data users (2022/2023)
- Developing key monitoring and evaluation questions (2023)
- Crafting performance measures or indicators (2023)
- Defining data sources, data methods, reporting, roles and timelines & Crafting and testing data collection and reporting tools (2023/2024)

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New form for community benefits hires: 4Ws & 1H

- WHY?
  - To collect information about the community benefits hires' socio-demographic profile
  - Project targets
  - Basic information about the quality of jobs

- WHAT?
  - Position/job on the project
  - Socio-demographic questions including barriers to employment

- WHEN?
  - As job seekers get hired – Health and Safety Orientation (Skilled Trades) & Onboarding Process (PAT)

- WHO?
  - Designated role/employer: Administering the form
  - CBU: Analysis and reporting

- HOW?
  - Online or paper form

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Updates from piloting CBU Tools

Initiatives and pilot sites:

- Imagination, Manufacturing Innovation and Technology: One Active Pilot Site (3 hires in August – September)
- Housing Now: Two Active Pilot Sites
- Toronto Community Housing: Two Active Pilot Sites
- Social Procurement Program: Three Active Pilot Sites & Combined PAT & Construction Labour Forecast Template sent to numerous contract holders (suppliers)
- 5+ additional pilot sites expected in the coming months; continuous engagement with City divisions new opportunities

Key takeaways from piloting CBU Tools

1. Dedicated Workforce Intermediary is needed for each CB project

2. CB initiatives and projects are unique and Workforce Intermediary must adapt approach (light touch vs intensive) as needed

3. Workforce Intermediary roles and responsibilities:

   - Provide leadership and multi-partner coordination on achievement of CB WFD targets
   - Provide CB guidance and consulting, problem solving and implementation solutions throughout project lifecycle
   - Clarify various CB implementation roles, responsibilities, expectations, uphold accountability
   - Customize and adapt CB Toolkit components to fit project context and needs; provide orientation and onboarding to use of CB templates, forms, data tracking reports
   - Coordinate and connect various ecosystem players (City staff, contract holders and subcontractors, employment service providers, training programs) to respond to project specific workforce development opportunities

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Individual Work

Completing the new form for community benefits hires

- Working group members are asked to complete either online of paper version of the new form for community benefits hires

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Small groups work

Group discussions about the new form for community benefits hires

- General experience with the form: What was easy? What was difficult?

- Naming the form: Select the preferred name for the form and provide your rationale

- Change management: What will take us to ensure successful implementation?

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Proposed names for the form

- Personal Disclosure Form
- Welcome Onboard Form
- Welcome Aboard Form
- Let Us Get to Know You Better Form
- About You Form
- About Me Form
- Let Me Tell You About Myself Form
- Tell Us About Yourself Form
- This Is Me Form
- Let Me Introduce Myself Form
- What I Want You to Know about Me Form
- We Ask because we Care Form
- None of the proposed names: New ideas?

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Bringing the form to life – ensuring successful implementation

- What can you do to support successful implementation?

- What can others do to support successful implementation?

- What do you need from the CBU team to support successful implementation?

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Next steps

- Pilot the Form – capture learnings and share them with the group

- Develop additional data collection/reporting tools and processes:
  - Outcomes related questions
  - Implementation process focused questions

- Plan our next meeting