

Local Immigration Partnership (LIP) Project Partnership Council Terms of Reference

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May 2011



Funded by:

Financé par :



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

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1.0 Introduction

In February 2008, Citizenship and Immigration Canada (CIC) and the Ontario Ministry of Citizenship and Immigration (MCI) announced a Call for Proposals to strengthen the role of local and regional communities in serving and integrating immigrants through the Local Immigration Partnership initiative (LIP). This initiative is funded 100% through Citizenship and Immigration Canada under the Canada-Ontario Immigration Agreement.

The LIP initiative will be implemented in two phases: Phase One will include the establishment of a Community Partnership Council and the development of a Local Settlement Strategy; and Phase Two will include a detailed implementation work plan based on the Local Settlement Strategy. Phase Two will be implemented through a separate Call for Proposals from CIC.

The Municipality of Chatham-Kent has been appointed by CIC to lead the LIP initiative in Chatham-Kent. The Director, Economic Development Services of the Municipality of Chatham-Kent will provide oversight to the project. Through the LIP project, the Municipality will connect sectors that are critical to the successful integration of recent immigrants including settlement services, labour market development, education, health and social services to create a comprehensive and meaningful Local Settlement Strategy.

2.0 Purpose

The Partnership Council will be the primary consultative body that will work collaboratively with the community stakeholders to develop a Local Settlement Strategy. The Partnership Council will provide a collaborative framework through which a coordinated, comprehensive and strategic approach to immigration and integration will be developed that fits the needs of Chatham-Kent's recent immigrants, employers, and agencies and reflects the objectives outlined below. The Partnership Council will also look at ways that community stakeholders can stay connected about newcomer issues on an ongoing basis.

3.0 Objectives

The Partnership Council will advise on the development of a comprehensive Local Settlement Strategy that meets the following objectives:

- To Improve access to and coordination of immigrant integration services (settlement, language training and labour market integration) in Chatham-Kent
- Improve labour market outcomes for immigrants in Chatham-Kent
- Seek strategic and collaborative partnership within Southwest Ontario for immigrant related services

3.1 Engaging the Francophone Community

One of the requirements of the LIP initiative is to include Francophone communities and stakeholders to identify attraction strategies and existing services for the Francophone immigrants. The Essex and

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Lambton counties as well as the Municipality of Chatham-Kent are estimated to have over 20,000 Francophones.

3.2 Project Timeline

Phase I of the LIP initiative includes the establishment of the Partnership Council and the development of a local settlement strategy between Jan. 2011 to March 2012.

3.3 Project Scope of Work

The LIP initiative defines newcomers as any individual born in another country:

- Who has moved to Canada and currently resides in Canada
- Who currently lives in another country and intends to move to Canada in the near future

Not including visitors and foreign students who intend to leave Canada, the newcomer definition includes but is not limited to:

- Sponsored family members
- Economic immigrants
- Conventional Refugees
- Refugee claimants
- Temporary workers
- Live-in caregivers
- Provincial Nominees
- Foreign students who intends to stay in Canada
- Immigrants after having become Canadian citizens
- Protected persons in possession of Notice of Decision from the Immigration and Refugee Board
- Any other individual with or seeking permanent residence in Canada

4.0 Role of the Partnership Council

The role of the Partnership Council will be to advise the Municipality of Chatham-Kent on the content of the Local Settlement Strategy in terms of evaluating and assessing assets and gaps, identifying priorities for funding, suggesting activities for the strategy and providing feedback on a draft of the Chatham-Kent Local Settlement Strategy. In order to achieve the objectives the Partnership Council will:

- Participate in a series of strategic planning meetings to develop the Local Settlement Strategy
- Confirm the existing range of services offered to recent immigrants living in the Chatham-Kent region to help them to integrate into their communities socially and economically
- Assist in identifying the priorities, gaps and solutions that are required to meet the needs of the recent immigrants to Chatham-Kent
- Review and provide input to ensure that the Chatham-Kent Local Settlement Strategy meets the objectives outlined above
- Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the feedback reflects the needs of the recent immigrants to Chatham-Kent
- Adhere to the values and ethics outlined in section 8.3 and the conflict of interest policy

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- Provide input that reflects the sector that they represent and consider the needs of the broader community as a whole
- Recommend ongoing mechanisms beyond the terms of LIP phase I for community stakeholders to stay informed and connected to the newcomer issues in Chatham-Kent
- Recommendations from the Partnership Council for information gathered from other resources such as literature review, community consultations and data analysis to be included in the Chatham-Kent Local Settlement Strategy

5.0 Partnership Council

5.1 Composition

The Local Immigration Partnership Council will comprise of approximately thirty enthusiastic members who are committed to enhancing settlement and integration opportunities for all newcomers and immigrants in Chatham-Kent.

The Partnership Council will have 2 levels of representation. The first level of LIP Council members have voting status and include but are not limited to, the following:

- Organizations with a primary mandate to provide services for newcomers including settlement or language funded services; and
- Organizations with a mandate which includes the provision of a broad range of services to the greater population, with newcomers as an important component within their client base (such as Education, the Library, Housing or Health Care providers); and
- Organizations which are focused on local employment and employer- related issues including labour market growth and promoting the development of a skilled workforce. These members could include but not be limited to the Work Force Development Council, Community Futures Development Corporation, Chambers of Commerce and Goodwill. And effort will be made to seek representation from the smaller urban centers of Chatham-Kent on the Partnership Council.

The Partnership Council members will not be required to seek specific endorsement from their sectors, but must commit to helping the Partnership in engaging and consulting with representatives from the broader sectors that they represent.

The second level of representation on the Partnership Council is LIP Resource members. These persons represent organizations which allocate funding to organizations which provide services for newcomers and do not have voting status. These representatives could include but not be limited to:

- Citizenship and Immigration Canada (CIC)
- Ontario Ministry of Citizenship and Immigration(MCI)
- Ontario Trillium Foundation(OTF)
- Ontario Ministry of Food, Agriculture and Rural Affairs(OMAFRA)
- Ontario Ministry of Training, Colleges and Universities(MTCU)

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5.2 Partnership Council- Sector Representatives

The Partnership Council Memberships is proposed based on the guidelines stated above and is presented in the table below.

Sector Representatives	#of Reps	Rationale
Municipality	2	Representation would include GIS / Web portal to interface LIP planning with the Municipal strategic plans related to Immigration
Settlement & Language Service Provider Including Francophone Community	6	Adult Language & Learning South Essex Community Council - Leamington Mennonite Central Committee - CK Centre Communautaire Francophone, Windsor (Windsor Essex Kent) –CIC funded regional Francophone settlement service provider who will cover Chatham-Kent (replaces ACFO London in CK) Chatham-Kent Public Library – Access to print and electronic media resources in several languages for the newcomers and resource materials for ESL and other programs
Employment Skills & training	3	Ontario Works, Goodwill Employment Centre and St. Clair College employment services (Wallaceburg) _ employment related services/programs
Labour Market Development, Community Economic Development agencies	4	Representation from Workforce Planning Board, Community Futures Development Corporation, Chamber of Commerce, Business Improvement Areas for their focus and support to small businesses/entrepreneurs
Sector specific Employers	3	Geographic/top sector representation from the employers who attract and hire professional immigrants
Health Sector	2	Representation from the CKHA hiring committee for Physicians/Nurses and Human Resources department
Education	6	Representation from all school boards(English and French) for their work on diversity policy/settlement workers in school initiative and for English language assessment Representation from other school boards including Muslim school, Chatham Christian school
Community Organizations	2	United Way- Lead at provincial level working on immigrant issues and 211 initiative Cultural Coalition – Worked on several newcomers related projects in partnership with Municipality
Others	1	Migrant workers – Diocese of London (Research on Migrant workers in Essex, and Lambton counties and Municipality of Chatham-Kent)
Total	29	

5.3 Role of Partnership Council Members

- Be collaborative on Local Immigration Partnership initiatives
- Attend and participate in meetings on a regular basis; and
- Respect the operating values of the LIP Council

5.4 Operating Values for the Partnership Council Members

- Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness;
- Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers/immigrants in our community; and
- Promote and encourage inclusiveness, through membership on the council and in all facets of its work

This Terms of Reference is a dynamic document subject to change as determined by the Partnership Council.

6.0 Membership Recruitment and Selection

6.1 Recruitment of Co- Chairs

The Municipality of Chatham-Kent will appoint two Co- Chairs, one each representing Economic Development Services, Municipality of Chatham Kent and the Settlement and Language Service Provider of Chatham-Kent. The Co- Chairs will not vote except in the event of a tie, Co-chair will cast their deciding vote.

6.2 Recruitment of Members for the Partnership Council

The Municipality will identify organizations that will be invited to attend the Partnership Council based on the criteria listed in section 5.1. All efforts will be made to achieve geographic and sector representation within the framework of the CIC agreement, which prioritizes a focus on immigrant related service providers funded by CIC and MCI.

In cases where there is one particular organization that would represent the sector, the Municipality will review the merits of the sector representation in consultation with the other service providers and will make a decision for the sector representation.

6.3 Assigning a Designate

Members will be asked to provide the name of a designate or alternative contact to represent their organization in case they are not available. Designates should also meet the qualification outlined in section 6.4.

Only one representative from the organization should attend the council meetings. When the sector representative cannot attend the meeting then the assigned designate may take their place at the meetings. The Executive Director, Adult Language and Learning is one of the Co-Chair, hence they will be represented by permanent designate on the Partnership Council

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6.4 Qualifications

- Partnership Council member organizations must have been in operation with a Board of Directors or Charter in place for a minimum of one year.
- Members must have decision making authority and the ability to provide the perspective of the sector they represent. They will not be required to seek specific endorsement of their sector, but must commit to helping the Partnership Council in engaging and consulting with representatives from the broader sector that they represent.
- Members must have experience working in collaborative planning groups.

Partnership Council member organizations must meet one or more of the following criteria:

- Provide services or programs to recent immigrants living in the Chatham-Kent region
- Have extensive experience in program implementation related to recent immigrants' service needs and to assist with their integration in the community; and
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force.

6.5 Term

The term of the Partnership Council will be until March 2012 to coincide with the completion of Phase One of the Local Immigration Partnership Initiative.

The term of the Partnership Council will be reviewed if further funding is made available through CIC and will be based on the funding requirements and project timeline.

6.6 Resignations

Any resignations from the Partnership Council during the term of the Partnership Council shall be tendered in writing to the Co-Chairs. The Municipality of Chatham-Kent shall appoint a replacement sector representative who will serve the remainder of the term.

In order to maintain a high level of commitment and consistency, members may be required to resign if they have been absent and do not provide a designate from their organization for three consecutive meetings.

7.0 Procedures and Processes

7.1 Meetings

During the Phase 1 of the Local Immigration Partnership initiative project there will be a total of 6 Partnership Council meetings in the period of 12 months, which will include one orientation and five (5) strategic planning sessions. Additional meetings may be called by the Co-Chairs.

7.2 Quorum

The quorum for the Partnership Council will be 11 members.

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If quorum is not present at a scheduled meeting of the Partnership Council thirty (30) minutes after the scheduled commencement time, the meeting shall be adjourned until the next regular meeting of the Partnership Council and the LIP staff shall record the names of the members present. If the members who are present at the time remain until a quorum is present, then the meeting shall proceed.

7.3 Media Contact

Citizenship and Immigration Canada (CIC) has the right of approval of all press releases and other external communications messages pertaining to this initiative.

All communications will acknowledge the contribution made by the Government of Canada through CIC. The Co-Chairs or their designate will serve as media contact on behalf of the LIP Council.

7.4 Contractual Relationship between LIP Council and CIC

Funds received for the LIP Initiative will be administered by the Municipality of Chatham-Kent who is qualified to hold a contract with Citizenship and Immigration Canada. The holder of the agreement with CIC has responsibility for financial accountability to CIC for all monies and deliverables, and will be considered the final decision-making authority for the project on any matters related to the contribution agreement. The holder of the agreement has responsibility for all financial reporting and reporting on deliverables.

8.0 Governance

The Partnership Council will provide a collaborative framework for developing the Local Settlement Strategy that is reflective of the needs of Chatham-Kent's recent immigrants, employers and agencies.

The Partnership Council sector representatives will help determine priorities, issues and activities to meet the objectives to develop the Local Settlement Strategy that will include information gathered from:

- Partnership Council members and Strategic Planning Sessions
- Community /Stakeholder Consultations
- Research and Data Analysis
- Review of Literature

8.1 Approval of the Local Settlement Strategy

The development of the Chatham -Kent Local Settlement Strategy and Action Plan will be based on a collaborative model whereby Partnership Council members will advise on assets, gaps and strategic priorities that will help with the integration of recent immigrants into Chatham-Kent. The final Local Settlement Strategy and Action Plan will be approved by the Municipality of Chatham-Kent as outlined below in Section 8.2.

It is important that the Local Settlement Strategy is reflective of the needs of Chatham-Kent new immigrants, service providers (both immigrant specific and universal services) and employers as a whole without overtly emphasizing one sector.

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Therefore, Partnership Council recommendations will be taken into consideration along with the information gathered from other sources such as the literature review, community consultations, recent immigrant related projects and analysis of immigrant and demographic data.

8.2 Reporting Structure

The Municipality of Chatham-Kent has entered into a contractual relationship with CIC for the administration of the LIP funding.

As such, the Municipality will be solely responsible for the deliverables of the project. The progress of the LIP initiative and associated deliverables will be reported through the Economic Development Services of the Municipality of Chatham-Kent.

8.3 Conflict of Interest

Information provided by Partnership Council members should be reflective of the sector they represent and consider the needs of the broader community as a whole. It must not exclusively benefit the Partnership Council member's financial or business interests, the organization or agency they represent, or that of a relative or business association.

Partnership Council members shall declare any actual or potential conflict of interest and shall excuse themselves from, and not take part in, deliberations and votes relating to any matter that gives rise to a conflict of interest.

Partnership Council members will be subject to a Conflict of Interest Policy as outlined in Appendix 1.

8.4 Project Team

Economic Development Services has been authorized by the Municipality of Chatham-Kent to oversee the implementation of the Local Immigration Partnership's initiative in Chatham-Kent under the authority of the Director of the Economic Development Services.

The Municipality of Chatham-Kent will establish a project team that will:

- Coordinate and support the Partnership Council
- Manage the work of the Partnership Council to develop the Local Settlement Strategy
- Conduct research related to the development of the Local Settlement Strategy
- Coordinate and support the communication strategy including community consultations
- Coordinate media relations for activities and deliverables related to LIP
- Update Council, as required, on the status of the LIP process, the work of the Partnership Council, the development of the Local Settlement Strategy and seek approvals where necessary
- Meet reporting requirements and financial accountability to CIC

8.5 Consulting with other Departments at the Municipality of Chatham-Kent

The LIP program team will consult with Municipal Divisions (as appropriate) during the development of the Local Settlement Strategy. Information will be gathered on the challenges and opportunities for Municipal Divisions' programs and services to meet the needs of recent immigrants. In turn this information will help identify service gaps, help align with other Municipal Divisions' strategic plans; and help increase awareness of the Local Settlement Strategy across the Region.

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Consulting with the Municipal Divisions will help build a collaborative framework within the Municipality in determining its role in the implementation of the Local Settlement Strategy. Information gathered from the other Municipal Divisions will be shared with the Partnership Council, as appropriate.

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Partnership Council members will be considered to have a conflict of interest when the decisions made and/or the actions taken by a Partnership Council sector representative in the course of exercising his or her duties are affected by, may be affected by, or could be seen by another party to be having an unfair advantage. This would include actions that would directly benefit:

- The sector representative's personal, financial or business interests; or
- The personal, financial or business interests of relatives or business associates of the Partnership Council sector representative.

For the purposes of this section of the Policy, relative, as defined in the *Municipal Conflict of Interest Act* is a parent, spouse, same-sex partner or child.

The Partnership Council sector representative is ultimately responsible and accountable for using good judgment in the course of exercising duties.

Any behavior which is, or could reasonably be considered as a conflict of interest is prohibited and may be subject to a request for the Partnership Council sector representative to resign.

Some of the more common areas of potential conflicts include the following:

Recommendations for Funding Priorities: A Partnership Council sector representative will provide information on service levels, gaps and funding priorities for consideration in the Local Settlement Strategy. Information provided by the Partnership Council sector representative should be reflective of the sector they represent and consider the needs of the broader community as a whole. It must not exclusively benefit the Partnership Council sector representative's financial or business interests, the organization or agency they represent, or that of a relative or business associates.

Special Treatment: A Partnership Council sector representative shall not use their position to give any person or organization special treatment that would advance their own interests or that of any of the Partnership Council sector representative's relatives or business associates.

Financial Interests: A Partnership Council sector representative must not participate in any decision, promotion or make any recommendation toward the development of the Local Settlement Strategy in which they, their relatives, agency or business associates will have exclusive financial gain.

Public Appearances: A Partnership Council member who is asked to speak publicly to an organization or professional association (as a result of their membership on the Partnership Council) must notify the Economic Development Services of the Municipality of Chatham-Kent to ensure that the messaging is consistent with the direction of the Local Settlement Strategy. Partnership Council members who are speaking at a conference or meeting and are not representing the Municipality of Chatham-Kent must not appear to represent the opinion or policy of the Municipality of Chatham-Kent and may not present any information gained as a result of membership on the Partnership Council.

Use of Confidential Information: Partnership Council members shall not use confidential information shared with the Partnership Council regarding the LIP initiative and associated projects without written consent from the Municipality of Chatham -Kent.