

Oxford Local Immigration Partnership Council

Terms of Reference

1. Intent and Purpose

- 1.1 The Oxford Local immigration Partnership Council provides guidance and direction in the development of the Oxford Settlement Strategy.
- 1.2 The Council is a strategic planning body composed of representatives from our community that will participate in planning and coordination to enhance the delivery of integration services to all newcomers.
- 1.3 The Council will meet in order to develop a comprehensive and strategic approach to immigration, integration and retention for Oxford County.
- 1.4 The Council will work and consult with relevant networks and establish linkages with other community initiatives within Oxford to enhance our strategy.

2. Guiding Values

The Council will be guided by the following values

- 2.1 Acceptance, honesty, accountability and fairness within the group and within the larger community.
- 2.2 Respect confidentiality of LIP Council Business.
- 2.3 Inclusivity of all LIP Council members and within all areas associated with the LIP initiative in general.
- 2.4 Consideration of opinions of all its members in the decision-making process

3. Goals

- 3.1 To enhance local and regional service delivery to newcomers while identifying community driven social innovation and addressing gaps in service.
- 3.2 Encourage and engage the community and human service providers in the settlement process.
- 3.3 Improve economic, social, and civic opportunities and participation for all newcomers.

4. Outcomes

- 4.1 To provide a collaborative framework which facilitates the development and implementation of sustainable solutions for the successful integration of newcomers, via the Oxford Settlement Strategy.

5. Procedures Establishing the Council

- 5.1 In the first year, representation to the council is via invitation from the implementation team. Invitees are chosen on the basis of their organizations mandate, their inner connectivity with newcomer needs and services.

6. Structure and Functioning

- 6.1 The CEO of Community Employment Services will serve as the Inaugural chair of the Council since CES is the administrative lead on the Oxford County Local Immigration Partnership and holds financial accountability to Citizenship and Immigration Canada (CIC) for all monies and deliverables. The role of Acting Chair falls to the Project Coordinator of the LIP in the event that the Chair is unavailable to facilitate meetings.
- 6.2 As the project evolves the council can invite additional representation as deemed appropriate by the majority of the Council.
- 6.3 The Council will meet a minimum of 4 times in a calendar year.
- 6.4 Each member of the Council shall participate actively and shall strive to make a positive contribution to the activities of the Council.
- 6.5 Council members shall support the project management team in the adoption of a comprehensive and strategic approach to the development of the local settlement strategy and implementation work plan.

7. Conflict of Interest

- 7.1 Members should disclose any areas of conflict prior to becoming Council members and should continue to disclose any potential areas of conflict that may arise later.
- 7.2 Conflict of interest will be acknowledged at each LIP Council Business Meeting.

8. Governance, Quorum and Decision Making

- 8.1 Council members are expected to attend every meeting, in the event that this is not the case, they may send a representative. Participation and deemed attendance can include the use of technologies ie. Conference call, Skype, etc
- 8.2 In order to conduct an official meeting of the Council, a minimum of 50% plus entire council must be in attendance for quorum.
- 8.3 All decisions will be made through consensus. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule. Should the council vote be tied, the Chair will cast a deciding vote.
- 8.4 Minutes and Recording Keeping: Minutes will be recorded and be kept in accordance with accepted practices.

9. Project Management Team

The Council is supported by the Oxford County Local Immigration Partnership Project Team that shall:

- 9.1 Coordinate and support the Council
- 9.2 Manage the work of the Council to develop the Immigration Settlement Strategy
- 9.3 Conduct necessary research related to the development of the Immigration Strategy
- 9.4 Coordinate and support the development of information packages including community consultations
- 9.5 Coordinate and support the fostering of partnership to strengthen the work of the Council
- 9.6 Coordinate and support the communication strategy including community consultations
- 9.7 Coordinate media relations for activities and deliverables related to the Local Immigration Partnership
- 9.8 Update Council, as required, on the status of the Local Immigration Partnership process, the work of the Council, the development of the Immigration Settlement Strategy, and seek approvals where necessary.

- 9.9 Meet reporting requirements, communication protocols and financial accountability to Citizenship and Immigration Canada
- 9.10 Manage the logistics of meeting coordination, minutes and specific items as assigned.

10. Responding to Media Enquiries

- 10.1 Council members, approached by the media should refer all inquiries to the Oxford County Local Immigration Partnership Project Coordinator to ensure all contacts with the media regarding the Oxford County Local Immigration Partnership Project and deliverables; meet the protocols outlined by Citizenship and Immigration Canada in the Contribution Agreement

11. Terms of Reference Review

- 11.1 Since the development year of the Oxford Local Immigration Partnership is very structured around operationalizing the Council and developing the Settlement Strategic Plan, the Council commits to reviewing and revising the Terms of Reference on an annual basis to reflect the evolving nature of the initiative.