



Phase 4 Partnership Council Terms of Reference

Amended: June 2016



Table of Contents

Executive Summary	3
1.0 Introduction.....	4
1.1 Engaging the Francophone Community.....	4
1.2 Project Timeline.....	4
1.3 Project Scope of Work	4
2.0 Role of the Partnership Council.....	5
3.0 Partnership Council.....	5
3.1 Composition	5
3.2 Partnership Council Sector Representatives	6
3.3 Partnership Council Structure	7
3.4 Role of the Co-Chairs.....	7
3.5 Role of Champions.....	7
3.6 Role of Partnership Council Members	7
3.7 Operating Commitment of the Partnership Council Members	7
4.0 Recruitment and Selection	8
4.1 Election of Co-Chairs	8
4.2 Recruitment of Members for the Partnership Council	9
4.3 Assigning a Designate	9
4.4 Qualifications.....	9
4.5 Term	9
4.6 Resignations	10
5.0 Procedures and Processes	10
5.1 Meetings	10
5.2 Quorum	10
5.3 Media Contact	10
5.4 Contractual Relationship between CK LIP and IRCC	10
6.0 Governance.....	10
6.1 Reporting Structure	10
6.2 Conflict of Interest.....	11
6.3 Project Team.....	11
APPENDIX 1 – Conflict of Interest Policy for the Partnership Council	12
APPENDIX 2 - Guidelines for Negotiations of Third Party Contract & Intellectual Property.....	13

Executive Summary

Project Duration:

CK LIP Phase 4 timeline is from April 1, 2014 – March 31, 2017

Funded By:

Immigration, Refugees and Citizenship Canada (IRCC)

Vision:

CK LIP will foster a welcoming community by working together to integrate newcomers and celebrate diversity in Chatham-Kent.

Purpose:

To create a community collaborative of traditional and non-traditional stakeholders, to strengthen Chatham-Kent's capacity to welcome newcomers and improve integration outcomes related to economic, social, and civic participation.

Objectives:

- Improve the integration of newcomers by increasing awareness of and access to available resources and services
- Improve awareness of the social and economic benefits of newcomers to the Chatham-Kent community
- Pursue sustainability options for CK LIP by identifying collaborative partnerships and funding opportunities
- Increase awareness of CK LIP initiatives

Phase 4 Priorities:

- Awareness
 - Of services for newcomer settlement
 - Of positive contributions of newcomers to employers/public
 - Of Partnership Council members' agency activities and services
- Communication
 - Improve between LIP staff & Partnership Council, and between Partnership Council members
 - Liaise with surrounding LIPs
 - Promote LIP to public/media
- Funding/Sustainability
 - Identify current Partnership Council members and invite new members who can serve as experts on particular funding programs and streams
- Partnership Council Engagement & Growth
 - Reach out to new stakeholders in the community
- Research & Data
 - Continue/follow-up on projects from previous Phases
 - Fill gaps in data of newcomers/immigrants in Chatham-Kent and services available

1.0 Introduction

In February 2008, Immigration, Refugees and Citizenship Canada (formerly Citizenship and Immigration Canada) and the Ontario Ministry of Citizenship, Immigration and International Trade (formerly Ontario Ministry of Citizenship and Immigration) 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 Immigration, Refugees and Citizenship Canada (IRCC) under the Canada-Ontario Immigration Agreement. Chatham-Kent's proposal was initially approved in 2010, and the Municipality of Chatham-Kent has been appointed by IRCC to lead the CK LIP initiative in Chatham-Kent. The CK LIP project staff consists of a Project Coordinator and a Project Assistant.

The CK LIP initiative is being implemented in phases:

- Phase One, from October 2010 to March 2012, included the establishment of a community Partnership Council and the development of a Local Settlement Strategy
- Phase Two, from April 2012 to March 2013, included the development of a detailed implementation work plan based on the Local Settlement Strategy
- Phase Three, from April 1, 2013 to March 31, 2014, continued the work on the identified priorities in Phase Two, namely Community Awareness and Community Settlement
- Phase Four, from April 1, 2014 to March 31, 2017, will continue to work on these priorities, as well as focus on the sustainability of CK LIP

Note: This Terms of Reference is a dynamic document subject to change as determined by the Partnership Council and funding cycle.

1.1 Engaging the Francophone Community

One of the requirements of the CK LIP initiative is to include Francophone communities and stakeholders to identify attraction strategies and existing services for Francophone newcomers. Chatham-Kent's Francophone community has a population of approximately 3,370. This is based on the Government of Ontario's definition of a Francophone as those persons whose mother tongue is French, plus those whose mother tongue is neither French nor English but who have a particular knowledge of French as an Official Language and use French at home.

1.2 Project Timeline

The project duration of Phase 4 will be from April 1, 2014 to March 31, 2017.

1.3 Project Scope of Work

The CK LIP initiative works to improve settlement outcomes for newcomers and immigrants

- Immigrants are defined as any individual born in another country who resides in Canada
- Newcomers are defined as any individual born in another country who has moved to Canada within the last five years and currently resides in Canada

To optimally utilize resources and avoid duplication of efforts, CK LIP aims to align within existing community initiatives and promote collaboration among settlement service providers as well as partners across sectors.

2.0 Role of the Partnership Council

The Partnership Council will provide advice, and contribute to the implementation of the CK LIP Local Settlement Strategy. Its members will participate in planning, implementing, and monitoring progress of the action plan, in order to provide seamless services to newcomers in the community.

The Partnership Council will:

- Elect two co-chair persons
- Participate in a series of strategic planning meetings to facilitate the implementation of the Local Settlement Strategy
- Identify priorities related to community and newcomer awareness, integration, and CK LIP sustainability.
- Develop and set up rules of engagement for the members to implement identified priorities
- Identify and share funding opportunities for the collaborative initiatives planned by the Partnership Council
- Share organizational resources and/or take a lead as a subject specialist to build partnerships and collaboration
- Share professional networks and organizational membership if and when possible
- Support development of indicators to measure success of Local Settlement Strategy
- Identify links within existing programs and organizations to better meet newcomers' needs
- Advise on methods and best practices to engage the community in addressing issues related to integration of newcomers in the community
- Adhere to the values and ethics outlined in section 6.2 and the conflict of interest policy

3.0 Partnership Council

3.1 Composition

The Local Immigration Partnership Council is comprised of local and regional level members who are committed to enhancing settlement and integration opportunities for newcomers and immigrants in Chatham-Kent. The Partnership Council will consist of sector representatives, and resource members.

Sector representatives have voting status and include:

- Organizations with a primary mandate to provide services for newcomers including settlement or language funded services
- 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, employment, Public Library, health service organizations, etc.)
- Community members who identify as newcomers and/or immigrants

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

Resource members represent organizations that allocate funding to organizations that provide services to newcomers and do not have voting status. These representatives include but may not be limited to:

- Immigration, Refugees and Citizenship Canada (IRCC)
- Erie St. Clair Local Health Integration Network (LHIN)
- Ontario Ministry of Citizenship, Immigration and International Trade (MCIIT)
- Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA)
- Ontario Ministry of Training, Colleges and Universities (MTCU)
- Service Canada

The role of resource members will be to provide expert guidance on their respective ministry's or organization's policies, programs, access to information, data, and tools. The resource members will provide technical advice to guide the Partnership Council in its various stages of development and organizational maturity.

3.2 Partnership Council Sector Representatives

The CK LIP Partnership Council is a collaborative and consultative group with equal status for all its member organizations.

Sector Representatives	# of Reps	Rationale
Municipal Departments	6	<ul style="list-style-type: none"> Community Development: <ul style="list-style-type: none"> Public Library Community Attraction and Promotion Economic Development, Small Business Centre Health and Family Services: <ul style="list-style-type: none"> Employment and Social Services Public Health Police Services, Community Mobilization Unit
Local and Regional funded settlement services/ programs	7	<ul style="list-style-type: none"> Adult Language and Learning Collège Boréal Diocese of London, Migrant Workers Ministry Language Assessment and Resource Centre, Greater Essex County District School Board Mennonite Central Committee, Ontario Place Concorde, Centre Communautaire Francophone South Essex Community Council
Employment, Skills & Training	6	<ul style="list-style-type: none"> Chatham-Kent Chamber of Commerce Chatham-Kent Workforce Planning Board Goodwill Employment Centre OLG Slots at Dresden Raceway St. Clair College, Employment Centre Workplace Safety & Prevention Services
Health Sector	2	<ul style="list-style-type: none"> Chatham-Kent Community Health Centre Chatham-Kent Health Alliance, Physician Recruitment
Education	4	<ul style="list-style-type: none"> Conseil Scolaire de District des Écoles Catholiques du Sud-Ouest Lambton-Kent District School Board St. Clair College, Thames Campus University of Guelph, Ridgetown Campus
Community Organizations	5	<ul style="list-style-type: none"> Chatham-Kent Non-profit Network Chatham-Kent Prosperity Roundtable United Way of Chatham-Kent YMCA of Chatham-Kent Youth Engagement Partnership
Community Members	0	<ul style="list-style-type: none"> 2-6 Rotating members
Total	30	

The Partnership Council has representation from relevant government programs, settlement and non-settlement service providers, community organizations, and community members who are committed to furthering CK LIP initiatives within the Local Settlement Strategy and Action Plan. Representation on the Partnership Council is subject to change upon agreement by voting members. The above list consists of, but is not limited by, current members of CK LIP Council.

3.3 Partnership Council Structure

In Phase 4, the Partnership Council will consist of two Co-Chairs, Champion leads on CK LIP initiatives, sector representatives, and resource members. CK LIP staff will be responsible for supporting the Partnership Council by arranging meetings, providing administrative support, coordinating the initiatives of Champions, promoting CK LIP initiatives, and improving lines of communication between Partnership Council members, surrounding LIPs, and other stakeholders.

3.4 Role of the Co-Chairs

The Co-Chairs will divide the following tasks as deemed reasonable by both parties:

- Facilitate Partnership Council meetings
- Ensure that Partnership Council meetings run smoothly, there is full participation during meetings, all relevant matters are discussed, and that effective decisions are made and followed through
- Promote partnership and collaboration among the government, community organizations, and networks represented on the Partnership Council
- Support and promote CK LIP Local Settlement Strategy and Action Plan
- Promote equitable and fair participation opportunities for the Partnership Council members
- Ensure official business of the Partnership Council is conducted in a transparent manner

3.5 Role of Champions

- Coordinate a team of Partnership Council members to plan and implement actions to pursue their respective priority for Phase 4
- Serve as the first point of contact between CK LIP staff and Partnership Council members
- Report to CK LIP staff on progress of their action item
- Promote equitable and fair participation opportunities for the Partnership Council members
- Ensure official business of the Partnership Council initiative which he or she is championing is conducted in a transparent manner

3.6 Role of Partnership Council Members

- Work collaboratively on CK LIP initiatives
- Participate in the implementation of the CK Local Settlement Strategy
- This may include participating in action teams, reporting to Champions, providing technical support and expertise, and connecting to professional networks/associations at local and regional levels
- Attend and participate in Partnership Council meetings and CK LIP led activities on a regular basis
- Provide input that reflects the sector they represent and consider the needs of the broader community
- Recommend ongoing mechanisms for community stakeholders to stay informed and connected to newcomers' issues in Chatham-Kent

3.7 Operating Commitment of the Partnership Council Members

- Commit to participating in an environment that promotes acceptance, honesty, accountability, trust, and fairness
- Share resources, expertise, and opportunities for collaboration
- Encourage and support new ideas and creative strategies that will enhance the delivery of services for newcomers/immigrants in our community
- Promote inclusiveness through membership on the Partnership Council and through all facets of its work
- Work collaboratively and transparently to meet the objectives of the Partnership Council

4.0 Recruitment and Selection

4.1 Election of Co-Chairs

The Co-Chairs will be elected by Partnership Council members as soon as practical after renewal of the contract for the duration of the contract. Length of term for Co-Chairs may be extended if approved by Partnership Council members.

4.1.1 Nomination Process for Selection of Co-Chair Positions

- 1) The persons nominated to the positions of Co-Chair must represent voting status (sector representative members) on the LIP Council
- 2) A current membership list will be forwarded to the voting members of the LIP Council
- 3) Council members must agree to have their name put forward for nomination for one of the Co-Chair positions. This can be conducted in one of three ways:
 - a. LIP member contacts individual and asks if they are willing to be nominated. If person accepts the nomination, acceptance is forwarded to CK LIP staff for creation of candidate list, or;
 - b. LIP member contacts CK LIP staff with name of prospective nominee with a request that they be contacted. CK LIP staff contact prospective nominee. If they are agreeable and meet eligibility criteria, the name is added to list of candidates, or;
 - c. LIP member self nominates by contacting CK LIP staff and if they are eligible, their name is added to candidate list.
- 4) Only one person from any one organization can fill one of the Co-Chair positions
- 5) The closing date for nominations will be one week prior to the election. At that time, the final list of candidates will be distributed to CK LIP Council members. Only the names of persons who were eligible for nomination and who have agreed to the nomination will appear on the list.
- 6) If there are less nominees than positions, nominations may be taken from the floor on the date of the election with the consent of the person being nominated
- 7) Elections will take place at a designated LIP Council meeting, with members notified in advance
- 8) The top two voted nominees will take the places of Co-Chairs.

4.1.2 Voting Process for Selection of Co-Chairs

The current Co-Chairs will do the following:

Prior to the Meeting:

- 1) Communicate to the LIP Council the date of the election in advance;
- 2) Oversee the distribution of the list of candidates to voting members at least one week before the election;

Day of Meeting:

- 3) Ask all nominated candidates if they accept the nomination as shown on the list;
- 4) Ask for the assistance of resource members (non-voting) to assist with the election process;
- 5) Ask for a motion from the floor and a second, to accept the list of candidates as nominated;
- 6) Ask for the distribution of ballots to all eligible voting members.
 - a. Neither Co-Chair may vote
 - b. The Contribution Agreement holder member may only vote in the case of a tie
 - c. Voting members who cannot attend the meeting in person may submit electronic votes to CK LIP staff up until one day before the meeting. These votes will be submitted anonymously on the day of the meeting by CK LIP staff on behalf of the voting member;
- 7) Collect all ballots;
- 8) Count the ballots with the assistance of the Resource Members;
- 9) Announce the successful candidates; and
- 10) Ensure the names of the elected Co-Chairs are captured in meeting minutes to be distributed to the CK LIP Council

4.2 Recruitment of Members for the Partnership Council

As per the identified priorities, Partnership Council members can propose organizations or community members that will be invited to join the Partnership Council. All efforts will be made to achieve geographical and sector representation. All efforts will also be made to achieve diverse backgrounds and perspectives amongst community member sector representatives. Within the framework of the IRCC agreement, priority will be focused on, but not limited to, immigrant related service providers funded by IRCC and MCIIT. The organization mandate or community members' experiences should be contributive to CK LIP objectives.

4.3 Assigning a Designate

Partnership Council 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 qualifications outlined in Section 4.4. Only one representative from the organization should attend Partnership Council meetings.

4.4 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
- Partnership Council community members must identify as a newcomer and/or immigrant to Chatham-Kent as defined in section 1.3. Their sector representation is that of the perspective of newcomers and/or immigrants and follows the same role as members from other sectors.
- 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 they represent
- Share responsibilities on collaborative initiatives
- Experience working in collaborative planning groups is desirable
- Sector specific expertise is desirable

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

- Provide services or programs to newcomers/immigrants living in Chatham-Kent or at regional levels
- Have extensive experience in program implementation related to newcomer/immigrant service needs and assist with their integration in the community
- Be familiar with the challenges to integrate newcomers/immigrants into the wider community, including through personal experience

4.5 Term

The term of the Partnership Council will extend to March 31, 2017 to coincide with the completion of Phase 4 of the CK Local Immigration Partnership initiative.

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

The length of term for community member representatives will be one-two years to encourage participation from a range of stakeholders. Length of term for a community member representative may be extended if approved by Partnership Council members.

4.6 Resignations

Any resignations from the Partnership Council during the term of the Partnership Council shall be tendered in writing to the Co-Chairs. The Partnership Council will appoint, as appropriate, a replacement Sector Representative who will serve the remainder of the term.

5.0 Procedures and Processes

5.1 Meetings

During Phase 4 of the CK Local Immigration Partnership project, there will be a minimum of six Partnership Council meetings in the 12-month period from April 1, 2014-March 31, 2015, six in the 12-month period from April 1, 2015-March 31, 2016, and six in the 12-month period from April 1, 2016-March 31, 2017.

5.2 Quorum

A quorum of the Partnership Council will be 1/3 of the total Voting Members.

If quorum is not present at a scheduled meeting of the Partnership Council after the scheduled commencement time, the meeting may be adjourned until the next regular meeting of the Partnership Council and CK LIP staff shall record the names of the members present. The meeting may also proceed but no binding decisions can be made. If the members who are present at the time remain until a quorum is present, then the meeting shall proceed.

5.3 Media Contact

IRCC has the right to approve all press releases and other external communication messages pertaining to this initiative.

All communications will acknowledge the contribution made by the Government of Canada through IRCC. The Co-Chairs, Project Coordinator, Community Attraction and Promotion Manager, and appointed Partnership Council members will serve as spokespersons for matters related to the CK LIP Partnership Council.

5.4 Contractual Relationship between CK LIP and IRCC

Funds received for the CK LIP initiative will be administered by Municipality of Chatham-Kent which is qualified to hold a contract with Immigration, Refugees and Citizenship Canada (IRCC). The holder of the agreement with IRCC is responsible for financial accountability to IRCC for all monies and deliverables, and IRCC will be considered the final decision-making authority for the project on any matters related to the contribution agreement.

6.0 Governance

The Partnership Council will provide a collaborative framework for the implementation of the CK Local Settlement Strategy and Action Plan that is reflective of the needs of Chatham-Kent's immigrants, newcomers, and community stakeholders. Partnership Council sector representatives will help determine priorities, issues and activities to meet these needs.

6.1 Reporting Structure

Members of CK LIP are collectively responsible for reporting to CK LIP staff on the implementation of the activities identified in the action plans. This reporting will follow through the Champions of each respective action item.

Working within the Municipality of Chatham-Kent's contractual relationship with IRCC for the administration of the CK LIP funding, CK LIP staff is responsible for supporting the implementation of annual action plans and reporting to IRCC on results.

As such, the Municipality will be responsible for reporting on the deliverables of the project. The progress of the CK LIP initiative and associated deliverables will be reported through the CK LIP Project Coordinator, Municipality of Chatham-Kent.

6.2 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 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.

6.3 Project Team

Community Development has been authorized by the Municipality of Chatham-Kent to oversee the implementation of the Local Immigration Partnership initiative in Chatham-Kent. Under the authority of the General Manager of Community Development, the Municipality of Chatham-Kent has established a project team that will:

- Coordinate and support the Partnership Council/Partnership Council meetings
- Ensure local, regional, and provincial stakeholders' coordination and support
- Participate in the immigration policy consultation at provincial and federal levels
- Support the work of the Partnership Council to implement the Local Settlement Strategy in adherence to the contribution agreement signed with IRCC
- Ensure collaborative initiatives undertaken by the CK LIP Council adheres to the financial protocol of the Municipality of Chatham-Kent and IRCC including third party contracts and intellectual property rights
- Coordinate and support the communication strategy including community consultations
- Coordinate media relations for activities and deliverables related to CK LIP
- Ensure successful outcome of the project in line with the project outcome framework
- Update Municipal Council on the status of the work of the Partnership Council and the implementation of the CK Local Settlement Strategy, and seek approvals where necessary
- Meet project and financial reporting requirements of IRCC

APPENDIX 1 – Conflict of Interest Policy for the Partnership Council

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, a relative is a parent, spouse, 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 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 association.

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 Community Development of 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 CK LIP initiative and associated projects without written consent from Municipality of Chatham-Kent.

APPENDIX 2 - Guidelines for Negotiations of Third Party Contract & Intellectual Property

Under the contribution agreement signed by Municipality of Chatham-Kent (MCK) with Immigration, Refugees and Citizenship Canada (IRCC), the following terms stated will be binding in case of partial or full payment of services or products being developed under this project through a third party contract.

The third party contract led products or services must have prior written approval of IRCC.

When the products or services are contracted, MCK will ensure:

- Use of a fair process in obtaining price quotes from prospective contractors as per the municipal purchase department policies
- Ensure value for money
- Retain and readily provide to IRCC on request, copies of all contracts with third parties
- Maintain accurate records with all transactions with third parties , and provide IRCC with reasonable access to these records
 - i. During the entire term of the Phase 4 contribution agreement
 - ii. For 6 years afterwards
- Third party must make available invoices, receipts, cancelled cheques, vouchers, supporting documents, books and records to the IRCC's representative for inspection and audit

Intellectual Property

Definition: Intellectual property right means any intellectual property right recognized by the law, including any intellectual property right protected through legislation (e.g., copyright, patents etc.) arising from protection of information as a trade secret or confidential information.

Where in the course of carrying out the services Municipality of Chatham-Kent (MCK) or the third party produces any work subject to intellectual property rights, these rights shall vest in the MCK.

Wherein the production of the work has been funded, in whole or in part, by the contribution made by IRCC under the contribution agreement, the MCK hereby grants to IRCC, a non-exclusive, fully paid and royalty free license to produce, distribute, and translate the work for purposes of carrying out IRCC's program objectives.

Any work licensed under the intellectual property rights section, the MCK shall:

- Include an acknowledgment, in a form satisfactory to IRCC, on any work which is produced by it with funds contributed by the IRCC under the contribution agreement and identifying the MCK as being solely responsible for the content of such work.

If the MCK is involved, either in or out of court, in a claim by the third party relating to the infringement of its intellectual property right, MCK must inform IRCC immediately in writing of the claim.



CHATHAM-KENT LOCAL IMMIGRATION PARTNERSHIP

Chatham-Kent Local Immigration Partnership Project

www.chatham-kent.ca/CKLIP

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