



TERMS OF REFERENCE OF THE PETERBOROUGH IMMIGRATION PARTNERSHIP (PIP) (Approved March 28, 2017)

BACKGROUND

Since 1979, the New Canadians Centre Peterborough has provided services to new Canadians in the Peterborough community. In 2008, in an effort to create a cohesive regional response to the emerging needs of newcomers and in response to Citizenship and Immigration Canada's Call for Proposals for the creation of a 'Local Immigration Partnership' (LIP), the City of Peterborough and the New Canadians Centre (NCC) joined efforts with over twenty-five (25) local organizations to establish the Peterborough Partnership Council on Immigrant Integration (PPCII).

LIP Councils are advisory bodies. They are:

- A mechanism to develop partnerships and community-based planning around needs of newcomers and residents
- To improve access to, and coordination of existing and new diversity and settlement initiatives;
- To oversee the development and implementation of a broad-based community plan

In 2010 PPCII launched its first five-year Immigrant Integration Strategy. Over the five-year term (2010-2015) of this strategy over 90 projects and activities that supported immigrant integration were implemented by the PPCII and its members and partners.

Beginning in 2014, the PPCII began planning for its next five-year strategy. In December 2015, after extensive consultation and research the 2016-2021 Integration Strategy (now known as the Community Immigrant Integration Plan) was launched.

In conjunction with the creation of the 2015-2020 Community Immigrant Integration Plan (CIIP), the Executive Committee of the PPCII began a review of the structure of the PPCII to ensure that it would be able to effectively move the goals of the new CIIP forward. As a result of this review, the Executive Committee recommended that the PPCII be renamed the Peterborough Immigration Partnership and that it be guided by the terms of reference below.

VISION and MANDATE

The Peterborough Immigration Partnership envisions a community where the meaningful economic, social and cultural integration of newcomers ensures a prosperous and inclusive community for all.

The Peterborough Immigration Partnership provides community leadership to ensure meaningful integration in a welcoming community.

In addressing newcomer integration issues, the Peterborough Immigration Partnership remains committed to creating a community that reflects our anti-oppressive and anti-racist values.

2015-2020 COMMUNITY IMMIGRANT INTEGRATION PLAN

The vision and mandate of the PIP will be achieved through meeting the goals articulated in our five-year Community Immigrant Integration Plan (CIIP)

The two main goals of the 2016-2021 CIIP are:

1. *Enhancing Economic Well-Being (Economic Success)*
2. *Building an Inclusive and Engaged Community (Social Inclusion)*

Three strategies will support the achievement of the CIIP goals

1. *Educating for Change (Outreach)*
2. *Influencing Change at the Government Level (Policy)*
3. *Measuring our Progress (Outcomes)*

See Appendix 1 for an overview of the 2015-2020 Community Immigrant Integration Plan.

PARTNERSHIP STRUCTURE

Partners

The PIP is comprised of individuals and organizations in the Peterborough region who endorse the vision and mandate of the Partnership and commit to working towards the goals of the CIIP. The PIP strives to represent a wide cross section of sectors (e.g. municipal government, settlement services, education, business, community services, etc.), geographical communities (Peterborough City and County) and demographic communities (e.g. women, seniors, etc.).

Committees and Working Groups

The PIP consists of one standing committee - the *Coordinating Committee (CC)* - and several ad-hoc working groups created as needed to move the goals of the CIIP forward.

For a full list of PIP partners for this fiscal year, see Appendix 3 "PIP Partners for 2016-2017".

ROLES AND RESPONSIBILITIES

Partners

The responsibilities of the partners of the PIP are to:

1. Learn and deepen the understanding of the PIP's mandate vision and goals
2. Commit to the fulfillment of the goals, of the 2016-2021 CIIP
3. Approve the five year strategic plan of the PIP (i.e. the CIIP)
4. Approve the Terms of Reference of the PIP
5. Elect the Chair, Vice-Chair and Members-at-Large positions on the Coordinating Committee

The rights of the members of the PIP are to:

1. Be eligible to stand for nomination to the PIP Coordinating Committee
2. Be eligible, to join any working group
3. Receive information on the progress of the CIIP and to participate in the PIP annual meetings and educational symposiums.

Coordinating Committee

The responsibilities of the Coordinating Committee are:

1. Maintaining and expanding the PIP partnerships
2. Recommending new policies or amendments to existing policies to the NCC Board.
3. Leading the implementation of the CIIP through facilitating PIP partner's and the wider community's involvement in moving the goals of the CIIP forward.
4. Guiding the creation and approval of the final version of the annual action plans under the CIIP and advising staff on the implementation of those plans.
5. Making recommendations to staff on the creation of ad-hoc working groups including potential members of these groups.
6. Coordinating the activities of the ad-hoc working groups in order to avoid duplication in the activities of individual groups; ensuring clear communication occurs between individual groups as well as between groups and the CC and to ensure that working group activities are moving the goals of the CIIP forward.
7. Making recommendations to the Board of Directors of the New Canadians Centre on the financial, governance and fundraising decisions and activities of the NCC Board and its committees (see 'Relationship with the New Canadians Centre' below for more detail.)

The members of the CC will include the Chair, Vice Chair, Past Chair and 2 at-large PIP members selected by the PIP at the Annual meeting of the PIP, and at least one ex-officio member from:

- Municipal government
- Economic Development stakeholders
- Race relations or other social justice groups
- Post-secondary education
- Multicultural groups
- Research and policy groups
- New Canadians Centre senior staff (non-voting)
- NCC Board Member

Ex-officio non-voting members can also include representatives from:

- Immigration Refugees and Citizenship Canada
- Ontario's Ministry of Citizenship and Immigration; and,
- Any other organization that funds PIP work

The Chair of the CC is responsible for carrying out or delegating the following:

- Chairing and facilitating the Coordinating Committee meetings
- Setting Coordinating Committee meeting dates and agendas
- Supervising the implementation of the decisions of the Coordinating Committee

The *Vice Chair* of the CC is responsible for carrying out the duties of the Chair in cases where the Chair is unable to carry out these duties.

Meetings

1. The CC will meet at the time and place that the CC members decide.
2. The CC will meet a minimum of six (6) times per fiscal year.
3. A quorum at meetings of the CIIC will consist of 50% of non-vacant CC members.
4. Decision-making should be as democratic and participatory as possible. Decisions will be made via a modified consensus model. If a vote is required all members are entitled to one vote. Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 2 of the PIP Terms of Reference below.

Minutes

Minutes and decisions of the Coordinating Committee are public and will be posted online. A link to the location of the minutes will be sent to members via the regular monthly communication.

Ad-Hoc Working Groups

Ad-hoc working groups will be formed on the recommendation of the Coordinating Committee and are responsible for implementing specific projects under the CIIP. These working-groups will not function as formal committees and as such will not be required to have terms of reference or formal minutes. Where resources allow, the work of these groups will be facilitated and supported by staff who will periodically report on the activities of these groups to the Coordinating Committee.

ANNUAL MEETINGS

The partners of the PIP will meet annually and will at that meeting elect the Chair, Vice Chair and two PIP Members-at-Large for the Coordinating Committee. Nominations for the Chair, Vice Chair and Members-at-Large positions will be solicited in advance and open to all partners of the PIP.

PARTNERSHIP ENGAGEMENT AND COMMUNICATION

As part of, or in addition to the annual meeting of the PIP, an annual educational symposium, geared to all PIP partners will be held.

PIP partners will receive at least monthly communications from PIP staff on the activities under the CIIP and issues that may be of interest to PIP partners.

RELATIONSHIP OF PIP TO NEW CANADIANS CENTRE PETERBOROUGH

The New Canadians Centre is the signatory of the Local Immigration Partnership (LIP) Contribution Agreement with Immigration, Refugees, and Citizenship Canada (IRCC) and as such, has final authority and accountability for all monies and deliverables directly linked to the Contribution Agreement.

In 2015, the New Canadians Centre Peterborough (NCC) identified 'Strengthening Community Integration' as a Strategic Priority for the organization. To achieve this goal, the Board of Directors approved the reorganization of the staffing structure to place Community Development work on the same footing as Settlement Services. In this new organizational model the PIP has been identified as an integral part of the Community Development work of the New Canadians Centre Peterborough.

The day-to day work of the PIP will be supported by NCC staff dedicated to the work of Community Development. Fundraising, Outreach and partnership support activities will also be supported by NCC staff. As well, and in partnership with the PIP, NCC will provide office space, staff supervision, back office support and administrative logistics. As such, PIP staff work according to the bylaws, policies and procedures of the New Canadians Center. In the event of funding challenges, NCC will endeavour to continue to support the PIP and to meet its own goals relating to community development, but will be under no obligation to do so.

NCC will manage and be responsible for all financial matters related to the Local Immigration Partnership program, and any other funding obtained by the NCC or PIP that is directly connected to the PIP. The PIP is not separately incorporated and in addition to IRCC funding, may receive funding and operational support from various agencies and organizations. In the event that funding for PIP-related projects (i.e. implementation of the CIIP) is secured from or in partnership with other partner organizations, members of the Coordinating Committee and/or staff of NCC will be involved in oversight of the use of these funds.

NCC will maintain certain funds for work related to community development (e.g. PIP's organizational partnership revenue and a portion of revenue from fundraising events). The Coordinating Committee of the PIP will provide, upon request, input on the spending of these funds and will provide the NCC ED annually overall spending priorities for the coming year for these funds. PIP will also provide input via participation in the NCC finance committee. Funds previously referred to as PPCII 'self-generated revenue' will be earmarked by NCC as funds restricted for community development.

To ensure that community development is considered in the governance, finance, and resource development decisions and activities of the New Canadians Centre, a PIP voting position was created on the NCC Board as well as PIP positions on its Finance and Fundraising committees. Partners of the PIP will be appointed by the Coordinating Committee to fill these positions. Conversely, as the lead PIP partner, the New Canadians Centre will have two representatives sitting on the Coordinating Committee, normally a senior staff member (non-voting) and a Board member.

In general, as the lead PIP partner, the NCC will be as flexible as possible to assist the Partnership in achieving its goals and objectives.

RESPONDING TO MEDIA ENQUIRIES

Council partners, approached by the media should refer all inquiries to the Director of Community Development to ensure all contacts with the media regarding the Peterborough Immigration Partnership meet the protocols outlined by Immigration Refugees and Citizenship Canada in the Contribution Agreement.

REVIEW

These Terms of Reference shall be reviewed and approved by the PIP each fiscal year. Any proposed changes to the Terms of Reference must be accepted by the PIP before coming into effect.

Appendix 1: Community Immigrant Integration Plan 2015-2020



Appendix 2: Conflict of Interest Policy

In order to prevent conflict of interest each PIP Partner has to sign the following statement:

Conflict of Interest includes actual or perceived conflicts and those, which have the potential to be actual or perceived.

A partner of the PIP shall not engage in any outside work or business that interferes with the performance of his/her duties or has an advantage derived from his/her engagement in PIP activities, in which he/she might derived personal benefit from a matter which, in the course of his/her duties he/she is in a position to influence.

The Coordinating Committee has the authority to determine the course of action required to resolve any conflict of interest disclosed to them.

Each PIP Partner shall identify and disclose to the Chair of Coordinating Committee any possible conflict of interest, even though its significance may be thought to be marginal.

I have read and understand the above.

Signature

Print Name

Date

Appendix 3: PIP Partners for 2016-2017

A. Organisational partners

Full Name	Organisation
Stephanie Wilson	Agilec
Valerie Dalby	Agilec
Jenni Johnston	Art School of Peterborough
Cam Douglas	Avenues for Sponsorship
Sandra Dimock	CAN English School Alternative
Mark Graham	Canadian Mental Health Association Haliburton Kawartha Pine Ridge
Michelle Nicholson	Canadian Mental Health Association Haliburton Kawartha Pine Ridge
Lori Thompson	Canadian Mental Health Association Haliburton Kawartha Pine Ridge
Kim Kennelly	Canadian Mental Health Association Haliburton Kawartha Pine Ridge
Carmela Valles	Carmela Valles Immigration Consulting
Sister Ruth Hennessey	Casa Maria Refugee Homes
Janet Hunter	Charterfield Consulting
Becky Rogers	City Arts, Culture and Heritage Division
Dean Pappas	City of Peterborough
Keith Riel	City of Peterborough
Phyllis Hodder	City of Peterborough
Sarah Cullingham	City of Peterborough
Ken Doherty	City of Peterborough
Rob Anderson	City Recreation Division
Mike Gannon	City Social Services Division
John Coreno	City Social Services Division
Daniel Jedynack	Club Connexion Française
Cáitlín Currie	Community and Race Relations Committee of Peterborough
Rosemary O'Donnell	Community Counselling and Resource Centre
John Good	Community Foundation of Greater Peterborough
Jennifer DeBues	Community Foundation of Greater Peterborough
Pat Peeling	Community Futures Development Corporation Peterborough
Natalie Napier	Community Opportunity & Innovation Network
Teodosia Villarino	County of Northumberland
Karla Sampson	County of Peterborough
Gary King	County of Peterborough
Jean Giroux	Employment Planning & Counselling
Heather Pollock	Fleming College
Tracey McConnery	Fleming College
Debby Keating	Fleming Continuing Education and Employment Department
Debbie Harrison	Fleming Diversity Department

Full Name	Organisation
Amanda Gray	Fleming International Program
Malika Seguin-Gervais	Francophone Immigration Support Network of East Ontario
Penny Gay	GE Energy Management
Stuart Harrison	Greater Peterborough Chamber of Commerce
Sarah Burke	Habitat for Humanity Peterborough & District
Sevdije Fazliu	Immigration Advisory Service
Sean Bentham	Immigration, Refugee and Citizenship Canada
Grace Hodder	Industry Canada, FedNor
Elizabeth Rahman	Islamic Education & Information Exchange
Muhammad Shaikh	Islamic Education & Information Exchange
Jennifer Wilson	Kawartha Haliburton Children's Aid Society
Kenzu Abdella	Kawartha Muslim Religious Association
Amber McPhee	Kawartha Pine Ridge District School Board
Judith Bartlett	Kawartha Pine Ridge District School Board
Jennifer Leclerc	Kawartha Pine Ridge District School Board
Pat Bjorndahl	Kawartha Pine Ridge District School Board
Peter Mangold	Kawartha Pine Ridge District School Board
Janice MacKenzie	Kawartha Pine Ridge District School Board
Alison Sadowski	Kawartha Pine Ridge District School Board
Tanys Howell	Kawartha Pine Ridge District School Board
Julie Cosgrove	Kawartha World Issues Centre
Silvano Salvaterra	New Canadians Centre Peterborough
Michael VanDerHerberg	New Canadians Centre Peterborough
Tamara Hoogerdyk	New Canadians Centre Peterborough
Jungeon Kim	New Canadians Centre Peterborough
John Gillan	New Canadians Centre Peterborough
Salwa Mirgani	New Canadians Centre Peterborough
Yvonne Lai	New Canadians Centre Peterborough
Rob Howard	New Canadians Centre Peterborough
Reem Ali	New Canadians Centre Peterborough
Andrea Heilingbrunner	New Canadians Centre Peterborough
Jason Stabler	New Canadians Centre Peterborough
Jessica Devlin	New Canadians Centre Peterborough
Safo Musta	New Canadians Centre Peterborough
Hajni Hos	New Canadians Centre Peterborough
Beverly Lomosad	Newcomer Bulletin
Matthew Stoeckle	Office of Jeff Leal, MPP
Lauren Hunter	Office of the Hon. Maryam Monsef
Wendy McConkey	One World ESL School
Katie Johnston	Ontario Provincial Police

Full Name	Organisation
Christopher Galeazza	Ontario Provincial Police
Peter Butorac	Ontario Provincial Police
Jill Bishop	Peterborough Community Garden Network
Melinda Rees	Peterborough Community Legal Centre
Martha MacFie	Peterborough Community Legal Centre
Brenda Baker	Peterborough Community Legal Centre
Carolyn Doris	Peterborough County City Health Unit
Claire Hanlon	Peterborough County City Health Unit
Christine Post	Peterborough County City Health Unit
Aleksandra de Oliveira	Peterborough Economic Development
Danielle Sullivan	Peterborough Economic Development
Lynda Chilibeck	Peterborough Family Health Team
Lori Richey	Peterborough Family Health Team
Anne Polito	Peterborough Family Resource Centre
Pete Dalliday	Peterborough Petes
Murray Rodd	Peterborough Police Service
Larry Charmley	Peterborough Police Service
Peter Williams	Peterborough Police Service
Dan Smith	Peterborough Police Service
Diane Therrien	Peterborough Poverty Reduction Network
Karen Bisschop	Peterborough Public Library
Nancy Martin Ronson	Peterborough Regional Health Centre
Sean Martin	Peterborough Regional Health Centre
Peter McLaughlin	Peterborough Regional Health Centre
Brenda Dales	Peterborough Social Planning Council
Christina Maschas-Hammond	Peterborough Victoria Northumberland Clarington Catholic School Board (Equity & Inclusive Education Advisory Committee),
Barbara McMorrow	Peterborough Victoria Northumberland Clarington Catholic School Board (Equity & Inclusive Education Advisory Committee),
Sharon Lajoie	Peterborough Victoria Northumberland Clarington Catholic School Board (Equity & Inclusive Education Advisory Committee),
Galen Eagle	Peterborough Victoria Northumberland Clarington Catholic School Board (Equity & Inclusive Education Advisory Committee),
Kelly O'Boyle	Peterborough Victoria Northumberland Clarington Catholic School Board (Equity & Inclusive Education Advisory Committee),
Bruce Gravel	Rotary Club of Peterborough
Alan Ingram	Rotary Club of Peterborough
Anca Pascalau	Sustainable Peterborough
Brigid Ayotte	Township of Cavan Monaghan
Davina Bhandar	Trent Canadian Studies Department
Andreas Pickel	Trent Centre for the Study of Global Power and Politics
John Marris	Trent Community Research Centre

Full Name	Organisation
Michael Eamon	Trent International Program
Cath D'Amico	Trent International Program
Nadine Changfoot	Trent Political Studies Department
Rory Coughlan	Trent Psychology Department
Hiten Dave	Trent Students for Literacy
Lori Steers	Trent University
Melanie Sedge	Trent University
Cynthia Hucks	Trent Valley International Coffee House
John Hucks	Trent Valley International Coffee House
Lesley Hamilton	Trent Valley Literacy Association
Jim Russell	United Way of Peterborough and District
Kathy Hardill	VON Peterborough, Victoria, Haliburton
Katy MacLean	VON Peterborough, Victoria, Haliburton
Joe Celestini	Workforce Development Board
Jason Dennison	Workforce Development Board

B. PIP individual partners

Andy Cragg
Antoinette VanVeen
Ateesh Mishra
Brian Patrick
Catherine Legault
Champagne Thomson
Daniel Mann
Dawn Berry Merriam
Elizabeth Aguilar
Eric Prugh
Gabriele Zeh Abramsky
Gord Evans
Janice Asimwe
Jeanmarie Heriba
Jennifer Harrington

Jessica Biggar
Julie Dotsch
Kay Ma
Laura Keresztesi
Laurie Yin
Lee-Anne Motsi
Linda Slavin
Malcolm Sheppard
Marilyn Freeman
Maryam Monsef
Mehranghiz Monsef
Michael Fazackerley
Mike Ma
Mythili Rajagopalan
Naser Miftari

Natalia Jaczkowski
Peggy Kruger
Peter Carroll
Rachel Pearson
Ryan Kohls
Sandor Mailath
Sandra Patricia Mongui
Sharon Davison
Sheila Nabigon-Howlett
Sheila Olan Maclean
Suresh Kandaswamy
Susan Lawrence
Tetiana Samoilenko
Todd Barr
Valentina Kibedi