



**York Region's Local Immigration Partnership Initiative
Community Partnership Council**

Terms of Reference

Revised March, 2011



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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 an Immigration Settlement Strategy; and Phase Two will include a detailed implementation work plan based on the Immigration Settlement Strategy.

The Regional Municipality of York (the Region) has been appointed by CIC to lead the LIP initiative in York Region. The Region has a long history of being a service manager for federal and provincial programs, a proven track record leading strategic plans collaboratively with community stakeholders and is an experienced project manager. The Inclusivity Action Plan project, the Welcome Centre, and York Region's *Community Snapshots: Recent Immigrants Living in York Region* report are all a result of collaborative partnerships between the Region and community stakeholders. Through the LIP project, the Region will connect sectors that are critical to the successful integration of recent immigrants including settlement services, labour market development, educational programs, and social services to create a comprehensive, meaningful "made in York Region" Immigration Settlement Strategy.

2.0 Purpose

The Community Partnership Council (CPC) will be the primary consultative body that will work collaboratively with the Region to develop and support the implementation of York Region's Immigration Settlement Strategy. The CPC 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 York Region's recent immigrants, employers, and agencies, and reflects the objectives outlined below. The CPC will also look at ways that community stakeholders can stay connected on newcomer issues on an ongoing basis and identify a role for their organization as a community stakeholder in the implementation of the Strategy, as appropriate.

3.0 Objectives

The CPC will advise the Region on the development of a comprehensive Immigration Settlement Strategy that meets the following objectives:

- Improve access to and coordination of immigrant integration services (settlement, language training and labour market integration) in York Region.
- Improve labour market outcomes for immigrants living in York Region.
- Strengthen regional awareness and capacity to successfully integrate immigrants living in York Region.

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 Francophone immigrants. According to Census 2006, York Region's Francophone community comprises less than 1% of York Region's total population. Traditionally, York Region does not attract a large number of French-speaking immigrants and little is known about the needs of Francophone immigrants moving to York Region. This is a knowledge gap that will be explored in the development of the Immigration Settlement Strategy.

4.0 Role of the CPC

The role of the CPC will be to advise the Region on the content of the Strategy and implementation plan 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 York Region's Immigration Settlement Strategy. In order to achieve the objectives the CPC will:

- Participate in CPC meetings to develop the Immigration Settlement Strategy and collaborative planning of its implementation.
- Confirm the existing range of services offered to recent immigrants living in York Region to help them to integrate into their communities socially and economically.
- Assist in identifying the gaps, priorities and solutions that are required to meet the needs of recent immigrants within York Region.
- Review and provide input to ensure that York Region's Immigration 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 York Region's recent immigrant population.
- Conduct themselves in accordance with the values and ethics outlined in Section 8.3 and with the conflict of interest policy.
- Provide input that reflects the sector they represent and consider the needs of the broader community as a whole.
- Recommend ongoing mechanism beyond the term of LIP Phase One for community stakeholders to stay informed and connected to newcomer issues in York Region.
- Support the development of indicators and measures to monitor the Strategy.
- Participate in the implementation of the Immigration Settlement Strategy, as appropriate. This may include participating in Working Groups, supporting the delivery of activities identified in the action plan as appropriate, supporting community engagement and outreach, identifying short-term activities that support the achievement of outcomes identified in the Immigration Settlement Strategy.
- Act as a liaison/ambassador to solicit support and endorsement of the Immigration Settlement Strategy in their respective organizations and communities and promote the adoption of the Strategy's priorities where appropriate.

Recommendations from the CPC for inclusion into York Region's Immigration Settlement Strategy will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

5.0 Membership

5.1 Composition and Size

The CPC will be comprised of sector representatives that will provide input to the development of the Strategy based on their experience and knowledge.

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

The CPC will consist of up to 25 sector representatives from a wide cross-section of organizations or agencies that provide programs and supports to recent immigrants, who have done significant research on settlement services in York Region, or who have expertise and knowledge in this area.

Sector representatives include:

Sector Representative	# of Reps	Rationale
Regional Representatives	3	Representatives would include: <ul style="list-style-type: none"> ▪ Two members of Regional Council with one member being the Co-Chair of the CPC ▪ Regional staff
Municipal	3	The Community Partnership Council would benefit from the knowledge and experience from the local municipalities that has experienced rapid immigrant growth and how it has impacted their programs and services
Settlement Services	2	Representatives would include: <ol style="list-style-type: none"> 1. Catholic Community Services of York Region, Project Partner 2. An additional agency that has extensive settlement service experience.
Language Training	1	The Community Partnership Council would benefit from an organization familiar with English-as-a-Second-Language training and service gaps that exist in York Region.
Accreditation Programs	1	The Community Partnership Council would benefit from the experience of an organization that helps facilitate accreditation of new immigrants and has knowledge of the policies, processes and programs in place.
Employment Skills and Training	1	The Community Partnership Council would benefit from an organization that works with recent immigrants and provides skills training for the labour market. The organization would understand challenges that immigrants face trying to integrate and access employment.
Labour Market Development	2	The Community Partnership Council would benefit from an organization that understands the employers' perspective, challenges, opportunities, educational needs, and attraction and retention issues of York Region's employers.

Sector Representative	# of Reps	Rationale
Academic	1	The Community Partnership Council would benefit from the expertise of academic researchers that investigated key issues impacting the integration of immigrants.
Police Services	1	The Community Partnership Council would benefit from the knowledge gained through the work that the York Regional Police have done in understanding the diverse needs of York Region.
Health Services	1	Health services play an important role in helping increase access for recent immigrants to health care. Their insight would be valuable to the Community Partnership Council.
Education	2	The school boards deliver a number of settlement supports directly to students.
Francophone Community	1	An organization or agency from the Francophone community will be invited to participate to share knowledge and awareness about the needs of York Region's Francophone community.
Social Services	1	The Community Partnership Council would benefit from a representative that is familiar with integration and retention of new immigrants, families and children and that help them be connected with their communities before they are in need of crisis intervention.
Total	20	

5.2 Co-Chairs

The Co-Chairs will be appointed by Regional Council or the Regional Chair. Recruitment of the Co-Chairs is outlined in section 6.0. The CPC will be co-chaired by a member of Regional Council, and the Project Partner (see Section 5.3). Chairing of the meetings will be rotating between the Co-Chairs.

Co-Chairs will be responsible to work with Project Staff to:

- Review agendas and minutes;
- Attend York Regional Committee and Council meetings and make deputations on behalf of the CPC as needed; and
- Be available for media contact as spokesperson for York Region's Immigration Settlement Strategy.

5.3 Project Partner

All LIP projects must have a community based immigrant serving organization as a project partner as outlined in the Call for Proposals, February, 2008.

Catholic Community Services of York Region (CCSYR) was endorsed by Regional Council as the Project Partner for York Region's LIP project. The Region will have one Project Partner but will invite other agencies experienced in settlement services to participate in the Community Partnership Council as outlined in Section 5.1.

As the Project Partner, CCSYR will participate on the CPC and will provide advice on settlement services and the needs of recent immigrants. In addition to participating on the CPC, CCSYR has committed to:

- Advise on Project Partner role as outlined in the Terms of Reference for the CPC.
- Advise on possible CPC sector representatives based on its knowledge of the settlement sector.
- Provide input for reports to Regional Council, CPC and Citizenship and Immigration Canada.
- Advise on the coordination and best practices for community consultations and engagement.
- Act as Co-Chair of the CPC.

CCSYR will not receive funding for its role in this project. Their role in developing York Region's Immigration Settlement Strategy will be managed within their organization's existing capacity.

5.4 Ex-officio members

Ex-officio members will include representatives from:

- Regional Municipality of York – represented by York Region Chairman and CEO
- Citizenship and Immigration Canada
- Ontario Ministry of Training Colleges and Universities
- Ontario Ministry Citizenship and Immigration
- Human Resources and Skills Development Canada
- Ministry of Health and Long Term Care

It is anticipated that ex-officio members will provide advice to the CPC on funding opportunities and policy developments from the Ministries they represent. Ex-officio members will be invited to attend CPC Strategic Planning Sessions but it is not a requirement and will not affect quorum. CPC meeting agendas and minutes will be shared with the ex-officio members.

The York Region Chairman and CEO can amend the Terms of Reference, appoint new members to the CPC or request the resignation of a CPC member.

6.0 Membership Recruitment and Selection

6.1 Recruitment of the Co-Chairs

York Region will request the Project Partner's, Catholic Community Services of York Region, Board of Directors to appoint a representative to act as one of the Co-Chairs of the CPC.

Regional Council or the Regional Chair will appoint a member of Regional Council that will act as the other Co-Chair of the CPC.

6.2 Recruitment of CPC Sector Representatives at Large

The Region will identify organizations that will be invited to attend the CPC. The Project Partner will act as a key advisor in this process. All organizations that wish to participate on the CPC will be asked to complete an application form that indicates the individual that would be representing their organization, their qualification and availability to participate on the CPC.

In the case where there is one particular organization that would represent the sector the Region will approach the Board of Directors and ask them to recommend a representative by completing an application form.

In the case where there could be more than one organization that could participate on the CPC, the Region will work with the Project Partner to identify potential agencies to represent the sector. Selected agencies will be invited to complete an application. In the case where more than one agency applies to represent the same sector, the Region will review and assess the applications and may consult with the Project Partner as appropriate.

Recommendations for the CPC sector representatives will be made to Regional Council, who will make the final appointment.

6.3 Assigning a Designate

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

Only one representative from the organization should attend Planning Sessions. When the sector representative cannot attend then the assigned designate may go in their place.

6.4 Qualifications

- CPC member organizations must have been in operation with a Board of Directors or Charter in place for a minimum of one year. Not-for-profit corporations need to be incorporated under the laws of Ontario or Canada to become a member of the CPC.
- Sector representatives 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 CPC in engaging and consulting with representatives from the broader sector that they represent.
- Sector representatives must have experience working in collaborative planning groups.

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

- Provide services or programs to recent immigrants living in York Region for a minimum of two years;
- Have extensive experience in research and analysis of the needs of recent immigrants to successfully integrate; and
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force.

6.5 Term

The term of the CPC will be until March 31, 2012 to coincide with the term of York Region's Local Immigration Partnership initiative Contribution Agreement for the next fiscal year (April 1, 2011 to March 31, 2012).

The term of the CPC will be reviewed if further funding is made available through CIC and will be based on the funding requirements and period.

6.6 Resignations

Any resignation from the CPC during the term of the CPC shall be tendered in writing to the Co-Chairs of the CPC. Regional Council or the Regional Chair shall appoint, considering the advice of the CPC, where feasible, 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 without good cause.

Community stakeholders may also be asked to resign from the CPC if they no longer meet the Qualifications (Section 6.4) or are in breach of criteria identified under the Guiding Values and Ethics (Section 8.4) and/or Conflict of Interest (Section 8.5).

7.0 Procedures and Processes

7.1 Meetings

There will be between four to five CPC meetings per year. Additional meetings may be called by co-chairs or the LIP Project team.

7.2 Quorum

A quorum of the CPC is nine (9) members, including one Co-Chair.

If a quorum is not present at a scheduled meeting of the CPC thirty (30) minutes after the scheduled commencement time, the meeting shall stand adjourned until the next regular meeting of the CPC 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 Reimbursement of Expenses

CPC sector representatives of the CPC serve without remuneration.

CPC sector representatives who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate in the CPC (i.e. sign language, interpretation services, Braille translation services, transportation, support care services, etc.).

7.4 Responding to Media Inquiries

CPC sector representatives who are approached by the media should refer all inquiries to the LIP Project Team. The Region will manage all contacts with the media regarding the LIP project and deliverables and will ensure that it meets the media protocols outlined by CIC in the Contribution Agreement.

8.0 Governance

The CPC will provide a collaborative framework for supporting the development and implementation of an Immigration Settlement Strategy that is reflective of the needs of York Region's recent immigrants, employers and agencies.

CPC sector representatives will help determine priorities, issues and activities to meet the objectives. Input into the development of the Immigration Settlement Strategy will include information gathered from:

- CPC meetings and Strategic Planning Sessions;
- Community consultations; and
- Research and analysis.

Information will be shared with the CPC at Strategic Planning Sessions and for consideration in the development of the Immigration Settlement Strategy.

8.1 Working Groups

The implementation of the Immigration Settlement Strategy may require the establishment of working groups. CPC members may be asked to participate as well as other community stakeholders. The establishment, coordination and deliverables of these working groups will be managed by the Local Immigration Partnership Project team. Results of working groups will be shared with CPC members and Regional Council as appropriate.

8.2 Decision Making

York Region's Immigration Settlement Strategy will be based on a collaborative model whereby CPC members will advise on developing and implementing the strategic priorities that help with the integration of recent immigrants living in York Region. The final Immigration Settlement Strategy and the implementation plan will be approved by Regional Council as outlined below (Section 8.3).

It is important that the Immigration Settlement Strategy and any related implementation plan is reflective of the needs of York Region's recent immigrants, community agencies and employers as a whole without showing favouritism to one particular sector. Therefore, CPC recommendations will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

8.3 Regional Reporting Structure

The Region, as the LIP lead, has entered into a contractual relationship with CIC for the administration of the LIP funding. As such, the Region will be solely responsible for the deliverables of the project and will oversee the administration of the York Region Local Immigration Partnership.

The progress of the LIP initiative and associated deliverables will be reported through the Community and Health Services Committee to Regional Council.

The CPC will be notified when a report will be going to Committee and Council and will be invited to attend when appropriate.

The establishment of the CPC, the final approval of the Immigration Settlement Strategy and any related implementation plan will require approval by Regional Council.

8.4 Guiding Values and Ethics

The CPC will be guided by the following values and ethics:

- Respect;
- Integrity;
- Commitment;
- Equity; and
- Fairness.

To achieve these values the CPC will commit to:

- Being respectful in both actions and opinions towards others in an environment that promotes acceptance, honesty, accountability, trust and fairness.
- Providing a planning process that is inclusive and accessible in all facets of this initiative.
- Encourage and support new ideas and creative strategies which will enhance the delivery of services for recent immigrants.
- Be a champion of the Local Immigration Partnership initiative at CPC meetings and in the community.

8.5 Conflict of Interest

Information provided by CPC sector representatives 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 CPC sector representative's financial or business interests, the organization or agency they represent, or that of a relative or business association.

CPC 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.

CPC sector representatives will be subject to a Conflict of Interest Policy as outlined in Appendix 1.

8.6 Project Team

The Commissioner of Community and Health Services has been authorized by Regional Council to oversee the implementation of the Local Immigration Partnerships initiative in York Region.

Under the authority of the Commissioner, the Community and Health Services Department will establish a project team that will:

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

8.7 Consulting with other Regional Departments in The Regional Municipality of York

The LIP program team will consult with Regional Departments (as appropriate) during the development and implementation of the Immigration Settlement Strategy through the Cross Departmental Working Group.

Information will be gathered on the challenges and opportunities of Regional programs and services in meeting the needs of recent immigrants. In turn this information will help identify service gaps, help align with other Regional strategic plans; and help increase awareness of the Immigration Settlement Strategy across the Region. Consulting with Regional Departments will help build a collaborative framework within the Region in determining the Region's role in the implementation of the Immigration Settlement Strategy.

Information gathered from other Regional Departments will be shared with the CPC, as appropriate.

APPENDIX 1 – Conflict of Interest Policy For the Community Partnership Council

A CPC sector representative will be considered to have a conflict of interest when the decisions made and/or the actions taken by a CPC 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 CPC 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 CPC sector representative is ultimately responsible and accountable for using good judgement in the course of exercising duties.

Any behaviour which is, or could reasonably be considered as a conflict of interest is prohibited and may be subject to a request for the CPC sector representative to resign. Some of the more common areas of potential conflicts include the following:

Recommendations for Funding Priorities: CPC sector representative will provide information on service levels, gaps and funding priorities for consideration in the Settlement Strategy. Information provided by the CPC 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 CPC sector representative's financial or business interests, the organization or agency they represent, or that of a relative or business association.

Special Treatment: A CPC 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 CPC sector representative's relatives or business associates.

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

Public Appearances: A CPC sector representative who is asked to speak publicly to an organization or professional association (as a result of their membership on the CPC) must notify the Region to ensure that the messaging is consistent with the direction of the Immigration Settlement Strategy. CPC sector representatives who are speaking at a conference or meeting who are not representing the Region must not appear to represent the opinion or policy of the Region and may not present any information gained as a result of membership on the CPC.

Use of Confidential Information: CPC sector representatives shall not use confidential information shared with the CPC regarding the LIP initiative and associated projects without written consent from the Region.

Signature of Sector Representative

Date