



## **TERMS OF REFERENCE OF THE PETERBOROUGH IMMIGRATION PARTNERSHIP (PIP)**

### **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 2016-2021 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 (PIP) and that it be guided by terms of reference.

In 2022, the Coordinating Committee engaged in a process to develop the 2022-2025 Strategic Plan. The Strategic Plan builds on our past successes and confirms our commitments to do more.

## **VISION and MANDATE**

The Peterborough Immigration Partnership provides leadership in cultivating an inclusive and sustainable community by coordinating and convening community partners to ensure meaningful newcomer integration.

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

## **2022-2025 STRATEGIC PLAN**

The vision and mandate of the PIP will be achieved through meeting the priorities articulated in our three-year Strategic Plan.

Our Strategic Priorities:

- Strengthen Collaboration
- Build Community Awareness and Capacity
- Advocate for Change

See Appendix 1 for an overview of the 2022-2025 Strategic 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 Strategic Plan. 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 Strategic Plan forward.

For a full list of PIP partners for this fiscal year, see Appendix 3 “PIP Partners for 2023-2024”.

## **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 2022-2025 Strategic Plan
3. Approve the Terms of Reference of the PIP
4. 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 Strategic Plan and to participate in the PIP annual meetings and educational symposiums.

### **Coordinating Committee (CC)**

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 Strategic Plan through facilitating PIP partners' and the wider community's involvement in moving the goals of the Strategic Plan forward.
4. Guiding the creation and approval of the final version of the annual action plans under the Strategic Plan 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 Strategic Plan 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 CC 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.

### **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 Strategic Plan. 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 Strategic Plan 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 Centre. 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 Strategic Plan) 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.

Last updated: March 19, 2024

## Appendix 1: Strategic Plan 2022-2025

### Our Strategic Priorities

We have identified three strategic priorities that will guide our work over the next three years by helping our partners focus their efforts and align resources to achieve our goals. Our priorities are intentionally broad to maximize flexibility in how they are implemented.

Our Strategic Priorities:

1. Strengthen Collaboration
2. Build Community Awareness and Capacity
3. Advocate for Change

#### Priority 1: Strengthen Collaboration

**Goal:** Collaboration is at the core of how we work towards achieving our common goals and activities. By focusing on building a strong partnership structure, with new and engaged partners, we can ensure we are responsive, effective, and able to make a positive impact.

**Objectives:**

1. Reinvigorate relationships with community partners, while refining and aligning the PIP member structure. Redefine the focus of working groups to support this plan.
2. Coordinate the collection of data/shared metrics among PIP members to measure progress and impact.
3. Celebrate and promote the work of the PIP and its members within the organization and in the broader community.

#### Priority 2: Build Community Awareness and Capacity

**Goal:** To better support newcomers in meaningful ways, we will build broader community awareness that celebrates and acknowledges the important role newcomers play in creating a vibrant community. We will also provide strategies and tools to organizations and businesses so they have the capacity to include and support newcomers.

**Objectives:**

1. Expand public understanding of the role newcomers play in building a vibrant and sustainable community.
2. Enhance, promote, and celebrate existing and new initiatives that support newcomers.
3. Develop strategies and tools to build organizational and business capacity to better support newcomers.
4. Work across sectors to develop strategies and resources that challenge and eliminate racism and discrimination.

5. Enhance connections with the business and employment sector to attract, hire and retain newcomer employees.

### Priority 3: Advocate for Change

Goal: While there is much that can be done on a local and community level to support newcomers, more systemic change is needed. We will use our voice to speak to issues that impact newcomers and seek to influence policies and policy changes that lead to more inclusive and sustainable Communities.

#### Objectives:

1. Engage with and educate elected leaders and other decision-makers about the positive contributions of newcomers and the work of PIP members.
2. Ensure newcomer priorities are included in municipal, organizational, and network plans (such as the Official Plans, Sustainable Peterborough plan, Community Safety and Well-being Plan, Age Friendly, etc.) and PIP partner plans.
3. Conduct and use research to inform policy and advocacy efforts, including championing and sharing best practices.
4. Encourage and support businesses and organizations to invite newcomers to participate in advocacy, decision-making, and communication efforts.

## **Appendix 2: Conflict of Interest Policy**

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.



### Appendix 3: PIP Partners for 2022-2023

#### A. Organisational partners

Abraham Festival	Merriam & Associates
Age-Friendly Peterborough	Muskoka-Kawarthas Employment Services
Agilec	New Canadians Centre Peterborough
Art School of Peterborough	Nogojiwanong Friendship Centre
Cambium Inc.	Nourish Project
CAN English School Alternative	Office of Michelle Ferreri
Canadian Mental Health Association Haliburton	Ontario Provincial Police
Kawartha Pine Ridge	Peterborough + Kawarthas Chamber of Commerce
Carmela Valles Immigration Consulting	Peterborough 360 Degree Nurse Practitioner Led Clinic
Casa Maria Refugee Homes	Peterborough and the Kawarthas Chamber of Commerce
Cheeks Ahoy	Peterborough and the Kawarthas Economic Development
City of Peterborough	Peterborough Child & Family Centres
Community and Race Relations Committee of Peterborough	Peterborough Community Garden Network
Community Counselling and Resource Centre	Peterborough Community Legal Centre
Community Foundation of Greater Peterborough	Peterborough Family Health Team
Community Futures Peterborough	Peterborough Family Resource Centre
Community Race Relations Committee	Peterborough Native Learning Program
Community Race Relations Peterborough	Peterborough Paramedics
Compass Early Learning and Care	Peterborough Police Services
Contact North	Peterborough Public Health
Council for Persons with Disabilities	Peterborough Public Library
County of Peterborough	Peterborough Regional Health Centre
Employment Planning & Counselling	Peterborough Victoria Northumberland Clarington Catholic District School Board
Five Counties Children's Centre	Peterborough Youth Services
Fleming College	Province of Ontario
Habitat for Humanity Peterborough & Kawartha Region	Rainbow Service Organization
Hospice Peterborough	Rotary Club of Peterborough
Immigration Advisory Service	Rotary Club of Peterborough Kawartha
Immigration, Refugee and Citizenship Canada	Service Canada
Innovation Cluster	Sustainable Peterborough
Kawartha Food Share	Township of Cavan Monaghan
Kawartha Haliburton Children's Aid Society	Trent Centre for the Study of Global Power and Politics
Kawartha Muslim Religious Association	Trent Community Research Centre
Kawartha Pine Ridge District School Board	Trent International Program
Kawartha Sexual Assault Centre	Trent Political Studies Department
Kawartha World Issues Centre	Trent Students for Literacy
Kinark Child & Family Services	Trent University
Language Learning Centre of Peterborough	Trent University - Careerspace
Lett Architects	Trent University - Counselling Services
Literacy Ontario Central South	

Trent University - ESL  
Trent University - Off-Campus Housing  
Trent University - Sociology  
Trent University - Trent International  
Trent Valley International Coffee House  
Trent Valley Literacy Association

United Way of Peterborough & District  
White Water Pressure Wash  
Workforce Development Board  
YMCA of Central East Ontario

**B. PIP Individual Members**

Angela Connors  
Brian Patrick  
Carly Whitehill  
Celeste Joy Uson  
Eleonora Mannarino  
Eric Prugh  
Jennifer Harrington  
Jobb Arnold  
Joy Simmonds  
Jungeon Kim  
Khidir Bkdach  
Laura Keresztesi  
Linda Slavin  
Marilyn Freeman  
Maryam Helae  
Maryam Monsef  
Mehranghiz Monsef  
Michael Fazackerley  
Mythili Rajagopalan  
Pete Dalliday  
Peter Carroll  
Rachel Pearson  
Sandor Mailath  
Sandra Patricia Mongui  
Sheila Nabigon-Howlett  
Silvano Salvaterra  
Surbhi Pinto  
Valentina Kibedi