



# Phase II Partnership Council Terms of Reference

*Dipti Patel - Project Manager  
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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 is implemented in two phases: Phase One included the establishment of a Community Partnership Council and the development of a Local Settlement Strategy; and Phase Two includes a detailed implementation of work plan based on the Local Settlement Strategy.

The Municipality of Chatham-Kent has been appointed by CIC to lead the LIP initiative in Chatham-Kent. The General Manager, Community Development of the Municipality of Chatham-Kent will provide oversight to the project. Phase 1 for the period from October 2010 to March 2012 has been successfully completed. C-K LIP Phase 2 has been approved for the period from April 1, 2012 to March 31, 2013. The Phase 2 of the project will focus on implementation of the Local Settlement Strategy developed during Phase 1. The LIP project staff consists of Project Manager and Project Assistant.

## 2.0 Purpose

The Partnership Council will be the primary consultative body that will work collaboratively with the community stakeholders to support the implementation of C-K LIP's Local Settlement Strategy. The Partnership Council 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 Chatham-Kent's recent immigrants, employers, and agencies and reflects the objectives outlined below. The Partnership Council will also look at ways that community stakeholders can stay connected on newcomer issues on an ongoing basis in the implementation of the Strategy.

### 3.0 Objectives

The Partnership Council will advise on the implementation of the Local Settlement Strategy that meets the following objectives:

- To generate awareness about newcomers and newcomer related services among newcomers, community and service providers
- To improve access to settlement, health and employment related services for newcomers
- To work closely with the funding resource organizations and Chatham –Kent service providers to provide seamless services for the newcomers
- To seek strategic and collaborative partnership at municipal, regional, provincial and federal levels for newcomer services

### 3.1 Engaging the Francophone Community

One of the requirements of the LIP initiative is to include Francophone communities and stakeholders to provide services for the Francophone immigrants. Essex, Kent and Lambton counties combined are estimated to have over 20,000 Francophone.

### 3.2 Project Timeline

The project duration of the Phase 2 will be from April 1, 2012 – March 31, 2013.

### 3.3 Project Scope of Work

The LIP initiative defines newcomers as any individual born in another country:

- Who has moved to Canada and currently resides in Canada
- Who currently lives in another country and intends to move to Canada in the near future, not including visitors and foreign students who intend to leave Canada. The newcomer definition includes but is not limited to:
  - Sponsored family members
  - Economic immigrants
  - Conventional refugees
  - Refugee claimants
  - Temporary workers
  - Live-in caregivers
  - Provincial nominees
  - Foreign students who intend to stay in Canada
  - Immigrants after having become Canadian citizens
  - Protected persons in possession of Notice of Decision from the Immigration and Refugee Board
  - Any other individual with or seeking permanent residence in Canada

### 4.0 Role of the Partnership Council

The role of the Partnership Council will be to provide advice and oversight in the implementation of the C-K LIP Local Settlement Strategy and Action Plan. They will participate in planning, monitoring and tracking progress and make recommendations, and will provide access to their professional networks and assist in collaboration to provide seamless services for the newcomers in the community.

In order to achieve the objectives the Partnership Council will:

- Participate in a series of strategic planning meetings to implement the Local Settlement Strategy
- Share details of existing services/programs in their organizations to create focus and inclusion of newcomers
- Review and provide input to ensure that the Chatham-Kent LIP Local Settlement Strategy meets the objectives outlined above
- Advice on methods and best practices to engage the community in addressing issues related to integration of the newcomers in the community
- Adhere to the values and ethics outlined in section 8.3 and the conflict of interest policy
- Provide input that reflects the sector that they represent and consider the needs of the broader community as a whole
- Recommend on ongoing mechanism, beyond the terms of LIP Phase 2, for community stakeholders to stay informed and connected to the newcomer issues in Chatham-Kent
- Support development of indicators to measure success of local settlement strategy
- Participate in the implementation of the Local Settlement Strategy, as appropriate. This may include participating in the Sub Committees, providing technical support and expertise and connecting to professional networks/associations at local and regional level

## 5.0 Partnership Council

### 5.1 Composition

The Local Immigration Partnership Council will be comprised of approximately 28 enthusiastic members at local and regional levels who are committed to enhancing settlement and integration opportunities for all newcomers and immigrants in Chatham-Kent.

The Partnership Council will have two levels of representation. The first level of LIP Council members have voting status and include but are not limited to, the following:

- Organizations with a primary mandate to provide services for newcomers including settlement or language services; and
- 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, Public Library, Health Service organizations et al)
- Organizations/Individual members could include, but may not be limited to, the Work Force Development Council, Community Strategic Planning Committee, and Healthy Community Partnership networks. Effort is made to seek representation from the smaller urban centers of Chatham-Kent on the Partnership Council

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.

The second level of representation on the Partnership Council is LIP Resource members. These persons represent organizations which allocate funding to organizations which provide services for newcomers and do not have voting status. These representatives could include but may not be limited to:

- Citizenship and Immigration Canada
- Ontario Ministry of Citizenship and Immigration
- Ontario Trillium Foundation(OTF)
- Ontario Ministry of Food, Agriculture and Rural Affairs(OMAFRA)
- Ontario Ministry of Training, Colleges and Universities (MTCU)
- Erie St. Clair Local Health Integration Network (LHIN)

The role of the Resource members will be to provide access to their ministry and network programs, relevant data, policy information, sharing funding opportunities and providing technical guidance & support in implementing the Local Settlement Strategy.

## 5.2 Partnership Council- Sector Representatives

The Partnership Council Memberships are proposed based on the guidelines stated previously and are presented in the table below.

Sector Representatives	# of Reps	Rationale
Municipality	4	Representation would include General Manager, Community Development, Community Strategic Planning Committee/ Healthy Communities Partnership, and Youth and Immigration
Settlement & Language Service Provider Including Francophone Community	7	<b>Adult Language &amp; Learning</b> <b>South Essex Community Council - Leamington</b> <b>Mennonite Central Committee – Chatham-Kent,</b> <b>Centre Communautaire Francophone, Windsor</b> (Windsor Essex Kent) – CIC funded regional Francophone settlement service provider <b>Diocese of London</b> (Working with Migrant workers in Essex, Kent and Lambton counties) <b>Chatham-Kent Public Library</b> – Access to print and electronic media resources in several languages for the newcomers and resource materials for ESL and other programs
Employment Skills & Training	3	Ontario Works, Goodwill Employment Centre and St. Clair College employment services/programs
Labour Market Development, Community Economic Development agencies	3	Representation from Workforce Planning Board, Chamber of Commerce, Business Improvement Areas for their focus and support to small businesses/ entrepreneurs
Health Sector	3	Representation from the Local Health Integration Network, HealthForceOntario, Public Health Unit, and Emergency Medical Services
Education	4	Representation from all school boards (English and French) for their work on diversity/Settlement Workers In School initiative and for English language assessment. Representation from other school boards include the Muslim school and Chatham Christian school
Community Organizations	3	United Way-brings province wide organizational expertise in working on immigrant issues, 211 initiative, Prosperity Round Table, and YMCA Chatham-Kent
Others	1	Regulated immigrant consultant
Total	28	

### 5.3 Role of Partnership Council Members

- Be collaborative on Local Immigration Partnership initiative
- Attend and participate in meetings on a regular basis
- Respect the operating values of the LIP Council
- Share professional networks of the sectors they represent
- Develop scope of work for the sub committees

### 5.4 Operating Values for the Partnership Council Members

- Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness
- Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers/immigrants in our community; and
- Promote and encourage inclusiveness, through membership on the council and in all facets of its work

This Terms of Reference is a dynamic document subject to change as determined by the Partnership Council.

### 5.5 Service Coordination in Chatham-Kent

Currently, there are a number of initiatives under way which have a focus on immigration and youth, such as Workforce Planning Board funded by MTCU, municipal led Chatham Kent Y, Healthy Community Partnership Initiative funded by MCI and Community Strategic Planning Committee of Municipality of Chatham-Kent as shown in the diagram below. To optimally utilize resources and avoid duplication of efforts, CK LIP aims to align within the existing structure and promotes collaboration among settlement service providers as well as partners across sectors.



By focusing on Community Settlement and Awareness, LIP is able to create a very specific focus and meaningful immigrant perspectives to the community planning forum; thereby achieving strategic alliance with the community strategic initiatives.

### 5.6 Rationale for Partnership Council Structure

The Local Settlement Strategy and Action Plan prepared during the LIP Phase 1 is a comprehensive, multi year plan. As the funding for this project and settlement service providers is based on the annual cycle, the project team is engaged in prioritizing action items of the Local Settlement Strategy and Action Plan on a yearly basis.

C-K LIP is looking at ways to improve services for newcomers to the rural areas of Chatham-Kent. While searching for effective ways to provide newcomer services for successful integration, a strong rationale emerges for maneuvering between present and future needs i.e. providing services to the Temporary Foreign Workers /Migrant Workers who support vital agriculture operations in C-K, to providing services to the slowly growing number of economic immigrants, including internationally trained professionals (ITP).

Based on the Phase 1 research and new initiatives underway in the community, LIP has two Sub Committees in Phase 2:

Community Settlement  
Sub Committee

Awareness Sub Committee

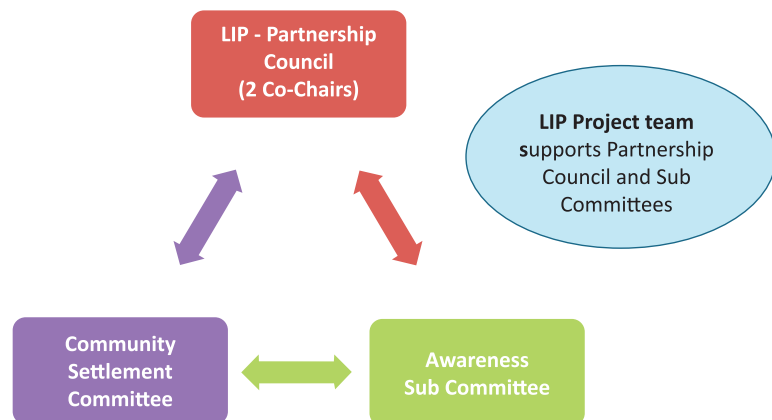
The rationale of focusing on community settlement subcommittee emerges from both employment and health service perspectives from following facts:

- Work Force Planning Board (WFPB) is forecasting the Health Care sector to be poised for job growth for the period 2011 -16, matching well with the employment and accreditation needs of ITPs. By linking ITP with health-related employment opportunities, LIP is able to facilitate inter- ministerial collaboration between MTCU-funded WFPB initiative and employment services for newcomers for better labour market outcomes.
- Program initiatives led by HealthForceOntario and LHIN are in place to provide locum, internship and recruitment opportunities for ITPs in regulated health professions.
- Access to primary health care services is a major barrier to newcomers in rural communities and is relevant to health equity for vulnerable populations, which include newcomers.
- Emergency medical services to migrant workers also have come to light, as indicated in the case of the Hempstead tragedy.

By focusing on these specific thematic areas in its implementation phase, LIP is able to capitalize on specific skill sets and expertise, and to tap into pre-existing networks of people working in the sector to ensure that settlement and other services are offered to newcomers in an integrated manner.

CK LIP Awareness Subcommittee will aim to develop communication plan and information network at a local level to create awareness in the community and among service providers and immigrants about immigration, immigrants profile and services for the newcomers. As creating awareness among these stakeholders will paves way for successful integration of the newcomers in the community and effective access of available community services.

## 5.7 Partnership Council Structure



## 5.8 Roles and Responsibilities of Sub Committees

The Sub Committee will oversee the process that seeks to fulfill on the Local Settlement Strategy and related Action Plan, and decide its scope of work. In particular, the subcommittee will:

- Participate in Partnership Council meetings and processes related to the LIP as requested
- Respond to LIP staff requests to provide community connections and expertise for project purposes
- Make recommendations related to the local coordination of services for Community Settlement and Awareness to reflect changing neighbourhood and community needs
- Coordinate and establish linkages with any relevant community planning initiatives being conducted by any level of government during the term of the Sub Committee
- Liaise and consult with organizations or networks in the health, education, employment and social service sectors, or with other relevant networks, to support the full social and civic inclusion of newcomers regardless of their immigration status
- May liaise and consult with Francophone organizations and networks
- Advocate on subcommittee related issues on behalf of the community

## 6.0 Membership Recruitment and Selection

### 6.1 Recruitment of Co-Chairs

The Municipality of Chatham-Kent will appoint two Co-Chairs, one each representing the Municipality and the Community Organizations of Chatham-Kent.

## 6.2 Recruitment of Members for the Partnership Council

The Municipality will identify organizations that will be invited to attend the Partnership Council based on the criteria listed on section 5.1. All efforts will be made to achieve geographical and sector representation within the framework of the CIC agreement, which prioritizes focus on immigrant related service providers funded by CIC and MCI.

In cases where there is one particular organization that would represent the sector, the Municipality will review the merits of the sector representation in consultation with the other service providers and will make decision for the sector representation.

### 6.3 Assigning a Designate

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 6.4.

Only one representative from the organization should attend the council meetings. When the sector representative cannot attend the meeting then the assigned designate may take their place at the meetings. The Executive Director, Adult Language & Learning, is one of the Co-Chairs; hence they will be represented by permanent designate on the Partnership Council.

### 6.4 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.
- 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 that they represent.
- Members must have experience working in collaborative planning groups.

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

- Provide services or programs to recent immigrants living in Chatham-Kent region
- Have extensive experience in program implementation related to recent immigrant's service needs and to assist with their integration in the community; and
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force

### 6.5 Term

The term of Partnership Council will be until March 2013 to coincide with the completion of Phase 2 of the Local Immigration Partnership Initiative.

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

## 6.6 Resignations

Any resignations from the Partnership Council during the term of the Partnership Council shall be tendered in writing to the Co-Chairs. The Municipality of Chatham-Kent shall appoint a replacement sector representative who will serve 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.

## 7.0 Procedures and Processes

### 7.1 Meetings

During the Phase 2 of the Local Immigration Partnership project there will be a total of six Partnership Council meetings in the period of 12 months, which will include one orientation and five strategic planning sessions. Additional meetings may be called by the Co-Chairs.

### 7.2 Quorum

A quorum of the partnership will be 7 members.

If quorum is not present at a scheduled meeting of the Partnership Council thirty (30) minutes after the scheduled commencement time, the meeting shall be adjourned until the next regular meeting of the Partnership Council and 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 Media Contact

Citizenship and Immigration Canada (CIC) has the right of approval of 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 CIC. The Co-Chairs or their designate will serve as media contact on behalf of the LIP Partnership Council.

### 7.4 Contractual Relationship between LIP Council and CIC

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

has responsibility for all financial reporting and reporting on deliverables.

## 8.0 Governance

The Partnership Council will provide a collaborative framework for the implementation of the Local Settlement Strategy and Action Plan that is reflective of the needs of Chatham-Kent's recent immigrants, employers and agencies.

The Partnership Council sector representatives will help determine priorities, issues and activities to meet the objectives input into the implementation of the Local Settlement Strategy that will include information gathered from:

- Partnership Council and Strategic Planning Sessions
- Community /Stakeholder Consultations
- Research and Data Analysis

### 8.1 Project Team

The Community Development Department has been authorized by Municipality of Chatham-Kent to oversee the implementation of the Local Immigration Partnerships initiative in Chatham-Kent. Under the authority of the General Manager of the Community Development, the Municipality of Chatham-Kent has established a project team, that will support the Partnership Council by facilitating the implementation of the Settlement Strategy through providing guidance, research, communication, and administrative assistance including:

- Foster and maintain connections with community strategic planning networks and regional programs and services
- Coordinate, support and share relevant data, research documents and policies to facilitate the work of the Partnership Council/subcommittees
- Represent Chatham-Kent at LIP regional networks and provincial working groups
- Participate in the municipal-led community planning initiatives
- Manage the work of the Partnership Council to implement the Local Settlement Strategy
- Providing information to the Partnership Council, including recommendations for action
- Meet reporting requirements and financial accountability to CIC
- Ensure LIP project achievements and successes are recognized and documented
- Update the Municipal Council, as required, on the status of the LIP process, the work of the Partnership Council in the implementation of the Local Settlement Strategy and seek approvals where necessary

### 8.2 Reporting Structure

The Municipality of Chatham-Kent has entered into contractual relationship with CIC for the administration of the LIP funding.

As such, the Municipality will be solely responsible for the deliverables of the project. The progress of the LIP initiative and associated deliverables will be reported through the Community Development Department of the Municipality of Chatham-Kent.

### 8.3 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, and not take part in, 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.

### 8.4 Consulting with other Departments at Municipality of Chatham-Kent

The LIP program team will consult with Municipal Departments (as appropriate) during the implementation of Local Settlement Strategy. Information will be gathered on the challenges and opportunities of Municipal Divisions' programs and services in meeting the needs of recent immigrants. In turn this information will help identify service gaps, help align with other Municipal Divisions' strategic plans and help increase awareness of the Local Settlement Strategy across the region.

Consulting with the municipal departments will help build a collaborative framework within the Municipality in determining its role in the implementation of the Local Settlement Strategy. Information gathered from the other municipal departments will be shared with the Partnership Council, as appropriate.

## 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, relative, as defined in the Municipal Conflict of Interest Act is a parent, spouse, same-sex partner 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 of the more common areas of potential conflicts include the following:

**Recommendations for Funding Priorities:** 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 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 the Economic Development Services 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 LIP initiative and associated projects without written consent from the Municipality of Chatham-Kent.



