



CHATHAM-KENT
LOCAL IMMIGRATION
PARTNERSHIP

Phase 3 Partnership Council
Terms of Reference

*Dipti Patel – Project Manager
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Executive Summary

Project Duration: C-K LIP Phase 3 timeline is from April 1, 2013 – March 31, 2014
Funded By: Citizenship and Immigration Canada

Purpose:

The Local Immigration Partnership Project’s goal is to bring together community stakeholders to support the implementation of the 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 service providers 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 during and after the implementation of the strategy.

Objectives:

- To improve access to settlement, employment and health services for newcomers/immigrants in the community
- To share funding opportunities with the partnership council members related to above services
- To seek strategic and collaborative partnerships at federal, provincial and municipal levels for immigrant related services

Work plan:

- Updated Terms of Reference will be created and agreed upon within the first three months of the phase
- C-K LIP will organize Five Partnership Council meeting in a year
- Consolidate work of the Partnership Council based on the identified priorities in Phase 2
- Primary focus will be on the community integration and coordination of services especially related to health and recreation
- Partnership Council will initiate awareness related activities for newcomers, service providers and community at large and will support development of materials
- Partnership Council members will support schools with diversity and cultural awareness among students through partnership with Historica Dominion
- Regional collaboration opportunities will be sought especially with rural communities
- C-K LIP will plan a collaborative workshop with Union Gas on Diversity wherein Union Gas will sponsor a Guest Speaker
- GIS mapping and tools to be developed to coordinate health services for the newcomers and updating information about access to physicians and nurses in the community
- C-K LIP will continue promoting access to loan for the newcomers through regional ACCESS Centre London
- C-K LIP will participate on the provincial and federal stakeholder consultation
- C-K LIP will contribute path breaking initiatives on the Pathways to Prosperity website and maintain existing webpage on the municipal website
- C-K LIP will organize regional C-K LIP network meeting in Phase 3 and will join the social media and LinkedIn group for collective learning
- Liaised with funding agency and ensure project and financial reporting requirements are met

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. Chatham-Kent's proposal was initially approved in 2010, and the Municipality of Chatham-Kent has been appointed by CIC to lead the C-K LIP initiative in Chatham-Kent. The C-K LIP project staff consists of a Project Manager and a Project Assistant.

The C-K LIP initiative is being implemented in phases:

Phase One, from October 2010 to March 2012, included the establishment of a Community Partnership Council and the development of a Local Settlement Strategy;

Phase Two, from April 2012 to March 2013, included the development of a detailed implementation work plan based on the Local Settlement Strategy;

Phase Three has been approved for the period April 1, 2013 to March 31, 2014, and will see the continuation of the work on the identified priorities in Phase 2, namely Community Awareness and Community Settlement.

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

2.0 Purpose

The Local Immigration Partnership Project's goal is to bring together community stakeholders to support the implementation of the 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 service providers 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 during and after the implementation of the Strategy.

3.0 Objectives

- To improve access to settlement, employment and health services for newcomers/immigrants in the community
- To share funding opportunities with the partnership council members related to above services
- To seek strategic and collaborative partnerships at provincial and federal and municipal levels for immigrant related services

3.1 Engaging the Francophone Community

One of the requirements of the C-K LIP initiative is to include Francophone communities and stakeholders to identify attraction strategies and existing 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 Phase 3 will be from April 1, 2013 – March 31, 2014.

3.3 Project Scope of Work

The C-K 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 Foreign 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 a 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 Partnership Council will provide advice and oversight in the implementation of the C-K Local Settlement Strategy and Action Plan. Its members will participate in planning, monitoring and tracking progress and make recommendations. Members will also provide access to their professional networks and work collaboratively to provide seamless services to newcomers in the community.

In order to achieve the objectives, the Partnership Council will:

- Elect a Chair person and a Vice-Chair person
- Participate in a series of strategic planning meetings to facilitate the implementation of the Local Settlement Strategy
- Identify priorities related to community awareness and community settlement
- Develop and set up rules of engagement for the members to collaborate for implementing identified priorities
- Identify and share funding opportunities for the collaborative interventions planned by the Partnership Council
- Share organizational resources and/or take a lead as a subject specialist to build partnerships and collaboration
- Share professional networks and organizational membership if and when possible
- Support development of indicators to measure success of local settlement strategy
- Identify linkages within existing programs and organizations to better meet newcomers' needs
- Advise on methods and best practices to engage the community in addressing issues related to integration of the newcomers in the community
- Adhere to the values and ethics outlined in section 5.8 and the conflict of interest policy

5.0 Partnership Council

5.1 Composition

The Local Immigration Partnership Council at present comprised of 22 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 C-K LIP Council members are sector representatives, 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 funded 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, Employment, Public Library, Health Service organizations, etc.)

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 C-K LIP Council members are resource members. These persons represent organizations that allocate funding to organizations providing services to newcomers and do not have voting status. These representatives could include but may not be limited to:

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

The role of resource members will be to provide expert guidance on their respective ministries or organization's policy, programs and access to information, data and tools. The resource persons will provide technical advice to guide the Partnership Council in its various stages of development and organizational maturity. Also as non-voting members, they may provide unbiased opinion on issues dividing Partnership Council voting members.

5.2 Partnership Council- Sector Representatives

The C-K LIP Partnership Council is a collaborative and consultative group with equal status for all its member organizations. The representation on the Partnership Council is from the relevant government programs, settlement and non-settlement service providers, community organizations and community members who are committed to furthering the Partnership Council objectives of newcomers' settlement and integration.

Sector Representatives	# of Reps	Rationale
Municipal Departments / Programs	5	Chief Administrative Office <ul style="list-style-type: none"> • Strategic Planning Community Development <ul style="list-style-type: none"> • Resident Attraction and Retention • Library Services Health and Family Services <ul style="list-style-type: none"> • Employment and Social Services • Public Health Unit The department/programs mandate includes newcomers settlement and integration priorities
Local and Regional funded settlement services/programs	6	Adult Language & Learning South Essex Community Council - Leamington Mennonite Central Committee – Chatham-Kent, Centre Communautaire Francophone, Windsor (Windsor Essex Kent) – CIC funded regional Francophone settlement service provider Diocese of London (Working with Migrant workers in Essex, Kent and Lambton counties) Employment Assessment Centre Windsor – Regional Language Assessment Centre
Employment Skills & Training	2	Goodwill Employment Centre, Access Centre, London* (* Participation as and when needed)
Health Sector	3	Community Health Centre, HealthforceOntario and Emergency Medical services
Education	3	Representation from all school boards (English and French)
Community Organizations Networks	1	United Way Networks: Chief Administrative Office <ul style="list-style-type: none"> • Community Strategic Planning Committee Health and Family Services <ul style="list-style-type: none"> • Healthy Communities Partnership • Prosperity Roundtable • Workforce Planning Board
Others	2	Regulated immigrant consultant, Interpretation services
Total	22	

5.3 Rationale for Partnership Council Structure

Phase 1 of the project focused on research and development of the Local Settlement Strategy and Action Plan.

During phase 2 of the project which was the first year of implementation of the settlement strategy, and considering the rural community and stakeholder being local and regional, C-K LIP decided to focus on two priorities – Community Awareness and Community Settlement & Health Services.

The Phase 3 of the project will continue to work on the above priorities as the phase 2 has built a foundation for generating awareness and building immigrants/newcomers perspective into local health initiatives.

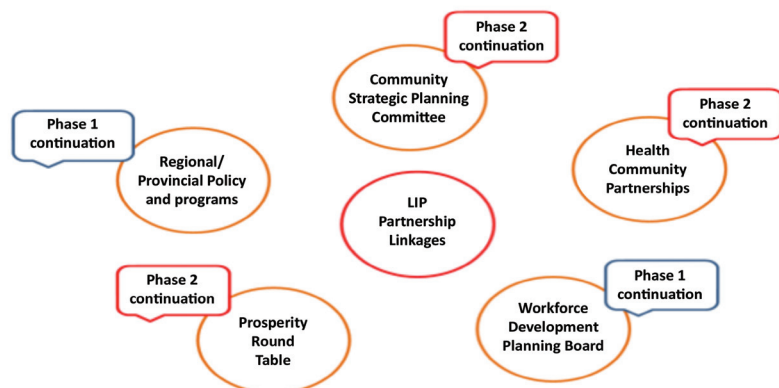
5.4 Proposed Partnership Council and Action Team Structure

In Phase 2, two standing subcommittees were formed: one for each area of priority. Each member of the Partnership Council became a member of one of the subcommittees. This structure proved cumbersome and many members found it difficult to attend the additional subcommittee meetings.

Therefore, it is proposed that in Phase 3, smaller action teams be formed to implement specific actions as required. Membership on these teams will be voluntary and based on an interest in the specific action to be undertaken. The role of the staff will be to support the activities of these action teams. Results of the action team initiatives /activities will be shared with the entire Partnership Council.

5.5 Service Coordination in Chatham-Kent

Currently, there are a number of initiatives underway which has a focus on immigration and youth, such as Workforce Planning Board funded by MTCU, Healthy Communities Partnership Initiative funded by Ministry of Health and Long-Term Care and Community Strategic Planning Committee of Municipality of Chatham-Kent, and Prosperity Round Table led by United Way as shown in the diagram below. To optimally utilize resources and avoid duplication of efforts, C-K LIP aims to align within the existing structure and promotes collaboration among settlement service providers as well as partners across sectors.



5.6 Role of the Chair and Vice-Chair

- The Chair will facilitate C-K Partnership Council meetings
- Ensure that Partnership Council meetings run smoothly and there is full participation during meetings and all relevant matters are discussed and effective decisions are made and followed through
- Promote partnership and collaboration among the government, community organizations and networks represented on the Partnership Council
- Support and promote C-K LIP Local Settlement Strategy and Action Plan
- Promote equitable and fair participation opportunities for the Partnership Council members
- Ensure official business of the Partnership Council is conducted in a transparent manner
- The vice-chair will carry out the chair's duties in his or her absence

5.7 Role of Partnership Council Members

- Work collaboratively on C-K LIP initiatives
- Commit to an estimated 35 hours per year to the Partnership Council related work
- Attend and participate in meetings and C-K LIP led activities on a regular basis
- Respect the operating values of the C-K LIP Council
- Provide input that reflects the sector they represent and consider the needs of the broader community as a whole
- Recommend ongoing mechanism beyond the terms of C-K LIP Phase 3 for community stakeholders to stay informed and connected to newcomers' issues in Chatham-Kent
- Participate in the implementation of the C-K Local Settlement Strategy, as appropriate. This may include participating in action teams, providing technical support and expertise and connecting to professional networks/associations at local and regional level

5.8 Operating Values for the Partnership Council Members

- Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness
- Share resources, expertise and opportunities for collaboration
- Adhere to the Partnership Council's values
- Encourage and support new ideas and creative strategies that 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
- Work collaboratively and transparently to meet the objectives of the Partnership Council

6.0 Recruitment and Selection

6.1 Election of Chair and Vice-Chair

The Chair and Vice-Chair will be elected by the C-K Partnership Council members as soon as practical after renewal of the contract for the duration of the contract.

6.2 Recruitment of Members for the Partnership Council

As per the identified priorities, the partnership council members can propose organizations that will be invited to join/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 prioritize focus on immigrant related service providers funded by CIC and MCI. The organization mandate should be contributive to the C-K LIP project objectives.

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.

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 they represent
- Share responsibilities on the collaborative interventions
- Members must have experience working in collaborative planning groups
- Sector specific expertise in Health Service Planning, Diversity, Employment, Human Resource Planning and immigration is desirable

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 or at regional levels
- 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 labor force

6.5 Term

The term of Partnership Council will be until March 2014 to coincide with the completion of Phase 3 of the C-K Local Immigration Partnership Initiative.

The term of the C-K 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 Chair. The Partnership Council will appoint, as appropriate, 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 send a designate from their organization at three consecutive meetings.

7.0 Procedures and Processes

7.1 Meetings

During Phase 3 of the Local Immigration Partnership project, there will be a total of five Partnership Council meetings in the period of 12 months.

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 after the scheduled commencement time, the meeting may be adjourned until the next regular meeting of the Partnership Council and C-K LIP staff shall record the names of the members present. The meeting may also proceed but no binding decisions can be made. If the members who are present at the time remain until a quorum is present, then the meeting shall proceed.

7.3 Media Contact

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

All communications will acknowledge the contribution made by the Government of Canada through CIC. The Chair/Project Manager will serve as a spokesperson for matters related to the C-K LIP Partnership Council.

7.4 Contractual Relationship between C-K LIP Council and CIC

Funds received for the C-K LIP Initiative will be administered by Municipality of Chatham-Kent who 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 CIC 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 C-K Local Settlement Strategy & 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 Reporting Structure

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

As such, the Municipality will be solely responsible for the deliverables of the project. The progress of the C-K LIP initiative and associated deliverables will be reported through the C-KLIP Project Manager, Municipality of Chatham-Kent.

8.2 Conflict of Interest

Information provided by C-K 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.

C-K 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.

8.3 Project Team

The Community Development 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:

- Coordinate and support the Partnership Council/Partnership Council Meetings
- Ensure local, regional and provincial stakeholders' coordination and support
- Participate in the immigration policy consultation at provincial and federal level
- Manage the work of the Partnership Council to implement the Local Settlement Strategy in adherence to the contribution agreement signed with CIC
- Ensure collaborative interventions undertaken by the C-K Partnership Council adheres to the financial protocol of Municipality of Chatham-Kent and CIC including Third Party Contracts and Intellectual Property rights
- Coordinate and support the communication strategy including community consultations
- Coordinate media relations for activities and deliverables related to LIP
- Ensure successful outcome of the project in line with the project outcome framework
- Update Municipal Council, as required, on the status of the C-K LIP process, the work of the Partnership Council, the implementation of the C-K Local Settlement Strategy and seek approvals where necessary
- Meet Project and financial reporting requirements of CIC

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 Community 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 C-K LIP initiative and associated projects without written consent from the Municipality of Chatham -Kent.

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

Under the contribution agreement signed by The Corporation of Municipality of Chatham-Kent (MOCK) with Citizenship and Immigration Canada (CIC) following terms stated in the signed contribution agreement will be binding in case of partial or full payment of services or products being developed under this project through Third Party Contract.

The Third Party Contract led products or services must have prior written approval of CIC

When the products or services are contracted, the MOCK will ensure

- Use of a fair process in obtaining price quotes from prospective contractors as per the municipal purchase department policies
- Ensure value for money
- Retain and readily provide to CIC on request, copies of all contracts with third parties and
- Maintain accurate records with all transactions with third parties , and provide CIC with reasonable access to these records
 - i) During the entire term of agreement – March 31, 2014
 - ii) For 6 years afterwards
- Third party must make available invoices, receipts, cancelled cheques, vouchers, supporting documents, books and records to the CIC's representative for inspection and audit

Intellectual Property

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

Where in the course of carrying out the services, the MOCK or Third Party produces any work subject to intellectual property rights, these rights shall vest in the MOCK

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

Any work licensed under the Intellectual Property Rights section, the MOCK shall:

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

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



Local Immigration Partnership Project

425 McNaughton Avenue West

Chatham, ON N7M 5K8

Phone: 519 354 0430