



**LOCAL DIVERSITY AND IMMIGRATION
PARTNERSHIP COUNCIL**

TERMS OF REFERENCE

Revised: January 17, 2013

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1.0 Introduction

In February of 2008 a call for proposals for the creation of Local Immigration Partnership Councils was issued by Citizenship and Immigration Canada to strengthen the role of local communities in integrating and serving newcomer populations. Council for the Regional Municipality of Durham endorsed the creation of a Local Diversity and Immigration Partnership Council (LDIPC). The LDIPC is funded by Citizenship and Immigration Canada (CIC).

The LDIPC will evolve in two phases. Phase one will include the development and establishment of the council and plan for integrating and serving newcomers. Phase two involves the development of an implementation plan. Each phase is funded independently.

In a phased in approach the LDIPC will work to address the needs of the broader community by attracting resources and allocating planning resources to assist other populations.

2.0 Purpose

The Local Diversity and Immigration Partnership Council's primary purpose is to act as a community advisory body lending direction to the development and execution of a Diversity and Immigration Community Plan for Durham region that will improve the settlement and integration experience of Durham residents.

Members of the LDIPC will provide executive leadership, the wisdom of experience, sector specific knowledge and overall direction.

The LDIPC defines diversity in the broadest sense of the word recognizing that there are intersections of diversity and that a plan to integrate newcomers could and should, be leveraged to improve the integration and engagement levels of all members of a community including newcomers, people living with a disability, youth, seniors, women, the LGBTQ¹ community and all other marginalized populations.

The LDIPC will aim to create alignment of newcomer and diversity initiatives and services. The development of a local plan will allow for the utilization of best practices, sharing of resources and avoiding service duplication. The framework of the LDIPC will ensure the best use of Durham region's community resources and services.

¹ Lesbian, Gay, Bisexual, Transgendered, Queer

3.0 Guiding Principles and Beliefs

- All residents have the right to fully participate in their community
- It is the collective responsibility of the residents of Durham region to effect the needed change required to support inclusive communities and improve the settlement and integration experience of all residents
- Attracting and retaining newcomers to Durham region will benefit communities, stimulate the local economy and strengthen a diversified pool of talents to make Durham region a community of choice
- The LDIPC will operate in the spirit of integrity, respect and fairness

4.0 Objectives

- To create a culture of inclusion
- To improve labour market outcomes for newcomers residing in Durham
- To attract and retain newcomers to Durham region
- To enhance Durham's settlement capacity

5.0 Scope

- To identify, connect and coordinate present initiatives and services within Durham region to maximize benefits
- To prioritize the work of the LDIPC based on trends, gaps and needs in the community
- To monitor the project work plans
- To mobilize working groups
- To seek funding opportunities to execute the LDIPC community plan
- To act as an advisory body to Regional Council through the Health and Social Services Committee

6.0 References

The Local Diversity and Immigration Partnership Council reports to the Health and Social Services Committee of Regional Council. The Chair of the Health and Social Services committee will serve as Co-Chair. The Commissioner of Social Services will serve as the other Co-Chair.

The LDIPC has received funding from Citizenship and Immigration for its overall operation commencing Sept 1, 2009. Specific deliverables detailed in the contracts are additionally funded by CIC. The LDIPC must report on those deliverables as outlined in the contract to Citizenship and Immigration Canada.

7.0 Membership Recruitment and Selection

Regional Council shall appoint the Chair of the Health and Social Services Committee to sit on the LDIPC for the term of Regional Council.

For the selection of members, the Social Services Department, after consultation with the LDIPC shall contact community partners and invite them to volunteer for the LDIPC if a specific sector/stakeholder is deemed missing from the Council.

It is recognized that any one member of the LDIPC can and should, when possible, represent more than one sector or organization. Members who can speak on behalf of a number of stakeholders and represent the broadest range of interests and voices are deemed key for the LDIPC to have as comprehensive a representation of the community as possible.

Once every two years or, as vacancies become available, the public will be invited to apply for a position on the Council via public advertising.

8.0 Composition and Size

The composition of this Council is representative of institutions, organizations and/or sectors within Durham region to which a wide spectrum of populations has connections or is a part in some way. Community consultations indicated that change has to occur at an institutional level and as such composition of the council was formed accordingly. The LDIPC shall consist of up to 20 members with 17 drawn from the community representing institutional stakeholders/sectors in the community.

The positions of Community Member at Large (2), Ethno-Cultural/Francophone, Business/Chamber of Commerce, and Member of the Faith/Cultural Community will be filled by way of an open, public call. The process will include an application and an interview. Applications will be reviewed by a recruitment selection sub-committee of the LDIPC. The interview panel will consist of three people, including a member of staff supporting the LDIPC.

The LDIPC Community Plan is designed to be flexible and responsive. As priorities shift and needs change in the community, seats will be added or replaced as deemed appropriate by the LDIPC. Different phases will require

different stakeholders.

Ex-officio members will include representatives from:

- Citizenship and Immigration Canada
- Ontario's Ministry of Citizenship and Immigration
- Service Canada
- Ministry of Training Colleges and Universities
- Ministry of Culture / Health Promotion and Sport

The LDIPC will review membership as needed or at least once a year.

Sector Representative	Number of Reps	Rationale
Accessibility	1	Brings the perspective of people living with disabilities thereby ensuring broader inclusivity.
Business/Chamber of Commerce	1	Brings the perspective of business and entrepreneurs – their challenges, opportunities, needs.
Settlement Services	1	Brings the perspective of the settlement sector.
Community Member at Large	2	Brings the perspective of the broader community as all residents are affected by change.
Academic	2	Brings the perspective of the post-secondary education sector, international students and research bodies
Employment Skills and Training	1	Brings the perspective of the employment services sector.
Police Services	1	Brings the knowledge and experience of the Durham Regional Police Service

Sector Representative	Number of Reps	Rationale
		including their Diversity Strategic Plan.
Economic Development	1	Brings the experience of business and economic development and an understanding of the link between attraction and retention of newcomers and the economic growth of a community.
Employer/Service Provider	1	Brings the perspective of employers with their knowledge of skills and labour trends, challenges and opportunities.
Local Municipal Government	1	Brings the perspective of local government, service needs, gaps, challenges and opportunities.
Local School Boards	1	Brings the perspective of the education sector's settlement services with newcomer youth and their families.
Member of the Faith/Cultural Community	1	Brings a critical link and perspective from diverse faith communities.
Regional Council	1	A representative from Health and Social Services serves as Co-Chair of the Council.
Region of Durham - Social Services & Regional Department Representative	2	The Commissioner of Social Services serves as Co-Chair of the Council. A representative from Planning or another Region of Durham department will bring further diverse perspectives.
Ethno-cultural/Francophone	1	Brings the perspective of the broader ethno-cultural / Francophone community.
Libraries	1	Brings the perspective of the library sector as a major point of contact for newcomers.

Sector Representative	Number of Reps	Rationale
Health	1	Brings the perspective of healthcare sector and its partners.

9.0 Term of Office

Following a two-year served term, representation by sector will be reviewed. All efforts will be made to stagger changes to maintain momentum. When necessary, sector recruitment and selection will be assumed by an LDIPC Co-Chair in consultation with the Council.

10.0 Officers

The LDIPC shall have two Co-Chairs. The Chairs will preside over all regular meetings.

Leadership, direction and support will be provided by a designated staff person of the Region of Durham department of Social Services.

The LDIPC shall have a recording secretary who will take and distribute minutes and correspondence.

11.0 Procedures and Processes

11.1 Meetings

The LDIPC will meet a minimum of five times a year, excluding July and August. The schedule is to be set by April of each year.

Only resolutions as they appear in the adopted minutes may be considered as officially representing the position of the LDIPC.

11.2 Quorum

Quorum is two-thirds of voting members or 13 votes based on 20 voting members.

To ensure the work of the council moves forward and recognizing the time restrictions of Regional Councillors, the two members of the council representing Regional Council will not be required to vote to achieve quorum. Quorum therefore will be based on 12 of 18 should Regional Councillors not be present.

Items requiring a decision will be done so by voting. Recommendations are "carried" if supported by a two-thirds majority.

11.3 Responding to Media Inquiries

Members of the Council who are approached by the media should refer all inquires to the Regional staff person assigned to the LDIPC. Media protocols are detailed in the contract between the Regional Municipality of Durham and CIC.

11.4 Resignations

Any resignation of an LDPIC member should be tendered to the Co-Chairs.

12.0 Annual Reports

The LDIPC will prepare an annual report summarizing the activities completed in the previous year. The annual report shall be forwarded to the Health and Social Services Committee and made public on the Regional website, once approved by the Health and Social Services Committee.

The terms of reference will be reviewed annually and amended as necessary.

The LDIPC will report to the Health and Social Services Committee as necessary.

The LDIPC will report to Citizenship and Immigration Canada as outlined in the current contract.

13.0 Roles and Responsibilities

- a. Each member shall understand that they represent an entire sector, not the interest of their particular organization and in so doing ensure the greater good of the community.
- b. Each member shall understand that they represent a body of knowledge and must come prepared to share that knowledge and when appropriate, act as champion for a specific working group.
- c. Each member will endeavour to become knowledgeable of all stakeholders and sectors represented on the LDIPC for the purpose of fulsome, broad-based, productive dialogue.
- d. Each member understands that the LDIPC will be guided by evidence-based decision making.

- e. Each member will endeavour to attend all the scheduled meetings when possible. If a member misses three meetings during the year, they will be asked by the Co-Chair about their consistent interest in the Council.
- f. Each member shall come prepared to the meetings having read the correspondence in advance thereby ensuring the work of the LDIPC moves forward and is respectful of fellow LDIPC members' time.
- g. Each member understands that they will periodically receive correspondence from the LDIPC between meetings.

14.0 Working Groups

Components of the Community Plan will be executed by working groups. These groups can be both formal LDIPC working groups and community-partner collaboratives working in the community in alignment with the objectives of the Community Plan. These could potentially be limitless thereby giving the largest number of community members a role in the success of the plan. This model of shared community responsibility was designed in response to the community consultations and is slightly different than many models adopted across the province. The number of working groups will be determined by resources, community needs and identified priorities.

Ideally, each working group will include at least one member of the LDIPC or a dedicated Regional staff member. Members will ensure the working groups remain true to the objectives of the Plan. Working groups will report back to the LDIPC through their LDIPC member.

The working groups are an opportunity for broader community engagement and allows for those with sector specific knowledge and expertise to participate in the work of the LDIPC thus creating greater alignment.

It is the long-term goal of the LDIPC that the bulk of the diversity and immigration work being done in Durham region will fall under, align with or connect to, the LDIPC community plan. Work will be done in the spirit of increasing Durham's capacity to serve the community. .

It is the responsibility of the LDIPC members to do the required outreach to the broader community by providing information, extending invitations to events and developing ongoing communications with the larger Durham community.

Members of working groups and the council will be required to sign a Conflict of Interest acknowledgement (Appendix 1).

15.0 Conflict of Interest

Any member with a conflict of interest or a perceived conflict of interest should disclose this conflict to the Chair(s).

The standardized Agenda will include a routine call for conflicts to be declared at the beginning of each meeting.

Conflict of interest is defined in Appendix 1. LDIPC members with a conflict will stand down from voting and discussing an item on the agenda.

15.1 Conflict Resolution

Should a conflict arise and an agreement is not possible, at the discretion of the Chair(s), the parties can meet individually; call on a third party to mediate or a subject matter expert.

16.0 Changes to Terms of Reference

The LDIPC recognizes that these terms of reference will serve to guide the work and development of the LDIPC, its plan and the working groups. The terms of reference are designed to be flexible and responsive to emerging community needs of Durham region. The terms of reference anticipate further funding from CIC and have been designed as such.

APPENDIX 1 – Conflict of Interest Policy for the Local Diversity and Immigration Partnership Council

The LDIPC member will be considered to have a conflict of interest when a decision made and/or the actions taken by an LDIPC member 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 LDIPC sector representative.

The LDIPC member is ultimately responsible and accountable for using good judgment in the course of exercising duties.

Examples of potential conflict of interest:

Recommendations for Funding Priorities: LDIPC members provide information on gaps in service and needs for consideration in the plan. Information provided by the LDIPC member should be reflective of the sector they represent and consider the needs of the broader community as a whole. Recommendation for consideration must not exclusively benefit the LDIPC member’s business interests, their organization or the agency they represent.

Special Treatment: An LDIPC member 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 LDIPC member’s relatives or business associates.

Financial Interests: An LDIPC member must not participate in any decision or make any recommendation toward the development of the plan in which they, their relatives, agency or business associates will have exclusive financial gain.

Public Appearances: Any LDIPC member who is asked to speak publicly to an organization or professional association (as a result of their membership on the LDIPC) must notify the Region to ensure that the messaging is consistent with the direction of the plan and in keeping with the Terms of Reference. LDIPC members 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 LDIPC.

Signature of Sector Representative

Date