

Grand Erie Immigration Partnership

HALDIMAND/NORFOLK WORKGROUP TERMS OF REFERENCE

September 2016 (Final)

Approved by: GEIP Haldimand/Norfolk Workgroup

Approval date: Sept. 8th HN Workgroup Meeting

GEIP Haldimand Norfolk Workgroup

1. PURPOSE

The Grand Erie Immigration Partnership (GEIP) presents the opportunity for mid-size, small and rural communities of Grand Erie to work collaboratively towards the creation of “**vibrant, prosperous, welcoming communities**” for all. The Haldimand/Norfolk (HN) Workgroup is a workgroup of the GEIP Leadership Council (LC) and will work under the direction and in collaboration with the LC. The workgroup will identify, implement and monitor progress of activities leading to outcomes as identified in the GEIP Evaluation Framework (2013). The workgroup will include a cross-section of community stakeholders representing each of the five areas of focus (employment, education/training, health, social support, community readiness).

At the discretion of the workgroup, task groups and/or ad hoc committees can be established to achieve greater impact in moving towards identified outcomes.

1.2 Duration

This Terms of Reference (TOR) will guide the work of all GEIP HN Workgroup activities until March 2017.

The TOR will be reviewed annually and is subject to change as determined by the HN Workgroup.

The TOR will be shared with the GEIP LC.

2. GUIDING VALUES AND PRINCIPLES

The GEIP is:

- **Inclusive** – committed to ongoing community involvement including the participation of newcomers/immigrants
- **Asset Based** - building capacity and grounded in the experience of the local community
- **Holistic** – an economic development approach focusing on the connection between economic and social benefits to all, in the communities of Grand Erie
- **Collaborative** – collaborating with individuals and organizations in active pursuit of the GEIP vision.
- **Transparent & Accountable** – a culture of two way communication and sharing that is accessible, timely and relevant to GEIP and Workgroup activities.

3. GOALS

The HN Workgroup will:

- a) Identify, plan and implement agreed upon activities
- b) Establish itself as a central point of information sharing, co-ordination and collaboration related to GEIP areas of focus (Employment, Education/Training, Health, Social Support & Community Readiness)
- c) Ensure that opportunities supporting areas of focus and the GEIP vision are brought forward to the workgroup as appropriate
- d) Regularly determine if goals are being achieved and timelines being met.

4. WORKGROUP COMPOSITION

4.1 Co-Chairs

The GEIP HN Workgroup will have two (2) Co-chairs. Workgroup Co-chairs will be part of the LC and will report on the progress of the Workgroup.

Co-chairs will prepare Workgroup meeting agendas, facilitate meetings, arrange meeting facilities and access presenters /other resources as required.

Tenure of Co-chairs will be staggered for a period of 2 years. Co-chairs may be reappointed or replaced as required.

4.2 Workgroup Members

Workgroup membership will include a variety of sectors and subject matter experts will be pursued as required.

5. DECISION MAKING

The GEIP HN Workgroup will use a consensus model for decision making whenever possible. Where consensus cannot be reached, a majority vote (50% +1) of members present will be required.

A minimum of six members are required at regularly scheduled bi-monthly workgroup meetings.

6. MEETING FREQUENCY AND ATTENDANCE

The GEIP HN Workgroup will meet a minimum of 6 times per year and as many other meetings as deemed necessary.

After two consecutive absences, members will be asked to confirm their participation in the workgroup.

7. CODE OF CONDUCT AND CONFLICT OF INTEREST

Workgroup members will provide information, input and perspective reflecting the sector they represent. Members of the workgroup will act in good faith and undertake duties and responsibilities based on the best interest of the community. There may be times when members will be required to treat discussions, documents or other information relating to the work in a confidential manner.

It is expected that members will not engage in any behavior or conduct that may be seen or perceived to be in conflict with the spirit and intent of the GEIP. Workgroup members shall declare any actual or perceived conflict of interest and shall identify and excuse themselves from deliberations and voting related to any matter that gives rise to a conflict of interest.

The GEIP HN Workgroup will:

- Attend and be prepared for meetings.
- Make decisions based on the wellbeing of all residents.
- Conduct all activities in the spirit of identified values and principles.
- Not benefit personally from their membership
- Not disclose confidential information that may be obtained during workgroup discussions.

In the event that there is a failure to comply with Code of Conduct guidelines, workgroup Co-chairs will be responsible for addressing the issue with the members and will recommend a suitable course of action.

8. The Terms of Reference Review

The TOR will be reviewed annually.

Date Approved: Sept. 8th HN Workgroup meeting