

Grand Erie (Brantford-Brant/Haldimand-Norfolk) Immigration Partnership

TERMS OF REFERENCE

Approved by: Grand Erie Immigration Partnership Leadership Council

Date: July 14, 2016 Leadership Council Meeting

GRAND ERIE IMMIGRATION PARTNERSHIP

1. INTRODUCTION

1.1 Vision and Mission

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.

Our Mission – Mobilize resources to develop strategic actions that positively affect newcomers and communities.

The work of the GEIP is important in: sustaining population, labour market growth, economic development, supporting the local economy and promoting newcomer skills and talents. We believe the attraction, retention and settlement of newcomers/immigrants is essential for the long-term economic and social prosperity of Grand Erie.

1.2 Duration

This Terms of Reference (TOR) will guide the work of all GEIP activities including:

- Implementation of strategies in alignment with GEIP Vision, Mission and Workgroup priorities.
- Stakeholder involvement and leadership in achieving outcomes as identified within the GEIP Evaluation Framework (2013).

The TOR is subject to change as determined by the Leadership Council (LC).

1.3 Mandate of Immigration Partnerships

New Citizenship and Immigration Canada (CIC) – Policy Directives (Feb. 2014) guide the work of Local Immigration Partnerships and:

- Foster a systematic approach to engage service provider organizations and other institutions to integrate newcomers/immigrants
- Support community-based knowledge-sharing and local strategic planning
- Improve coordination of effective services that facilitate newcomer/immigrant settlement and integration.

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. ROLE OF THE LEADERSHIP COUNCIL

The LC will:

- Work towards achieving all contractual obligations and deliverables
- Attend a minimum of 4 LC meetings annually
- Provide guidance to implement strategic directions/actions.
- Provide guidance to GEIP staff and workgroups in meeting short/long-term outcomes identified in the GEIP Evaluation Framework (2013)
- Identify and support new leadership opportunities through GEIP workgroups
- Ensure that workgroup activities align with identified GEIP short-term/long-term outcomes
- Review and provide input into public documents and materials related to the project
- Facilitate strategic relationships among existing and new stakeholders
- Ensure the project is conducted in the spirit of identified values and principles

The LC may where appropriate, help find resources to support the implementation of workgroup activities, as required.

4. GOVERNANCE MODEL

4.1 Leadership Council Membership

The LC will be comprised of a minimum of: one (1) municipal representative from the City of Brantford, the County of Brant, Norfolk County and Haldimand County; one (1) member appointed from the YMCA Immigrant Settlement Services; one (1) member of the business community; two (2) newcomers; one (1) member from the Workforce Planning Board of Grand Erie (WPBGE); and two (2) members from each of the 2 geographic workgroups. At the discretion of the LC, membership will expand to ensure representation from a cross-section of the community and from the newcomer/immigrant population.

4.2 Leadership Council Co-Chairs

Two co-chairs will provide strategic leadership to the Council. Co-chairs will be individuals who are able to inspire colleagues and maintain focus on implementation phase achievements. As the lead organization, the WPBGE will be one of the co-chairs. The second co-chair will be selected by the LC for a period of 2 years.

Key roles of the co-chairs:

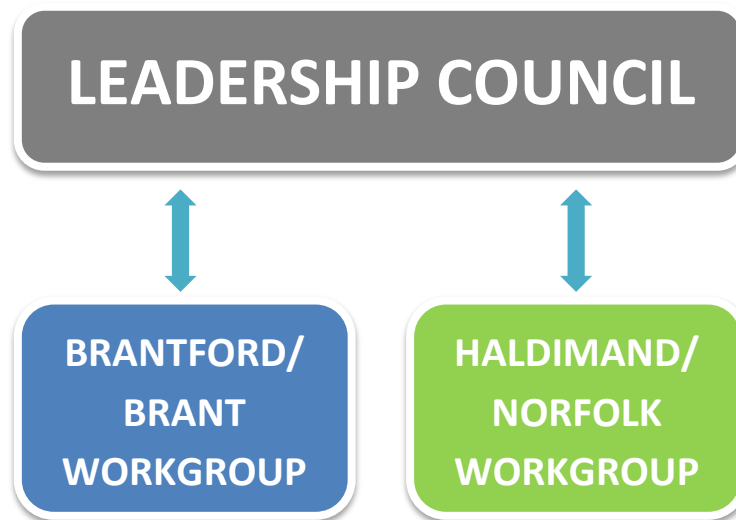
- lead and be team builders
- preside/facilitate Council meetings
- oversee Council reports to stakeholders

- community ambassadors representing the Leadership Council as requested, to existing/potential – funders, stakeholders and the general public

4.3 Leadership Council Designates

Consistent representation must be maintained to ensure effective, clear communication. Designates will not be allowed to represent LC members.

4.4 Governance Model Diagram



5. DECISION MAKING

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

As the signatory to the Contribution Agreement with CIC, the WPBGE, through the Board of Directors, will have final accountability to CIC for all monies and deliverables and will be considered the final decision making authority for the project on all matters related to the contract. In the unlikely event that the WPBGE will veto a decision made by the LC, this veto will only be exercised when the action of the LC would violate the contractual agreement between the WPBGE and CIC. If the WPBGE were to exercise a veto this would be clearly communicated to the LC prior to the veto.

6. MEETINGS

6.1 Meeting Frequency

The LC will meet a minimum of 4 times per year and as many other meetings as deemed necessary.

6.2 Meeting Attendance

Due to quarterly LC meeting schedule, after 2 consecutive member absences, members will be requested to reconfirm interest/availability in LC role.

7. IMMIGRATION PARTNERSHIP SUPPORT STAFF

The contract holder, WPBGE is the “employer” and will oversee the day to day direction of GEIP employees.

8. CODE OF CONDUCT AND CONFLICT OF INTEREST

LC members will provide information, input and perspective reflecting the sector they represent. Members of the LC will respect confidentiality, act ethically and in good faith. All duties and responsibilities will be based on the best interests of the community. There may be times when members will be required to treat discussions, documents or other information relating to the work of either Council 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. LC and 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.

Members of the LC will:

- Attend and be prepared for meetings by reviewing materials provided and undertaking/reporting on tasks as assigned
- Work and make decisions based on the well-being of all residents
- Work collaboratively with all LC and workgroup members in a spirit of respect, co-operation and proper decorum in spite of differences that may arise during discussions
- Not use their membership for personal advantage
- Not divulge confidential information that may be obtained during LC discussions.

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