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UPDATE ON YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP INITIATIVE: ESTABLISHMENT OF THE COMMUNITY PARTNERSHIP COUNCIL

The Community and Health Services Committee recommends the adoption of the recommendations contained in the following report dated November 2, 2009 from the Commissioner of Community and Health Services.

1. RECOMMENDATIONS

It is recommended that:

1. Council endorse the draft Terms of Reference for the Community Partnership Council (*see Attachment 1*) that will be established under the Local Immigration Partnership initiative.
2. Council endorse the recruitment process of the Community Partnership Council as outlined in the Terms of Reference found in Attachment 1.
3. A member of Regional Council be appointed to the Community Partnership Council to serve as the Regional Council representative and Co-Chair of the Community Partnership Council.
4. The Commission of Community and Health Services report back to Regional Council in the first quarter of 2010 to seek Regional Council's endorsement and appointment of the Community Partnership Council members.
5. The Regional Clerk circulate this report to the Clerks of the local municipalities and to York Region's Local Immigration Partnership Project Partner, Catholic Community Services of York Region.

2. PURPOSE

This report provides an overview of York Region's Local Immigration Partnership Contribution Agreement with Citizenship and Immigration Canada including key deliverables and the federal funding allocation. The report will also present the Terms of Reference and inform Regional Council of the recruitment process for York Region's Community Partnership Council sector representatives, a community stakeholder group that will work collaboratively with York Region staff to develop the York Region Immigration Settlement Strategy.

3. BACKGROUND

York Region has one of the largest immigrant populations in Canada

According to the 2006 Census there were 46,460 recent immigrants, those who had landed in Canada within the last five years, living in York Region. This is the third highest number of recent immigrants in Ontario after the City of Toronto and Peel Region, and the sixth largest recent immigrant population in Canada, after Toronto, Greater Vancouver, Montreal, Peel and Division No. 6, Alberta.

It can take up to 15 years for an immigrant to integrate both economically and socially into their communities. A recent study by the Ontario Ministry of Citizenship and Immigration has found that during the current economic downturn immigrants that have been here up to ten years are amongst the most impacted by the recession. (Source: Presentation to the Municipal Immigration Committee: *The Economic Recession and Immigrants in Ontario's Labour Force*, September 21, 2009)

The federal government launched the Local Immigration Partnership program that recognizes the role that municipalities can play in successful settlement of immigrants

Citizenship and Immigration Canada has recognized in its *Strategic Plan for Settlement and Language Training* the importance of local planning for the successful integration of immigration to overall health of Canada's economy and social fabric. In 2008, Citizenship and Immigration Canada and the Ontario Ministry of Citizenship and Immigration announced the Local Immigration Partnerships initiative as an opportunity to strengthen the role of local and regional communities in serving and integrating immigrants.

The Local Immigration Partnerships initiative provides a collaborative framework to develop and implement local solutions for successful integration of immigrants. Under Phase One of the Local Immigration Partnership project, communities will work collaboratively with community stakeholders through a Community Partnership Council to develop an Immigration Settlement Strategy that meets the following objectives:

- Improve access to and coordination of immigrant integration services (settlement, language training and labour market integration)
- Improve labour market outcomes for immigrants
- Strengthen regional awareness and capacity to successfully integrate immigrants

Phase Two of the Local Immigration Partnership project will be the implementation of the Immigration Settlement Strategy. Details for Phase Two are not yet available.

This initiative is funded 100% through Citizenship and Immigration Canada under the Canada-Ontario Immigration Agreement.

The Regional Municipality of York will lead the development of York Region's Immigration Settlement Strategy

Given the number of recent immigrants in the Region, and the fact that immigrants (due to low Canadian birth-rates) will continue to be a major part of the population base, the Region has a huge stake in enhancing the pace as well as the quality of integration.

On February 21, 2008 through the adoption of Clause No. 1 of Report No. 1 of the Community Services and Housing Committee, Regional Council authorized the Commissioner of Community and Health Services to submit a proposal to lead a Local Immigration Partnership for York Region. At the same time, Council endorsed the Catholic Community Services of York Region to act as York Region's Project Partner. Having a Project Partner that has direct involvement with settlement services was a requirement of the Local Immigration Partnership initiative.

In February, 2008 The Regional Municipality of York submitted a proposal to Citizenship and Immigration Canada to be the lead entity responsible for developing York Region's Immigration Settlement Strategy. The Region was notified in July 2008, that its proposal was successful.

Staff from the Community and Health Services Department have been negotiating with the federal government over the last year to finalize the Region's Contribution Agreement. York Region was notified in July, 2009 that the Contribution Agreement was approved by the Honourable Jason Kenney, Minister of Citizenship, Immigration and Multiculturalism.

There are 19 Local Immigration Partnership projects across Ontario and 19 within the City of Toronto

York Region is one of 19 Local Immigration Partnership projects across Ontario. Other municipalities with a Local Immigration Partnership project include:

- North (Thunder Bay, Sault St. Marie, Sudbury, Timmins and North Bay)
- East (Peterborough, Kingston and Ottawa)
- Central (York Region, Durham Region)
- South West (Lambton County, Windsor, Waterloo Region, Chatham-Kent, County of Huron, Guelph, Hamilton, Niagara Region and London)

The City of Toronto had a separate Call for Proposals that allowed neighbourhoods within the City to develop Local Immigration Partnerships. Citizenship and Immigration Canada approved 19 applications from within the City of Toronto for this project.

In addition to the Local Immigration Partnership projects, the Region of Peel also has a similar project known as the Peel Newcomer Strategy Group, which has been in operation since January, 2008. It is also 100% fully funded by Citizenship and Immigration Canada.

Phase Two of the Local Immigration Partnership project under discussion at the Municipal Immigration Committee

York Region is an active member of the Municipal Immigration Committee, established to support the Canada-Ontario Immigration Agreement. This Committee, which is chaired jointly by the Association of Municipalities of Ontario (AMO) and the federal and provincial governments, is an information-sharing, strategic policy and consultation forum. The Municipal Immigration Committee has begun discussions about Phase Two of the Local Immigration Partnership projects across Ontario and the next phase of the Canada-Ontario Immigration Agreement, set to expire in 2010.

4. ANALYSIS AND OPTIONS

York Region was approved for \$448,000 for the first fiscal year

Through negotiations, York Region has been able to increase the period of time that the Region will have to develop the Immigration Settlement Strategy from 12 months to 19 months starting September 1, 2009 to March 31, 2011. This period of time covers two federal fiscal budgets. The announcement made at Regional Council on September 24, 2009 by Newmarket-Aurora MP Lois Brown that the Region will be receiving \$448,000 for the Local Immigration Partnership project was specific to the funding that will be used for the first fiscal year (September 1, 2009 to March 31, 2010).

The Region is in the process of negotiating funding for year two (April 1, 2010 – March 31, 2011).

FEDERAL CONTRIBUTION AGREEMENT OUTLINES KEY DELIVERABLES FOR YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP PROJECT

Citizenship and Immigration Canada has identified specific deliverables to the receipt of this funding. The deliverables are similar to communities across Ontario with Local Immigration Partnership projects, however, the timelines are different depending on when their projects started and the terms of their Contribution Agreement.

These key deliverables include:

Establish a Community Partnership Council by February, 2010

Through the Community Partnership Council (a name that is required by the federal government for all Local Immigration Partnership initiatives across Ontario) the Region will connect sectors that are critical to the successful integration of recent immigrants including settlement services, language training providers, employers, labour market development, educational programs, and community services to create a meaningful, comprehensive Immigration Settlement Strategy reflective of York Region's community needs.

Complete a research report by December, 2010

The report will show the immigrant populations in communities across York Region, available settlement services and the capacity of service providers to assist newcomers. It is anticipated that this research report will be an update and enhancement of the *Community Snapshot: Recent Immigrants Living in York Region* report that was released in 2006. The update will provide a comparative analysis between 2001 and 2006 Census periods and will focus on immigrants when they first arrive in York Region and develop an understanding of the needs of key target groups identified in Citizenship and Immigration Canada's Strategic Plan. These target groups include women, seniors, youth and the francophone community. This work will be done in collaboration with York Region's Community Social Data Strategy, which is led by Mayor Van Bynen and Daniele Zanotti, CEO of the United Way of York Region.

Develop the York Region Immigration Settlement Strategy by February, 2011

York Region's Immigration Settlement Strategy will work within the objectives of the Local Immigration Partnership initiative outlined by Citizenship and Immigration Canada and will primarily focus on settlement, language training, labour market integration, and other types of supports that help people new to Canada successfully adapt to living in York Region. The Strategy will identify priorities, opportunities and activities to help address gaps, enhance coordination and increase the effectiveness of supports to recent immigrants.

Strategy development will include working collaboratively with the Community Partnership Council, community consultations, identifying best practices and social-economic data and research reviews.

COMPONENTS OF THE COMMUNITY PARTNERSHIP COUNCIL TERMS OF REFERENCE

The draft Terms of Reference for the Community Partnership Council (*see Attachment 1*) outlines the mandate, structure, membership qualifications, roles and responsibilities, and the recruitment and approval process. Citizenship and Immigration Canada may request that the Terms of Reference be changed to incorporate federal policy changes or additional requirements, although this is not anticipated.

The Community Partnership Council will be comprised of 19 sector representatives

The Community Partnership Council will be comprised of 19 members across human services and immigration sectors including settlement agencies, language training, accreditation, employment skills and training, labour market development, academic, policing, education, health services, francophone community, and social services. The Community Partnership Council will also include representatives from the Region and the local municipalities.

The Community Partnership Council will be jointly chaired by a member of Regional Council and the Region's Project Partner, Catholic Community Services of York Region.

Ex-officio members of the Community Partnership Council will include Citizenship and Immigration Canada, the Ontario Ministry of Citizenship and Immigration, the Ontario Ministry of Colleges, Training and Universities and Human Resource and Skills Development Canada. Ex-officio members will provide advice to Community Partnership Council members on funding opportunities and policy developments from the Ministries they represent.

Appointment of the Community Partnership Council Co-chairs

York Region will request the Project Partner's (Catholic Community Services of York Region) Board of Directors to appoint a representative to act as one of the Co-Chairs of the Community Partnership Council.

The Community and Health Services Department also requests that Regional Council or the Regional Chair appoint a member of Regional Council that will act as the other Co-chair of the Community Partnership Council.

Recruitment process for Community Partnership Council sector representatives at large

For other Community Partnership Council sector representatives it is proposed that:

- York Region's Chief Administrative Officer invite Markham, Richmond Hill and Vaughan (all who have experienced rapid growth due to immigration) to recommend a staff representative to participate on the Community Partnership Council.
- When there is one particular organization that would represent the sector the Community and Health Services Department, on behalf of the Region, will approach the Board of Directors and ask them to recommend a qualified staff person to represent their organization.
- When there could be more than one community based organization representing the sector (i.e. the Settlement Sector), York Region will work with the Project Partner and external networks, such as settlement.org, to identify a list of potential members. Potential members will be sent an invitation to apply to be on the Community Partnership Council.

Qualifications of the Community Partnership Council sector representatives

Community Partnership Council sector representatives must meet the following qualifications:

- The agency or organization that the sector representative represents must have been in operation with a Board of Directors or Charter in place for a minimum of one year. Not-for-profit corporations need to be incorporated under the laws of Ontario or Canada to become a member of the Community Partnership Council.
- 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 Community Partnership Council in engaging and consulting with representatives from the broader sector that they represent.
- Experience working in collaborative planning groups.

In addition to these qualifications, Community Partnership Council sector representatives should meet one or more of the following criteria:

- Provide services or programs to recent immigrants living in York Region for a minimum of two years.

- Have extensive experience in research and analysis of the needs of recent immigrants to successfully integrate.
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force.

Regional Council will appoint members to the Community Partnership Council

The federal government requires that York Region appoint its Community Partnership Council by February 28, 2010. Community and Health Services staff will be seeking Regional Council endorsement of Community Partnership Council members at the February, 2010 Council meeting in order to meet this deadline.

The term of the Community Partnership Council will be from February, 2010 to the end of Phase One of the Local Immigration Partnership project set for March 31, 2011. This date also coincides with the terms of the Local Immigration Partnership Contribution Agreement with Citizenship and Immigration Canada.

NEXT STEPS OF YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP PROJECT

Once the Community Partnership Council is appointed, the Region will begin working on the development of the Immigration Settlement Strategy. These activities include:

- Community Consultations including focus groups, information sessions and surveys.
- Literature review of studies, strategies and reports that identify best practice models for the labour market and social integration of immigrants.
- Developing an inventory of York Region services available to recent immigrants in terms of settlement services and community supports.
- Strategic Planning sessions with the Community Partnership Council.

Community and Health Services staff will report back on the progress of the Local Immigration Partnership initiative as appropriate.

5. FINANCIAL IMPLICATIONS

York Region's Local Immigration Partnership project is 100% funded by Citizenship and Immigration Canada. The funding covers the costs related to administration, support to the Community Partnership Council, project development and staffing resources including the salary and benefits for three full-time staff.

York Region will receive \$448,000 for the first fiscal year (September 1, 2009 to March 31, 2010). The Region is in the process of negotiating funding for year two (April 1, 2010 to March 31, 2011) to complete Phase One of the local Immigration Partnership initiative.

Expenditures totalling approximately \$448,000 are expected to be incurred by March 31, 2010 with no tax levy impact.

Funding to implement the Strategy will be requested in a separate Call for Proposals as part of Phase Two of the Local Immigration Partnership initiative.

6. LOCAL MUNICIPAL IMPACT

The Local Immigration Partnership project will provide an opportunity for local municipalities to participate in the development of the Immigration Settlement Strategy in terms of providing advice on its strategic direction, program's and service's needs in their communities and funding gaps. Consultations with all local municipalities will be conducted in several different formats including representation on the Community Partnership Council, and through focus groups with municipal representatives from recreation and libraries.

7. CONCLUSION

Under the Canada-Ontario Immigration Agreement both the federal and provincial governments have recognized the important role that municipal governments play in supporting the lives of people who are new to Canada. York Region is among 19 communities across Ontario that will develop an Immigration Settlement Strategy that will provide the strategic direction needed to help with the social and economic integration of immigrants.

In order to see the full benefits of the Immigration Settlement Strategy, the federal government will need to release Phase Two of the Local Immigration Partnership and provide funding to implement the priorities that will be set out in Immigration Settlement Strategies across Ontario.

For more information on this report, please contact Cordelia Abankwa-Harris, Managing Director, Strategic Service Integration and Policy at Ext. 2150.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is attached to this report).

YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP INITIATIVE

Community Partnership Council (CPC)

Terms of Reference

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 will be implemented in two phases: Phase One will include the establishment of a Community Partnership Council and the development of a settlement strategy; and Phase Two will include a detailed implementation work plan based on the Immigration Settlement Strategy. Phase Two will be implemented through a separate Call for Proposals from CIC.

The Regional Municipality of York (the Region) has been appointed by CIC to lead the LIP initiative in York Region. The Region has a long history of being a service manager for federal and provincial programs, a proven track record leading strategic plans collaboratively with community stakeholders and is an experienced project manager. The Inclusivity Action Plan project, the Welcome Centre, and York Region's *Community Snapshots: Recent Immigrants Living in York Region* report are all a result of collaborative partnerships between the Region and community stakeholders. Through the LIP project, the Region will connect sectors that are critical to the successful integration of recent immigrants including settlement services, labour market development, educational programs, and social services to create a comprehensive, meaningful "made in York Region" Immigration Settlement Strategy.

2.0 PURPOSE

The Community Partnership Council (CPC) will be the primary consultative body that will work collaboratively with the Region to develop York Region's Immigration Settlement Strategy. The CPC 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 York Region's recent immigrants, employers, and agencies, and reflects the objectives outlined below. The CPC will also look at ways that community stakeholders can stay connected on newcomer issues on an ongoing basis.

3.0 OBJECTIVES

The CPC will advise the Region on the development of a comprehensive Immigration Settlement Strategy that meets the following objectives:

- Improve access to and coordination of immigrant integration services (settlement, language training and labour market integration) in York Region.
- Improve labour market outcomes for immigrants living in York Region.
- Strengthen regional awareness and capacity to successfully integrate immigrants living in York Region.

3.1 Engaging the Francophone Community

One of the requirements of the LIP initiative is to include Francophone communities and stakeholders to identify attraction strategies and existing services for Francophone immigrants. According to Census 2006, York Region's Francophone community comprises less than 1% of York Region's total population.

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Terms of Reference

Traditionally, York Region does not attract a large number of French-speaking immigrants and little is known about the needs of Francophone immigrants moving to York Region. This is a knowledge gap that will be explored in the development of the Settlement Strategy.

3.2 Project Timeline

Phase One of the LIP initiative, which includes the establishment of the CPC and the development of a local settlement strategy, will be developed between September 1, 2009 and March 31, 2011.

4.0 ROLE OF THE CPC

The role of the CPC will be to advise the Region on the content of the Strategy in terms of evaluating and assessing assets and gaps, identifying priorities for funding, suggesting activities for the Strategy, and providing feedback on a draft of York Region's Immigration Settlement Strategy. In order to achieve the objectives the CPC will:

- Participate in a series of strategic planning sessions toward the development of York Region's Immigration Settlement Strategy.
- Confirm the existing range of services offered to recent immigrants living in York Region to help them to integrate into their communities socially and economically.
- Assist in identifying the gaps, priorities and solutions that are required to meet the needs of recent immigrants within York Region.
- Review and provide input to ensure that York Region's Immigration Settlement Strategy meets the objectives outlined above.
- Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the feedback reflects the needs of York Region's recent immigrant population.
- Conduct themselves in accordance with the values and ethics outlined in Section 8.3 and with the conflict of interest policy.
- Provide input that reflects the sector they represent and consider the needs of the broader community as a whole.
- Recommend ongoing mechanism beyond the term of LIP Phase One for community stakeholders to stay informed and connected to newcomer issues in York Region.
- Recommendations from the CPC for inclusion into York Region's Immigration Settlement Strategy will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

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Community Partnership Council (CPC)

Terms of Reference

5.0 MEMBERSHIP

5.1 Composition and Size

The CPC will be comprised of sector representatives that will provide input to the development of the Strategy based on their experience and knowledge.

CPC sector representatives will not be required to seek specific endorsement of their sectors, but must commit to helping the CPC in engaging and consulting with representatives from the broader sector that they represent.

The CPC will consist of 19 sector representatives from a wide cross-section of organizations or agencies that provide programs and supports to recent immigrants, who have done significant research on settlement services in York Region, or who have expertise and knowledge in this area.

Sector representatives includes:

Sector Representative	# of Reps	Rationale
Regional Representatives	2	Representatives would include: • A member of Regional Council • Regional staff
Municipal	3	The Community Partnership Council would benefit from the knowledge and experience from the local municipalities that has experienced rapid immigrant growth and how it has impacted their programs and services.
Settlement Services	2	Representatives would include: 1. Catholic Community Services of York Region, Project Partner 2. An additional agency that has extensive settlement service experience.
Language Training	1	The Community Partnership Council would benefit from an organization familiar with English-as-a-Second-Language training and service gaps that exist in York Region.
Accreditation Programs	1	The Community Partnership Council would benefit from the experience of an organization that helps facilitate accreditation of new immigrants and has knowledge of the policies, processes and programs in place.
Employment Skills and Training	1	The Community Partnership Council would benefit from an organization that works with recent immigrants and provides skills training for the labour market. The organization would understand challenges that immigrants face trying to integrate and access employment.
Labour Market Development	2	The Community Partnership Council would benefit from an organization that understands the employers' perspective, challenges, opportunities, educational needs, and attraction and retention issues of York Region's employers.

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Community Partnership Council (CPC)

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Sector Representative	# of Reps	Rationale
Academic	1	The Community Partnership Council would benefit from the expertise of academic researchers that investigated key issues impacting the integration of immigrants.
Police Services	1	The Community Partnership Council would benefit from the knowledge gained through the work that the York Regional Police have done in understanding the diverse needs of York Region.
Health Services	1	Health services play an important role in helping increase access for recent immigrants to health care. Their insight would be valuable to the Community Partnership Council.
Education	2	The school boards deliver a number of settlement supports directly to students.
Francophone Community	1	An organization or agency from the Francophone community will be invited to participate to share knowledge and awareness about the needs of York Region's Francophone community.
Social Services	1	The Community Partnership Council would benefit from a representative that is familiar with integration and retention of new immigrants, families and children and that help them be connected with their communities before they are in need of crisis intervention.
Total	19	

5.2 Co-Chairs

The Co-Chairs will be appointed by Regional Council or the Regional Chair. Recruitment of the Co-Chairs is outlined in section 6.0. The CPC will be co-chaired by a member of Regional Council, and the Project Partner (see Section 5.3). Chairing of the meetings will be rotating between the Co-Chairs.

Co-Chairs will be responsible to work with Project Staff to:

- Review agendas and minutes;
- Attend York Regional Committee and Council meetings and make deputations on behalf of the CPC as needed; and
- Be available for media contact as spokesperson for York Region's Settlement Strategy.

5.3 Project Partner

All LIP projects must have a community based immigrant serving organization as a project partner as outlined in the Call for Proposals, February, 2008.

Catholic Community Services of York Region (CCSYR) was endorsed by Regional Council as the Project Partner for York Region's LIP project. The Region will have one Project Partner but will invite other agencies experienced in settlement services to participate in the Community Partnership Council as outlined in Section 5.1.

As the Project Partner, CCSYR will participate on the CPC and will provide advice on settlement services and the needs of recent immigrants. In addition to participating on the CPC, CCSYR has committed to:

YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP INITIATIVE

Community Partnership Council (CPC)

Terms of Reference

- Advise on Project Partner role as outlined in the Terms of Reference for the CPC.
- Advise on possible CPC sector representatives based on its knowledge of the settlement sector.
- Provide input for reports to Regional Council, CPC and Citizenship and Immigration Canada.
- Advise on the coordination and best practices for community consultations and engagement.
- Act as Co-Chair of the CPC.

CCSYR will not receive funding for its role in this project. Their role in developing York Region's Settlement Strategy will be managed within their organization's existing capacity.

5.4 Ex-officio members

Ex-officio members will include representatives from:

- Citizenship and Immigration Canada
- Ontario Ministry of Training Colleges and Universities
- Ontario Ministry Citizenship and Immigration
- Human Resources and Skills Development Canada

It is anticipated that ex-officio members will provide advice to the CPC on funding opportunities and policy developments from the Ministries they represent. Ex-officio members will be invited to attend CPC Strategic Planning Sessions but it is not a requirement and will not affect quorum. CPC meeting agendas and minutes will be shared with the ex-officio members.

6.0 MEMBERSHIP RECRUITMENT AND SELECTION

6.1 Recruitment of the Co-Chairs

York Region will request the Project Partner's, Catholic Community Services of York Region, Board of Directors to appoint a representative to act as one of the Co-Chairs of the CPC.

Regional Council or the Regional Chair will appoint a member of Regional Council that will act as the other Co-Chair of the CPC.

6.2 Recruitment of CPC Sector Representatives at Large

The Region will identify organizations that will be invited to attend the CPC. The Project Partner will act as a key advisor in this process. All organizations that wish to participate on the CPC will be asked to complete an application form that indicates the individual that would be representing their organization, their qualification and availability to participate on the CPC.

In the case where there is one particular organization that would represent the sector the Region will approach the Board of Directors and ask them to recommend a representative by completing an application form.

In the case where there could be more than one organization that could participate on the CPC, the Region will work with the Project Partner to identify potential agencies to represent the sector. Selected agencies will be invited to complete an application. In the case where more than one agency applies to represent the same sector, the Region will review and assess the applications and may consult with the Project Partner as appropriate.

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Community Partnership Council (CPC)

Terms of Reference

Recommendations for the CPC sector representatives will be made to Regional Council, who will make the final appointment.

6.3 Assigning a Designate

Sector Representatives will be asked to provide the name of a designate or alternative contact to represent their organization in the case that they are not available. Designates should also meet the qualifications outlined in section 6.4.

Only one representative from the organization should attend Planning Sessions. When the sector representative cannot attend then the assigned designate may go in their place.

6.4 Qualifications

- CPC member organizations must have been in operation with a Board of Directors or Charter in place for a minimum of one year. Not-for-profit corporations need to be incorporated under the laws of Ontario or Canada to become a member of the CPC.
- Sector representatives 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 CPC in engaging and consulting with representatives from the broader sector that they represent.
- Sector representatives must have experience working in collaborative planning groups.

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

- Provide services or programs to recent immigrants living in York Region for a minimum of two years;
- Have extensive experience in research and analysis of the needs of recent immigrants to successfully integrate; and
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force.

6.5 Term

The term of the CPC will be until March 31, 2011 to coincide with the completion of Phase One of the Local Immigration Partnership initiative.

The term for the member of Regional Council, who will act as one of the Co-Chairs, will be until November, 2010 to coincide with the municipal elections. Following the municipal elections, Regional Council or the Regional Chair, will appoint a member of Council to be one of the CPC Co-Chairs.

The term of the CPC will be reviewed if further funding is made available through CIC and will be based on the funding requirements and period.

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Community Partnership Council (CPC)

Terms of Reference

6.6 Resignations

Any resignation from the CPC during the term of the CPC shall be tendered in writing to the Co-Chairs of the CPC. Regional Council or the Regional Chair shall appoint, considering the advice of the CPC, where feasible, 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 provide a designate from their organization, for three consecutive meetings without good cause.

7.0 PROCEDURES AND PROCESSES

7.1 Meetings

For the first term, there will be a total of eight (8) CPC meetings including:

- One orientation meeting;
- Five Strategic Planning Sessions; and
- One Evaluation Meeting.

Additional meetings may be called by the Co-Chairs.

7.2 Quorum

A quorum of the CPC is nine (9) members, including one Co-Chair.

If a quorum is not present at a scheduled meeting of the CPC thirty (30) minutes after the scheduled commencement time, the meeting shall stand adjourned until the next regular meeting of the CPC and the 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 Reimbursement of Expenses

CPC sector representatives of the CPC serve without remuneration.

CPC sector representatives who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate in the CPC (i.e. sign language, interpretation services, Braille translation services, transportation, support care services, etc.).

7.4 Responding to Media Inquiries

CPC sector representatives who are approached by the media should refer all inquiries to the LIP Project Team. The Region will manage all contacts with the media regarding the LIP project and deliverables and will ensure that it meets the media protocols outlined by CIC in the Contribution Agreement.

8.0 GOVERNANCE

The CPC will provide a collaborative framework for developing an Immigration Settlement Strategy that is reflective of the needs of York Region's recent immigrants, employers and agencies.

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Community Partnership Council (CPC)

Terms of Reference

CPC sector representatives will help determine priorities, issues and activities to meet the objectives. Input into the development of the Immigration Settlement Strategy will include information gathered from:

- CPC meetings and Strategic Planning Sessions;
- Community consultations; and
- Research and Analysis.

Information will be shared with the CPC at Strategic Planning Sessions and for consideration in the development of the Immigration Settlement Strategy.

8.1 Decision Making

The development of York Region's Immigration Settlement Strategy will be based on a collaborative model whereby CPC members will advise on assets, gaps and strategic priorities that help with the integration of recent immigrants living in York Region. The final Immigration Settlement Strategy will be approved by Regional Council as outlined below (Section 8.2).

It is important that the Settlement Strategy is reflective of the needs of York Region's recent immigrants, community agencies and employers as a whole without showing favouritism to one particular sector. Therefore, CPC recommendations will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

8.2 Regional Reporting Structure

The Region, as the LIP lead, has entered into a contractual relationship with CIC for the administration of the LIP funding. As such, the Region will be solely responsible for the deliverables of the project and will oversee the administration of the York Region Local Immigration Partnership.

The progress of the LIP initiative and associated deliverables will be reported through the Community and Health Services Committee to Regional Council.

The CPC will be notified when a report will be going to Committee and Council and will be invited to attend when appropriate.

The establishment of the CPC and the final approval of the Immigration Settlement Strategy will require approval by Regional Council.

8.3 Guiding Values and Ethics

The CPC will be guided by the following values and ethics:

- Respect;
- Integrity;
- Commitment;
- Equity; and
- Fairness.

To achieve these values the CPC will commit to:

- Being respectful in both actions and opinions towards others in an environment that promotes acceptance, honesty, accountability, trust and fairness.

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Community Partnership Council (CPC)

Terms of Reference

- Providing a planning process that is inclusive and accessible in all facets of this initiative.
- Encourage and support new ideas and creative strategies which will enhance the delivery of services for recent immigrants.
- Be a champion of the Local Immigration Partnership initiative at CPC meetings and in the community.

8.4 Conflict of Interest

Information provided by CPC sector representatives 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 CPC sector representative's financial or business interests, the organization or agency they represent, or that of a relative or business association.

CPC 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.

CPC sector representatives will be subject to a Conflict of Interest Policy as outlined in Appendix 1.

8.5 Project Team

The Commissioner of Community and Health Services has been authorized by Regional Council to oversee the implementation of the Local Immigration Partnerships initiative in York Region.

Under the authority of the Commissioner, the Community and Health Services Department will establish a project team that will:

- Coordinate and support the Community Partnership Council
- Manage the work of the Community Partnership Council to develop the Settlement Strategy
- Conduct necessary research related to the development of the Settlement Strategy
- Coordinate and support the communication strategy including community consultations
- Coordinate media relations for activities and deliverables related to LIP
- Update Regional Council, as required, on the status of the LIP process, the work of the Community Partnership Council, the development of the Settlement Strategy, and seek approvals where necessary.
- Meet reporting requirements and financial accountability to CIC

8.6 Consulting with other Regional Departments in The Regional Municipality of York

The LIP program team will consult with Regional Departments (as appropriate) during the development of the Immigration Settlement Strategy.

Information will be gathered on the challenges and opportunities of Regional programs and services in meeting the needs of recent immigrants. In turn this information will help identify service gaps, help align with other Regional strategic plans; and help increase awareness of the Settlement Strategy across the Region. Consulting with Regional Departments will help build a collaborative framework within the Region in determining the Region's role in the implementation of the Immigration Settlement Strategy.

Information gathered from other Regional Departments will be shared with the CPC, as appropriate.

YORK REGION'S LOCAL IMMIGRATION PARTNERSHIP INITIATIVE

Community Partnership Council (CPC)

Terms of Reference

APPENDIX 1

Conflict of Interest Policy For the Community Partnership Council

A CPC sector representative will be considered to have a conflict of interest when the decisions made and/or the actions taken by a CPC 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 CPC 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 CPC sector representative is ultimately responsible and accountable for using good judgement in the course of exercising duties.

Any behaviour which is, or could reasonably be considered as a conflict of interest is prohibited and may be subject to a request for the CPC sector representative to resign. Some of the more common areas of potential conflicts include the following:

Recommendations for Funding Priorities: CPC sector representative will provide information on service levels, gaps and funding priorities for consideration in the Settlement Strategy. Information provided by the CPC 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 CPC sector representative's financial or business interests, the organization or agency they represent, or that of a relative or business association.

Special Treatment: A CPC 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 CPC sector representative's relatives or business associates.

Financial Interests: A CPC sector representative must not participate in any decision, promotion or make any recommendation toward the development of the Settlement Strategy in which they, their relatives, agency or business associates will have exclusive financial gain.

Public Appearances: A CPC sector representative who is asked to speak publicly to an organization or professional association (as a result of their membership on the CPC) must notify the Region to ensure that the messaging is consistent with the direction of the Settlement Strategy. CPC sector representatives 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 CPC.

Use of Confidential Information: CPC sector representatives shall not use confidential information shared with the CPC regarding the LIP initiative and associated projects without written consent from the Region.

Signature of Sector Representative

Date