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UPDATE ON THE LOCAL IMMIGRATION PARTNERSHIP INITIATIVE: CURRENT STATUS AND PLANS FOR 2011/2012

The Community and Health Services Committee recommends the adoption of the recommendations contained in the following report dated February 16, 2011, from the Commissioner of Community and Health Services.

1. RECOMMENDATIONS

It is recommended that:

1. Council endorse the updated Terms of Reference for the Community Partnership Council (*see Attachment 2*) for 2011/2012 as outlined in this report.
2. The Regional Chair write a letter to the Community Partnership Council member organizations regarding the revised Terms of Reference and seek the continued participation of the current Community Partnership Council members.
3. The Regional Clerk circulate this report, for information, to the Clerks of the local municipalities, the members and ex-officio members of the Community Partnership Council, and the Association of Municipalities of Ontario.

2. PURPOSE

This report provides an update on York Region's Local Immigration Partnership initiative. This report also presents the revised Terms of Reference for the Community Partnership Council to reflect the new funding period and deliverables.

3. BACKGROUND

York Region's demographics continue to change as a result of immigration

York Region's Planning and Development Services Department estimates that York Region's population was 1,058,229 as of October, 2010. This is an increase of 126,355 new residents from 931,874 in 2006 (Statistics Canada, Census 2006). A significant portion of this growth is due to recent immigrants coming directly to York Region from their countries of origin. According to Citizenship and Immigration Canada, recent immigrants landing directly in York Region represent about 32% of York Region's growth. This does not take into account those immigrants who landed in other parts of Ontario or Canada and then moved to York Region. By 2031, it is projected that 55% of

the Region's population will be made up of residents who were not born in Canada. (Source: York Region's Planning and Development Service Department).

York Region was appointed the lead for the Local Immigration Partnership initiative

In 2009, the Region was appointed by the federal government to lead York Region's Local Immigration Partnership initiative. The objectives of the Local Immigration Partnership initiative are to:

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

The Region received \$809,000 in funding from September, 2009 to March 31, 2011 to develop an Immigration Settlement Strategy that meets the objectives outlined above. The Strategy is to be developed in collaboration with community stakeholders through the Community Partnership Council. The funding also contributed to the update and enhancement of the *Community Snapshots: Recent Immigrants Living in York Region*, originally published in 2006.

The Community Partnership Council was appointed by York Regional Council in February, 2010. It is co-chaired by Mayor Frank Scarpitti, Town of Markham and Stephen Lam, Director of Immigrant Services and Community Programs, Catholic Community Services of York Region. This body includes 19 sector representatives from Regional and local municipalities, settlement services, language training, school boards, Francophone community, employer networks and labour market development, academia, police services and community services. In addition, there are four ex-officio members from Citizenship and Immigration Canada, Service Canada, the Ontario Ministry of Citizenship and Immigration and the Ontario Ministry of Training, Colleges and Universities.

Ontario's Local Immigration Partnership initiatives are considered a best practice

The Local Immigration Partnership initiative was developed through the Municipal Immigration Committee. The Municipal Immigration Committee is a formal forum for information-sharing, and strategic policy and consultation among the three levels of government that was established to support the Canada-Ontario Immigration Agreement. The Region was appointed a member of the Municipal Immigration Committee in 2006 and continues to be actively involved.

The Local Immigration Partnership initiative aims to strengthen the role of local communities in integrating immigrants. There are 35 Local Immigration Partnership initiatives across Ontario. These include a range of large and small municipalities and neighbourhood-based planning projects in the City of Toronto.

In their report, “Best Practices in Settlement Services” (March, 2010), the House of Commons Standing Committee on Citizenship and Immigration identified the Local Immigration Partnership initiative as a best practice, and recommended continued support in Ontario and potential expansion to other provinces.

4. ANALYSIS AND OPTIONS

Activities of the Community Partnership Council and community consultations for the development of the Strategy

The Community Partnership Council has been working collaboratively to develop the Strategy. Community consultations took place between May and December, 2010. The purpose of these consultations was to better understand the settlement and integration patterns and needs of recent immigrants in York Region and the associated successes and challenges.

Almost 2,000 stakeholders were consulted including recent immigrants from all demographic categories, longer-term residents, settlement and language-training service providers, recreation, health, social and education sectors, faith-based and ethno-cultural groups, local municipalities and employment networks and planning tables.

Initial findings from consultations provided insight into what needs to be done to successfully integrate York Region’s recent immigrants

The community consultations identified common assets, barriers and service gaps in York Region. In particular, service accessibility, cultural appropriateness, language, program awareness, and community receptiveness are some common issues that were identified through consultations. Also, the demand for York Region’s integration supports continues to outstrip capacity. There is a common perception that funding disparity for settlement services continues to exist between other GTA municipalities and York Region. It was evident from consultations that collaboration among all three levels of government and partnerships between the settlement sector and mainstream organizations, immigrants and the broader community is needed to mitigate limited capacity. For more details on the consultations findings please see *Council Attachment 1*.

Staff also identified assets in the community that York Region can build on, learn from and strategically align. Examples of some York Region based assets include the Welcome Centres, the York Regional Police Diversity Bureau, the York Region

Immigration Portal and Practice Firms, which provide Canadian work experience through virtual businesses.

The update of the *Community Snapshots: Recent Immigrants Living in York Region* is a joint project with York Region's Community Social Data Strategy and the Local Immigration Partnership initiative

York Region's Consortium for the Community Social Data Strategy, which is co-chaired by Mayor Tony Van Bynen, Town of Newmarket and Daniele Zanotti, CEO, United Way of York Region, identified the updating of the *Community Snapshots: Recent Immigrants Living in York Region* as a priority. This is also a federal priority and they have provided funds to update this research. Like the *Community Snapshots: Recent Immigrants Living in York Region*, the new updated research will use Census data to identify key socio-demographic characteristics of recent immigrants living in York Region. It will also identify changes that have occurred since the 2001 Census. The findings of the new research will be brought forward to Regional Council in 2011.

NEXT STEPS FOR DEVELOPMENT OF THE IMMIGRATION SETTLEMENT STRATEGY

The Region will continue to work with the Community Partnership Council to complete the Strategy and begin the work to meet the key deliverables for the 2011/2012 fiscal year as outlined below.

York Region will be funded for fiscal year 2011/2012 to continue work on the Local Immigration Partnership initiative

The federal government has committed to fund York Region for the next fiscal year (April 1, 2011 to March 31, 2012) for the following deliverables:

- 1) Completion of the Strategy – summer, 2011.
- 2) Development and oversight of an Implementation Plan for the Strategy – fall, 2011.
- 3) Development of outcome measures and statistical indicators – spring, 2011.
- 4) Outreach and promotion of the Strategy – fall, 2011.

Staff will report back to Regional Council in September, 2011 with the final York Region Immigration Settlement Strategy and provide updates on its implementation of the Strategy as needed.

Amendment to the Terms of Reference for the Community Partnership Council is required to reflect the Contribution Agreement for the next fiscal year

The Community Partnership Council will play a critical role in determining activities that will support the successful implementation of the Strategy. As such, the Terms of Reference for the Community Partnership Council (*see Council Attachment 2*) has been revised to align with the Contribution Agreement deliverables for the next fiscal year. The key revisions include:

- The Term of the Community Partnership Council was originally to end March 31, 2011. The term has been revised to align with the new funding period to end March 31, 2012.
- Membership has been expanded to up to 25 sector representatives and to include an additional Regional Council representative. The ex-officio membership has also been expanded to include a representative from the Ministry of Health and Long Term Care.
- The governance structure is revised to allow the formation of working groups as needed to support the implementation of the Strategy.

Future of the Local Immigration Partnership initiative may be impacted by the new Canada-Ontario Immigration Agreement

In November 2005, the federal government committed \$920 million in new investments, over a five-year period, to support the settlement and integration of newcomers under the Canada-Ontario Immigration Agreement. In May, 2010 an extension of the Agreement to March 31, 2011 was announced.

The Region, through its role on the Municipal Immigration Committee, has participated in the review and evaluation of the Canada-Ontario Immigration Agreement. The new Canada-Ontario Immigration Agreement is set to be announced in April, 2011. Staff will report back to Regional Council as appropriate on implications it may have on municipalities.

5. FINANCIAL IMPLICATIONS

The Local Immigration Partnership initiative is 100 per cent funded by the federal government

The Local Immigration Partnership project is 100% funded by Citizenship and Immigration Canada. The federal government has indicated that it will continue to fund York Region to administer this project for another fiscal year (April 1, 2011 to March 31, 2012). The funding will cover the costs related to administration, support to the

Community Partnership Council, project development and staffing and will have no tax levy impact. Staff are currently in negotiations with the federal government to determine the amount that the Region will receive and will report back to Council once finalized.

The federal government views Local Immigration Partnership initiatives as eventually becoming self-sustaining and envisions continuing to work closely with municipalities and other partners to contribute to the evolution and long-term sustainability of the Local Immigration Partnership initiative.

6. LOCAL MUNICIPAL IMPACT

At a time when populations are aging, immigrants are critical to helping the region compete globally, grow economically and continue to be a vibrant community. It is estimated that immigration will account for 100% of Canada's net labour force growth. It is, therefore, crucial that recent immigrants are integrated as quickly as possible into the social and economic fabrics of our communities.

The local municipalities have been actively contributing to the process of developing the Strategy through representation on the Community Partnership Council and ongoing involvement in the community consultations.

Local municipalities will continue to be consulted throughout the development and implementation of the Strategy.

7. CONCLUSION

Under the Canada-Ontario Immigration Agreement, both the federal and provincial governments have recognized the important role municipalities can play in the successful integration of recent immigrants.

The funding for 2011/2012 to implement York Region's Immigration Settlement Strategy will allow the Region to continue in its lead role in immigration settlement planning. This will help recent immigrants living in York Region to contribute to the region's economic, social, cultural and political growth and prosperity.

The development of the Strategy has resulted in a framework for local planning founded on shared responsibility and community ownership in raising awareness of the issues faced by newcomers in York Region. This process has also provided a forum to actively engage newcomers and bring together multi-sectoral partners to work collaboratively for a better quality of life for all residents and a community that is welcoming and inclusive.

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

The Senior Management Group has reviewed this report.

(The two attachments referred to in this clause are attached to this report.)

Consultations Approaches for the Immigration Settlement Strategy

The following consultation approaches were taken in engaging various perspectives in this process of development of the Strategy:

Consultation Approach	Description
Survey of New Immigrant Supports in York Region	• A web-based survey that sought input from: • formal settlement supports that promote newcomer integration • informal – such as community agencies, organizations and groups that have experienced an increase in the number and/or frequency of new immigrants using their services • Received 253 responses including: • 85 Immigrant-serving agencies • 99 Mainstream agencies • 65 identified as both mainstream and immigrant-serving agencies
Newcomer Survey	• Aimed to provide an opportunity for newcomers to personally voice their needs and challenges of the settlement and integration processes. • Hired recent immigrants to conduct face to face interviews with other immigrants in their own language. • A total of 719 surveys conducted in 10 languages at 110 different locations.
Focus Groups	• Twelve focus groups were conducted with newcomers, formal and informal service providers and economic development agents that play a role in the successful integration of newcomers. These included: • settlement services and language workers • social and health services • social housing providers • community recreation and arts • faith based and cultural groups • local municipalities • recent immigrant women • recent immigrant seniors • recent immigrant youth • francophone community • employer networks and planning tables

Consultation Approach	Description
Key Informant Interviews	- Five interviews conducted with key community stakeholders who have expertise and play a significant role in supporting immigrant integration. These included stakeholders from: - Central Local Health Information Network - York University - York Regional Police - Community Legal Clinic of York Region - Seneca College
Community Survey	- A web-based survey in seven languages aimed to gather input from the general public on creating welcoming and inclusive communities in York Region. - The survey was promoted at five locations: Richmond Hill Welcome Centre, Vaughan Community Health Centre, Vaughan Mills mall, Immigrant Youth Centre in Markham, Mission Catholique Sainte Frère André in Aurora. Also, it was promoted through print ads in ethnic media and a media release.

Emerging Themes from Consultations

The following 12 themes of community needs/priorities have emerged from the consultations:

Emerging Themes	Key Findings
Accessibility	- Hours of operation, location, program eligibility, cultural appropriateness and language are barriers to accessing service - Navigation of service system is complex - Transit is key to accessing services including affordability, availability, frequency, and location
Awareness and Need for Information	- Recent immigrants are often unaware of available services - Need up-to-date information for both service providers and recent immigrants

Emerging Themes	Key Findings
Organizational Capacity	• Service needs are greater than the service capacity in all sectors due to funding limits combined with pace of growth • Build organizational capacity to have inclusive practices and a diverse work force
Collaboration and Partnerships	• Need for more coordination of services and information sharing (between formal and informal) at a systemic and front-line level • Partnerships need resources to function effectively
Language Needs	• Language is a barrier that impacts all aspects of a recent immigrant's ability to settle and integrate • The curriculum and delivery of language classes are not meeting market need • Need for more coordinated, better quality and cost effective interpretation and translation services
Health	• Immigrants' health deteriorates overtime • Gaps in mental health services and social services supports for recent immigrants
Housing	• Affordable and rental housing is low in supply and limited housing options available for recent immigrants • Settlement services can only offer a little support with finding housing
Welcoming Communities	• Sense of community is grounded in social connection • Need more education for communities about benefits of being welcoming and inclusive • Addressing discrimination is important to creating a welcoming community
Social Inclusion	• Takes up to 15 years to settle and integrate both socially and economically and can be more difficult for seniors and women • Need more opportunities for recent immigrants, Canadian-born and long-term residents to interact
Employment and Income Supports	• Lack of "Canadian experience", credentials recognition and effective employment supports result in newcomers underemployed, deskilled or working multiple jobs to earn a living wage • Recent immigrants often lack the social and professional networks needed to help get a job

Emerging Themes	Key Findings
Funding and Government Policy	• Year to year funding makes it difficult to do long term service planning • Service capacity is tied to a lack of available funding
Employers' Needs	• Lack of capacity, resources and time to hire and retain recent immigrants particularly for Small Medium Enterprises • Lack of awareness and information of supports available for employers



York Region's Local Immigration Partnership Initiative
Community Partnership Council

Terms of Reference (Draft)

Revised March, 2011

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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 an Immigration Settlement Strategy; and Phase Two will include a detailed implementation work plan based on the Immigration Settlement Strategy.

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 and support the implementation of 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 and identify a role for their organization as a community stakeholder in the implementation of the Strategy, as appropriate.

3.0 Objectives

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

- o Improve access to and coordination of immigrant integration services (settlement, language training and labour market integration) in York Region.
- o Improve labour market outcomes for immigrants living in York Region.
- o 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. 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 Immigration Settlement Strategy.

4.0 Role of the CPC

The role of the CPC will be to advise the Region on the content of the Strategy and implementation plan 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:

- o Participate in CPC meetings to develop the Immigration Settlement Strategy and collaborative planning of its implementation.
- o 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.
- o Assist in identifying the gaps, priorities and solutions that are required to meet the needs of recent immigrants within York Region.
- o Review and provide input to ensure that York Region's Immigration Settlement Strategy meets the objectives outlined above.
- o 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.
- o Conduct themselves in accordance with the values and ethics outlined in Section 8.3 and with the conflict of interest policy.
- o Provide input that reflects the sector they represent and consider the needs of the broader community as a whole.
- o Recommend ongoing mechanism beyond the term of LIP Phase One for community stakeholders to stay informed and connected to newcomer issues in York Region.
- o Support the development of indicators and measures to monitor the Strategy.
- o Participate in the implementation of the Immigration Settlement Strategy, as appropriate. This may include participating in Working Groups, supporting the delivery of activities identified in the action plan as appropriate, supporting community engagement and outreach, identifying short-term activities that support the achievement of outcomes identified in the Immigration Settlement Strategy.

- o Act as a liaison/ambassador to solicit support and endorsement of the Immigration Settlement Strategy in their respective organizations and communities and promote the adoption of the Strategy's priorities where appropriate.

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.

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 up to 25 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 include:

Sector Representative	# of Reps	Rationale
Regional Representatives	3	Representatives would include: ▪ Two members of Regional Council with one member being the Co-Chair of the CPC ▪ 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.
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	20	

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:

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

- o Advise on Project Partner role as outlined in the Terms of Reference for the CPC.
- o Advise on possible CPC sector representatives based on its knowledge of the settlement sector.
- o Provide input for reports to Regional Council, CPC and Citizenship and Immigration Canada.
- o Advise on the coordination and best practices for community consultations and engagement.
- o 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 Immigration Settlement Strategy will be managed within their organization's existing capacity.

5.4 Ex-officio members

Ex-officio members will include representatives from:

- o Regional Municipality of York – represented by York Region Chairman and CEO
- o Citizenship and Immigration Canada
- o Ontario Ministry of Training Colleges and Universities
- o Ontario Ministry Citizenship and Immigration
- o Human Resources and Skills Development Canada
- o Ministry of Health and Long Term Care

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.

The York Region Chairman and CEO can amend the Terms of Reference, appoint new members to the CPC or request the resignation of a CPC member.

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.

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

- o 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.
- o 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.
- o Sector representatives must have experience working in collaborative planning groups.

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

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

- o Have extensive experience in research and analysis of the needs of recent immigrants to successfully integrate; and
- o 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, 2012 to coincide with the term of York Region's Local Immigration Partnership initiative Contribution Agreement for the next fiscal year (April 1, 2011 to March 31, 2012).

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.

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.

Community stakeholders may also be asked to resign from the CPC if they no longer meet the Qualifications (Section 6.4) or are in breach of criteria identified under the Guiding Values and Ethics (Section 8.4) and/or Conflict of Interest (Section 8.5).

7.0 Procedures and Processes

7.1 Meetings

There will be between four to five CPC meetings per year. Additional meetings may be called by co-chairs or the LIP Project team.

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 supporting the development and implementation of an Immigration Settlement Strategy that is reflective of the needs of York Region's recent immigrants, employers and agencies.

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:

- o CPC meetings and Strategic Planning Sessions;
- o Community consultations; and
- o 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 Working Groups

The implementation of the Immigration Settlement Strategy may require the establishment of working groups. CPC members may be asked to participate as well as other community stakeholders. The establishment, coordination and deliverables of these working groups will be managed by the Local Immigration Partnership Project team. Results of working groups will be shared with CPC members and Regional Council as appropriate.

8.2 Decision Making

York Region's Immigration Settlement Strategy will be based on a collaborative model whereby CPC members will advise on developing and implementing the strategic priorities that help with the integration of recent immigrants living in York Region. The final Immigration Settlement Strategy and the implementation plan will be approved by Regional Council as outlined below (Section 8.3).

It is important that the Immigration Settlement Strategy and any related implementation plan 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.

8.3 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, the final approval of the Immigration Settlement Strategy and any related implementation plan will require approval by Regional Council.

8.4 Guiding Values and Ethics

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

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

To achieve these values the CPC will commit to:

- o Being respectful in both actions and opinions towards others in an environment that promotes acceptance, honesty, accountability, trust and fairness.
- o Providing a planning process that is inclusive and accessible in all facets of this initiative.
- o Encourage and support new ideas and creative strategies which will enhance the delivery of services for recent immigrants.
- o Be a champion of the Local Immigration Partnership initiative at CPC meetings and in the community.

8.5 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.

8.6 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:

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

8.7 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 and implementation of the Immigration Settlement Strategy through the Cross Departmental Working Group.

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 Immigration 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.

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 Immigration 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 Immigration 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