

SMITHS FALLS LOCAL IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

June 17, 2011

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SMITHS FALLS LOCAL IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

1.0 Introduction

Phase One of Local Immigration Partnership initiative will extend until March 31st, 2012 to coincide with the Citizenship and Immigration Canada funding period. During this period, the Smiths Falls Local Immigration Partnership Council (LIPC) will develop a local settlement strategy and a corresponding implementation plan, meanwhile gathering the information and feedback necessary to support these deliverables.

Following the completion of Phase One, the intention is for all community organizations affiliated with the LIPC to endorse the recommendations of the settlement strategy and support the implementation through the LIPC.

2.0 Vision, Mission & Guiding Values

The following were established at the May 26th, 2011 meeting of the LIPC.

2.1 Vision

To be a community that understands, supports and celebrates diversity; where newcomers are empowered through meaningful and long term connections with residents and local organizations.

2.2 Mission

The LIPC will provide the framework for a coordinated, comprehensive and strategic approach to immigration and integration in Smiths Falls and District.

2.3 Guiding Values

Respect and Open Mindedness: Members believe in the value of the perspectives of all community members, businesses and organizations. The LIPC will be receptive to and consider all input received, recognizing that the resulting awareness is fundamental to meeting the objectives of the initiative.

Inclusiveness and Collaboration: The successful settlement and integration of newcomers is believed to be the product of a united community approach. Therefore, the initiative will be open and accessible to all residents and sectors of the community for input and shared responsibility.

Innovation: The LIPC encourages new approaches that will enhance the experience of newcomers settling in the community; placing priority on strategies and action plans that reflect and respond to the unique local context.

Consistency: These values will transcend member's attitudes and actions while also shaping the initiative as it evolves.

3.0 Membership

3.1 Composition

3.1.1 Local Immigration Partnership Council

The Smiths Falls LIPC will consist of 15 to 20 members. Membership is to include, but is not limited to, representation from Smiths Falls and District¹:

- Newcomer community and cultural networks
- Public sectors including health, education, housing and recreation
- Settlement service providers
- Businesses and economic development organizations
- Local government

3.1.2 Work Groups

The LIPC can create work groups as it sees fit, determining the term and focus accordingly. Membership for these work groups is to include additional community stakeholders outside of the LIPC.

3.1.2 Project Partner

The Town of Smiths Falls is the signatory of the LIP Contribution Agreement with Citizenship and Immigration Canada (CIC) and as such, has final accountability for all monies and deliverables. As the project partner, the Town of Smiths Falls will have a representative from the Economic Development Department sitting on the LIPC.

3.1.4 Staff

During Phase One of the initiative, the LIPC will have two (2) full time staff, a Coordinator and a Project Assistant.

¹ Defined as an 18km catchment area surrounding the Town of Smiths Falls

3.2 Roles and Responsibilities

3.2.1 Local Immigration Partnership Council

As a team, the LIPC will:

- Direct, support and monitor the development of initiative deliverables
- Provide community connections and expertise on local immigration trends and settlement service needs
- Conduct community consultations to build a knowledge base that complements the initiative deliverables
- Advocate on settlement issues on behalf of the community

As part of the LIPC, members are expected to:

- Attend all LIPC meetings
- Participate on at least one work group and attend all respective meetings
- Prepare for meetings by reviewing material provided
- Actively participate in meeting discussions and LIPC activities
- Complete and report on tasks assigned by the LIPC
- Act in accordance with the code of conduct and conflict of interest policy outlined in *Section 6.0*.

3.2.2 Project Partner

In addition to the roles and responsibilities outlined for LIPC members, the project partner will:

- Hire, supervise and support the LIPC staff
- Along with the LIPC staff, act as a primary contact for media and funding agencies
- Preside over LIPC meetings in the absence of the LIP Coordinator

3.2.3 Staff

The staff team will provide support to the LIPC as outlined in detail in the job descriptions for each position.

4.0 Member Recruitment and Selection

4.1 Recruitment and Appointment

4.1.1 Expression of Interest (EOI)

Membership formation is to be based on the principle of inclusivity and will be open to any individual, group or organization from Smiths Falls and District. As such, a call for Expressions of Interest (EOIs) is to be presented to the community at large. Notifications will be broadly distributed using the local media, Smiths Falls' Immigration Portal, and existing email networks. All individuals, groups or organizations that wish to participate on the LIPC must complete an EOI that lists their contact information and indicates how they can contribute to the LIPC.

Calls for EOIs will be issued and/or remain open as the LIPC deems necessary.

4.1.2 Appointments

LIPC staff and the project partner will jointly review EOIs received and recommend membership based on the selection criteria outlined in *Section 4.2*. A resolution with this recommendation will be presented to the Smiths Falls Town Council for approval and the appointment of member(s).

4.2 Selection Criteria

New LIPC members will be chosen with the objective of achieving a broad representation of stakeholder groups and based on applicants:

- Relevant experience
- Demonstrated commitment to community collaboration
- Ability to serve the term in question

Up to two (2) representatives from any organization can participate on the LIPC though priority will be given to the above mentioned.

4.3 Term of Appointment

The first term of the LIPC will extend until March 31st, 2012 to coincide with Phase One of the initiative. Members will be asked to reaffirm their interest in participating on the LIPC at the completion of this period, and on an annual basis from thereon in. The number of terms a member may serve is unlimited.

Any resignation from the LIPC shall be tendered in writing to the LIPC staff or the project partner.

5.0 Processes and Procedures

5.1 Meeting Schedule and Attendance

During Phase One of the initiative, the LIPC and Work Groups will meet according to the following schedule:

No.	Type of Meeting	Time Frame	Objective(s)
1	LIPC	Thursday, May 26, 2011 10:30am to 1:00pm	<ul style="list-style-type: none"> • Project introduction • Determine values & ethics
2	LIPC	Wednesday, June 22, 2011 1:00pm to 3:00pm	<ul style="list-style-type: none"> • Adopt Terms of Reference • Review feedback gathered at LIP Kick Off • Determine areas of focus & establish corresponding work groups • Suggest additional membership for work group
3	Work Group	July/August 2011	<ul style="list-style-type: none"> • Determine information needs and gaps • Establish information needs and collection plan
Via Email	LIPC	Week of September 11, 2011	<ul style="list-style-type: none"> • Present work group's information collection plans
4	LIPC	Wednesday, November 2, 2011 10:00am to 12:00pm	<ul style="list-style-type: none"> • Present summary of information collected • Discuss potential strategies
5	Work Group	November/ December 2011	<ul style="list-style-type: none"> • Draft strategies and implementation plan for presentation to LIPC
6	LIPC	Thursday, January 19, 2012 10:00am to 12:00pm	<ul style="list-style-type: none"> • Presentation of work group strategies & implementation plan
7	LIPC	Wednesday, February 22, 2012 10:00am to 12:00pm	<ul style="list-style-type: none"> • Review & revise drafts • Discuss and prepare for LIP Phase 2
Via Email	LIPC	March 2012	<ul style="list-style-type: none"> • Approve final deliverables • Project evaluation

Members are expected to attend all meetings. However, in the event that a member is unable to attend, their designate or alternate may attend in their place.

To ensure continuity, members will be asked to confirm their continued interest in participating on the LIPC after two (2) consecutive absences at LIPC meetings regardless of whether a designate was assigned.

5.2 Quorum

A quorum of the LIPC is half the total membership plus one to a minimum of six (6). If a quorum is not present within fifteen (15) minutes of the scheduled time of a LIPC meeting, the meeting will proceed on a discussion basis only.

5.3 Decision Making and Voting Procedure

Decisions are to be made through consensus. The input of all participants is to be gathered and synthesized to arrive at a final decision acceptable to all. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule. Should a tie occur, the LIP Coordinator will be given a vote.

All members have equal voting rights and designates will assume the vote of the LIPC member being represented. LIPC staff do not have voting rights except in the case that the LIP Coordinator's vote is required to break a tie.

5.4 Reimbursement of Expenses

For the duration of Phase One, LIPC members will be reimbursed for travel expenses to and from Council meetings at a rate of \$0.45/kilometre. Reimbursement will only be provided for claims recorded in the manner prescribed by the LIPC staff or project partner. Additional expenses directly related to the LIP project may be reimbursed but require pre-approval from the LIPC staff or project partner.

5.5 Responding to Media Inquiries

LIPC members who are approached by the media should refer all inquiries to the LIPC staff or project partner to ensure compliance with the media protocols outlined by Citizenship and Immigration Canada in the Contribution Agreement and those of the project partner.

5.6 Request for Proposals

Organizations represented on the LIPC will not be excluded from responding to any Request for Proposal (RFP) process or community funding opportunity that furthers the work and goals of their respective organizations.

6.0 Code of Conduct and Conflict of Interest Policy

All members represent the issue and not their organization. Nevertheless, it is understood that given the necessity of having members with certain expertise, potential conflicts will arise. All members are therefore required to comply with the guidelines herein and the policies binding the project partner.

Members should declare a conflict of interest if the outcome of an assessment and/or decision could be or perceived to be of direct or indirect benefit. Members shall disclose any anticipated areas of conflict prior to becoming LIPC members and shall continue to disclose any potential areas of conflict that may arise. When an actual or perceived conflict does arise, the member shall immediately advise the LIP Council. They will refrain from discussing the matter with any other LIPC members and shall excuse themselves while the matter is under consideration and being voted upon by the LIP Council.

In the event that there is a failure to comply with these guidelines or the policies of the project partner, the LIPC staff and project partner will be responsible for addressing the issue with the member and recommending a suitable course of action to the LIPC.

7.0 Agreement to Terms of Reference

I, _____, member of the Smiths Falls Local Immigration Partnership Council, have read this document and agree to the terms contained herein.

Signature:

Date: