



St. Thomas Elgin Local Immigration Partnership Council

TERMS OF REFERENCE

1. Intent

- 1.1. The St. Thomas Elgin Local Immigration Partnership Council from here on called “The Council” is the strategic planning body composed of representatives from community organizations that will participate in planning and coordination to enhance the delivery of integration services to all immigrants.
- 1.2. The Council will meet in order to develop a comprehensive and strategic approach to immigration, integration, and retention that focuses on the needs of St. Thomas and the surrounding rural communities of Elgin County.
- 1.3. The Council will work and consult with the labour market network as well as establish linkages with all other community initiatives that exist in the community.

2. Guiding Values and Ethics

The work of the Council shall be guided by the following principles:

- 2.1. Inclusivity – Our work will be inclusive of all immigrants in the St. Thomas-Elgin community regardless of their immigration status, citizenship, age, gender, health status, sexual orientation, and number of years in the community. The Council shall work towards equal participation while promoting social justice.
- 2.2. Collaboration – A working relationship will be developed between the host community and the immigrant community to build a welcoming and caring environment.
- 2.3. Empowerment – Our work will restore new immigrant’s capacity to live their lives with the ability to be economically stable, live in adequate housing, and provide for themselves and their family through their own means and their own decisions.
- 2.4. Sustainability – A plan shall be developed to ensure that the work of the Council will continue to make improvements to immigrant’s experiences and the community as a whole beyond the one-year duration.

3. Goals

- 3.1. To enhance local and regional service delivery to newcomers while identifying community driven social innovation and addressing gaps in services.



- 3.2. Encourage and engage the community and human service providers in the settlement process.
- 3.3. Improve economic, social, and civic participation for all newcomers.

4. Outcomes

- 4.1. To provide a collaborative framework which facilitates the development and implementation of sustainable solutions for the successful integration of newcomers to Elgin County and St. Thomas.

5. Areas of Focus

While the project considers the community as a whole, there are key elements that will help guide the work of the committee. The Council will operate under the following focus areas:

- 5.1. Coordination of Services Education – This refers to the intent to create opportunities for Service Providers and newcomers to familiarize, network and make referrals to enhance access by newcomers to existing services and programs.
- 5.2. Language, ESL and Communication- This refers to the need to increase awareness about language training opportunities available to newcomers.
- 5.3. Employment and Labour Market Access- This includes mentorship, bridging, job search programs, credential assessment, employment supports and training for employers and newcomers about workplace culture.
- 5.4. Settlement and Integration – This includes all services provided to immigrants: Initial orientation, interpretation services, housing, transitional service and referrals.
- 5.5. Public Awareness – This includes the promotion of the value of diversity and the valuable contributions made by immigrants and the residents of St. Thomas and Elgin County who support them.

6. Procedures Establishing the Council

- 6.1. Participation is open to individuals who come from a diverse background of professional and life experience relevant to the five (5) areas of focus and the immigrant experience.
- 6.2. The previously existing Advisory Committee identifies and invites members from the community who fit the required Council membership criteria. Potential members are asked to express their level of interests to serve on the Council.



7. Selection of Members

- 7.1. Members of the Council comprise the community stakeholders including, but not limited to: representatives of the City of St. Thomas, Elgin County, Elgin St. Thomas Labour Force Development, the Agricultural sector, the Chamber of Commerce, Settlement Agencies, representatives from Education, Employment, and Training, and the Manufacturing sector.
- 7.2. The Council comprises each geographic area (East, Central and West)
- 7.3. As membership is strictly voluntary, members may resign from Council at their discretion by providing notification in writing to the ST-ELIP Chair.

8. Structure and Functioning

- 8.1. The Council will appoint a chair, and invite members representing the sector of identified focus areas.
- 8.2. The chair will be selected through nominations and approved by consensus from the Council.
- 8.3. In the event that the chair cannot attend a Council meeting, the members present will appoint a designate Chair.
- 8.4. The Chair shall serve a one-year term.
- 8.5. The Chair will review meeting preparations, chair meetings, communicate and distribute information and documentation to Council members to ensure productivity.
- 8.6. As needed, the Council can invite community members to join the Council to seek advice or assistance with the development of programs that the committee is working on.
- 8.7. The Council will meet a minimum of 4 times in a calendar year.
- 8.8. Each member of the Council shall participate actively and shall strive to make a positive contribution to the activities of the Council.
- 8.9. Council members shall support the project management team in the adoption of a comprehensive and strategic approach to the development of the local settlement strategy and implementation work plan.

9. Functioning of Working Committees

- 9.1. Whenever necessary, the Council shall create Working Committees, made up of the appointed STELIP Council officers who may function as Chairs of Working Committees and interested



members of the community at large. The Working Committee may be led by a partner agency through the representative of such agency in Council.

- 9.2. Working Committee Chairs shall report to ST-ELIP Council about their activities and/or to make requests for support or resources.
- 9.3. ST-ELIP Council members, Chairs of Working Committees, Volunteers members shall serve without remuneration and shall be reimbursed for any pre-approved expenditures incurred during the course of their involvement in ST-ELIP activities.

10. Governance, Quorum and Decision Making

- 10.1. Council members are expected to attend every meeting, in the event that this is not the case, they may send a representative.
- 10.2. Council members shall be responsible to make the final decision on the project.
- 10.3. Council members will take the lead in promoting general community awareness of the role and functions and key initiatives of the Council.
- 10.4. Council members or representatives shall actively participate in meetings or through other methods of correspondence.
- 10.5. Quorum: In order to conduct an official meeting of the Council, a minimum of 5 members in attendance is required.
- 10.6. All decisions will be made through consensus. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule.
- 10.7. Minutes and Recordkeeping: Minutes will be recorded and be kept in accordance with accepted practices.
- 10.8. The Council shall keep the official record of the minutes and will distribute such to all Council members in accordance with these Terms of Reference.
- 10.9. Council members shall receive advance copy of the Minutes prior to meetings in accordance with the Terms of Reference. Amendments, corrections, changes etc., must be made at the start of the following meeting in accordance with the Agenda.

11. Project Management Team

The Council is supported by the St. Thomas-Elgin Local Immigration Partnership Project Team that shall:



- 11.1. Coordinate and support the ST-ELIP Council
- 11.2. Manage the work of the ST-ELIP Council to implement the Immigration Settlement Strategy.
- 11.3. Conduct necessary research related to the implementation of the Immigration Settlement Strategy.
- 11.4. Coordinate and support the development of information packages including community consultations.
- 11.5. Coordinate and support the fostering of partnerships to strengthen the work of the ST-ELIP.
- 11.6. Coordinate and support the communication strategy including community consultations
- 11.7. Coordinate media relations for activities and deliverables related to the Local Immigration Partnership
- 11.8. Update ST-ELIP Council, as required, on the status of the Local Immigration Partnership process, the work of the Council, the implementation of the Immigration Settlement Strategy, and seek approvals where necessary.
- 11.9. Meet reporting requirements, communications protocols and financial accountability to Citizenship and Immigration Canada.
- 11.10. Manage the logistics of meeting coordination, minutes and specific items as assigned.

12. Responding to Media Enquiries

- 12.1. ST-ELIP Council members, members of Working Committees and all volunteers who are approached by the media should refer all inquiries to the ST-ELIP Project Coordinator to ensure all contacts with the media regarding the St. Thomas-Elgin Local Immigration Partnership Project and deliverables; meet the protocols outlined by Citizenship and Immigration Canada in the Contribution Agreement.

13. Timelines, Schedule of Meetings for 2012-2013

- 13.1. By the end of June, of the fiscal year, provide CIC with a copy of the Revised Terms of Reference.
- 13.2. By the 10th of every month, monthly reports will be submitted to Citizenship and Immigration Canada.



- 13.3. A minimum of four (4) meetings shall be held in a one year period: tentatively in April, June, September and February.

14. Conflict of Interest

In forming this council, it is important that all members of the Council are present to represent the issue and not their organization. Nevertheless, conflict of interest may arise throughout the lifetime of the Council and their proceedings. All members are required to comply with the Conflict of Interest Act, specifically:

- 14.1. All members of the Council will act in a manner so scrupulous that the Council's recommendations will withstand the closest public scrutiny.
- 14.2. Members should declare the conflict of interest if the outcome of the decision and or assessment is benefiting their organization, directly or indirectly. If a proposal pertaining to the member's agency is assessed, the member should refrain from attending the meeting.
- 14.3. Members should ensure that conflict does not exist or appear to exist between their private interests and their duties as a member of the Council.
- 14.4. Members should disclose any areas of conflict prior to becoming Council members and should continue to disclose any potential areas of conflict that may arise later.
- 14.5. Members remove themselves from any assessment from which a member of a family or close acquaintance may benefit from.
- 14.6. It is understood that, given the compositions of Council and sub-councils and the need to have members with certain expertise, potential conflicts will arise. When a potential conflict does arise, the member shall immediately advise the Council of the conflict, refrain from discussing with any other member of the Council the matter with respect to which he / she has a conflict and refrain from voting with respect thereto. The member should excuse himself / herself from the Council while the matter that gave rise to the conflict is under consideration.