



## **TERMS OF REFERENCE OF THE PETERBOROUGH IMMIGRATION PARTNERSHIP (PIP) (Approved Feb 20, 2020)**

### **BACKGROUND**

Since 1979, the New Canadians Centre Peterborough has provided services to new Canadians in the Peterborough community. In 2008, in an effort to create a cohesive regional response to the emerging needs of newcomers and in response to Citizenship and Immigration Canada's Call for Proposals for the creation of a 'Local Immigration Partnership' (LIP), the City of Peterborough and the New Canadians Centre (NCC) joined efforts with over twenty-five (25) local organizations to establish the Peterborough Partnership Council on Immigrant Integration (PPCII).

LIP Councils are advisory bodies. They are:

- A mechanism to develop partnerships and community-based planning around needs of newcomers and residents
- To improve access to, and coordination of existing and new diversity and settlement initiatives;
- To oversee the development and implementation of a broad-based community plan

In 2010 PPCII launched its first five-year Immigrant Integration Strategy. Over the five-year term (2010-2015) of this strategy over 90 projects and activities that supported immigrant integration were implemented by the PPCII and its members and partners.

Beginning in 2014, the PPCII began planning for its next five-year strategy. In December 2015, after extensive consultation and research the 2016-2021 Integration Strategy (now known as the Community Immigrant Integration Plan) was launched.

In conjunction with the creation of the 2016-2021 Community Immigrant Integration Plan (CIIP), the Executive Committee of the PPCII began a review of the structure of the PPCII to ensure that it would be able to effectively move the goals of the new CIIP forward. As a result of this review, the Executive Committee recommended that the PPCII be renamed the Peterborough Immigration Partnership and that it be guided by the terms of reference below.

### **VISION and MANDATE**

The Peterborough Immigration Partnership envisions a community where the meaningful economic, social and cultural integration of newcomers ensures a prosperous and inclusive community for all.

The Peterborough Immigration Partnership provides community leadership to ensure meaningful integration in a welcoming community.

In addressing newcomer integration issues, the Peterborough Immigration Partnership remains committed to creating a community that reflects our anti-oppressive and anti-racist values.

## **2016-2021 COMMUNITY IMMIGRANT INTEGRATION PLAN**

The vision and mandate of the PIP will be achieved through meeting the goals articulated in our five-year Community Immigrant Integration Plan (CIIP)

The two main goals of the 2016-2021 CIIP are:

1. *Enhancing Economic Well-Being (Economic Success)*
2. *Building an Inclusive and Engaged Community (Social Inclusion)*

Three strategies will support the achievement of the CIIP goals

1. *Educating for Change (Outreach)*
2. *Influencing Change at the Government Level (Policy)*
3. *Measuring our Progress (Outcomes)*

See Appendix 1 for an overview of the 2016-2021 Community Immigrant Integration Plan.

## **PARTNERSHIP STRUCTURE**

### **Partners**

The PIP is comprised of individuals and organizations in the Peterborough region who endorse the vision and mandate of the Partnership and commit to working towards the goals of the CIIP. The PIP strives to represent a wide cross section of sectors (e.g. municipal government, settlement services, education, business, community services, etc.), geographical communities (Peterborough City and County) and demographic communities (e.g. women, seniors, etc.).

### **Committees and Working Groups**

The PIP consists of one standing committee - the *Coordinating Committee (CC)* - and several ad-hoc working groups created as needed to move the goals of the CIIP forward.

For a full list of PIP partners for this fiscal year, see Appendix 3 "PIP Partners for 2019-2020".

## **ROLES AND RESPONSIBILITIES**

### **Partners**

The responsibilities of the partners of the PIP are to:

1. Learn and deepen the understanding of the PIP's mandate vision and goals
2. Commit to the fulfillment of the goals, of the 2016-2021 CIIP
3. Approve the five year strategic plan of the PIP (i.e. the CIIP)
4. Approve the Terms of Reference of the PIP
5. Elect the Chair, Vice-Chair and Members-at-Large positions on the Coordinating Committee

The rights of the members of the PIP are to:

1. Be eligible to stand for nomination to the PIP Coordinating Committee
2. Be eligible, to join any working group
3. Receive information on the progress of the CIIP and to participate in the PIP annual meetings and educational symposiums.

### **Coordinating Committee**

The responsibilities of the Coordinating Committee are:

1. Maintaining and expanding the PIP partnerships
2. Recommending new policies or amendments to existing policies to the NCC Board.
3. Leading the implementation of the CIIP through facilitating PIP partner's and the wider community's involvement in moving the goals of the CIIP forward.
4. Guiding the creation and approval of the final version of the annual action plans under the CIIP and advising staff on the implementation of those plans.
5. Making recommendations to staff on the creation of ad-hoc working groups including potential members of these groups.
6. Coordinating the activities of the ad-hoc working groups in order to avoid duplication in the activities of individual groups; ensuring clear communication occurs between individual groups as well as between groups and the CC and to ensure that working group activities are moving the goals of the CIIP forward.
7. Making recommendations to the Board of Directors of the New Canadians Centre on the financial, governance and fundraising decisions and activities of the NCC Board and its committees (see 'Relationship with the New Canadians Centre' below for more detail.)

The members of the CC will include the Chair, Vice Chair, Past Chair and 2 at-large PIP members selected by the PIP at the Annual meeting of the PIP, and at least one ex-officio member from:

- Municipal government
- Economic Development stakeholders
- Race relations or other social justice groups
- Post-secondary education
- Multicultural groups
- Research and policy groups
- New Canadians Centre senior staff (non-voting)
- NCC Board Member

Ex-officio non-voting members can also include representatives from:

- Immigration Refugees and Citizenship Canada
- Ontario's Ministry of Citizenship and Immigration; and,
- Any other organization that funds PIP work

The Chair of the CC is responsible for carrying out or delegating the following:

- Chairing and facilitating the Coordinating Committee meetings
- Setting Coordinating Committee meeting dates and agendas
- Supervising the implementation of the decisions of the Coordinating Committee

The Vice Chair of the CC is responsible for carrying out the duties of the Chair in cases where the Chair is unable to carry out these duties.

### Meetings

1. The CC will meet at the time and place that the CC members decide.
2. The CC will meet a minimum of six (6) times per fiscal year.
3. A quorum at meetings of the CIIC will consist of 50% of non-vacant CC members.
4. Decision-making should be as democratic and participatory as possible. Decisions will be made via a modified consensus model. If a vote is required all members are entitled to one vote. Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 2 of the PIP Terms of Reference below.

### Minutes

Minutes and decisions of the Coordinating Committee are public and will be posted online. A link to the location of the minutes will be sent to members via the regular monthly communication.

### **Ad-Hoc Working Groups**

Ad-hoc working groups will be formed on the recommendation of the Coordinating Committee and are responsible for implementing specific projects under the CIIP. These working-groups will not function as formal committees and as such will not be required to have terms of reference or formal minutes. Where resources allow, the work of these groups will be facilitated and supported by staff who will periodically report on the activities of these groups to the Coordinating Committee.

## **ANNUAL MEETINGS**

The partners of the PIP will meet annually and will at that meeting elect the Chair, Vice Chair and two PIP Members-at-Large for the Coordinating Committee. Nominations for the Chair, Vice Chair and Members-at-Large positions will be solicited in advance and open to all partners of the PIP.

## **PARTNERSHIP ENGAGEMENT AND COMMUNICATION**

As part of, or in addition to the annual meeting of the PIP, an annual educational symposium, geared to all PIP partners will be held.

PIP partners will receive at least monthly communications from PIP staff on the activities under the CIIP and issues that may be of interest to PIP partners.

## **RELATIONSHIP OF PIP TO NEW CANADIANS CENTRE PETERBOROUGH**

The New Canadians Centre is the signatory of the Local Immigration Partnership (LIP) Contribution Agreement with Immigration, Refugees, and Citizenship Canada (IRCC) and as such, has final authority and accountability for all monies and deliverables directly linked to the Contribution Agreement.

In 2015, the New Canadians Centre Peterborough (NCC) identified 'Strengthening Community Integration' as a Strategic Priority for the organization. To achieve this goal, the Board of Directors approved the reorganization of the staffing structure to place Community Development work on the same footing as Settlement Services. In this new organizational model the PIP has been identified as an integral part of the Community Development work of the New Canadians Centre Peterborough.

The day-to day work of the PIP will be supported by NCC staff dedicated to the work of Community Development. Fundraising, Outreach and partnership support activities will also be supported by NCC staff. As well, and in partnership with the PIP, NCC will provide office space, staff supervision, back office support and administrative logistics. As such, PIP staff work according to the bylaws, policies and procedures of the New Canadians Center. In the event of funding challenges, NCC will endeavour to continue to support the PIP and to meet its own goals relating to community development, but will be under no obligation to do so.

NCC will manage and be responsible for all financial matters related to the Local Immigration Partnership program, and any other funding obtained by the NCC or PIP that is directly connected to the PIP. The PIP is not separately incorporated and in addition to IRCC funding, may receive funding and operational support from various agencies and organizations. In the event that funding for PIP-related projects (i.e. implementation of the CIIP) is secured from or in partnership with other partner organizations, members of the Coordinating Committee and/or staff of NCC will be involved in oversight of the use of these funds.

NCC will maintain certain funds for work related to community development (e.g. PIP's organizational partnership revenue and a portion of revenue from fundraising events). The Coordinating Committee of the PIP will provide, upon request, input on the spending of these funds and will provide the NCC ED annually overall spending priorities for the coming year for these funds. PIP will also provide input via participation in the NCC finance committee. Funds previously referred to as PPCII 'self-generated revenue' will be earmarked by NCC as funds restricted for community development.

To ensure that community development is considered in the governance, finance, and resource development decisions and activities of the New Canadians Centre, a PIP voting position was created on the NCC Board as well as PIP positions on its Finance and Fundraising committees. Partners of the PIP will be appointed by the Coordinating Committee to fill these positions. Conversely, as the lead PIP partner, the New Canadians Centre will have two representatives sitting on the Coordinating Committee, normally a senior staff member (non-voting) and a Board member.

In general, as the lead PIP partner, the NCC will be as flexible as possible to assist the Partnership in achieving its goals and objectives.

## **RESPONDING TO MEDIA ENQUIRIES**

Council partners, approached by the media should refer all inquiries to the Director of Community Development to ensure all contacts with the media regarding the Peterborough Immigration Partnership meet the protocols outlined by Immigration Refugees and Citizenship Canada in the Contribution Agreement.

## **REVIEW**

These Terms of Reference shall be reviewed and approved by the PIP each fiscal year. Any proposed changes to the Terms of Reference must be accepted by the PIP before coming into effect.

Last updated: February 20, 2020

## Appendix 1: Community Immigrant Integration Plan 2016-2021



## Appendix 2: Conflict of Interest Policy

In order to prevent conflict of interest each PIP Partner has to sign the following statement:

Conflict of Interest includes actual or perceived conflicts and those, which have the potential to be actual or perceived.

A partner of the PIP shall not engage in any outside work or business that interferes with the performance of his/her duties or has an advantage derived from his/her engagement in PIP activities, in which he/she might derived personal benefit from a matter which, in the course of his/her duties he/she is in a position to influence.

The Coordinating Committee has the authority to determine the course of action required to resolve any conflict of interest disclosed to them.

Each PIP Partner shall identify and disclose to the Chair of Coordinating Committee any possible conflict of interest, even though its significance may be thought to be marginal.

I have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Appendix 3: PIP Partners for 2019-2020

### A. Organisational partners

OrgName
Abraham Festival Committee
Agilec
Art School of Peterborough
CAN English School Alternative
Canadian Mental Health Association Haliburton Kawartha Pine Ridge
Carmela Valles Immigration Consulting
Casa Maria Refugee Homes
Charterfield Consulting
City Arts, Culture and Heritage Division
City of Peterborough
City of Peterborough Social Services Division
City Recreation Division
Community Race Relations Committee
Community Care Peterborough
Community Counselling and Resource Centre
Community Foundation of Greater Peterborough
Community Futures Peterborough
Council for Persons with Disabilities
County of Peterborough
Employment Planning & Counselling
Fleming College
Fleming Diversity Department
Francophone Immigration Support Network of East Ontario
Greater Peterborough Chamber of Commerce
Habitat for Humanity Peterborough & District
Immigration Advisory Service
Immigration, Refugee and Citizenship Canada
Industry Canada, FedNor
Innovation Cluster
Kawartha Community Midwives
Kawartha Haliburton Children's Aid Society
Kawartha Muslim Religious Association
Kawartha Pine Ridge District School Board
Kawartha World Issues Centre
Literacy Ontario Central South
New Canadians Centre Peterborough
Nourish

Office of the Hon. Maryam Monsef
Older Women's Network
One World ESL School
Ontario Provincial Police
Peterborough 360 Degree Nurse Practitioner Led Clinic
Peterborough and the Kawarthas Economic Development
Peterborough Community Garden Network
Peterborough Community Legal Centre
Peterborough Early Years Planning Network
Peterborough Family Health Team
Peterborough Family Resource Centre
Peterborough Native Learning Program
Peterborough Petes
Peterborough Police Service
Peterborough Public Health
Peterborough Public Library
Peterborough Regional Health Centre
Peterborough Victoria Northumberland Clarington Catholic School Board
Rotary Club of Peterborough
Rotary Club of Peterborough Kawartha
Sustainable Peterborough
Township of Cavan Monaghan
Trent Centre for the Study of Global Power and Politics
Trent Community Research Centre
Trent International Program
Trent Political Studies Department
Trent Psychology Department
Trent Students for Literacy
Trent University
Trent Valley International Coffee House
Trent Valley Literacy Association
United Way of Peterborough and District
Workforce Development Board
YMCA of Central East Ontario

**B. PIP individual partners**

Antoinette VanVeen
Ateesh Mishra
Bretton Clark
Celeste Joy Uson
Chris Jardin

Brian Patrick
Catherine Legault
Daniel Mann
Dawn Berry Merriam

Donna Flotron
Elizabeth Aguilar Hernandez
Eric Prugh
Esther Izarnotegui
Fabiola Contreras Carrasco
Hajni Hos
Imaniragena Charlotte Nzabondera
Janice Asiiimwe
Jennifer Harrington
Julie Dotsch
Khidir Bkdach
Laura Keresztesi
Laurie Yin
Lee-Anne Motsi
Linda Slavin
Magali Beck
Malcolm Sheppard
Marilyn Freeman
Maryam Helae
Mehranghiz Monsef
Melinda Taylor
Michael Fazackerley
Mike Ma

Muhammed Jasim Ammanatt Chittarayil
Mythili Rajagopalan
Natalie Napier
Olena Oliinyk
Peggy Kruger
Pete Dalliday
Peter Carroll
Rachel Pearson
Ryan Kohls
Sandor Mailath
Sandra Patricia Mongui
Sharon Davison
Sheila Nabigon-Howlett
Sheila Olan Maclean
Silvano Salvaterra
Suresh Kandaswamy
Susan Lawrence
Tetiana Samoilenko
Todd Barr
Valentina Kibedi