Created June 2010[1]
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TERMS OF REFERENCE
HURON COUNTY
IMMIGRATION PARTNERSHIP COUNCIL

Background of the Local Immigration Partnership (LIP) Initiative

Since March 2010, the County of Huron has had a renewable agreement with Immigration, Refugees, and Citizenship Canada to undertake a Local Immigration Partnership (LIP) project. Local Immigration Partnerships are located across Canada and the full scope of their mandate can be found in the IRCC Local Immigration Partnership Handbook.

The Huron County LIP is funded to support the attraction, settlement, and retention of newcomers in Huron County. We accomplish this through our four guiding principles:

- Connecting and collaborating with partners
- Building a welcoming community
- Embracing diversity, equity and inclusion from an intersectional lens
- Developing research about immigration in Huron County

Huron County's Immigration Partnership is a collaboration of community members, organizations, and business partners from multiple sectors within the region. We are working to strengthen our community's capacity to welcome immigrants and improve integration outcomes through enhanced economic, social, political, and civic participation.

Operating Values of Huron County Immigration Partnership Council
We will:

- Commit to participating in an environment that promotes acceptance, honesty, broad-mindedness, trust and diversity
- Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers in our community
- Promote and encourage inclusiveness, through membership on the council and in all facets of this initiative
- Be a champion of the Local Immigration Partnership initiative—at Partnership Council meetings, in the community and within your organizations

[1] Revisions to the original terms of reference have been made: July 2011 (v2), December 2013 (v3), December 2014 (v4), and April 2017 (v5).

- Explicitly seek to develop our expertise in the rural context and apply the rural lens to the work we do
- Ensure our decisions and actions are informed by research and evidence
- Consider Huron County's large and unique geographies in our decision-making

Members of the Partnership Council are asked to:

- Provide strategic guidance in the development of the strategy and work plan for newcomer/immigrant services for Huron County
- Enable and support the attainment of deliverables within defined time frames
- Attend meetings on a regular basis and contribute according to your experiences with community needs and/or needs of target population
- Apply the immigrant and newcomer lens to work undertaken by their organization
- Identify collaboration opportunities to enhance outcomes for immigrants in the community
- Engage and include newcomer members/voices where possible
- Suggest ways to ensure the efficient use of resources in order to achieve objectives
- Appraise the organizations that they are representing regarding updates and project milestones
- Consider the opinions of key collaborators (including non-Partnership Council members) in its decision-making process
- Agree to operate under a consensus model of decision-making

Governance, Membership, and Committees

The Local Immigration Partnership is administered through the County of Huron. The County of Huron has responsibility for financial accountability to IRCC for all monies and deliverables, and will be considered the final decision-making authority for the project on any matters related to the contribution agreement.

The Project Manager will lead the day-to-day management of the Immigration Partnership, direct all activities by other department staff related to the LIP, and coordinate activities with collaborators.

The Partnership Council Co-Chairs will be elected by members of the partnership Council and will serve a term of 2 years. The two-year term can be renewable by additional 2 years.

The Co-Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another Board member who is a committee member to chair the committee in the Co-Chairs' absence

The Partnership Council will provide guidance on strategic direction and facilitate the ongoing implementation of the strategic and action plan. Members should include representatives from community organizations that provide services to or have an interest in the integration of newcomers or those from the community with lived experience.

Members of the Partnership Council will voluntarily sit on one of the Working Committees of the Partnership Council where appropriate. The Project Manager will sit on all working committees and all Working Committee members will follow principals of the general Partnership Council Terms of Reference.

Working Committee members are responsible for supporting the development and implementation of action items tasked to their committee. Each working group should have a chair who also sits on the Partnership Council and reports back to the Council. The chair of each working committee will provide a quarterly update on their committee's work for Partnership Council meetings. The Project Manager will coordinate this.

Conflict of Interest
Staff and Council members are asked to adhere to the standard adapted from the article Ethical Guidelines for Board Members of Not-for-Profit Organizations (Appendix 1).

Media Contact
Immigration, Refugees and Citizenship Canada (IRCC) has the right of approval of all press releases and other external communications messaging pertaining to this initiative. All communications will clearly acknowledge the contribution made through the Government of Canada through IRCC. The County of Huron will serve as primary media contact regarding the initiative. Media inquiries will be referred to:

Mark Nonkes, Project Manager
County of Huron Economic Development
54 West Street
Goderich, Ontario N7A 2K3
Phone: (519) 524-0296

Terms
Terms for the partnership council will be staggered and for a minimum of two years in length. Renewal of terms is possible and ongoing contribution by an organization is encouraged.

Frequency of Meetings
The Partnership Council will hold quarterly meetings annually. The Working Group Committees will hold up to 12 meetings a year. The Partnership Council will host additional meetings under exceptional circumstances.

Meetings and Attendance

With consideration for the significant amount of work to be accomplished within the time frame, Partnership Council members are asked to attend on a consistent basis. If a member must be absent, sending a designate with decision-making authority is strongly encouraged. A member who misses three (3) consecutive meetings may be thanked for their work and a new representative may be recruited from that sector.

Options will be provided for hybrid (virtual and in-person) attendance to accommodate Partnership Council members from across and beyond the geography. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Remuneration*[2]

Stipends or honorariums cannot be paid to local stakeholders or newcomers for their participation on the Local Immigration Partnership Council or in LIP activities. Travel costs and expenses related to this participation, however will be compensated for.

Thank you

The project team thanks the Council members for their active participation in this process.

*Taken from the document *Policy Direction on LIP Activities*, CIC, February 2014.

Appendix 1

Conflict of Interest Guidelines for Huron Partnership Council

Staff and Committee members are expected to adhere to the standard adapted from the article Ethical Guidelines for Board Members of Not-for-Profit Organizations

- Avoid actual or perceived conflict of interest, including situations where direct and indirect gains could be accrued to the member as a result of actions or decisions made in the capacity of committee membership. Examples of potential conflict of interest include:
    - A committee member makes a decision motivated by considerations other than the "best interests of the community";
    - A committee member or close family member enters into a contractual agreement with the County of Huron with respect to the current CIC-LIP initiative;
    - Due to committee membership, a member learns of an opportunity for profit which may be valuable to him/her personally or to an organization of which he/she is a member;
    - A committee member assists a third party in their dealings with the organization, where such assistance could result in favourable or preferential treatment being granted the third party; or
    - Due to committee membership, a member receives gifts or loans;
- All contact with the public, staff, clients, and committee peers will be done in an ethical, fair, and straight forward manner;
- Committee members will not exercise individual authority over the committee staff or members;
- Committee members will strive to foster positive working relationships with all stakeholders and staff; and
- Committee members will maintain confidentiality of committee business as requested. [3]

[3] Allan Lowe, Ethical Guidelines for Board Members of Not-for- Profit Organizations
(www.axi.ca ; Association Xpertise Inc. ; 2008)

Appendix 2

Glossary of Terms

Partnership Council: A partnership council is defined as a group of representatives from community organizations and the community that provide services to or have an interest in the integration of newcomers. The partnership council is to meet regularly to develop a coordinated, comprehensive and strategic approach to immigration and integration that fits the needs of the community it represents.
Members could include: School Boards, Huron-Perth Health Unit, Huron County Social Services (Manager of Ontario Works and Children's Services), Huron County Cultural Services, YMCA, Centre for Employment and Learning, Medical Perspective (family health team), 2 County Council representatives, United Way – Social Research and Planning Council, OPP

Immigrant: Immigrant refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities.

Newcomer: A newcomer is someone who has moved to Canada within the last 5 years. This can include permanent residents (including people who have received "approval-in-principle" from Immigration, Refugees and Citizenship Canada to stay in Canada), refugees (protected persons), temporary residents (including student, worker, or temporary resident permit holders), or individuals without legal standing in Canada.

Consensus-Model of Decision Making: Consensus-based decision making is based on a deliberate process of consensus building, whereby members of a group actively participate in finding a decision together that all members can feel comfortable with. A consensus decision does not necessarily reflect complete unanimity. However, decisions reached by consensus do reflect the thoughts and feelings of the group as a whole, rather than just the majority.

Immigration, Refugees, Citizenship Canada (IRCC): Immigration, Refugees and Citizenship Canada facilitates the arrival of immigrants, provides protection to refugees, and offers programming to help newcomers settle in Canada. It also grants citizenship and issues travel documents (such as passports) to Canadians.

Appendix 3

Resource to Learn About Newcomers in Huron County and Welcoming Communities

1. **Social inclusion of newcomers to Canada: An information problem?** *Library & Information Science Research*, by Caidi, N., & Allard, D. (2005).

2. **Characteristics of a welcoming community.** *Welcoming Communities Initiative*, by Esses, V. M., Hamilton, L. K., Bennett-AbuAyyash, C., & Burstein, M. (2010).

3. **Embracing diversity: Newcomer experiences in Perth and Huron Counties**. *Social Research and Planning Council, United Way Perth Huron*. (2017).

4. **Beyond the Big City: How small communities across Canada can attract and retain newcomers**. *Public Policy Forum*, by Esses, V., & Carter, C. (2019).

5. **Discrimination Experienced by Immigrants, Visible Minorities, and Indigenous Peoples in Huron-Perth: An Empirical Study**. *Huron County Immigration Partnership & Network for Economic and Social Trends, Western University*, by Lapshina, N. & Esses, V.M. (2021).