

Peterborough Immigrant Integration Strategy Committee

TERMS OF REFERENCE
Draft (as of May 12, 2009)

Background

The Integration Strategy Committee (ISC) was initiated in 2008 as one of three standing committees in the original Terms of Reference of the Peterborough Partnership Council on Immigrant Integration (the Council).

Duties of the ISC

On behalf of the Council, the ISC is mandated to develop, implement, monitor, and continually modify an Immigrant Integration Strategy (Strategy) that will:

- A. Improve access to and coordination of immigrant integration services;
- B. Improve labour market outcomes for immigrants; and
- C. Strengthen local awareness and capacity to successfully integrate and retain immigrants.

The ISC oversees the development of the Council's Action Plan specific to the Strategy.

Objectives

The Strategy shall be a practical and realistic guide for the Council and local stakeholders that aims to achieve the following five interrelated objectives (see the Council's Terms):

- 1. Increase education and awareness for Council members and the general public
- 2. Focus on immigrant integration that goes beyond 'over-the-counter' services
- 3. Include established community members in immigrant integration
- 4. Generally work towards the availability and valuing of a diversified workforce, which contributes to the regions business competitiveness.
- 5. Ensure that the sustainability of our physical and built environments is considered in the development of the Immigrant Integration Strategy.

Composition

The ISC is composed of a minimum of 5 voting members and a maximum of 9 voting members, appointed by the Council by January 31st each year. The Council should endeavour to appoint members with a background in research, municipal services, education, employment or community services. Council members should indicate their interest in becoming a member of the ISC by notifying the Chair of the Council. If there are more than 9 voting Council members interested in becoming a voting member of the ISC, the Council will elect the ISC voting members with ballot.

The Council Coordinator is a non-voting member of the ISC.

The Term of Office shall be for one year beginning on February 1st and ending on January 31st of the following year. Membership may be renewed on an annual basis.

The Council shall be responsible for deciding on the filling of any vacancy in the membership of the ISC which occurs during the year, at the Council meeting immediately after the appearance of the vacancy.

Roles and Responsibilities

The **Chair** of the ISC shall be chosen from among the voting members of the Committee by the voting members of the Committee at the first meeting following the annual appointments.

The voting members shall be responsible for filling a vacancy in the position of Chair, from among the voting members, at the meeting immediately after the appearance of the vacancy.

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

- Setting ISC meeting dates and agendas
- Acting as facilitator at ISC meetings
- Supervising the implementation of the decisions of the ISC
- Reporting in writing to each meeting of the Executive Committee
- Attending and reporting in writing to each meeting of the Council

Council **staff** shall be responsible for the following:

- Sending meeting agendas and minutes to members
- Attending meetings and taking minutes and participating in discussion
- Arranging refreshments for meetings
- Implementing Committee decisions, as directed by the Chair and assigned by the New Canadians Centre Peterborough Executive Director

Where staff are not available, the Chair will be responsible for carrying out or delegating these tasks.

General ISC members are responsible for:

- attending ISC meetings, or for notifying the Chair of their absence.
- keeping up-to-date with the ISC's work by reading ISC meeting minutes and following up on tasks.
- assisting the Chair with the Chair's responsibilities when necessary.
- requesting that any items they wish to discuss be added to the agenda in advance of the meeting.

An ethical framework is signed by all members.

Where a member misses two ISC meetings in a row without notification, or three ISC meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next ISC meeting.

The ISC will delegate one person to each Executive Committee meeting (**The Representative of the ISC**), who will be a voting member of the Executive Committee.

Working Groups

At times, the ISC may establish by motion an Ad-Hoc Work Group to achieve a short-term goal or address a specific issue.

In the establishment of a Work Group, the ISC shall

- appoint one ISC voting member to act as liaison
- appoint other members from the ISC, the Council or the community
- establish the terms of Reference for the Work Group
- determine the reporting requirements for the Work Group

Meetings

1. The ISC will meet at the time and place that the ISC members decide.
2. The ISC will meet a minimum of six (6) times per year, in advance of regularly scheduled Council meetings.

3. A quorum at meetings of the ISC will consist of 50% of ISC members.
4. If at any time during an ISC meeting there ceases to be a quorum present, the ISC can still have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are open to visitors, but the ISC reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

Minutes

Minutes are public, and shall be sent to all ISC members, the Chair of the Executive Committee, and any other Council member, community member, or organization who requests to receive them. Minutes will be made available at least two weeks before the next ISC meeting.

Decision-Making

Decision-making should be as democratic and participatory as possible. A modified consensus model is described in detail in the Council Terms of Reference.

Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 4 of the Council's Terms of Reference.

Accountability

The ISC is accountable to the Council as a whole.

The ISC may identify projects and bring them to the Executive Committee for recommendation. If after reviewing, the Executive Committee recommends the project to the Council, the Council will discuss it and it will only be ratified with approval of the Council. Without the recommendation of the Executive Committee, the Council will not discuss the project possibility.

Review

These Terms of Reference are up for review annually by the ISC and Council. Any proposed changes must be accepted by both bodies before coming into effect.