

**TERMS OF REFERENCE
OF THE
PETERBOROUGH PARTNERSHIP COUNCIL ON IMMIGRANT INTEGRATION (PPCII)
(Feb 2011)**

Background

Since 1979, the New Canadians Centre Peterborough has been the hub for service provision for new Canadians in the Peterborough community. In 2008, in an effort to create a cohesive regional response to the emerging needs of newcomers, the City of Peterborough and the New Canadians Centre joined together with over twenty-five (25) local organizations to establish the Peterborough Partnership Council on Immigrant Integration (the PPCII).

Purpose

The PPCII exists for promoting, advancing and supporting coordinated immigrant integration (broadly-defined) in our community - regardless of immigrant status¹ or any prohibited ground as outlined in the Ontario Human Rights Code and the Canadian Human Rights Act. We believe immigrant integration is essential for long-term **social, cultural, economic** and **environmental** prosperity in the Peterborough region.

Goal

To create and implement a three-to-five-year Immigrant Integration Strategy (Strategy) that will:

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

Objectives

The Strategy shall aim to achieve the following five interrelated objectives:

- 1. **Increase education and awareness for PPCII members and the general public** (i.e. what are the issues? What are the success stories? What are the challenges?)
- 2. **Focus on immigrant integration that goes beyond 'over-the-counter' services** (e.g. beyond initial language training to long-term involvement in the community)
- 3. **Include established community members in immigrant integration** (i.e. immigrants need to adapt to new surroundings and established community members need to adapt to newcomers and new social, cultural and economic realities)
- 4. Generally **work towards the availability and valuing of a diversified workforce, which contributes to the region's business competitiveness** (specifically work to ensure employers have access to services designed to assist in the attraction and retention of foreign trained workers and other immigrants)
- 5. **Ensure that the sustainability of our physical and built environments** is considered in the development of the Immigrant Integration Strategy

Responsibilities

- 1. Commit to fulfillment of the PPCII's purpose, goal and objectives.
- 2. Learn and deepen understanding of the PPCII's purpose, goals and objectives.

Governance

The PPCII governance structure consists of five main standing committees who each take their direction from, and report back to the PPCII:

¹ Please see Appendix 1 for the different types of immigrant status as recognized by the PPCII.

1. *Executive Committee (Executive)* – is responsible for the establishment and sustainability of the PPCII. The Chair of the PPCII heads the Executive and is responsible for convening and chairing the Executive Committee meetings. The Executive is responsible for the overall governance of the PPCII, and for any political, or practical matters pertaining to the PPCII as a whole. The Executive Committee recommends policies to the PPCII; approves key messages to the public and media; and reviews projects brought forward by other committees for recommendation to the PPCII.
2. *Integration Strategy Committee (ISC)* – is responsible for the development of the Strategy. The ISC is also responsible for the timely implementation and monitoring of the Strategy, including any changes to the Strategy that may arise. The ISC may identify projects and bring them to the Executive for recommendation. The Chair of the ISC is a voting member of the Executive. The ISC reports to the Executive and to the PPCII.
3. *Marketing Committee (MC)* – is responsible for promoting education and awareness of the PPCII's work and for the overall marketing of the PPCII.. The MC is also responsible for recommending creative, alternative and sustainable ideas for carrying out the work of the PPCII. The MC may identify projects and bring them to the Executive for recommendation. Chair of the MC is a voting member of the Executive. The MC reports to the Executive and to the PPCII.
4. *Training and Capacity Building Committee (TCBC)* – is responsible for the broader program of training and capacity building for members, target audiences, and the Peterborough community as a whole. This includes implementing an alternating annual program between a large conference and a workshop series.
5. *Resource Development Committee (RDC)* – is responsible for to search, develop, and monitor funding opportunities within the community for both the sustainability of council operations (by ensuring both financial and other resources to operate beyond 2012) and project support to help implement Integration strategy objectives. Where funding is required, the RDC will look into funding sources to sustain the Council's plans. The RDC will recommend creative, alternative and sustainable ideas for carrying out the work of the Council.

Each November, the membership of the PPCII assigns members to the positions of Chair, Vice-Chair and Treasurer for the next calendar year. The Chair, Vice-Chair and Treasurer are voting members of the Executive Committee. The Treasurer reports to the Executive and to the PPCII.

Membership

The PPCII is comprised of individuals, organizations and municipalities in the Peterborough region that demonstrate a strong commitment to the purpose and goals of the PPCII. The PPCII 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.).

Members will identify themselves as either individual, organizational or municipal members on their membership form, including their function. All members have an equal voice in decision-making, regardless of the function of their group.

Membership is subject to renewal on an annual basis. There is no fee for membership.

Any member may, by special resolution, propose to remove another member before the expiration of their membership. A member may be expelled for gross misconduct, or for failing or refusing to carry out duties as a member as provided in these Terms of Reference. The notice of special resolution for expulsion will be accompanied by a brief statement of the reason(s) for the proposed expulsion. The member who is the subject of the proposed expulsion will be given an opportunity to be heard at the meeting before the special resolution is brought to the PPCII for a decision.

Meetings

1. The PPCII will meet at the time and place that the members decide.
2. The PPCII will meet a minimum of six (6) times per year.
3. A quorum at meetings of the PPCII will consist of 50% of Committee membership.
4. If at any time during a PPCII meeting there ceases to be a quorum present, the PPCII can still have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are facilitated by the Chair. In case of the Chair's absence the meetings will be facilitated by the Vice Chair.
6. Meeting materials must be provided five days in advance of any PPCII meeting.
7. Meetings are open to visitors, but the PPCII reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

Minutes

Minutes are public, and shall be sent uploaded to the PPCII website. A link to the location of the minutes on the PPCII website will be sent to all MC members, the Chair of the Executive Committee, and any other PPCII member, community member, or organization who requests to receive them. Minutes will be made available at least two weeks before the next PPCII meeting.

Competency

The PPCII:

- Approves the annual budget for PPCII and its committees
- Ratifies PPCII policies that were recommended by the Executive
- Approves projects that were identified by committees, and reviewed by the Executive
- Ratifies the Terms of Reference of the PPCII and the Committees.

Financial administration

The PPCII's budget is administered through the New Canadians Centre Peterborough (NCC) under the NCC's financial management policies. The NCC acts on behalf of the PPCII in regards to its funders. The NCC and PPCII follow the processes laid out in "PPCII Spending Procedure" and "PPCII Budget Procedure."

Budget Approval

The PPCII's annual budget must be:

- a) Recommended by the PPCII Treasurer
- b) Approved by the NCC Board of Directors and approved by the PPCII."

Committee annual budgets must be:

- a) Approved by the PPCII.

Once the above criteria are met, the budget becomes the "*pre-approved annual budget*" for the Committees and the PPCII.

Decision-Making

1. Any member or committee may make a proposal to the PPCII.
2. Any proposal that has not been recommended by the Executive will be discussed starting with the opinion of the Executive.
3. In arriving at decisions, the Chair will be expected to seek a consensus of members participating at the meeting. In doing so, the Chair should ensure that all members have an opportunity to state their perspective and should encourage individual members to incorporate each other's perspectives in their positioning.
4. After ensuring that all members have had an opportunity to fully elaborate on their position the Chair should formulate a proposal, which in the Chair's opinion, captures the "general will of the room." The Chair should be prepared to amend such a proposal in an effort to reach a consensual position with those present.

5. After discussion of the “general will of the room” proposal, the Chair, at their discretion, should enunciate a specific proposal they believe reflects a consensus position and ask if the members are willing to abide by such a consensus. If the answer is in the affirmative, the proposal will be considered a passed motion. If a consensus is not achieved, the Chair will note this for the minutes and a notice of motion will be considered tabled for a vote to be held at the next meeting without further debate.
6. An organizational or individual member in good standing at a meeting is entitled to one vote.
7. Voting is by show of hands except:
 - i. when electing or appointing officers and directors, who will be voted for by ballot
 - ii. for special resolutions, which will be voted for by ballot.
8. Voting by proxy (i.e. somebody authorized to act for another member) is limited to one proxy per person attending and must be approved from, and accepted by the Chair at the beginning of the meeting.
9. Sixty-five percent (65%) of votes for or against a resolution will decide the outcome of a vote.
10. For special resolutions, a vote may only pass if all of the members are in favour.
11. Abstention from voting does not affect the quorum.
12. When possible, members are requested to table a notice of motion at a meeting at least one month prior to the meeting where a decision is requested.
13. Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 4 of the PPCII’s Terms of Reference.

Accountability

The PPCII is accountable to its members and to the wider community it is situated within. The NCC Board of Directors is accountable for the financial and human resources management of the PPCII.

Review

These Terms of Reference are up for review annually. Any proposed changes must be accepted by the PPCII before coming into effect.

Appendix 1: Types of Immigration Status as recognized by the PPCII

Canadian Citizens

Naturalized Canadian Citizens - People who applied for and were granted Canadian citizenship after living as permanent residents in Canada for a required time period. Naturalized Canadian citizens have the same rights as people born in Canada but they may still require settlement services.

Permanent Residents

Business Immigrants - People who became permanent residents on the basis of their ability to become economically established in Canada as investors, entrepreneurs or self-employed.

Convention Refugees - People who have been determined to be refugees by Citizenship and Immigration Canada.

Dependants - Spouses, partners, and children of any permanent resident.

Family Class - People who were successfully sponsored as permanent residents by close relatives who are already Canadian citizens or permanent residents.

Humanitarian and Compassionate Class - People, already living in Canada, who became permanent residents based on unique circumstances that were not addressed by any other immigration category.

Skilled Workers - People who became permanent residents based on their skills and ability to contribute to Canada's economy, including Federal Skilled Workers, Canadian Experience Class and Provincial Nominees.

Temporary Residents

Students - Temporary residents who have been approved by an immigration officer to study in Canada.

Temporary Workers - Temporary residents who have been approved by an immigration officer to work in Canada.

Refugee Claimants - People who have made a refugee claim in Canada, but have not yet been determined to be Convention Refugees.

Visitors - Temporary residents who have been approved to visit Canada.

Other

People living in Canada who do not have temporary or permanent immigration status. This could include people who were declined as refugees, people who were asked to but did not leave the country, people who entered the country without permission, and people who have stayed longer than they were authorized to.

Please note: This list is not exhaustive. As immigration categories are constantly in flux, the general vision of the PPCII is to be as all-inclusive as possible in its understanding of 'immigrant.'

Appendix 2: PPCII Membership Form

The PPCII is composed of individuals, organizations and municipalities in the Peterborough region who demonstrate a strong commitment to the purpose and goals of the PPCII and who reflect the diversity of the community. The PPCII also strives to represent a wide cross section of sectors (municipal government, settlement services, education, business, community services, etc.) geographical communities (Peterborough City and County) and demographic communities (e.g. women, seniors, etc.). Membership is free.

Please identify yourself as either an individual, organizational or municipal member below, as well as your function if you are representing a group. Organizational and municipal members must be formally designated by their employer by submitting a formal written proposition from your board of directors or a written mandate from your senior management (please attach).

Name

Address

Postal code

Phone #

Email

Type of member (check one):

- Individual
- Organizational
- Municipal

Name of organization

Job title

- I have attached authorization from my employer (if representing an organization or municipality)

Please describe why you are interested in joining the Immigration Integration Partnership PPCII:

Date

Signature

Appendix 3: Members of the Partnership PPCII as of February, 2011

Organizations

Association of Managers of Volunteer Services
Casa Maria Refugee Homes
Canadian Mental Health Association
Carmela Valles Immigration Consulting
Council of Agencies Serving South Asians (CASSA)
Charterfield Consulting
City of Peterborough
City of Peterborough - Social Services
City of Peterborough Sports and Recreation
City of Peterborough Immigration Portal
Citizenship and Immigration Canada
Community Futures Development Corporation Peterborough
Community and Race Relations Committee
Community Opportunity & Innovation Network (COIN)
Connexion Française at Peterborough
County of Peterborough
Employment Planning and Counselling
Equity & Inclusive Education Advisory Committee, PVNCCDSB
Fleming College - Dean Apprenticeship and Training
Fleming College - Diversity Office
Fleming College – Employment Ontario
Fleming College - LINC Program
Francophone Immigration Support Network in Kingston
GE-Hitachi
Greater Peterborough Area Economic Development Corporation (GPAEDC)
Greater Peterborough Chamber of Commerce
Habitat for Humanity Peterborough & District
Industry Canada, FedNor
Investors Group
Islamic Education & Information Exchange
Kawartha Pine Ridge District School Board
Kawartha World Issues Centre
Ministry of Citizenship and Immigration
Ministry of Training, Colleges, and Universities
New Canadians Centre Peterborough
Northern Lights Canada
Opportunity Centre
Peterborough and the Kawarthas Association of Realtors, Alison Realty GMAC Real Estate
Peterborough Community Legal Clinic
Peterborough County Ontario Provincial Police
Peterborough County-City Health Unit
Peterborough Family Resource Centre

Together we prosper



Peterborough Lakefield Community Police Service
Peterborough Petes
Peterborough Public Library
Peterborough Regional Health Centre
Peterborough Regional Health Centre
Peterborough Social Planning PPCII (PSPC)
Peterborough Victoria Nortunberland Clarington Catholic District School Board
ReViVe Career
Siemens Milltronics
Solutions
Student Support Leadership Initiative
The Art School of Peterborough
Trent Centre for Community-Based Education
Trent Centre for Community-Based Education
Trent International Program
Trent University (Psychology Department)
Trent University (TIP, ESL)
Trent Valley (ITCH) International Coffee House
Trent Valley Literacy Association
Welcoming Communities Initiative—Trent University
Women's Health Care Centre
Workforce Development Board
YMCA of Peterborough

Individuals

Amanda McTagve
Andres Fernandez
Andreas Pickel
Andy Cragg
Anne Elliot
Antoinette Van Veen
Ben Vallieres
Blair Cullen
Chanda Kaziya
Christina Franklin
Christine Cho
David Sheinin
Davina Bhandar
Elena Loreno
Estelle Jordaan
Fezi Mauncho
Hassan Hassan
Jeanmarie Heriba
Jenn Harrington
Jessica Galarza



Together we prosper



Judith Mintz Sanchez
Kevin D'Souza
Laura Keresztesi
Makeda Zook
Mary Ladky
Maryam Monsef
Mike Ma
Misti Irvine
Nadine Changfoot
Paul Cleveland
Paula Madden
Rebecca Haigh
Richard Milligan
Sharon Davison
Sonya Singh
Susan Lawrence
Tammy Pan
Vicky Kreuzer
Ziysah Markson

Staff

Hajni Hős, Executive Director, New Canadians Centre
Jason Stabler PPCII Coordinator
Yvonne Lai, PPCII Outreach Coordinator
Melissa Sharpe-Harrigan, PPCII Research and Implementation Specialist

Appendix 4: Conflict of Interest Policy
CONFLICT OF INTEREST GUIDELINES

In order to prevent conflict of interest each PPCII Member 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 member of the PPCII 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 PPC 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 Executive Committee has the authority to determine the course of action required to resolve any conflict of interest disclosed to them.

Each PPCII Member shall identify and disclose to the Chair 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 5: Spending Procedure

PPCII SPENDING PROCEDURE

Financial administration

As outlined in the Terms of Reference:

“The PPCII’s budget is administered through the New Canadians Centre Peterborough (NCC) under the NCC’s financial management policies. The NCC acts on behalf of the PPCII in regards to its funders. The NCC and PPCII follow the processes laid out in “PPCII Spending Procedure” and “PPCII Budget Procedure.”

1. *Terminology*

For the purposes of this document and all documents made in light of this procedure:

- 1.1 *Approval* refers to the decision of a spending authority to request an expenditure.
- 1.2 *Authorization* refers to the signature of a signing authority who endorses an expenditure.
- 1.3 *Pre-approved annual budget* refers to the PPCII budget once it has been recommended by the PPCII Treasurer, approved by the NCC Board of Directors, and approved by the PPCII.

2. *Expenditures*

- 2.1 Any expenditure within the “*pre-approved annual budget*” that is less than \$500 will be spent by PPCII staff with the guidance of the PPCII and committees. Payments must be authorized by the NCC Executive Director.
- 2.2 Any expenditure within the “*pre-approved annual budget*” that is \$500 or more must first be approved by the relevant committee. The Chair of the committee informs the PPCII of approved expenditures via their Committee Report. The Committee Chair also notifies the PPCII Treasurer when any expenditure is approved. Payments must be authorized by both the NCC Executive Director and the PPCII Treasurer.
- 2.3 Any proposed expenditure that is not included in the “*pre-approved annual budget*” must be amended through the Budget Approval process.
- 2.4 Any budget line in the “*pre-approved annual budget*” that exceeds \$10,000 or 25% of the PPCII’s annual budget, whichever is greater, must be broken down into smaller categories and amended through the Budget Approval process before the monies can be spent.

3. *Spending Authorities*

- 3.1 Committees, represented by their Chairs, are spending authorities for all budget lines associated with their committee.
- 3.2 The Executive Director of the NCC is the spending authority for all administrative costs and for human resources.
- 3.3 The Executive Committee is the spending authority for all budget lines not taken care of by other committees.
- 3.4 The PPCII may assign spending authorities as it sees fit, for example, in the case of ad-hoc committees.

4. *Approval of Expenditures*

- 4.1 In order for any expenditure to take place, it must first be approved by the relevant person or committee.
- 4.2 Approval for large expenditures should normally take the form of a decision captured in meeting minutes.
- 4.3 Items must be approved before expenditures are authorized.

5. *Authorization of Expenditures*

Expenses (usually invoices) must be authorized by signature by:

- 5.1 NCC ED if under \$500
- 5.2 NCC ED and PPCII Treasurer if \$500 or more

6. *Cutting of cheques*

A cheque will only be cut if an invoice or reimbursement form is submitted with an authorization slip. The slip must contain the following:

- 6.1 Date of request
- 6.2 Payee
- 6.3 Budget Line Item
- 6.4 Name of party who approved expenditure
- 6.5 One or two authorization signatures depending upon amount (see Authorization of Expenditures).

7. *Notes*

- 7.1 In the absence of the PPCII's Treasurer, the Chair or vice Chair of the PPCII can authorize expenditures with the same authority as the Treasurer.
- 7.2 In the absence of the NCC Executive Director, the NCC may appoint another signing authority.
- 7.3 Expenses that are not explicitly assigned to a committee are the responsibility of the Executive Committee.
- 7.4 This financial process is based upon the current relationship between the NCC and the PPCII by which the NCC is financially responsible to the PPCII and its funders, and by which the NCC Chair sits on the Executive Committee of the PPCII.

Appendix 6: Budget Procedure

PPCII BUDGET PROCEDURE

1. Budget creation should follow this timeline:
 - 1.1 In October, spending authorities create a prioritized list of what they would like to do in the following fiscal year and how much it will cost. Report is submitted to Executive committee.
 - 1.2 In November, the Executive reports its decisions on aforementioned proposals to the committees, and receives feedback.
 - 1.3 In December, the Executive creates a draft budget.
 - 1.4 In January, the NCC Executive Director begins negotiations with funders based on the Executive's draft budget.
 - 1.5 In January, the Executive presents draft budget to PPCII.
 - 1.6 Between January and March, a tentative agreement should be reached between NCC and funders. Treasurer takes this agreement to the Executive.
 - 1.7 In March, the PPCII and the NCC Board of Directors are each required to approve the budget before it comes into effect. If the contract is not yet official from the funder, approval in principle is sought.
 - 1.8 Final approval of the budget is sought at the first PPCII meeting and the first NCC Board of Directors meeting immediately following the receipt of a contract from the funder.
2. NCC role in PPCII budget
 - 2.1 There are only three considerations the NCC Board may make in determining whether to approve the PPCII budget:
 - 2.1.1 Does it violate a policy of the NCC?
 - 2.1.2 Does it violate a condition of the funder?
 - 2.1.3 Is the work counter to the mandate of the NCC?
3. Treasurer's Report
 - 3.1 Treasurer shall report on the budget monthly. Reports will be submitted to PPCII on months in which the PPCII meets. On other months, report will be submitted to the Executive.
 - 3.2 The budget report should include the following data for each budget line item in regard to the current fiscal year:
 - 3.2.1 Funds allocated
 - 3.2.2 Funds spent in most recent month
 - 3.2.3 Funds spent up to and including most recent month
 - 3.2.4 Funds remaining