

## London & Middlesex Local Immigration Partnership Council (LMLIPC)

### Terms of Reference

---

#### INTENT

The London & Middlesex Local Immigrant Partnership Council is the strategic planning body that will ensure that multiple stakeholders participate in **planning and coordinating to enhance delivery** of integration services to **all** immigrants.<sup>1</sup>

The Council will develop and implement strategies to facilitate increased access to all services, especially current services supported by Citizenship and Immigration Canada and the Ministry of Citizenship and Immigration, Ontario and assist non-settlement service providers and the community to develop a greater understanding of immigrants' needs and services.

#### PRINCIPLES

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

- **Inclusivity:** Our scope will be inclusive of all immigrants in London and Middlesex, regardless of their immigration status, citizenship, age, gender, health status, sexual orientation and number of years in our community.
- **Advocacy:** Advocacy for the integration of immigrants (with regard to housing for example).
- **Collaboration:** There is an inherent mutual responsibility between our community and immigrants.
- **Diversity:** We respect diversity within immigrant communities and build understanding across immigrant communities and cultures.
- **Social Justice:** We will seek to promote inclusion and civic engagement of all immigrants and work toward changes to ensure their integration.
- **Client Centered:** The holistic needs of the individual are at the centre of our work.
- **Empowerment:** We will enhance and restore their capacity to live a healthy life and to enable them to make informed decisions.

#### AREAS OF FOCUS

It is acknowledged that the following areas of focus are not intended to be distinct from one another but rather are interconnected.

The primary areas of focus for the Council are as follow:

- **Education** - This includes, English as a second language (ESL), Language Instruction for New Canadians (LINC), elementary, secondary and post-secondary education.
- **Employment** - This includes mentorship, bridging, job search programs, credential assessment, employment and employment supports.
- **Health and wellbeing** - This includes, but is not limited to, mental health, impact of trauma/war, access to services, recreation, nutrition and life skills.
- **Inclusion and civic engagement** - This includes all social, parental, child and cultural supports.
- **Justice and Protection Services** - This includes the police and preventative services such as criminal justice, child welfare, and other services.
- **Settlement** - This includes interpretation services, housing, transitional services, information and referrals.

---

<sup>1</sup> For the purposes of the LMLIP, an immigrant is identified as any individual who defines themselves as an immigrant; this includes but is not limited to: Canadian Citizens, Permanent Residents, Convention Refugees, Temporary Residents and individuals with no immigration status.

## ANTICIPATED OUTCOMES

Our anticipated outcomes include:

- Improved access to services
- Coordinated provision of services
- Improved labor market outcomes
- Strengthened strategic capacity of municipality on immigration issues
- Increased community capacity to respond to emerging needs
- Increased community awareness of immigrant integration needs

## KEY STAKEHOLDERS

We believe the community at large has a shared responsibility. Among the key stakeholders for the Council and sub-councils are:

1. Immigrants representing not only their ethno cultural group, but the experience as an immigrant
2. Services
  - i. Education
  - ii. Employment
  - iii. Health and well being
  - iv. Inclusion and civic engagement
  - v. Justice and protective services
  - vi. Settlement
3. Government
4. Faith groups
5. Francophone community

It is noted that other key stakeholders for the Council will include:

- Research Liaison
- City of London as Corporation and a planning body
- United Way of London & Middlesex representing community development
- Funders, as appropriate

## GOVERNANCE

The work of the LMLIPC will be guided by a Central Council and six sub-councils representing our community's six areas of focus.

### A. Central Council

#### COMPOSITION<sup>2</sup>

The Central Council will be comprised of no more than 17 members representing the following:

1. Chair of each sub-council (6)
2. Equal or greater number of individuals representing the experience of immigrants noting that immigrant representatives are in addition to those sitting on the sub-council (6)

---

<sup>2</sup> Voting members and non voting members to be determined by the Council

3. Research liaison from the Welcoming Communities Initiative, University of Western Ontario (1)
4. Funders including, but not limited to, Citizenship and Immigration Canada and the Ministry of Citizenship and Immigration, Ontario
5. Co-chaired by the City of London and United Way of London & Middlesex<sup>3</sup>

Note: Members from community organizations, including Francophone, will represent the sector not their individual organizations.

## **ROLES AND RESPONSIBILITIES**

### **Start Up**

1. Confirms their own Terms of Reference
2. Determines their decision making process together
3. Confirms the draft guidelines on conflict of interest

### **Strategic Plan**

4. Ensures that regular meetings are held
5. Reviews reports of sub-councils and provides direction, endorsement and vision
6. Develops the strategic plan, including goals and objectives
7. Updates and monitors the strategic plan
8. Communicates with chairs of the sub-councils on a regular basis to ensure connectivity

### **Community Involvement**

9. Consults with researchers and community on a regular basis to ensure current needs and gaps are identified
10. Prioritizes based on input from the Action Day and gives direction to sub-councils on priorities
11. Communicates with the community regarding successes and opportunities for action

### **Advice and Advocacy**

12. Advocates on immigrant issues on behalf of the community
13. Advises on needs and gaps to funders and policymakers

## **B. Sub-councils**

Sub-councils will represent each of the six areas of focus: education, employment, health and well being, inclusion and civic engagement, justice and protection services and settlement.

## **COMPOSITION**

Each sub-council will be inclusive and open to anyone, including volunteers, with an interest in the area.

---

<sup>3</sup> As co-chairs of the Welcoming Cultural Diversity initiative and the co-chairs for the LIP advisory committee to date, it is recommended that the City of London and United Way of London & Middlesex continue to act as co-chairs for the Council for the first year to ensure continuity. Their roles are as community development partners, not as funders, and the partnership between the two represents a strategic innovation to ensure both government and non-profit shared leadership in London and Middlesex.

1. Members from established councils and networks must be included
2. Individuals from community organizations including ethno-cultural organizations, with experience, knowledge and skill related to the area of focus
3. Minimum of one immigrant at each sub-council
4. Representatives from each key stakeholder group

## **ROLES AND RESPONSIBILITIES**

### **Start up**

1. Reviews, confirms its Terms of Reference recommended by the Central Council
2. Determines the group's chair and co-chair
3. Appoints the Chair as representative to the Central Council

### **Strategic Plan**

4. Develops the thematic strategy for the area of focus
5. Makes recommendations to Central Council
6. Consults with researchers on the issue related to the area of focus and communicates with Central Council
7. Shares best practices between Sub-councils

### **Advice and Advocacy**

8. In conjunction with the Central Council advocates and speaks on behalf of the specific issue it represents

## **CONFLICT OF INTEREST GUIDELINES**

All members represent the issue and not their organizations. Nevertheless, conflict of interest may arise during the process of assessment or decision taking. Therefore all members are required to comply by the following guidelines:

- a. All members of the committee will act in a manner so scrupulous that the council's recommendations will withstand the closest public scrutiny.
- b. 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.
- c. 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.
- d. 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.
- e. Members remove themselves from any assessment where a member of a family or close acquaintance may benefit from.
- f. 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.

## TIMELINES & MEMBERSHIP FORMATION FOR COUNCIL AND SUBCOUNCILS

Membership formation is based on the principle of inclusivity and will be open to any individual, group or organization with an interest in immigrant issues in London and Middlesex. The membership process for the Council and Sub-councils will be as follows:

1. No later than December 18, 2009, the Project Advisory Committee will develop and issue an Expression of Interest (EOI) to be sent out to the community. There will be a broad distribution of submission of EOI through emails to existing networks, ethno-cultural groups, faith groups and advertisement in local media and the Immigration Portal website. The EOI will detail time commitment<sup>4</sup>, objectives and roles for the Central Council and Sub-councils.
2. All interested parties will submit their response to the project advisory committee, in care of the Project Coordinator, no later than **January 18, 2010**.

All interested parties are encouraged to attend the Community Action Day, scheduled for February 2, 2010. If any individual with interest is unable to attend the Action Day, they can still submit their request to the Partnership Council (that will be formed on Action Day), by indicating their area of interest, expertise and knowledge.

*On Action Day Feb 2, 2010:*

1. Individuals will self-select the sub-council that aligns with their interest and expertise.
2. Each sub-council will select its chair and co-chair, and determine the members from the immigrant community.
3. The London Middlesex Local Immigration Partnership Council, composed of a central council and six sub-councils, is struck.
4. LMLIPC members will meet biweekly from February 2 to the end of March, with the goal of confirming a local strategic plan no later than March 31, 2010.<sup>5</sup>

---

Funded by:



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

Co-led by:



United Way  
of London & Middlesex



<sup>4</sup> One year or staggered term

<sup>5</sup> This may be extended dependent on contract discussions with Citizenship and Immigration Canada