

Clause No. 22 in Report No. 13 of the Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on September 11, 2014.

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**UPDATE ON THE IMPLEMENTATION OF THE YORK REGION
IMMIGRATION SETTLEMENT STRATEGY**

Committee of the Whole recommends adoption of the recommendations contained in the following report dated August 14, 2014 from the Commissioner of Community and Health Services:

1. RECOMMENDATIONS

It is recommended that:

1. Council approve the revised Community Partnership Council Terms of Reference as outlined in *Attachment 2*.
2. Council extend the current membership of the Community Partnership Council to December 2015 to align with the implementation of the *York Region Immigration Settlement Strategy's 2012-2015 Action Plan*.
3. The Regional Chair write to the Minister of Citizenship and Immigration Canada encouraging continued funding for the Local Immigration Partnership initiative in York Region.
4. The Regional Clerk forward a copy of this report to the Community Partnership Council, Human Services Planning Board of York Region and York Region local municipalities.

2. PURPOSE

The purpose of this report is to provide Council with an overview of the recent immigration policy changes and provide an update on the implementation of the York Region Immigration Settlement Strategy (see *Attachment 1*).

This report also proposes amendments to the Community Partnership Council Terms of Reference (see *Attachment 2*) and extends the current membership term.

3. BACKGROUND

Immigration contributes to population growth in York Region

Immigration is a key contributor to growth in York Region; between 2006 and 2011 approximately 48,000 immigrants arrived to the region. In 2011, the total immigrant population was 463,125, comprising 45% of the population - the third highest immigrant population after Peel Region and the City of Toronto. On average, 10,000 to 12,000 immigrants land in York Region each year. In 2031, the immigrant population is expected to grow to 55% of York Region's population.

Immigration Settlement Strategy is a key mechanism for responding to the growth and diversity of newcomer needs in York Region

In 2009, the Region was selected by the federal government to lead the York Region Local Immigration Partnership (LIP) initiative. York Region is one of approximately 35 LIPs across Ontario charged with developing local immigration settlement strategies to facilitate newcomer integration.

The York Region Immigration Settlement Strategy (the Strategy) was developed in collaboration with the Community Partnership Council (CPC) to support the integration of newcomers. The CPC, a multi-sectoral stakeholder planning table, is co-chaired by Mayor Scarpitti, City of Markham and Stephen Lam, Director of Immigrant Services and Community Programs, Catholic Community Services of York Region. The CPC in collaboration with the Region developed the Strategy and identified five community results to define successful integration in York Region:

1. York Region is a community that is welcoming and inclusive
2. Newcomers are economically integrated
3. Newcomers are socially integrated
4. Newcomers are culturally integrated
5. Newcomers are civically and politically integrated

Council approved a Strategy and Action Plan in 2011/2012. The Action Plan has approximately 125 actions from CPC member agencies including 54 actions from the Region. These actions are to be implemented between 2012 and 2015.

The actions address key areas of newcomer integration, including employment, education, health, housing and civic engagement.

All 10 collective actions in the Action Plan are either complete or in progress

Implementation of the 125 individual agency actions is underway. Over 45 mainstream and settlement organizations have endorsed the Strategy and are partnering in implementing the 2012-2015 Action Plan. All 10 collective actions in the Action Plan are either complete or in-progress. These actions focus on building community capacity, enhancing economic outcomes and creating a welcoming and inclusive York Region for all residents (see *Attachment 1*).

4. ANALYSIS AND OPTIONS

In early 2014, the Federal government announced immigration and citizenship policy changes

Citizenship and Immigration Canada (CIC) recently announced several major policy changes that may impact immigration to York Region. The changes include tightened restrictions on the recruitment of low-wage temporary foreign workers, a revised application management system to select immigrants, reforms to the eligibility requirements for citizenship and revocation of citizenship in cases of a serious crime.

Changes to the Temporary Foreign Worker Program (TFWP) impact on the recruitment of low-wage workers and include:

- A more rigorous screening mechanism through the Labour Market Impact Assessment
- A cap on the number of foreign employees businesses can recruit
- An increase in administration fees to hire a foreign worker
- A reduction in the time foreign workers are allowed to stay in Canada
- In geographic areas of high unemployment, a ban on applications in the food services, accommodation and retail sectors

The tighter restrictions to the TFWP may impact the ability of local businesses to recruit and retain low-wage workers to fill short-term gaps in their workforce. The Seasonal Agricultural Worker Program is exempt from the outlined restrictions as there are acute and temporary labour market shortages in this industry.

The new Express Entry application management system supports federal policy changes

In January 2015, CIC will launch the new Express Entry application management system for four programs: the Federal Skilled Worker Program, Federal Skilled Trades Program, Canadian Experience Class, and a portion of the Provincial Nominee Program. Key features of this new system include:

- CIC creating a pool of qualified potential immigrants, from which employers will be able to consider candidates when they cannot find a Canadian or permanent resident for the job
- Priority given to candidates with Canadian job offers or nomination under the Provincial Nominee Program to be invited to apply for permanent residence

The new program will allow for a selection system that is more responsive to local labour market needs. For example, it will provide York Region employers the opportunity to directly recruit workers from a qualified pool of candidates.

CIC also announced reforms to the *Citizenship Act* including:

- The language and citizenship test requirements previously needed for those aged 18 to 54 are now applied to those aged 14 to 64
- The residency period in Canada is increased to 4 (1,460 days) out of 6 years from the previous period of 3 out of 4 years
- The right to revoke Canadian citizenship in cases where a person has committed a serious crime in Canada and holds dual citizenship

The expanded language requirements may impact the ability of newcomers aged 54 to 64 to obtain citizenship as 13.1% of this age cohort did not speak either official language in 2011 (National Household Survey, 2011). Also, the settlement sector has expressed concern around the revocation of Canadian citizenship in cases where a person has committed a serious crime as new Canadian citizens are treated differently than Canadian-born citizens, creating a two-tiered citizenship structure.

The Immigration Settlement Strategy is well-positioned to respond to broader policy changes and needs of residents in York Region

York Region is well-positioned through the CPC and the Strategy to respond to the immigration policy changes. For example, one of the actions under the Strategy is to work with employers on the recruitment and retention of immigrants; through this action, there is an opportunity to educate employers on changes to the TFWP and the Express Entry system. In addition, the expansion of settlement programming to all nine library systems in York Region includes the provision of English language supports to youth and seniors; these supports may help youth and seniors meet the new citizenship language requirements.

The CPC in partnership with the Region continues to engage the community to support implementation of the Strategy

Two surveys were conducted with newcomers and immigrant-serving organizations in 2013 and 2014.

The survey of over 850 newcomers showed that close to 70% of newcomers arriving within the last two years accessed services to support their settlement. The Welcome Centres and family and friends are reported as the key source of supports. Newcomer residents also indicated a high level of satisfaction with education services, language training and settlement counselling services; and lesser satisfaction with mental health, housing and employment services. The research showed that the top three challenges newcomers face are language skills (44.1%), finding employment (42.7%) and transportation (39.5%).

The 2013 Organizational Supports Survey revealed that 60% of immigrant-serving organizations have increased the capacity of programs and services and 41% of respondents plan to expand services over the next year. However, 50% of organizations are still unable to keep up with newcomer demand for services due to resource limitations.

In recognition of changing demographics in the region, 86% of the organizations surveyed have implemented a cultural diversity or inclusion policy.

The surveys will inform the next phase of the action plan. The findings will guide the capacity building, service planning and partnership development needed.

The CPC Terms of Reference requires amendments to align with the implementation of the 2012-2015 Action Plan

The CPC is actively implementing the 125 actions under the 2012-2015 Action Plan and their term would end in November, 2014. In order to enable the CPC to continue this important work, the Terms of Reference need to be amended to extend their term to December, 2015. At the same time, several administrative amendments are recommended as follows. *Attachment 2* highlights these changes in more detail.

- **Section 5.4 Project Partner:** Revised to remove the requirement to select a project partner from the settlement sector to help establish the CPC. Given that the CPC is well-established and now into its fourth year, a project partner is no longer necessary.
- **Section 5.3 and 6.1 Recruitment of the Co-Chairs:** Revised to include a requirement that Regional Council will appoint two Co-Chairs; one will be a member of Regional Council and the other will be from the broader CPC membership. The Commissioner of Community and Health Services will serve as an alternate Chair in the absence of a Co-Chair.
- **Section 6.5 Term:** Revised so that the membership term will extend to December 2015 to align with the implementation period of the 2012-2015 Action Plan. The extension will allow the current membership to complete the initial implementation phase of the Strategy.
- **Section 7.2 Quorum:** Revised so that if quorum is not present the membership may continue to meet but no key decisions will be made until the next scheduled meeting where there is quorum. This will allow the meeting to continue with members and ex-officio members present to engage in discussions on matters arising and initiative updates.

Next steps

The Region will be moving forward on the following key milestones over 2014/2015:

- Complete the implementation of the 2012-2015 Action Plan and Final Report (Fall 2015)
- Recruit new CPC members (Winter 2015)
- Develop a new action plan to for the next phase of the Strategy (2015/2016)

Link to key Council-approved plans

The Strategy is consistent with York Region's strategic direction and priorities included in Vision 2051 and the 2011-2015 Strategic Plan. The Strategy specifically addresses the 2011-2015 Strategic Plan's goals to 'Improve Social and Health Supports' and 'Increase the Economic Vitality of the Region.'

5. FINANCIAL IMPLICATIONS

The Region is continuing to explore other sources of funding to continue the implementation of the Strategy

Core funding to support the CPC and the implementation of the Strategy comes from Citizenship and Immigration Canada under the Local Immigration Partnership initiative. Since 2011, CIC has provided a total of \$1,291,489. However, the annual allocation has decreased every year from \$459,178 in 2011 to \$253,950 in 2015. The Region has contributed \$381,674 to supplement this initiative over the past four years. The Region has also successfully leveraged an additional \$439,684 for specific projects under the Strategy.

In the long-term, CIC's expectation is that LIPs are to become financially self-sustainable. Achieving the results under the Strategy is a long-term commitment and will require sustained funding in order to maintain the program. Given the growing immigration trend in York Region, CIC should be encouraged to continue to fund this important program.

6. LOCAL MUNICIPAL IMPACT

All nine local municipalities are engaged in the implementation of the Strategy through the Municipal Multi-Cultural Reference Group (MMRG), a working group of the CPC. The mandate of the MMRG is to build on existing diversity, equity and inclusion initiatives in local municipalities and to provide a forum for staff to engage in collaborative strategic planning. Through the MMRG, municipalities have played a significant role in development of the *Strengthening Diversity in Your Organization: A Self-Assessment Tool* and the *Civic 101 Guide*.

7. CONCLUSION

The accomplishments of the past year have been due to the effective and strong collaborations with the community through the CPC. Through the CPC, the Region has been able to leverage a wealth of expertise and knowledge to further the long-term goal of supporting the well-being of newcomers in an inclusive, welcoming community where all residents can thrive.

For more information on this report, please contact Lisa Gonsalves, Director, Strategies and Partnerships at Ext. 72090.

The Senior Management Group has reviewed this report.

Attachments (2)

**Immigration Settlement Strategy: Annual Collective Actions Progress Update
(July 2013 –July 2014)**

Area	How Much Did We Do?	How Well Did We Do?
<p>Implementation of Action Plan</p>	<p>As illustrated below:</p> <ul style="list-style-type: none"> • 20% of the Collective Actions are complete • 80% of the Collective Actions are in-progress/on-going <p>Building Community Capacity</p> <ul style="list-style-type: none"> • Build Connections Between Libraries Lead: Catholic Community Services of York Region • Enhancing Services available at the Immigrant Youth Centre Lead: Centre for Immigrant and Community Services Ontario 	<ul style="list-style-type: none"> • Expanded settlement programming to all nine library systems in York Region. Some examples of resources/services developed include: <ul style="list-style-type: none"> - English Conversation Circles at Georgina Public Library - Chinese Senior Support Group at Whitchurch-Stouffville Public Library - Newcomer Orientation Assistant at Newmarket Public Library to help orient newcomers to library services - Web-based coordinated calendar to promote newcomer events and sessions in libraries across the region. - Let’s Talk in English, a newcomer youth mentorship program offered at Thornhill Community Centre Library - Welcome to your library, a newcomer-friendly brochure on accessing the library system in York Region • Held the first-ever “Connecting the Dots: Parent-Youth Symposium” for newcomer youth and parents to provide resources and information on bridging generational gaps • Planning the development of a newcomer youth service providers network in York Region to allow for better service coordination for youth and their caregivers

Area	How Much Did We Do?	How Well Did We Do?
	<ul style="list-style-type: none"> • Building Connections with Diverse Communities in York Region Lead: York Regional Police and Catholic Community Services of York Region • Engage Funders Lead: United Way of York Region and Ontario Ministry of Citizenship and Immigration • Build York Region’s Capacity to Foster Civic Leadership and Volunteerism Lead: The Regional Municipality of York and all local municipalities 	<ul style="list-style-type: none"> • Developed partnership with York Region Community Information and Volunteer Centre (CIVC) to host and maintain an online directory of settlement supports offered by ethno-cultural groups and faith-based organizations. • Extended the Places of Worship Tour to community organizations. This full-day tour provides an opportunity for service providers to learn about various religions practiced by York Region residents. • Brought together diverse communities through the York Region Community Cup. It is a day of multicultural activities that included soccer tournament, international food tasting and entertainment, and a market place of community resources. • Hosted a session with funders to create awareness of the changing demographics landscapes and the emerging needs of newcomers. The next step planned is to survey the funders for the types of investments they are making in York Region to allow for better coordination of resource allocations. • In partnership with Maytree Foundation and the local municipalities, developed a Civic 101 Guide to promote engagement of newcomers on municipalities and volunteer boards in York Region. This Guide is to inform and educate newcomers on how the local government works in terms of decision-making and budget process, how voting works in municipal elections and how to get involved in local community.
	<p>Supporting positive attitudes towards diversity</p> <ul style="list-style-type: none"> • Establish a Municipal Multicultural Reference Group (MMRG) Lead: York Regional Police and The Regional Municipality of York • Increase Public Awareness of the Positive Impact of Immigration 	<ul style="list-style-type: none"> • An active group, comprised of all nine municipalities, York Regional Police, United Way of York Region, Southlake Regional Health Centre, Markham-Stouffville Hospital, Mackenzie Health, York Catholic District School Board and York Region District School Board, has been established to support organizations become more inclusive to meet the diverse needs of York Region residents. • MMRG launched an organizational diversity self-assessment tool to help organizations measure the effectiveness of their practices in serving diverse communities.

Area	How Much Did We Do?	How Well Did We Do?
	<ul style="list-style-type: none"> • Enhancing labour market outcomes • Host an Internationally Educated Professionals (IEP) Conference Lead: The Regional Municipality of York • Enhance Mentorship Partnership Program Lead: Toronto Region Employment Council (TRIEC) • Engage Employers Lead: Workforce Planning Board 	<ul style="list-style-type: none"> • The Region has submitted a proposal to the Ontario Ministry of Citizenship and Immigration’s Innovative Immigration Initiatives grant. If successful, the funding will be used to develop a social marketing campaign to promote the positive impact of immigration in the region. It will focus on building partnerships in the community so that all stakeholders understand their role in promoting a welcoming and inclusive community for all residents. • This action has been successfully completed. The next IEP Conference is being planned for Fall 2015 building on the demand and success of the initial conference. • Seeking to expand the program to the health sector organizations in York Region to provide skilled newcomers opportunities to learn about “Canadian work culture” and provide mentors with opportunities to learn about the benefits of hiring immigrants. Canadian Mental Health Association and Markham-Stouffville Hospital are actively pursuing the opportunity to host the Program. • City of Markham hosted 9 engineers and York Regional Police hosted 2 mentees in the past year. • Four Employer Councils have been established to provide input on immigrant workforce development as part of broader consultations on workforce recruitment and retention with the small and medium enterprise sector in the region. The next phase will focus on action planning based on the issues raised at these councils.
Community Engagement and Public Outreach to support the implementation Immigration Settlement Strategy	Outreach and Partnerships: <ul style="list-style-type: none"> • Hosted the <i>Building Bridges</i> symposium that brought together over 100 organizations to exchange knowledge and information on newcomer settlement and integration 	<ul style="list-style-type: none"> • Over 80% of attendees stated that the Symposium increased their knowledge and interest in building partnerships with other organizations to support newcomer integration.
	Lunch and Learn Sessions: <ul style="list-style-type: none"> • The Region hosted three Lunch and Learn sessions to educate Regional staff about the diverse communities in York Region. 	<ul style="list-style-type: none"> • Representatives from the Chinese, South Asian and Persian communities shared information on their cultural practices as well as the successes and challenges they face in their integration in Canada.

Area	How Much Did We Do?	How Well Did We Do?
	<p data-bbox="367 232 921 264">York Region Immigration Portal (YRIP):</p> <ul data-bbox="367 305 921 654" style="list-style-type: none"> <li data-bbox="367 305 921 402">• Created two new online tools to help newcomer entrepreneurs and international students. <li data-bbox="367 483 921 654">• Attracted approximately 37,000 visitors to the site during 2011 to 2014 from countries including Canada, South Korea, US, India, UK, Jamaica, Israel, Russia, and China. 	<ul data-bbox="938 151 1948 831" style="list-style-type: none"> <li data-bbox="938 151 1948 183">• On average, 25-30 staff attended each session. <li data-bbox="938 183 1948 215">• Over 80% of participants rated the sessions as “good” or “excellent”. <li data-bbox="938 305 1948 443">• The Region partnered with Seneca College, York University and the Immigrant Youth Centre to create online resources to help international students study and settle in York Region. The resources cover key areas that affect international students, such as housing, transportation, health care and employment. <li data-bbox="938 483 1948 727">• The Region partnered with City of Markham, Job Skills, York Region Economic Strategy and the York Region Workforce Planning Board to develop online resources to help newcomer entrepreneurs start a business in York Region. The resources include information on business registration; a directory of helpful organizations such as ethnic and mainstream chambers of commerce; as well as links to industry-specific organizations in areas such as health care, real estate, and transportation. <li data-bbox="938 768 1948 831">• Approximately 70% of the visitors to the YRIP are new and 30% are returning visitors.



York Region's Local Immigration Partnership Initiative
Community Partnership Council

Terms of Reference



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1.0 Introduction

In February 2008, Citizenship and Immigration Canada (CIC) and the Ontario Ministry of Citizenship and Immigration (MCI) announced a Call for Proposals across Ontario to strengthen the role of local and regional communities in serving and integrating immigrants through the Local Immigration Partnership initiative (LIP). As a result, The Regional Municipality of York (the Region) was selected by CIC to lead the LIP initiative in York Region.

The purpose of the LIPs is to engage local stakeholders and develop strategies to address the needs of newcomers. LIPs are steered by a partnership council that oversees the development and implementation of a local strategy and action plan. In York Region, the partnership council will be the Community Partnership Council (CPC).

2.0 Purpose

The CPC will be the primary consultative body that will work collaboratively with the Region to develop and support the implementation of a local strategy and action plan to address the needs of newcomers in York Region. The CPC will provide a collaborative framework to develop a coordinated, comprehensive and strategic approach to immigrant integration in the region. The CPC will also look for opportunities for community stakeholders to stay engaged in newcomer issues and identify a role for them in the development and implementation of a strategy and action plan, as appropriate.

3.0 Objectives

The CPC will advise the Region on the development of a local strategy and action plan that meets the following objectives:

- Create a community that is welcoming and inclusive
- To support the economic, social, cultural, and civic/political integration of newcomers living in York Region

3.1 Engaging the Francophone Community

1. Francophone communities and stakeholders are to be involved with the LIP initiative to identify attraction strategies and existing services for Francophone immigrants. According to the 2011 National Household Survey, among all the immigrants in York Region, only 0.6 per cent reported French as their mother tongue or one of their mother tongues. Traditionally, York Region does not attract a large number of French-speaking immigrants and little is known about the needs of Francophone immigrants moving to York Region. This is a knowledge gap that will continue to be explored throughout the strategic planning process.

4.0 Role of the CPC

The role of the CPC will be to advise the Region on the development and implementation of local strategy and action plan to support newcomer integration, including advice on the evaluation and assessment of assets and gaps, identifying local priorities for funding and suggesting implementation activities. . In order to achieve the objectives the CPC will:

- Participate in regular meetings to identify and advance the priorities of the immigration strategy and action plan through a collaborative planning process
- Participate in the implementation of a strategy, as appropriate. This may include participating in working groups; supporting the delivery of activities identified in an action plan as appropriate; support community engagement and outreach; identify short-term activities that support the achievement of outcomes identified in a strategy
- Advise on the existing ranges of services offered, any reduction in services or new services available to help recent immigrants to integrate into the community
- Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the feedback reflects the needs of York Region's recent immigrant population
- Provide input that reflects the represented organizations and consider the needs of the broader community as a whole
- Monitor and provide input into indicators that measure the progress of implementing the strategy and action plan
- Act as a liaison/ambassador to solicit support and endorsement of the local strategy promote the adoption of the strategy's priorities, where appropriate
- Conduct itself in accordance with the values and ethics outlined in Section 8.3 and with the conflict of interest policy

5.0 Membership

5.1 Composition and Size

The CPC will be comprised of sector representatives who will provide input into the implementation of the strategy and action plan based on their experience and knowledge.

CPC sectors representatives must commit to helping the CPC engage and consult with representatives from the broader sector that they represent.

The CPC will consist of up to 25 representatives from a wide cross-section of sectors that:

- provide programs and supports to recent immigrants; or
- have done significant research on settlement services in York Region; or
- have expertise and knowledge in this area

Representatives include:

Sectors Represented	Rationale
Regional Government	Representatives would include: <ul style="list-style-type: none"> ▪ Two Members of Regional Council with one member being the Co-Chair of the CPC ▪ Regional staff
Municipal Government	The CPC would benefit from the participation of local municipal staff that have experienced rapid immigrant growth and can share their knowledge and experience of how it impacts their programs and services.
Settlement Services	The CPC would benefit from having two immigrant-serving organizations on the Council to share front-line experience.
Language Training	The CPC would benefit from an organization familiar with English language training and service gaps that exist in York Region.
Accreditation Programs	The CPC would benefit from the experience of an organization that helps facilitate accreditation of new immigrants and has knowledge of the policies, processes and programs in place.
Employment Skills and Training	The CPC would benefit from an organization that works with recent immigrants and provides skills training for the labour market. The organization would understand challenges that immigrants face trying to integrate and access employment.
Labour Market Development	The CPC would benefit from an organization that understands the employers’ perspective, challenges, opportunities, educational needs, and attraction and retention issues of York Region’s employers.
Academic	The CPC would benefit from post-secondary institutes that play a role in bridging internationally educated professionals with employers and that prepare them for the Canadian workforce.
Police Services	The CPC would benefit from the knowledge gained through the work that the York Regional Police have done in understanding the diverse needs of York Region.
Health Services	Health Services have an important role in helping to increase access to health care for recent immigrants. Their insight would be valuable to the CPC.
Education	The school boards deliver a number of settlement supports directly to students.
Francophone Community	An organization or agency from the Francophone community will be invited to participate to share knowledge and awareness about the needs of York Region’s Francophone community.
Social Services	The CPC would benefit from a representative who is familiar with integration and retention of new immigrants, families and children, and can help them be connected with their communities before they are in need of crisis intervention.

5.2 Ex-officio members

Ex-officio members will include representatives from:

- Regional Municipality of York – represented by York Region Chairman and CEO
- Citizenship and Immigration Canada
- Ontario Ministry of Training, Colleges and Universities
- Ontario Ministry of Citizenship and Immigration
- Human Resources and Skills Development Canada
- Central Local Health Integration Network

It is anticipated that ex-officio members will provide advice to the CPC on funding opportunities and policy developments from the Ministries they represent. Ex-officio members will be invited to attend CPC meetings but attendance is not a requirement and will not affect quorum. CPC meeting agendas and minutes will be shared with the ex-officio members.

5.3 Co-Chairs

The Co-Chairs will be appointed by Regional Council or the Regional Chair. Recruitment of the Co-Chairs is outlined in section 6.0. The CPC will be co-chaired by a member of Regional Council and a member of the CPC.

Chairing of the meetings will rotate between the Co-Chairs. Should either of the Co-Chairs not be available to chair their respective meeting, the Commissioner of Community and Health Services will act as an Alternate Co-Chair and will chair the meeting.

The responsibilities of the Co-Chairs include working with Project Staff to:

- Review agendas and minutes
- Attend York Regional Committee and Council meetings and make deputations on behalf of the CPC as needed, and
- Be available for media contact as spokesperson for York Region's Immigration Settlement Strategy

5.4 Project Partner [Removed]

6.0 Membership Recruitment and Selection

6.1 Recruitment of the Co-Chairs

Regional Council or the Regional Chair will appoint a member of Regional Council and a member of the CPC to act as Co-Chairs of the CPC.

6.2 Recruitment of CPC Sector Representatives at Large

The Region will identify organizations to be invited to have representation on the CPC. All organizations that wish to participate on the CPC will be asked to complete a nomination form that

identifies the individual who would be representing the organization, and describes that individual's qualifications and availability to participate on the CPC.

When selecting representatives for the CPC:

- If there is one organization that best represents- a particular sector, the Region will approach the Board of Directors with a nomination form
- If there is more than one organization that represents a particular sector on the CPC, the Region will work with the Co-Chairs to identify appropriate agencies to represent that sector. Selected agencies will be invited to complete nomination forms. In the case where more than one agency applies to represent the same sector, the Region will review and assess the applications and may consult with the Co-Chairs as appropriate.

Recommendations for the CPC sector representatives will be made to Regional Council, who will make the final appointment.

6.3 Assigning a Designate

Sector representatives will be asked to provide the name of a designate or alternative contact to represent their organizations in the case that they are not available. Designates should also meet the qualifications outlined in section 6.4.

Only one representative from the organization should attend CPC meetings. If the sector representative cannot attend, then the assigned designate may attend on his/her behalf.

6.4 Qualifications

- CPC member organizations must have been in operation with a Board of Directors or Charter in place for a minimum of one year. Not-for-profit corporations need to be incorporated under the laws of Ontario or Canada to become a member of the CPC.
- Sector representatives must have decision making authority and the ability to provide the perspective of the sector they represent. They will not be required to seek specific endorsement of their sector, but must commit to helping the CPC engage and consult with representatives from the broader sector that they represent.
- Sector representatives must have experience working in collaborative planning groups.

CPC member organizations must meet one or more of the following criteria:

- Have been providing services or programs for a minimum of two years for recent immigrants living in York Region
- Have extensive experience in research and analysis of the needs of immigrants
- Be familiar with the challenges faced by employers to integrate immigrants into the labour force

The membership may be reviewed annually by Regional Council or the Regional Chair. The Regional Chair can amend the Terms of Reference, appoint new members to the CPC or request the resignation of a CPC member.

Membership will be reviewed and evaluated based on the following criteria: ability of members to carry out duties; attendance; and, whether the current membership meets the needs and current requirements of the CPC.

6.5 Term

The term of the CPC will be until December 31, 2015 to coincide with the term of the 2012-2015 action plan.

6.6 Resignations

Any resignation from the CPC during the term of the CPC shall be tendered in writing to the Co-Chairs of the CPC. Regional Council or the Regional Chair shall appoint, considering the advice of the CPC where feasible, a replacement representative who will serve the remainder of the term.

To maintain a high level of commitment and consistency, members may be required to resign if they have been absent from three consecutive meetings without good cause and did not provide a designate from their organization.

Community representatives may also be asked to resign from the CPC if they no longer meet the Qualifications (Section 6.4) or are in breach of criteria identified under the Guiding Values and Ethics (Section 8.4) and/or Conflict of Interest (Section 8.5).

7.0 Procedures and Processes

7.1 Meetings

There will be up to four CPC meetings per year. Additional meetings may be called by Co-Chairs or the LIP Project team.

7.2 Quorum

A quorum of the CPC is half the number of members plus one, including one Co-Chair or the Alternate Co-Chair.

If a quorum is not present at a meeting of the CPC thirty (30) minutes after the scheduled commencement time, the members present may continue to meet but the CPC shall not make any decisions until such time as quorum is achieved. Decision making matters will be postponed to the next regularly scheduled CPC meeting where there is quorum.

7.3 Reimbursement of Expenses

CPC sector representatives of the CPC serve without remuneration.

CPC sector representatives who are persons with disabilities will be provided with resources related to their disability that are necessary for them to fully participate in the CPC (e.g., sign language, interpretation services, Braille translation services, transportation, support care services, etc.).

7.4 Responding to Requests for Media Inquiries and Public Appearances

CPC sector representatives who are approached by the media or by organizations for public appearances should refer all inquiries to the LIP Project Team. The Region will manage all contacts with the media and external organizations regarding the LIP project and deliverables and will adhere to the media and public appearance protocols outlined by CIC in the Contribution Agreement.

8.0 Governance

The CPC will provide a collaborative framework for supporting the implementation of the Strategy and Action Plan that is reflective of the needs of York Region's recent immigrants, employers and agencies.

CPC sector representatives will help determine priorities, issues and activities to meet the objectives. Input for the development and implementation of a local immigration strategy and action plan will include information gathered from:

- CPC meetings
- Community consultations, and
- Research and analysis

Information will be shared with CPC members for their consideration in the development and implementation of a strategy to advance newcomer integration in York Region.

8.1 Working Groups

The development and implementation of a strategy and action plan may require the establishment of working groups. CPC members may be asked to participate as well as other community stakeholders. The establishment, coordination and deliverables of these working groups will be managed by the LIP Project Team. Results of working groups will be shared with CPC members and Regional Council as appropriate.

8.2 Decision Making

The development and implementation of a strategy and action plan will be based on a collaborative model whereby CPC members will advise on strategic priorities that help with the integration of recent immigrants living in York Region. Any strategy and action plan will be approved by Regional Council as outlined below (Section 8.3).

It is important that the strategy and action plan reflect the needs of York Region's newcomers, as a whole without showing favouritism to one particular sector. Therefore, CPC recommendations will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

8.3 Regional Reporting Structure

The Region, as the LIP lead, has entered into a contractual relationship with CIC for the administration of the LIP funding. As such, the Region will be solely responsible for the deliverables of the project and will oversee the administration of the York Region LIP.

The progress of the LIP initiative and associated deliverables will be reported through the **Committee of the Whole** to Regional Council.

The CPC will be notified when a report will be going to Council and will be invited to attend when appropriate.

The establishment of the CPC and the final approval of the strategy and action plan will require approval by Regional Council.

8.4 Guiding Values and Ethics

The CPC will be guided by the following values and ethics:

- Respect
- Integrity
- Commitment
- Equity
- Fairness

To follow these values the CPC will commit to:

- Being respectful in both actions and opinions towards others in an environment that promotes acceptance, honesty, accountability, trust and fairness
- Providing a planning process that is inclusive and accessible in all facets of this initiative
- Encouraging and supporting new ideas and creative strategies which will enhance the delivery of services to recent immigrants
- Being a champion to the LIP initiative at CPC meetings and in the community

8.5 Conflict of Interest

Information provided by CPC sector representatives should be reflective of the sectors they represent and consider the needs of the broader community as a whole. It must not exclusively benefit the CPC sector representatives' financial or business interests, the organizations or agencies they represent, or those of a relative or business association.

CPC members shall declare any actual or potential conflict of interest and shall excuse themselves from, and not take part in, deliberations and votes relating to any matter that gives rise to a conflict of interest.

CPC sector representatives will be subject to a Conflict of Interest Policy as outlined in Appendix 1.

8.6 Project Team

The Commissioner of Community and Health Services has been authorized by Regional Council to oversee the implementation of the LIP initiative in York Region. Under the authority of the Commissioner, the Community and Health Services Department will establish a project team that will:

- Coordinate and support the CPC
- Manage the work of the CPC to develop and implement a strategy and action plan to advance newcomer integration in York Region
- Conduct necessary research related to the development and implementation of a strategy and action plan
- Coordinate and support the communication strategy including community consultations
- Coordinate media relations for activities and deliverables related to LIP
- Coordinate the implementation of the local strategy and action plan and the development of outcome measures
- Update Regional Council, as required, on the status of the LIP process, the work of the CPC, the progress on the strategy and actions, as well seek approvals where necessary
- Meet reporting requirements and financial accountability to CIC

8.7 Consulting with other Regional Departments in The Regional Municipality of York

The LIP project team will consult with Regional Departments (as appropriate) during the development and implementation of the Strategy and Action Plan.

Information will be gathered on the challenges and opportunities encountered by Regional programs and services in meeting the needs of recent immigrants. In turn this information will help to identify service gaps, align the Strategy with other Regional strategic plans, and increase awareness of the Strategy across the Region. Consulting with Regional Departments will help build a collaborative framework within the Region in determining the Region's role in the implementation of the Strategy and Action Plan.

Information gathered from other Regional Departments will be shared with the CPC, as appropriate.

APPENDIX 1 – Conflict of Interest Policy for the Community Partnership Council

A CPC sector representative will be considered to have a conflict of interest when the decisions made and/or the actions taken by a CPC sector representative in the course of exercising his or her duties are affected by, may be affected by, or could be seen by another party to be having an unfair advantage. This would include actions that would directly benefit:

- The sector representative's personal, financial or business interests; or
- The personal, financial or business interests of relatives or business associates of the CPC sector representative.

For the purposes of this section of the Policy, relative, as defined in the *Municipal Conflict of Interest Act* is a parent, spouse, same-sex partner or child.

The CPC sector representative is ultimately responsible and accountable for using good judgement in the course of exercising duties.

Any behaviour which is, or could reasonably be considered as a conflict of interest is prohibited and may be subject to a request for the CPC sector representative to resign. Some of the more common areas of potential conflicts include the following:

Recommendations for Funding Priorities: A CPC sector representative will provide information on service levels, gaps and funding priorities for consideration in the Settlement Strategy. Information provided by the CPC sector representative should be reflective of the sector he/she represents and consider the needs of the broader community as a whole. It must not exclusively benefit CPC sector representative's financial or business interests, the organization or agency he/she represents, or that of a relative or business association.

Special Treatment: A CPC sector representative shall not use his/her position to give any person or organization special treatment that would advance his/her own interests or that of any of the CPC sector representative's relatives or business associates.

Financial Interests: A CPC sector representative must not participate in any decision, promotion or make any recommendation toward the development of the Immigration Settlement Strategy in which the representative or his/her relatives, agency or business associates will have exclusive financial gain.

Public Appearances: A CPC sector representative who is asked to speak publicly to an organization or professional association (as a result of his/her membership on the CPC) must notify the Region to ensure that the messaging is consistent with the direction of the Immigration Settlement Strategy. CPC sector representatives who are speaking at a conference or meeting who are not representing the Region must not appear to represent the opinion or policy of the Region and may not present any information gained as a result of membership on the CPC.

Use of Confidential Information: CPC sector representatives shall not use confidential information shared with the CPC regarding the LIP initiative and associated projects without written consent from the Region.

Signature of Sector Representative

Date