



Hamilton Immigration
Partnership Council

Terms of Reference

April 2017

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Amendments

- The HIPC 'Terms of Reference' is a living document. As of January 2017 any revisions and/or additions to this document will be noted here, with date of change approved by Council.
- 2017-2020 Council has been added including dates for 2017-2018 Council and Steering Committee Meetings – 04/04/2017

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Table of Contents

Vision.....	4
Mission.....	4
Mandate.....	4
Governance.....	4
Governance Defined	4
Governance Model – (2017-2020).....	5
Governance Model Explained.....	6
Project Sponsor	6
Hamilton Immigration Partnership Council	6
HIPC Membership	6
Council Membership Composition	7
Lived Experience Newcomer Representation.....	8
HIPC Accountability.....	8
Chair and Vice-Chair.....	9
Chair and Vice-Chair Terms.....	9
Selecting a Chair and Vice-Chair	9
Steering Committee	10
Committees.....	10
Action Working Groups.....	10
Staff Support	11
Decision-Making Authority	11
Term	11
Recruiting and Selecting Members.....	11
Selection Process - Council	12
Appointment and Communication Process.....	13
Code of Conduct	14
Conflict of Interest	15
Policy	15
Procedure and Resolution	16
Values/Guiding Principles	17
Hamilton Immigration Partnership Council (2017-2020)	17
Appendices.....	19
Appendix A –Terms of Reference for the Committees.....	19
Steering Committee	19
Communications and Community Engagement Committee	21
Coordination of Services Committee.....	24
Research and Evaluation Committee.....	27
Appendix B –Terms of Reference for Staff (Secretariat)	30
Appendix C –Hamilton Immigration Partnership Meetings Schedule – (2017-2018)	33
Hamilton Immigration Partnership Council (Tentative)	33
Hamilton Immigration Partnership Steering Committee (TBD)	33

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Vision

Hamilton welcomes newcomers, celebrates diversity, and is a place for everyone to call home.

Mission

The Hamilton Immigration Partnership coordinates local strategic planning and community based knowledge-sharing to advance the successful settlement and integration of all newcomers to Hamilton.

Mandate

The HIPC, in facilitating and supporting the implementation of the HIPC Strategy and Action Plan for the City of Hamilton will:

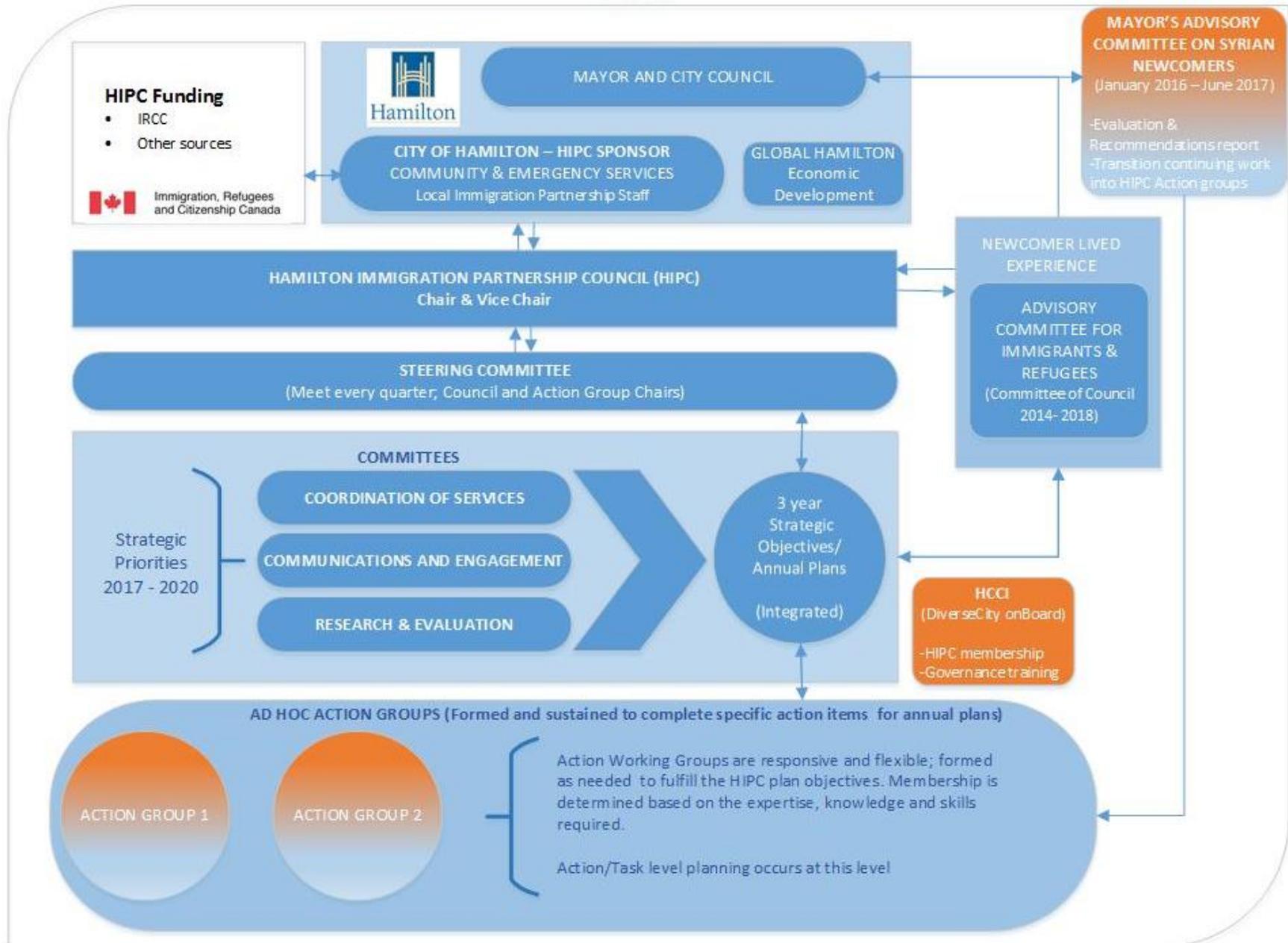
- Establish an inclusive partnership council and create terms of reference
- Conduct research on newcomer needs and the community's assets and gaps
- Establish a local settlement strategy - identifying key priorities for action that will strengthen the ability of the community to be more welcoming and inclusive of newcomers
- Develop annual action plans to address local priorities
- Support implementation of annual action plans and report on results
- Monitor and track progress and make recommendations where new or improved performance is required.
- Provide a "bridge" to the external public in order to facilitate partnerships, leverage resources and champion the work of the HIPC

Governance

Governance Defined

Governance is the process of decision-making and the process by which decisions are implemented. Good governance has been defined as having eight major characteristics. It is: participatory, consensus-oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law. It assures that the views of minorities are taken into account and that the voices of the most vulnerable in society are heard in decision-making. It is also responsive to the present and future needs of society.

Governance Model – (2017-2020)



Governance Model Explained

Project Sponsor

The Hamilton Immigration Partnership initiative is sponsored by the City of Hamilton. As per the funding arrangement with Immigration, Refugees and Citizenship of Canada (IRCC) the City of Hamilton, through the Community & Emergency Services Department, has final accountability to the IRCC for all monies and deliverables and will be considered the final decision making authority for the project on any matters related to the contract.

The Director of the Neighbourhood & Community Initiatives Division of the Community & Emergency Department of the City of Hamilton is designated as the Project Sponsor. Project staff (Secretariat) are employees of the City of Hamilton and report to the Project Sponsor.

The Community & Emergency Services Department provides budgeting and administrative support and assumes financial accountability for the project. The Community & Emergency Services Department is the link to the Mayor, Hamilton City Council, City departments, City of Hamilton's citizen advisory committees and strategic planning tables.

Hamilton Immigration Partnership Council

The Hamilton Immigration Partnership Council (HIPC) is a multi-sectoral partnership of community leaders who lead the local immigration strategy and oversee the implementation of the annual action plan. The HIPC members' organizations collaborate on projects that support the strategy and engage in advocacy to address gaps, issues and challenges as needed through the submission of recommendations and reports to city Council, the Mayor's Office and higher levels of government.

HIPC Membership

Assumptions

- The HIPC will consist of between 15 - 25 members (To be confirmed at the time of making final selections).
- The HIPC has 3 central committees supporting the HIPC: Research & Evaluation, Coordination of Services and Communications & Engagement. Each Committee should have no more than 12 members unless otherwise approved by the Council
- Membership for the HIPC and/or the committees will be determined using a mixed approach: some individuals will be directly approached by the Selection Committee; others will be identified through a call for general interest.
- In considering membership overall we are prioritizing a balance of ages, gender and diversity represented on the Council. At least 3 members of the HIPC Council should have lived experience as newcomer.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

HIPC Member Standards and Characteristics:

- Leaders in the Hamilton community with an informed perspective who embrace the benefits of a vibrant diverse population.
- Have an understanding of and commitment to the principles of partnership and collaboration as a means to effect positive change.
- Value the multi-faceted role that immigrants play in contributing to Hamilton's growth and prosperity.
- Connected across the community and bring a community-wide lens to Council
- Capacity to commit to and contribute fully at Council meetings (3-4 times a year) and take on other Council related responsibilities
- Recognizes that successful collaboration produces results
- Engages others with respect and diplomacy
- Willing to pioneer, break through and explore new ways to bridge differences, and solve problems
- Lived experience as a newcomer is an asset

Council Membership Composition

In recognition that the level of involvement and understanding by the receiving society is a critical factor in achieving successful integration and an inclusive community, the composition of the HIPC should strive to include representation from a balance of the following categories:

- Chamber of Commerce(s)
- Economic Development
- Employment Skills & Training
- Private Sector Employer(s)
- Settlement and Integration (Core IRCC funded service providers)
- Post-secondary
- School boards
- Health
- Local Government
- Police/Emergency Services
- Communications/Media
- Francophone

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- Indigenous
- Advisory Committee on Immigrants and Refugees (1 seat)
- Newcomer/Immigrant lived experience (3 seats)

In considering membership we will strive for a balance of age, gender and diversity on the Council. A minimum of 3 members of the HIPC Council will have lived experience as a newcomer.

Lived Experience Newcomer Representation

The inclusion of Hamiltonians with a variety of lived experience as newcomers and immigrant on the Council and its sub-committees is a priority for the Hamilton Immigration Partnership. In partnership with the **Hamilton Centre for Civic Inclusion** HIPC will seek to recruit, mentor and develop diverse emerging leaders who have lived experience as newcomers through the **DiverseCity onBoard** program.

The Hamilton Immigration Partnership is now connected to the city of Hamilton **Advisory Committee for Immigrants and Refugees** - a Hamilton citizens committee mandated by city Council to make recommendations regarding policies, procedures, and guidelines that address the needs and concerns of people who are immigrants and refugees. The Chair or Vice Chair of the Advisory committee will have a seat on the Hamilton Immigration Partnership Council. Hamilton Immigration Partnership staff will facilitate a bridge between the city of Hamilton Advisory Committee for Immigrants and Refugees and the HIPC and collaborate on projects that support the Hamilton Immigration Partnership strategy.

HIPC Accountability

The HIPC members are accountable to the following:

1. Members' Organizations

Many HIPC members represent an organization and therefore are accountable for ensuring that their decisions, advice and guidance are in keeping with the policies and priorities of their organizations.

2. The Community

The HIPC is accountable for considering the impact of their decisions and recommendations on the broader community including newcomers to Hamilton, existing settlement services and the organizations that deliver these services and the service system as a whole.

3. The City of Hamilton

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

The HIPC as a whole is accountable to the City of Hamilton who has entered into the Contribution Agreement with IRCC and is responsible for executing the Agreement.

Chair and Vice-Chair

The HIPC will be led by a Chair and Vice-Chair. The Chair and Vice-Chair play three key roles:

- I. Leaders, facilitators, and team builders for the HIPC including presiding over HIPC meetings;
- II. Principal overseers of implementation of the HIPC Strategy & Action Plan and,
- III. Primary spokespeople in representing the HIPC to reviewers, the City of Hamilton, sponsors and the public.

The Chair and Vice-Chair will be individuals who are able to inspire colleagues and keep them focused on the necessary effort to complete initiatives

Chair and Vice-Chair Terms

The Chair and Vice-Chair will be elected to serve a term of three years.

Once the Chair's term is complete they may have the option of continuing on as a HIPC member given that they reflect a sector of the community that is required as per these Terms of References and with approval of the Chair, Vice-Chair, Project Sponsor and Senior Project Manager.

Selecting a Chair and Vice-Chair

The Vice-Chair will become the Chair once the Chair's term comes to an end. The Vice-Chair (and if necessary, the Chair) will be selected through a nomination process. HIPC members will be asked to nominate any members on the HIPC that hold the qualities outlined in the Terms of Reference to lead HIPC. Nominations will be considered for the position of Vice-Chair (or Chair) by the Project Sponsor, Chair and Senior Project Manager. Once selected, the nominee will receive an invitation to fulfill the role of Vice-Chair (or Chair) from the current Chair or Vice-Chair.

Incoming Chairs and/or Vice-Chairs will undergo an orientation with the Chair and/or Vice-Chair and the Senior Project Manager.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Steering Committee

The Steering Committee consists of the HIPC Chair, Vice-Chair, Senior Project Manager and Chairs of the Committees and any ad-hoc project/action working groups. The Steering Committee oversees and advises on the overall plan progress and ensures alignment of working group activities with the strategic plan. The Steering Committee receives regular updates from Working Group chairs and project staff to ensure that work is in alignment with HIPC vision. The Steering Committee will meet quarterly prior to Council meetings and is under the direction of the Council to whom they report directly.

Committees, Working Groups/Community Collaborations

The HIPC will undertake the implementation of the Immigration Strategy and Action Plan by interweaving immigrant integration within existing local structures. That is, the HIPC will integrate newcomer issues into local 'mainstream' organizational systems and agendas through co-operation and co-venturing with new working groups or already existing networks and collaborations in Hamilton. They may either directly or indirectly involve the active participation of the HIPC. The structure and terms of reference for each initiative therefore will vary accordingly. The Steering Committee will advise, monitor, support and participate in working groups as deemed appropriate. Working groups will report to, and regularly update, the Steering Committee on their progress. The specific tasks and objectives of working groups will be detailed in the annual Work Plan.

Committees

Three sub-committees have been established to oversee and engage in work focused on three strategic priority areas:

- Coordination of Services
- Communications and Community Engagement
- Research and Evaluation

The sub-committees through the Chairs report directly to the Steering Committee and Council (Terms of Reference for the Committees – **See Appendix A**)

Action Working Groups

Action Working Groups are established to complete a project as directed by the Council and its sub-committees. Hamilton Immigration Partnership members may be asked to help support and recruit volunteers for these project-based working groups. Action Working groups will report directly to the lead Committee with some direction and oversight provided by the standing Committees. (Terms of Reference for the Action Working Groups – to be added as Appendix once established)

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Staff Support

Staff will provide support to the HIPC and its sub-committees and be accountable to the Project Sponsor (HIPC Staff Terms of Reference – **See Appendix B**)

Decision-Making Authority

For a HIPC meeting quorum to be achieved, the majority of members must be present. A majority consists of 50% of the membership plus one.

All HIPC members are equal voting partners for decision-making that will be done on a consensus basis seeking 80% agreement.

The HIPC will meet up to four times a year in addition to occasional HIPC-related events.

Term

HIPC members will serve up to three years for their first term. Members can opt to renew their membership for a one, two or three year term with the approval of the HIPC Chair, Vice Chair, Project Sponsor and Senior Project Manager.

If a member must leave before the end of their term, they can recommend a replacement to complete their term that represents the same sector of the community they represented. The Membership selection committee (HIPC Chair, Vice Chair and Senior Project Manager) will by consensus make the final determination for the replacement with the approval of the Project Sponsor.

If a membership is not renewed, the HIPC Chair, Vice-Chair, Project Sponsor and Senior Project Manager will determine if a replacement is required then identify and recruit individuals who reflect various sectors and possess the qualities outlined in this Terms of Reference. These will be individuals who are community leaders, passionate about Hamilton and who embrace the many benefits of a vibrant immigrant population (with priority placed on candidates with lived experience of the immigration and settlement process).

Recruiting and Selecting Members

The process for recruiting and selecting new members will be as follows:

A **nominating committee** of 3 HIPC Council members will be established to oversee and execute the process of recruitment and selection for the next HIPC Council term of 2017 to 2020. The nominating committee will be elected by consensus of the HIPC Council.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- Recruitment – Candidates will be recruited using one or all of the following methods: HIPC members nominate candidates; candidates are recruited through an open call via posting on the HIPC website and/or through email distribution; candidates are approached by HIPC Chair, Vice Chair, Project Sponsor or Project Manager and encouraged to become a member.
- Selection – The HIPC Chair, Vice Chair, Project Sponsor and Project Manager will select the candidates with the skills, attitudes and experiences described in these Terms of Reference, while ensuring that a balance of sectors in the community are represented and a gender, age and diversity balance are reflected in the HIPC. Should there be more than one qualified candidate from the same sector, they may be asked to complete a Candidate Questionnaire or submit an Expression of Interest letter as part of the application process. Candidates selected will be invited to become members of the HIPC.
- Working group Chairs – Chairs of working groups also become members of the HIPC and the Steering Committee.

Selection Process - Council

The first condition of successful collaboration is that it must be broadly inclusive of all stakeholders who are affected by or care about the issue

Based on the characteristics of an Immigration Partnership Council member, and mindful of the need to create broad-based involvement as an ingredient for success, the selection process is as follows:

Create a Roster of Council Candidates

- i. Current members of the Council will be invited to submit the names of candidates to the Selection Committee; *and/or*,
- ii. The Selection Committee members will identify potential candidates.

In all cases, interested parties will be invited to contact the Selection Committee to learn more about the Immigration Partnership Council.

Identify Shortlist of 3 for every vacancy

- i. From the complete roster of suggested candidates, the Selection Committee will collectively identify up to 3 potential candidates per vacant seat who are

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

representative of the “relevant community of interests” for both the Council and/or the Committees

- ii. Each Selection Committee member will be assigned names from the shortlist. Each candidate will be assessed through an application and/or discussion/interview with the candidate. Candidates will be evaluated for Council and/or Committee suitability

Final Selection

- i. Selection Committee members will report back on each of the candidates they reviewed, including a recommendation for each.
- ii. The aggregate list of recommended candidates will be discussed by the full Selection Committee and final selections made for Council and the Committees. Cultural diversity and sectoral balance will be prioritized in consultation with the Hamilton Centre for Civic Inclusion (HCCI)

Appointment and Communication Process

Informing Successful Candidates

- i. The co-convenors will confirm with each selected candidate their willingness to serve on the Council and/or the Committees
- ii. Candidates will be advised on the process and timing for announcing the new Council and Committee membership

Informing Unsuccessful Candidates

- i. The co-convenors will contact each candidate who was not selected to advise them of the decision and to thank them for their interest.
- ii. Each candidate will be invited to let their name stand for various future sub-committees/task groups

Announcing the new Hamilton Immigration Partnership Council

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- i. The Project Sponsor will advise the Mayor's office of the members of the new Council, including a summary of the Council's mandate and the roles and responsibilities of the members.
- ii. The co-convenors will advise the standing Council of the names of the members of the new Council and thank the outgoing Council members.
- iii. A communication that announces the new Hamilton Immigration Partnership Council strategic plan and its members will be distributed to all stakeholder groups by the Mayor's office. An announcement will also be posted in The Spectator.

Code of Conduct

Members of the Hamilton Immigration Partnership have a duty to make decisions solely in terms of the best interest of the community. It is expected that the members will not engage in any behaviour or conduct that may be seen to be an attempt to gain, through their position as a member or through their knowledge or contacts gained as an Hamilton Immigration Partnership member, any personal advantage, advancement, favour, influence, benefit, discount or other interest, for themselves, their spouses, their relatives, their friends, or the organization for which they work.

HIPC members must therefore declare any actual, potential or perceived conflict of interest.

There may be times when members will be required to treat discussions, documents or other information relating to the work of the committee in a confidential manner.

Members of the Hamilton Immigration Partnership will commit themselves to the following:

- Shall work for the well-being of all residents of Hamilton.
- Shall not use their membership for personal advantage or the advantage of other individuals.
- Shall work with other members in a spirit of respect, openness, co-operation and proper decorum in spite of differences that may arise during discussions.
- Will not divulge confidential information that they may obtain in their capacity as a Hamilton Immigration Partnership member.

Hamilton Immigration Partnership Council (HIPC) Members are expected to attend all meetings. Should a member miss more than three meetings during their three year term on the HIPC, they will be contacted by the Chair to discuss their ongoing participation. If three meetings are missed in one year the member will forfeit their spot on the Council.

In the event that there is a failure to comply with Code of Conduct guidelines the Chair will be responsible for addressing the issue with the member, and recommending a suitable course of action.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Conflict of Interest

A conflict of interest is defined as a situation in which the personal, professional or business interests of an HIPC member or a close relative/associate of the member are in conflict with the member's ability to contribute to achieving the overall goals of the HIPC. A conflict of interest arises when a person or close associate may benefit or appear to benefit from that position financially or in some other inappropriate way.

Policy

- a) Members shall not place themselves in a position where they are under obligation to any person or organization that might benefit from improper consideration or favour from members while performing their duties and responsibilities as an HIPC member.
- b) Members shall not divulge confidential information or restricted information to any unauthorized person(s) or release such information in advance of authorization or authority.
- c) Members shall not engage in any activity, work or business undertaking that may interfere with the achievement of the overall goals of the HIPC and Steering Committee. However, members are encouraged to:
 - Conduct any business that facilitates the achievement of the overall goals of the HIPC
 - Share any business they may be involved in that pertains to or has an impact on the overall goals of the HIPC
 - Establish mutually beneficial partnerships that facilitate the achievement of the overall goals of the HIPC
- d) Should a member be considered for employment as HIPC staff, the member will take a leave of absence until the successful candidate is selected. If the HIPC member is the successful candidate, the member will resign from the HIPC.
- e) Members shall declare if they have direct or indirect personal business or financial activities that conflict with their Hamilton Immigration Partnership Council duties and responsibilities.
- f) Members will declare any conflict of interest at all HIPC and Steering Committee meetings which shall be recorded in the minutes.
- g) After declaring a conflict of interest, the member shall not be present (nor vote) during the discussions, or otherwise attempt to influence the decision, nor shall the member in conflict of interest be counted in any required quorum with respect to a vote.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Procedure and Resolution

- a) Members must disclose to the Chair any situation or matter where they have a conflict of interest or the potential for conflict of interest, prior to the meeting based on the agenda.
- b) Members must disclose to all other members any situation or matter where they have a conflict of interest or the potential for conflict of interest immediately within the HIPC or Steering Committee meeting when recognition of a conflict of interest or potential conflict of interest arises.
- c) Once a conflict is declared, the member declaring the conflict will leave the meeting.
- d) The HIPC will then decide whether or not the member in conflict of interest should be invited back to the meeting for information gathering purposes; and/or whether the HIPC agrees the member is in a conflict of interest.
- e) The member in conflict of interest may be asked to return to the meeting for information gathering and then asked to leave again, before a decision is made. The member in a conflict may accept or decline the invitation.
- f) The member in conflict of interest shall not be present for the decision/vote.
- g) Once the decision/vote is made, the HIPC will decide how to communicate the outcome to the member.
- h) The Chair will communicate the outcome to the member following the agreed approach.
- i) Before a person becomes a member, they must be made aware of this policy and be required to disclose any potential conflict of interest.
- j) Any postings for positions with the Immigration Staff shall reference the Conflict of Interest Policy.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Values/Guiding Principles

In 2016 the Hamilton Immigration Partnership Council approved the addition of the following values and principles to guide the work and collaborative interactions of members, staff and the community:

- Inclusivity
- Collaboration
- Transparency
- Responsiveness
- Flexibility
- Results focused
- Accountable

Hamilton Immigration Partnership Council (2017-2020)

Member	Organization
Alain Dobi	Reseau de Soutien l'immigration Francophone
Bill Torrens	Hamilton-Wentworth District School Board
Brent McLeod	Emergency Services, City of Hamilton
Chukky Ibe	Community Leader
Daljit Garry	Wesley Urban Ministries
Dave Brodati	Investment in Affordable Housing, City of Hamilton
Denise Brooks	Hamilton Urban Core Community Health Centre (HUCCHC)
Denise Christopherson	YWCA Hamilton
Deputy Dan Kinsella	Hamilton Police Services
Don Jaffray	Social Planning and Research Council Hamilton (SPRC)
Dr. Julie Emili	Director Public Health, City of Hamilton
Grace Maciak	Community Leader
Huyen Dam	Community Leader
Ines Rios	Immigrants Working Centre (IWC)
Judy Travis	Workforce Planning Hamilton
Keanin Loomis / Huzaifa Saeed	Hamilton Chamber of Commerce

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Member	Organization
Leo Johnson / Zenaida Roque Cruz	Chairs of the Advisory Committee for Immigrants and Refugees
Lil Acevedo	Housing Help Centre
Lily Lumsden	YMCA Hamilton/Burlington/Brantford
Sandra Pizzuti	Hamilton-Wentworth District Catholic School Board (HWDCSB)
Sarah Jama	Community Leader
Sarah Wayland	Global Hamilton, Economic Development - City of Hamilton
Sharon Reichheld	Royal Bank of Canada (RBC)
Suzanne Bélanger-Fontaine	Collège Boréal
Yohana Otite	Hamilton Centre for Civic Inclusion (HCCI)

HIPC Leadership and Staff:

Member	Role
Jim Vanderveken	Chair
TBD	Vice Chair
Suzanne Brown John Ariyo	HIPC Project Sponsor, City of Hamilton

Member	Role
Nicole Longstaff	Senior Project Manager
Layla Abdulrahim Moore	Working Groups Coordinator
Naomi Ahmad	Research Advisor/Communications Associate

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Appendices

Appendix A – Terms of Reference for the Committees

Steering Committee

TERMS OF REFERENCE

The Steering Committee will be guided by the Terms of Reference of the governing body, the Hamilton Immigration Partnership Council (HIPC).

Steering Committee

As noted in the governance diagram in the HIPC Terms of Reference, the Steering Committee receives direction from and reports directly to the HIPC. Steering Committee members support and lead the work of the committees and working groups and regularly update the Steering Committee on the progress of the Committees and working groups. The Steering Committee receives regular updates from project staff and also provides advice and guidance to the project staff who in turn report directly to the Manager of Community & Emergency Services, City of Hamilton.

The Steering Committee meets 4 times a year prior to HIPC meetings.

The Steering Committee consists of the HIPC Chair, Vice-Chair, and Senior Project Manager and the Chair (or Vice-Chair) of the following Committees/working groups:

- Coordination of Services
- Research and Evaluation
- Communications and Community Engagement
- Ad-hoc working groups

Chair and Vice-Chair

The Steering Committee will be led by the HIPC Chair and/or Vice-Chair. Their role is to ensure all Steering Committee members take ownership of the workload and ensure the work of the Steering Committee is aligned with the objectives of the Project Sponsor in completing the HIPC annual work plan.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

4.2 Hamilton Immigration Partnership Council

The Steering Committee will be led by and report to the HIPC who will provide strategic leadership in guiding the implementation of the Immigration Strategy and Action Plan. In turn, the HIPC is accountable to the City of Hamilton as the Project Sponsor which has entered into the Contribution Agreement with Citizenship and Immigration Canada.

4.4 Staff Support

Project staff will provide communications, community engagement and administrative support to the HIPC. The Project Manager and project staff will update and receive the advice and support of the Steering Committee but will report to and are accountable to the Manager of the Community & Emergency Services Department of the City of Hamilton.

4.5 Decision-Making Authority

For a Steering Committee meeting quorum to be achieved, the majority of members must be present. A majority consists of 50% of the membership plus one.

All Steering Committee members are equal voting partners for decision-making that will be done on a consensus basis seeking 80% agreement.

The Steering Committee will meet regularly in addition to participating on working groups and any HIPC-related events and community forums.

Review Terms of Reference

The Terms of Reference for the Steering Committee will be reviewed annually.

STEERING COMMITTEE MEMBERS 2017-2018

- Denise Christopherson (Communications and Community Engagement) *Chief Executive Officer, YWCA Hamilton*
- Judy Travis (Communications and Community Engagement), *Executive Director, Workforce Planning Hamilton*
- Lily Lumsden (Coordination of Services), *Senior Manager, Community, Employment & Immigrant Services*

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- Lil Acevedo (Coordination of Services), *Senior Manager, Community, Employment & Immigrant Services*
- Sarah Wayland (Research and Evaluation), Project Lead, Global Hamilton
- Don Jaffray (Research and Evaluation), Executive Director, Social Planning and Research Council
- Jim Vanderveken (Chair) *Dean, Faculty of Interdisciplinary Studies at Mohawk College*
- (Vice Chair) TBD
- Nicole Longstaff, Senior Project Manager, Hamilton Immigration Partnership Council, City of Hamilton

Communications and Community Engagement Committee

TERMS OF REFERENCE

Background

The City of Hamilton was one of the first municipalities in Ontario to apply for Local Immigration Partnership (LIP) funding and has been receiving annual funding from IRCC to lead the Hamilton Immigration Partnership Council (HIPC) since 2009.

The purpose of the local immigration partnerships 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 settlement strategy and action plan.

Local Immigration Partnership (LIP) Project Description

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Foster a systemic approach to engage Service Provider Organizations (SPOs) and other institutions to integrate newcomers;
 - Support community-based knowledge-sharing and local strategic planning; and,
 - Improve coordination of effective services that facilitate immigrant settlement and integration.
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

HIPC's Vision	<i>Hamilton welcomes newcomers, celebrates diversity, and is a place for everyone to call home.</i>
----------------------	---

HIPC's Strategic Priorities	<p>In 2016, HIPC led a comprehensive strategic planning process and identified three strategic priority areas to focus its' activities on for the successful integration of newcomers to Hamilton and creation of a welcoming community:</p> <ul style="list-style-type: none">• <i>Coordination of Settlement Services</i>• <i>Communications and Community Engagement</i>• <i>Research and Evaluation</i>
------------------------------------	---

Purpose and Mandate	<p>The Communications and Community Engagement Committee will identify and implement collaborative activities that aim to:</p> <ul style="list-style-type: none">• Lead internal and external communications efforts to raise HIPC's profile and reflect stakeholder voices;• Support public education efforts to raise awareness of newcomer issues, showcase success stories, and highlight achievements of the HIPC community;• Support community-based knowledge-sharing;• Outreach with key stakeholders and strengthen community partnerships.
----------------------------	---

Responsibility and Scope of Work	<p>The Communications and Community Engagement committee will develop a detailed communications and engagement action plan to identify partners, funders, timelines, and milestones. The committee will identify collaborative communications and engagement projects, which will:</p> <ul style="list-style-type: none">• Promote the HIPC's goals, activities, accomplishments, and progress both internally and externally, via:<ul style="list-style-type: none">○ Newsletters○ Websites○ Social media○ Print documents;• Strengthen HIPC's profile in the community;• Organize awareness-raising activities to sensitize community to the challenges faced by newcomers and showcase newcomer success stories;• Raise awareness of the value and strength of diversity;• Hold a public forum or annual general assembly to raise awareness of the HIPC's work, mobilize local actors in support of its goals, and report on the accomplishments of the community;
---	---

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- Support improved coordination to disseminate immigration knowledge and resources produced by the community and encourage collaboration.
 - Identify key stakeholders and prioritize engagement with employers, elected officials, the local communities, and newcomers.
-

Membership Terms and Rules of Engagement

Membership on the Communications and Community Engagement Committee is voluntary and is not limited to representatives of organizations that form the Partnership Council. Members will lead specific, measurable, and time-bound activities and will meet as required to complete their tasks. Terms are for one-year, ending March 31, 2018. In collaboration with Communications and Community Engagement Committee members, the Chair(s) of the Committee will lead in the development of annual work plans and will ensure that activities are completed within the established timelines. Chairs are members of the HIPC Partnership Council and will provide progress updates at Partnership Council meetings.

Chair Term: for one-year, ending March 31, 2018.

Chair nomination process: To be reviewed in April 2017

Membership Selection Process

Expression of Interest: Interested candidates are asked to submit an Expression of Interest letter to the Senior Project Manager for review by the Committee Co-Chairs. Letters should demonstrate how the candidate's skills, attitudes, and experiences align with the responsibilities of the Committee.

Selection: The Committee Co-Chairs will host an informal consultation with interested candidates to assess their suitability and contribution to the Committee's scope of work.

Short-Term or Project-Based Membership Opportunities: Provisions will be made to recruit, accommodate, and include key stakeholders, invited guests, and leading experts to support and lead special Committee-based projects and research initiatives.

Co- Chairs

- Jim Vanderveken, Denise Christopherson, Judy Travis (2017-2018)
-

Meeting Schedules and Commitments

- The Committee will meet quarterly for the first year;
 - Meeting frequency will be reviewed after the first year;
 - Members will meet as required for project-based activities;
 - Committee agendas and any accompanying meeting materials
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

will be distributed prior to meetings.

Member Composition 2016-2017

1. Jim Vanderveken
 2. Denise Christopherson
 3. Judy Travis
 4. Lorraine Hamilton
 5. Lily Lumsden
 6. Yohana Otite
 7. Neelam Tandon
 8. Donna Melnick
 9. Pauline Kajiura
 10. Nabila Sissaoui
 11. Sebastien Skrobos
 12. Natalie Shearer
 13. Joanna Heerlein
 14. Patti Mcnaney
 15. Franklin Leukam Weledji
 16. John Ariyo
-

Date of Last Review

March 2017

Coordination of Services Committee TERMS OF REFERENCE

Background

The City of Hamilton was one of the first municipalities in Ontario to apply for LIP funding and has been receiving annual funding from IRCC to lead the Hamilton Immigration Partnership Council (HIPC) since 2009.

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 settlement strategy and action plan.

Local Immigration Partnership (LIP) Project Description

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Foster a systemic approach to engage Service Provider Organizations (SPOs) and other institutions to integrate newcomers;
 - Support community-based knowledge-sharing and local strategic
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

planning; and,

- Improve coordination of effective services that facilitate immigrant settlement and integration.
-

HIPC's Vision

Hamilton welcomes newcomers, celebrates diversity, and is a place for everyone to call home.

HIPC's Strategic Priorities

In 2016, HIPC led a comprehensive strategic planning process and identified three strategic priority areas to focus its' activities on for the successful integration of newcomers to Hamilton and creation of a welcoming community:

- *Coordination of Settlement Services*
 - *Communications and Community Engagement*
 - *Research and Evaluation*
-

Purpose and Mandate

The Coordination of Services Committee will identify and implement cross-sectoral collaborative activities that aim to:

- Enhance the coordination of settlement services
 - Address the highest priority systemic barriers in all dimensions of settlement.
 - Regularly engage with its community partners, newcomers and immigrants to verify gaps, plan priority actions and share knowledge to improve outcomes for newcomers.
-

Responsibility and Scope of Work

The Coordination of Services Committee will provide a collaborative environment to support the successful settlement and integration of newcomers to Hamilton. Specifically, the committee will:

- Focus on collaboration and community mobilization to address newcomer needs;
 - Assess the community's assets and gaps with respect to existing services and supports for newcomers as well as barriers to integration. Efforts should be made to include the specific needs of newcomers having never accessed settlement services;
 - Generate and distribute community-wide information on services available to newcomers (public and settlement services), including mapping of service providers, in order to enhance coordination, accessibility, and referrals.
 - Identify and implement specific, measurable, and time-bound activities.
 - In partnership with HIPC's Research and Evaluation Committee, measure the success of Committee-led activities.
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Membership Terms and Rules of Engagement

Membership on the Coordination of Services Committee is voluntary and is not limited to representatives of organizations that form the Partnership Council. Members will lead specific, measurable, and time-bound activities and will meet as required to complete their tasks. Terms are for one-year, ending March 31, 2018.

In collaboration with Coordination of Services Committee members, the Chair(s) of the Committee will lead in the development of annual work plans and will ensure that activities are completed within the established timelines. Chairs are members of the HIPC Partnership Council and will provide progress updates at Partnership Council meetings.

Chair Term: TBD

Chair nomination process: TBD

Membership Selection Process

Expression of Interest: Interested candidates are asked to submit an Expression of Interest letter to the Senior Project Manager for review by the Committee Co-Chairs. Letters should demonstrate how the candidate's skills, attitudes, and experiences align with the responsibilities of the Committee.

Selection: The Committee Co-Chairs will host an informal consultation with interested candidates to assess their suitability and contribution to the Committee's scope of work.

Short-Term or Project-Based Membership Opportunities: Provisions will be made to recruit, accommodate, and include key stakeholders, invited guests, and leading experts to support and lead special Committee-based projects and research initiatives.

Committee Chair

- Lil Acevedo, Lily Lumsden (2017-2018)
-

Meeting Schedules and Commitments

- The Committee will meet quarterly.
 - Meeting frequency will be reviewed as needed.
 - Pending renewal of the Committee, membership will be reviewed annually.
 - Members will meet as required for project-based activities.
 - Committee agendas and any accompanying meeting materials will be distributed prior to meetings.
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Member Composition 2016-2017	<ol style="list-style-type: none">1. Lily Lumsden2. Lil Acevedo3. Ines Rios4. Gabriela Covaci5. Deborah Schwientek6. Maciej Kowalski7. Joana Sotomay8. Lynn Foye9. Emilienne Mondo10. Ana Carias11. Nelia Nowakowski & Nancy Callan12. Lourdes Vicente13. Barry Smith & Heather Moffat14. Tricia Hack15. Lorraine Langham16. Sara Gill
---	---

Date of Last Review	March 2017
----------------------------	------------

Research and Evaluation Committee TERMS OF REFERENCE

Background

The City of Hamilton was one of the first municipalities in Ontario to apply for LIP funding and has been receiving annual funding from IRCC to lead the Hamilton Immigration Partnership Council (HIPC) since 2009.

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 settlement strategy and action plan.

Local Immigration Partnership (LIP) Project Description

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Foster a systemic approach to engage Service Provider Organizations (SPOs) and other institutions to integrate newcomers;

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

	<ul style="list-style-type: none">• Support community-based knowledge-sharing and local strategic planning; and,• Improve coordination of effective services that facilitate immigrant settlement and integration.
HIPC's Vision	Hamilton welcomes newcomers, celebrates diversity, and is a place for everyone to call home.
HIPC's Strategic Priorities	<p>In 2016, HIPC led a comprehensive strategic planning process and identified three new strategic priority areas to focus its' activities on for the successful integration of newcomers to Hamilton and creation of a welcoming community.</p> <ol style="list-style-type: none">1. <i>Coordination of Settlement Services</i>2. <i>Communications and Community Engagement</i>3. <i>Research and Evaluation</i>
Purpose and Mandate	<p>The Research and Evaluation Committee will identify and implement collaborative activities that aim to:</p> <ul style="list-style-type: none">• Research newcomers' needs and community assets and gaps to inform service delivery, support public awareness, and foster community partnerships.• Identify and support strategies for disseminating research findings in partnership with HIPC's Communications and Community Engagement Committee.• Evaluate coordination the work of HIPC committees and working groups.
Responsibility and Scope of Work	<p>The Research and Evaluation Committee will develop a detailed research and evaluation action plan to identify partners, funding opportunities, timelines, and milestones. The committee will identify collaborative projects, which will:</p> <ul style="list-style-type: none">• Research community and newcomer needs. Possible areas of research may include:<ul style="list-style-type: none">○ Demographics and trends in the community;○ Immigration policy;○ Mapping of existing services and supports for newcomers;○ Barriers to integration in a number of domains including employment, housing, education, health care, etc;○ Consultation with newcomers and community stakeholders.• Evaluate HIPC and community projects. Possible areas of

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

evaluation may include:

- Measuring actual achievements of HIPC against planned activities (action plan implementation);
- Measuring progress against expected newcomers outcomes and the community vision;
- Measuring partner and stakeholder engagement in settlement and the implementation of strategies to address newcomer needs.

Membership Terms and Rules of Engagement

Membership on the Research and Evaluation Committee is voluntary and is not limited to representatives of organizations that form the Partnership Council. Members will lead specific, measurable, and time-bound activities and will meet as required to complete their tasks. Terms are for one-year, ending March 31, 2018.

In collaboration with Research and Evaluation Committee members, the Chair(s) of the Committee will lead in the development of annual work plans and will ensure that activities are completed within the established timelines. At least one chair is a member of the HIPC Partnership Council. Both Chairs are members of the Steering Committee and will provide progress updates at Steering and Partnership Council meetings.

Chair Term: TBD

Chair nomination process: TBD

Membership Selection Process

Expression of Interest: Interested candidates are asked to submit an Expression of Interest letter to the Senior Project Manager for review by the Committee Co-Chairs. Letters should demonstrate how the candidate's skills, attitudes, and experiences align with the responsibilities of the Committee.

Selection: The Committee Co-Chairs will host an informal consultation with interested candidates to assess their suitability and contribution to the Committee's scope of work.

Short-Term or Project-Based Membership Opportunities: Provisions will be made to recruit, accommodate, and include key stakeholders, invited guests, and leading experts to support and lead special Committee-based projects and research initiatives.

Co- Chairs

- Don Jaffray, Sarah Wayland (2017-2018)

Meeting Schedules and Commitments

- The Committee will meet quarterly.
- Meeting frequency will be reviewed as needed.

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

-
- Pending renewal of the Committee, membership will be reviewed annually.
 - Members will meet as required for project-based activities.
 - Committee agendas and any accompanying meeting materials will be distributed prior to meetings.
-

Member Composition 2016-2017

1. Sarah Wayland
2. Don Jaffray
3. Judy Travis
4. Jennifer Long
5. Dena Honig
6. Alain Dobi
7. Olive Wahoush
8. Ana Carias
9. Maisie Raymond-Brown
10. Elizabeth Duval
11. Huyen Dam

Date of Last Review

March 2017

Appendix B – Terms of Reference for Staff (Secretariat)

Background

The City of Hamilton was one of the first municipalities in Ontario to apply for LIP funding and has been receiving annual funding from IRCC to lead the Hamilton Immigration Partnership Council (HIPC) since 2009. 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 settlement strategy and action plan.

Local Immigration Partnership (LIP) Project Description

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Foster a systemic approach to engage Service Provider Organizations (SPOs) and other institutions to integrate newcomers;
- Support community-based knowledge-sharing and local strategic planning; and,

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

- Improve coordination of effective services that facilitate immigrant settlement and integration
-

HIPC's Vision

Hamilton welcomes newcomers, celebrates diversity, and is a place for everyone to call home.

HIPC's Priority Areas

In 2016, HIPC led a comprehensive strategic planning process and identified three new priority areas for the successful integration of newcomers to Hamilton and creation of a welcoming community.

4. *Coordination of Settlement Services*
 5. *Communications and Community Engagement*
 6. *Research and Evaluation*
-

Purpose and Mandate

The secretariat (HIPC staff) will support the Hamilton Immigration Partnership Council and its working groups by:

- Acting as the catalyst for the implementation of the work-plan
 - Facilitating cross-sector collaboration
 - Building Capacity for collective action
 - Reporting results to the community and the funder
-

Responsibility and Scope of Work

- Organize and lead meetings of the partnership council or working groups and liaise with partnership members.
 - Reach out to community stakeholders to encourage membership on the LIP and raise awareness of newcomer needs in the community.
 - Coordinate awareness-raising activities to collectively address the needs and challenges faced by newcomers.
 - Participate in local or regional networks, boards or councils, to raise awareness of newcomers' needs in the community and inform decisions and priorities.
 - Conduct or oversee research on the needs of newcomers and the community's assets and gaps.
 - Generate and distribute community-wide information on services available to newcomers.
 - Create or use communication tools to promote the LIP's goals, activities and progress towards outcomes.
 - Manage HIPC's website and social media account(s).
 - Support HIPC partners in the development and implementation of collaborative projects; including assistance with identifying and securing fund.
 - Report on the implementation of the action plans to the funder
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

and measure progress against expected newcomers' outcomes and community vision.

- Forecast and manage the HIPC's finances for the duration of the funding agreement.
 - Prepare and present reports to the Mayor of Hamilton and Hamilton City Council.
 - Apply for LIP funding and negotiate terms of the upcoming funding cycle.
 - Collaborate with city initiatives and projects related to immigration
-

Rules of Engagement The HIPC secretariat will:

- Support the HIPC council and its working groups within the framework outlined by the *Policy Direction on LIP Activities* document.
 - Attend quarterly HIPC council and committee meetings.
 - Act as a catalyst for implementation, activities should be led by one or many members of the HIPC.
-

Staff Composition

- Senior Project Manager – Nicole Longstaff
 - Working Group Coordinator – Layla Abdulrahim Moore
 - Communications Associate – Naomi Ahmad
-

HAMILTON IMMIGRATION PARTNERSHIP COUNCIL

Terms of Reference

Appendix C – Hamilton Immigration Partnership Meetings Schedule – (2017-2018)

Hamilton Immigration Partnership Council

Date	Time	Location
Tuesday May 2 nd 2017	2:00 – 4:00pm	Hamilton City Hall, Room 264
Tuesday September 12, 2017	2:00 – 4:00pm	Hamilton City Hall, Room 264
Tuesday December 12, 2017	2:00 – 4:00pm	Hamilton City Hall, Room 264
Tuesday March 20, 2018	2:00 – 4:00pm	Hamilton City Hall, Room 264

Hamilton Immigration Partnership Steering Committee

Date	Time	Location
Wednesday April 26 th 2017	3:00 – 4:30pm	Hamilton City Hall, Room 830
Wednesday September 6 th 2017	3:00 – 4:30pm	Hamilton City Hall, Room 192
Wednesday November 29 th 2017	3:00 – 4:30pm	Hamilton City Hall, Room 830
Wednesday March 7 th 2018	3:00 – 4:30pm	Hamilton City Hall, Room 830