

PARTNERSHIP COUNCIL: TERMS of REFERENCE

October 2022



Greater Victoria
Local Immigration
Partnership

1. OVERVIEW

The Greater Victoria Local Immigration Partnership (GVLIP) is a regional multi-sector coalition designed to improve the inclusion and participation of newcomers in the Capital Regional District (CRD). It is composed of leaders, newcomers, and experts from across the CRD working to *strengthen local capacity to attract newcomers and increase participation and positive economic, civic, political, and social outcomes for them.*

1.2 GVLIP Guiding Principles and Objectives

The guiding principles for the GVLIP are:

- *We are responsive to the needs and aspirations of newcomers and the communities we live in:* Dedicated to taking an intersectional racial justice approach, we listen to the varied voices of newcomers, especially those most marginalized, and work with the most vulnerable amongst us. We share information, connect people, advocate, and develop an understanding of the contributions and challenges that newcomers face. We understand that as newcomers and settlers we live, work, and play on the traditional territories of the Lək'wəḡən and W̱SÁNEĆ peoples and we acknowledge with respect the people whose historical relationships with the land continue to this day.
- *We are founded on collaboration and partnership.* We are community driven and collectively committed to creating an equitable future in which everyone thrives, and in which we actively work to dismantle structural racism and other forms of discrimination and hate. We understand that working together and supporting diverse communities is at the heart of healthy and inclusive community building.
- *We are results oriented and dedicated to make a real difference in the community.* We keep informed about changing local and global demographics, immigration policies and trends, and best practices for instituting communal change. We continue to be aware of the variety of experiences of newcomers have and regularly check in with different newcomer groups and local communities. We develop effective tools for performance measurement to improve outcomes.

The Strategic Vision of the GVLIP includes:

- Greater Victoria is a welcoming, anti-racist, inclusive, and well-connected community in which everybody has opportunities to thrive, learn, live, work, and play in safety.
- In its vibrant economy, employers and businesses fully realize the benefits of immigration, newcomers are economically integrated, and their skills and expertise are recognized.
- Culturally competent health services effectively work in collaboration with community partners to ensure that everybody is healthy in mind, body, and spirit.
- Everyone, regardless of their background, has access to suitable, appropriate, and affordable housing in a community that has well-connected and thriving neighbourhoods with adequate access to basic services, transit, green spaces, and the area as a whole.

1.3 GVLIP Structure

The GVLIP initiative includes three points of engagement as follows:

- The **Partnership Council (PC)** develops a coordinated, comprehensive and strategic approach to immigration and inclusion that suits the needs of Greater Victoria and monitors its progress.
- The **Immigrant Advisory Team (IAT)** provides feedback, experience, and insight to help shape the vision and actions of the GVLIP.
- **Sector Tables** are working groups made up of community experts, created in response to local needs as identified by the PC and IAT. They develop and implement action plans to support the goals of the GVLIP.
- **Co-chairs** of the IAT and Sector Tables attend Partnership Council meetings.
- Partnership Council and IAT members may join any Sector Table.

1.4 Governance

The GVLIP is funded by Immigration, Refugees and Citizenship Canada (IRCC) and administered through the Inter-Cultural Association of Greater Victoria (ICA). ICA facilitates the GVLIP's work by providing organizational support, and is responsible for ensuring that the GVLIP follows IRCC's guidelines, hiring and supporting GVLIP Staff, and reporting to IRCC.

GVLIP Staff

- Manager of Immigrant Integration, Research and Planning
- GVLIP Communications and Outreach Facilitator
- GVLIP Administrative Assistant

Staff tasks include but are not limited to: enhancing collaboration, and strategic planning at the community level; listening to local concerns; function as knowledge holders by connecting to other Local Immigration Partnerships (LIPs); keeping up-to-date about relevant research, funding opportunities, and best practices; consulting and connecting with GVLIP members in a regular and timely manner; attending and facilitating PC, IAT, and Sector Table meetings; and leading the day-to-day management of the initiative.

2. PARTNERSHIP COUNCIL

The Partnership Council provides leadership, strategic direction, and support to the GVLIP as a whole.

2.1 Membership

The Partnership Council includes 12+ CRD leaders and experts from various sectors: municipalities, health, education, settlement, labour market, housing and other areas as identified by the Partnership Council. The Partnership Council is committed to encourage the selection and participation of partners from a diversity of backgrounds (esp. with respect to indigeneity, national and ethnic background, immigration status, gender, LGBTQIA2+ identity).

Partners are selected for the **term of two (2) years** with the option to renew for consecutive terms. New partners may be added as representation is identified and required.

2.2 Roles and Responsibilities of the Partnership Council

- **Offer collective expertise** to ensure that GVLIP research and actions address local priority issues.
- **Provide information, data, and support** to help create meaningful strategies and activities.
- **Guide the strategic direction** of the GVLIP based on input from Sector Tables and the IAT.
- **Review** annually the progress of the GVLIP, provide oversight on the implementation of the Strategic Plan, and address key issues and challenges.
- **Participate** in community consultations and review research findings.
- **Regularly attend meetings.** In case of regrets, designating a substitute is appreciated.
- **Communicate** the work of the GVLIP to their sectors and networks and loop information from their respective sectors and communities back to the GVLIP, ensuring a two-way flow of information.
- **Champion the vision of the GVLIP** in their respective sectors and communities by acting as a liaison/ambassador to solicit support for the local strategy and priorities.

2.3 Roles and Responsibilities of Co-Chairs

Co-chairs will be appointed for two-year terms. Co-chairs will be individuals who are able to direct the vision of the GVLIP and maintain focus on implementation phase achievements. They will:

- Work in consultation with the Manager of Immigrant Integration Research and Planning.
- Provide strategic leadership to the Partnership Council.
- Act as community ambassadors, representing the Partnership Council as requested.

2.4 Meeting Accountability

Partnership and collaboration is at the center of our work and we rely on everyone's participation to do it well.

- **Attending meetings**
Partners are expected to attend and participate in the regularly scheduled meetings. The Partnership Council will meet at minimum *four (4) times per year*. Additional meetings might be scheduled when required.
- **Missed meetings**
Regrets are to be sent prior to the meeting. In case a partner cannot attend, sending a substitute is appreciated. When a partner misses two consecutive meetings without regrets, GVLIP Staff will connect and confirm a member's capacity to attend.

2.5 Conflict of Interest

Partners act in the best interests of all participants and the wider community. Partners will not represent personal or business interests when developing recommendations or representing the GVLIP. Partners may discuss any perceived conflict of interest confidentially with GVLIP Staff on an as needed basis.

3. TERM

This Terms of Reference is **effective October 1, 2022** and continues until the Partnership Council or GVLIP Staff revise or modify the document on an as needed basis.

3.1 Agreement to the Terms of Reference

I, Partnership Council member, agree to the terms outlined above.

Name:

Organization or Association (if applicable):

Signature: _____

Date: _____