



# Tri-Cities Local Immigration Partnership

## Terms of Reference

Prepared jointly by:

### **The Terms of Reference Working Group on May 16, 2014**

Sandra Wilking, Director of Operations S.U.C.C.E.S.S.  
Ann Jones, Tri-Cities Local Immigration Partnership Project Coordinator  
Chris Friesen, Director of Settlement Services, ISSofBC  
Parneet Hara, Community Health Specialist, Fraser Health Authority  
Todd Gniissios, Director, Coquitlam Public Library  
PEERS Inc.

Co-Facilitated by Trevor Van Eerden & Jody Johnson, PEERS Inc.

**Revised on June 6, 2014 at the Tri-Cities LIP Council Meeting:** Sandra Wilking, Director of Operations, S.U.C.C.E.S.S.; Martin Wyant, CEO, SHARE Family and Community Services; Todd Gniissios, Director, Coquitlam Public Library; Jennifer Henderson, Community Connections Coordinator, Douglas College; Parneet Hara, Community Health Specialist, Fraser Health; Kathy Sherrell, Division Manager, Settlement Services; Sgt. Barb Thornbourough, Coquitlam RCMP; Krisztine Trumley, Principle, Vanier Centre Encompass K-12 and S.W.I.S. Team; Tanya Valois, Program Director, West Coast Family Centres; PEERS Inc.; Ann Jones, Tri-Cities LIP Project Coordinator; Zelda Shum, Tri-Cities LIP Program Assistant

**Revised on June 23, 2014 at the Membership Working Group Meeting:** Sandra Wilking, Director of Operations, S.U.C.C.E.S.S.; Martin Wyant, CEO, SHARE Family and Community Services; PEERS Inc.; Ann Jones, Tri-Cities LIP Project Coordinator

**Revised on September 24, 2014 at the Tri-Cities LIP Council Meeting:** Sandra Wilking, Martin Wyant, Kathy Sherrell, Todd Gniissios, Brad Watson, Stacy Ashton, Lois Taylor, Hazel Postma, Tony Ciulla, Cathy Van Poorten, King Lum, Michael Hind, Jody Johnson, Ann Jones, Zelda Shum

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## TRI-CITIES LOCAL IMMIGRATION PARTNERSHIP (TCLIP)

### Introduction and Background

The Tri-Cities is comprised of Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra. While the Tri-Cities has no formal municipal or regional designation it is commonly referred to as a community and treated in service provision and planning as a distinct region. There are obvious complexities in service planning for such a region. There are separate and distinct municipal governments for each city; there is one school district, one Chamber of Commerce, one public post-secondary institution etc.

The Tri-Cities is home to approximately 213,670 people, 36.9% of whom (2011 NHS) are immigrants<sup>1</sup>. The Tri-Cities has had a significantly higher growth in its immigrant population (16.7 %) since the 2006 census in comparison to Metro Vancouver at 9.9%<sup>2</sup>. According to 2011 NHS (this acronym may not be known by some), the Tri-Cities has an immigrant population of 78,850. Of this immigrant population, 12,800 are recent immigrants who arrived between 2006 and 2011<sup>3</sup>. On average the Tri-Cities receives over 2,100 new immigrants a year.

The Tri-Cities Local Immigration Partnership (TCLIP) will build from the successful track record of collaborative practices and partnerships that have been established by newcomer-serving agencies in the Tri-Cities. Specifically, the TCLIP is a community planning and coordination initiative to enhance community coordination related to integration of immigrants

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<sup>1</sup> Source: National Household Survey (NHS), 2011

<sup>2</sup> Source: National Household Survey (NHS), 2011; Census of Population, 2006

<sup>3</sup> Source: National Household Survey (NHS), 2011

# Terms of Reference

## 1. Mandate

The mandate of the Tri-Cities Local Immigration Partnership (TCLIP) is to foster a more welcoming and inclusive community while improving the integration and civic engagement of newcomers.

The Tri-Cities LIP will:

- Enhance collaboration, coordination and planning at the community level in order to foster a more welcoming and inclusive community and improve settlement and integration outcomes for newcomers and the community at large; and
- Work to enhance civic engagement of newcomers.

## 2. Guiding Values and Beliefs

The TCLIP believes that all residents in the Tri-Cities have a right to a welcoming and inclusive community. The TCLIP values:

- Participation in an environment that promotes acceptance, honesty, accountability, collaboration, trust and fairness;
- Encourages and supports new ideas and creative strategies which will enhance the delivery of services for immigrants in the community; and
- Promotes and encourages inclusiveness and diversity in all facets of its work.
- Fostering reciprocity by which immigrant integration is a two-way street between newcomers and the community.

## 3. Membership

### 3.1 COMPOSITION

#### 3.1.1 Tri-Cities Local Immigration Partnership Council

The Tri-Cities LIP Council will consist of 15 representatives from the TCLIP membership. Membership on the TCLIP Council is open to non-partisan, senior level representatives and decision makers of local organizations and firms. The selection of Council members will be based on sector representation in the Tri-Cities. The Co-Chairs of the TCLIP Council will select 15 organizations to be represented on the TCLIP Council based on the recommendations made from the Membership Working Group. Members will serve a two year term.

#### 3.1.2 Tri-Cities Local Immigration Partnership Membership

The Tri-Cities LIP will be comprised of a broad-based membership dedicated to supporting the goals of the TCLIP as stated in the Mandate, as well as supporting the work of the TCLIP Council by participating in Council meetings and Working Groups.

### **3.1.3 Working Groups**

Working groups will be formed in response to the needs and activities of the TCLIP Council. Working group membership could include TCLIP Council, TCLIP Partnership Members, as well as additional community stakeholders by invitation. The composition of Working Groups requires a minimum of 2-Council members.

## **3.2 Roles and Responsibilities**

### **3.2.1 Tri-Cities Local Immigration Partnership Council**

The TCLIP Council will:

- Develop the TCLIP Strategic Plan
- Work collaboratively to better coordinate immigrant service delivery;
- Work to identify and address service needs and gaps for immigrants living in the Tri-Cities;
- Direct, support and monitor the development of the initiatives deliverables;
- Provide community information and expertise on local immigration trends and settlement service needs;
- Conduct community consultations to build a knowledge base that complements the initiative deliverables;
- Build the capacity of the community to be more welcoming and inclusive of newcomers; and
- Work to influence and inform all levels of government on program and policy development as it relates to immigrant integration.

### **3.2.2 Tri-Cities Local Immigration Partnership Members**

- Are encouraged to participate in the TCLIP Working Groups;
- Will receive TCLIP Council meeting minutes and any accompanying information related to the meeting agenda;
- Are encouraged to maintain communication with the TCLIP Secretariat;
- Will be invited to TCLIP forums and/or special meetings

### **3.2.3 Working Groups**

- Will adhere to the Terms of Reference for Working Groups;
- If a Working Group member is unable to attend, they may provide their input electronically or via telephone to the Secretariat
- Council members on the Working Groups will submit a report (verbal or written) with recommendations from the Working Group to Council for discussion and approval.

### **3.2.4 Contract Manager**

S.U.C.C.E.S.S. is the signatory of the LIP Contribution Agreement with Citizenship and Immigration Canada (CIC) and is represented by the Director of Operations. As such, S.U.C.C.E.S.S. has final

accountability for all monies and deliverables. In addition to the roles and responsibilities outlined for TCLIP Members, the contract manager will:

- Hire, supervise and support the TCLIP Secretariat; and
- Along with the TCLIP Project Coordinator, act as the primary contact for CIC.

### **3.2.5 TCLIP Council Co-Chairs**

As Contract Manager, the Director of Operations of S.U.C.C.E.S.S. will be one of the Co-Chairs. The second Co-Chair will be the CEO of SHARE Family and Community Services. After the initial 2 year funding term, the Co-Chairs will be elected annually. The Co-Chairs will:

- Provide leadership to the TCLIP;
- Co-Chair TCLIP meetings;
- Serve as the TCLIP spokesperson(s);
- Act as key contacts and media spokesperson(s) for all LIP media inquiries;
- Serve as primary signatory for TCLIP obligations and documents; and
- Ensure that TCLIP membership includes a diversity of relevant stakeholders.

### **3.2.6 The Secretariat**

The Project Coordinator and Program Assistant comprise the Secretariat. The Project Coordinator provides support to the Tri-Cities Local Immigration Partnership. Major responsibilities include project and financial management, outreach, research, project reporting, event coordination, and communications in relation to the LIP. The Program Assistant is responsible for program support to the Tri-Cities Local Immigration Partnership. In addition, the Secretariat is responsible for providing Members of the Tri-Cities LIP Immigration Partnership with the minutes of the TCLIP Council meetings as well as keeping Members informed.

## **4. Governance**

The TCLIP Council will consist of 15 community partners that are willing to play a role in creating a collaborative framework for developing a local settlement strategy that is reflective of the needs of immigrants in the Tri-Cities. A key role of TCLIP Council Members is the development a Strategic Plan informed by research and community consultation and guiding the implementation of this plan. Each year the TCLIP Council will review the progress of the plan and address key issues and challenges. TCLIP Council Members will be champions for the TCLIP vision in the Tri-City community and in their respective organizations.

TCLIP Partnership Members composed of a broad section of community, public and private organizations will support the work of the TCLIP Council through Working Groups and participation at TCLIP Council meetings. The TCLIP Council will be guided and supported by the work of the Project Team.

A Nominations Working Group composed of the Co-Chairs and 3 Council Members will be formed. In the event of vacancies on the Council and/or the end of Year 2, the Nominations Working group will seek applications from community organizations/public and private sector organizations within the Tri-Cities Community. Interviews of potential applicants will be held. Recommendations of potential Council members will be made to the TCLIP Council for approval.

#### **4.1 Meetings**

The TCLIP Council will meet four (4) times per year and eight (8) times over the Tri-Cities Local Immigration Partnership's contracted two year period.

#### **4.2 Quorum and Voting Procedures**

Quorum for a Council meeting is formed by two thirds of the members

The TCLIP Council will work towards consensus on all decisions, but where a decision cannot be reached by consensus decisions will be completed by a recorded vote. Recommendations are "carried" if supported by a two-thirds majority vote of TCLIP Council members or designates. Designates are defined herein as those who been selected by a TCLIP Council member from their organization to vote and make decisions in their absence. Council members who require a designate will provide the Secretariat with the name and title of their designate, along with their authorization for the designate to act on their behalf.

### **5. Conflict of Interest Policy**

All TCLIP members represent the issue and not their organization. Nevertheless, it is understood that given the necessity of having members with certain expertise, potential conflicts will arise. All members are therefore required to comply with the guidelines herein and the policies binding the project partner.

Members shall declare a conflict of interest if the outcome of an assessment and/or decision could be or perceived to be of direct or indirect benefit. Members shall disclose any anticipated areas of conflict prior to becoming TCLIP members and shall continue to disclose any potential areas of conflict that may arise.

When an actual or perceived conflict does arise, the member shall immediately advise the LIP Council Co-Chairs. They will refrain from discussing the matter with any other TCLIP members and shall excuse themselves while the matter is under consideration and being voted upon by the LIP.

In the event that there is a failure to comply with these guidelines or the policies of the project partner, the LIP secretariat and project partner will be responsible for addressing the issue with the member and recommending a suitable course of action to the TCLIP.