

ST. JOHN'S LOCAL IMMIGRATION PARTNERSHIP COUNCIL

TERMS OF REFERENCE

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Terms of Reference

The St. John's Local Immigration Partnership (LIP) Council terms of reference clarifies how the Partnership Council operates. They are designed to ensure the Partnership Council's ability to fulfill its purpose to guide the activities of the Partnership.

Background

St. John's Local Immigration Partnership (LIP) is a multi-sectoral partnership that is designed to help improve the integration of immigrants in the city as well as to strengthen the city's ability to better integrate immigrant needs into municipal planning processes. Funded by Citizenship and Immigration Canada, the St. John's Local Immigration Partnership had two founding members: the City of St. John's and the Association for New Canadians. In June 2014 the partnership was expanded to include the Office of Immigration and Multiculturalism (Province of Newfoundland and Labrador), Sharing Our Cultures, the St. John's Board of Trade, the Fédération des Francophones de Terre-Neuve et du Labrador and Memorial University all of whom served on an interim executive committee.

In November 2014 the St. John's LIP held a community forum which discussed key assets and challenges as it related to immigration to St. John's. Immediately following the forum the LIP proceeded to collect expressions of interest from those who might be interested in participating in the LIP through their involvement on the Partnership Council and/or working groups. In February of 2015 the St. John's Local Immigration Partnership (LIP) Council was formed.

Governance Model

Membership on the Partnership Council is open to any stakeholders (groups or individuals) that have experience, expertise and/or interest in immigration issues. Examples include representation from the following sectors: service and community, immigration, economic development, business, education, as well as municipal, provincial, and federal governments.

The composition of the Partnership Council will be made up of the following:

- As the holders of the contribution agreement and the supervision for the Secretariat respectively, the two co-lead organizations (the Association for New Canadians and the City of St. John's) will have at least one representative each on the Council
- The chairs of the various working groups will sit on the Council
- Of the twelve members-at-large positions six will be held by immigrants¹ and one must be a youth representative²
- Citizenship and Immigration Canada, the Office of Immigration and Multiculturalism, and the LIP Secretariat are ex-officio (non-voting) members
- The Partnership Council will be co-chaired by representatives of the City of St. John's and the ANC

The Partnership Council membership list is attached as Appendix A.

¹ For the purposes of the St. John's LIP an immigrant is identified as any individual who defines themselves as an immigrant. This includes: People who were or are permanent residents, convention refugees, temporary residents, and/or individuals with no immigration status.

² For the purposes of the youth representative position "youth" is defined as between 15 and 30 years.

St. John's Local Immigration Partnership Vision

St. John's is a welcoming and inclusive city where all immigrants succeed, integrate, feel they belong, and are able to contribute to the economic, social, civic, and cultural growth of the city.

Mandate of the St. John's Local Immigration Partnership

The goals of the Local Immigration Partnership are:

- To enhance awareness of immigrant needs among a broader range of community stakeholders;
- To expand the number of broad-based multi-sectorial partnerships at the local community level to respond to needs;
- To improve access to, coordination of, and linkages to services that facilitate immigrant settlement and integration; and,
- To increase capacity to research and disseminate best practices.

The objectives of the Local Immigration Partnership Council are as follows:

- To foster discussion and collaboration on issues effecting immigrant inclusion and integration.
- To identify and engage stakeholders who have the potential to address immigrant needs in the priority areas identified including; employment, welcoming communities / social connections, education / training, and health and basic needs.
- To review the current level of programs and services which support immigrant inclusion and integration, and to identify any gaps, challenges and opportunities for enhancement.
- To strengthen the local capacity to foster social inclusion and sustainable welcoming communities.
- To develop a strategic plan that outlines priorities and actions which work towards our vision of a welcoming and inclusive community.

Guiding Values of the Partnership Council

Members of the Council agree to:

- Represent the vision and mandate of the Local Immigration Partnership first and foremost
- Be respectful in both opinion and action towards others on the Council
- Embrace a collaborative approach to discussing issues and solutions
- Work to create and maintain an environment that promotes acceptance, honesty, accountability, trust and fairness
- Encourage and support new ideas and creative strategies which will enhance the delivery of services to immigrants
- Understand that each member of the Council represents a body of knowledge and that they must come prepared to share that knowledge
- Seek out contributions from and perspectives of immigrants in the community
- Be a champion of the Local Immigration Partnership within their organization / association and within the greater community
- Agree to be honest and transparent in their participation

Operating Guidelines

The Council will operate using the following guidelines:

- The Council will meet a minimum of three times a year
- Quorum for Council meetings shall be constituted by a minimum of 50% of Council members plus one (of non-ex officio members)
- Minutes will be taken at all Council meetings and will be available to the public
- Members agree to indicate any meeting agenda items in which they feel they might be in a conflict of interest, and to excuse themselves from discussion of that agenda item if deemed appropriate
- The Council will aim toward consensus as its primary decision-making process. In the event that consensus is not achieved, council decisions shall be made by a simple majority vote
- Council members will leave the Council: (1) by giving written notice, (2) by being declared removed after missing three consecutive meetings without valid cause, or (3) by being declared removed by a 2/3 vote of Council for reasonable cause
- The core organizations listed in Appendix A represent the founding organizations that have been involved with the St. John's Local Immigration Partnership since its launch in June 2014. In the event of extenuating circumstances (such as a job change, maternity leave, or other similar situation), a core organization may replace its designated representative on the Council with another representative. The new individual will then become the sole designated representative on the Council for that organization. For other Council position vacancies, a process will be put in place to replace that individual
- Members-at-large and chair of working group positions are defined by a two-year term with opportunity for renewal

Roles and Responsibilities of Partnership Council

- Make decisions on the direction of the LIP
- Develop a strategic plan based on the input from the working groups and oversee the implementation of this plan
- Review annually the progress of the plan and address key issues and challenges
- Consult annually with the greater community
- Act as ambassadors/champions for the LIP
- Prepare for each Partnership Council meeting, having read the correspondence and any reports circulated in advance

Those Partnership Council members who are not working group chairs are encouraged, but not required, to participate in a working group.

Additional Roles and Responsibilities of Working Group Chairs

- Act as a liaison between their working group and the Partnership Council
- Report to the Partnership Council on their working group's discussion and activities
- Seek feedback and endorsement from the Partnership Council when necessary

References: These terms of reference are based on those created by the Halifax Regional Municipality's and West Toronto's Local Immigration Partnerships with input from similar documents from Quinte (ON), Durham (ON), and Calgary (AB).