

Burnaby Intercultural Planning Table

Background

According to the 2011 National Household Survey, from 2001 to 2011, the immigrant population in Burnaby grew by 22.6%; 9,140 immigrants, an average of 1,800+ per year, chose Burnaby as their new home.

To address the needs of an ever-increasing immigrant population and burgeoning cultural diversity, Burnaby Family Life (BFL) was awarded funding from the United Way in 2007 to convene the Burnaby Intercultural Planning Table. The Table immediately attracted and has continued to engage senior level representation from a broad range of institutions and community serving agencies.

First with the United Way funding and later with funding from all six streams of provincial Welcoming Communities programming, this partnership table has worked collaboratively to support the successful delivery of numerous research, knowledge exchange, community awareness, capacity building events and training. The BIPT recognizes that although much has been achieved in raising awareness of immigrant needs and barriers, still there is much more to accomplish to enhance capacity of service providers, align key stakeholders in a common vision, maintain and increase community mobilization efforts in order to ensure the successful settlement and true inclusion of newcomers.

In April 2014, BFL was awarded funding from Citizenship and Immigration Canada (CIC) to support the continuation of the BIPT community partnership table and allow it to build from its strong previous work to effect change and reduce systemic barriers to immigrant integration at the local level. CIC refers to these partnership tables as “Local Immigration Partnerships” (LIPs). This funding supports the BIPT to engage greater representation of community leaders and engage their participation in raising awareness, impacting policy changes, and increasing capacity. It also provides the opportunity for deeper understanding of immigrant needs and the barriers to inclusion faced by newcomers. Over the next two years, this funding was used to research, consult and ultimately develop an Immigrant Integration Strategic Plan for Burnaby which was released in March 2016.

The BIPT is currently working toward implementing the three year Strategic Plan and is in its second year of implementation. The Action Plan for 2017-2018 will focus on the four strategic priorities of Access to Information and Services, Cultural Representation and Civic Engagement, Employment and Intercultural Connections.

For more information about the BIPT, visit: www.bipt.ca

Terms of Reference

1.0 Vision, Mission, Purpose and Values

1.1 Motto

Burnaby celebrates diversity.

1.2 Vision

Burnaby will distinguish itself as a welcoming and inclusive community.

1.3 Purpose Statement

The BIPT will:

- create better sources of information and resources to ensure stakeholders have the most current data to assess community needs;
- increase awareness of existing information and resources;
- identify and address gaps in services;
- enhance community interagency collaboration and coordinated pursuit of funding;
- create and contribute to and share promising practices related to the development of welcoming and inclusive communities;
- provide information and data to inform and influence all levels of government and stakeholder policy and program planning;
- create opportunities for engagement of the whole community; and
- improve outcomes for newcomers

1.4 Values

The Burnaby Intercultural Planning Table operates on the following values.

Compassion

The BIPT conducts its work and initiatives with compassion for the settlement and integration challenges faced by new immigrant and refugees and longer term residents.

Collaboration

Members and the agencies they represent are committed to working together to achieve the goals established by the Table.

Consensus

Decisions of the Table will be reached by the group as a whole and will be made in the best interests for all stakeholders of the BIPT.

Commitment

Members are committed to the purpose and goals of the Table and regular attendance and participation.

Continuous Leadership and Innovation

Members are committed to the ongoing elevation of the professional development of the community services sector.

2.1 Membership

The BIPT will consist of members representing a broad range of stakeholders. Membership on the Burnaby Intercultural Planning Table is open to decision makers who are working on serving the needs of immigrants and refugees in Burnaby (see Appendix 1 – Current Membership).

1. Members are non-partisan and committed to attending meetings and contributing to the work of the Table.
2. Members will be identified and selected through endorsement by the Table membership.
3. Members may assign a designate to attend meetings to make decisions and commitments on behalf of the organization.
4. An organization cannot have more than two representatives as members of the BIPT.

2.1 Roles and Responsibilities

- Attend and participate in meetings.
- Respond to electronic requests for input and information.
- Share expertise by participating in working groups as appropriate.
- Work to identify and address barriers and service needs and gaps for newcomers and immigrants living in Burnaby.
- Provide ongoing guidance and direction for projects that support immigrants and newcomers that are proposed and submitted by the Table, such as the BIPT website.
- Enhance coordination of the delivery of support services to newcomers through periodic, as needed, in person meetings.
- Develop and maintain an electronic communication network to share timely information that may be relevant to the planning table participants. E.g. early information on new refugee groups; commencements of new targeted services and / or programs.
- Influence program and policy development affecting immigrants and refugees.
- Act as a conduit for information that is relevant and up to date for all stakeholders.
- Inform the membership of information and resources that are being developed / created within individual organizations

3.0 Governance

The following governance structure reflects the BIPT's commitment to operational excellence and inter-agency collaboration.

3.1 Contract Manager

The Executive Director of BFL manages and administers all contracts and sub-contracts associated with the BIPT LIP. In the event that additional sources of

funding to support the work of the BIPT become available, the membership will determine the appropriate agency to manage that funding.

3.2 Table Co-chairs

The BIPT has two Co-chairs. Co-chairs must represent organizations that are non-governmental and non-partisan and are not in conflict of interest (i.e. potential funders of the BIPT or potential competitors for funding sought by the BIPT.) One of the Co-chairs will be held by the BIPT Contract Manager. The second Co-chair will be selected annually by the membership. If interest in the position is great, the Co-chair will be elected by the membership.

Table Co-chairs – Roles and Responsibilities

- Facilitate meetings and to assist the Table to reach consensus;
- Ensure an equitable process where all Table members are able to express their views;
- Guide and monitor the activities of the Project Coordination Team;
- Monitor the achievements of the Table's action, strategic and work plans;
- Act as a point of contact for other committees, organizations and initiatives in the community that may wish to communicate with the Burnaby Intercultural Planning Table;
- Represent the Table in the community; and
- Report on the work of the Table to the community.

3.3 Executive Assistant

The Committee is supported by an Executive Assistant hired by the Contract Manager. The Executive Assistant reports directly to the Contract Manager and provides support to the work of the Coordinator and the Committee.

3.4 Project Coordinator

The Project Coordinator is a paid position. Guidance and direction in the work is provided by the Contract Manager and the Committee.

3.5 Working Groups

As required to support the work of the BIPT, Working Groups will be established. Working Groups will be comprised of at least two Table members and other community stakeholders with the appropriate expertise; members of the Working Groups will determine and invite further members based on the issues, needs and priorities of the Working Group.

Working Groups meetings will be organized by the Executive Assistant and facilitated by one of the Project Coordinators. The number of meetings and their frequency will be determined by the membership.

Working Groups will work to achieve consensus. Working Groups will bring forward their recommendations to the Table for approval. Recommendations may be presented to the Partnership for approval at regular Partnership meetings or electronically between meetings.

4.0 Accountability

The Table is accountable to its funders and to the community at large.

Members of the Table will have a role in communicating and engaging in consultative discussions with other members of their sector as required.

These Terms can be adjusted, as needed, by the Table.

5.0 Decision Making

5.1 Quorum

All proceedings and decisions of the BIPT will be made by those members in attendance.

5.2 Decision Making Process

Decisions are to be made through consensus. The input of all participants is to be gathered and synthesized to arrive at a final decision acceptable to all.

6.0 Meetings

6.1 Schedule

The Table will meet quarterly or earlier if needed.

Subcommittees / Working Groups will meet on an as needed basis depending on project requirements.

6.2 Agendas and Minutes

A draft agenda with a request for input will be distributed to the membership 10 days prior to meeting. The final agenda will be distributed three days prior to the meeting. Meeting minutes will be distributed within two weeks of each meeting.

7.0 Responding to Media Inquiries

BIPT members who are approached by the media will refer all inquiries to either of the Co-Chairs or to the Project Coordinator to ensure compliance with the media protocols outlined in the Contribution Agreement by Citizenship and Immigration Canada.

8.0 Conflict of Interest

Members will 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 that may arise. When an actual or perceived conflict does arise, the member shall immediately advise the Table. They will refrain from discussing the matter with any other Table members and shall excuse themselves while the matter is under consideration and being voted upon by the Table.

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

Appendix 1 – Current Membership

Member Agency Name	Representative Name, Title and Contact Info
1. Burnaby Board of Trade	Tessa Vanderkop Marketing Manager
2. Burnaby Community Services	Stephan D'Souza Executive Director
3. Burnaby Family Life	Michel Pouliot Executive Director
4. Burnaby Interfaith Network	Don Dyck /Tazul Ali Co-Chairs, Burnaby Interfaith Network Member of the Masjid al-Salaam and Education Centre
5. Burnaby Neighbourhood House	Antonia Beck Executive Director
6. Burnaby Public Library	Beth Davies Chief Librarian
7. Burnaby RCMP	Albertina Yep /Kathy Hartwig/ Sgt. Steven Eagles Burnaby RCMP
8. Burnaby School District (SWIS)	Natalya Khan Coordinator Cultural Transition Services
9. Business Development Bank (BDC)	Belen Welch Senior Advisor, Newcomer Entrepreneur Success Team
10. Citizens for Accessible Neighbourhoods	Heather McCain Executive Director
11. City of Burnaby	Rebekah Mahaffey Social Planner
12. City of Burnaby – Parks, Recreation & Cultural Services	Cindy Chang Manager, Recreation Services (East)
13. Douglas College	Pamela Tetarenko Associate Director, The Training Group
14. Fraser Health	Jackie Ainsworth Manager Population and Public Health Burnaby/New Westminster Melody Monro, MPA Community Health Specialists – Burnaby
15. Immigrant Employment Council of BC	Sangeeta Subramanian Senior Manager, Workplace Development Immigrant Employment Council of BC
16. Futurpreneur	Mina Haghighi Business Development Manager
17. IECBC – Immigrant Employment Council of BC	Sangeeta Subramanian Senior Manager, Workplace Development Immigrant Employment Council of BC
18. Immigrant Services Society of BC	Chris Friesen Director of Settlement Services
19. Journey Home Community	James Grunau

	Executive Director
20. Legal Services Society	Baljinder Gill Community Training and Outreach Coordinator
21. Ministry of Children and Family Development	Gabriella Maio Community Development Worker
22. Ministry of Social Development and Poverty Reduction	Jennifer Sullivan-Langner Supervisor, Burnaby Metro Point Local Office Services and Outreach
23. MOSAIC	Sherman Chan Director of Settlement Services
24. Pacific Immigrant Resources Society	Mariam Bouchoutrouch Executive Director
25. Simon Fraser University International	Shaheen Nanji Director of International Development
26. Squamish Nation	Deborah Baker Councillor- Squamish Nation Council
27. S.U.C.C.E.S.S.	Shae Viswanathan Regional Manager
28. Vancity,	Brenda Mah Branch Manager- South Slopes Comm. Branch Kristin Schreckenbach Branch Manager- Brentwood Comm Branch
29. Vancouver Lower Mainland Family Services Society	Maria Socorro Nguyen Co-Executive Director Interim Lakshmi Bhagavatula Co-Executive Director Interim
30. Work BC	Chris Hildebrand Burnaby Regional Manager Barb Kalashnikov CCDP Employer & Community Coordinator