

BIPT Working Groups

Terms of Reference

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 focus its work on 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 BIPT 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 [working groups](#) 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.

1.5. Working Groups

As required to support the work of the BIPT, Working Groups are established. Working Groups will be comprised of at least two Table members and other community stakeholders and volunteers 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 and facilitated by the BIPT Coordinator. The number of meetings and their frequency will be determined by the activities and work carried out by the Working Group.

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.

2.0. Membership

The BIPT Working groups will consist of representatives the organizations and service providers members of the BIPT Council Table and volunteers working on serving the needs of immigrants and refugees in Burnaby (see Appendix 1 – Current BIPT Members).

1. Members are non-partisan and committed to attending meetings and contributing to the work of the Table.
2. Members may assign a designate to attend meetings to make decisions and commitments on behalf of the organization they represent.

2.1 Roles and Responsibilities

- Attend and participate in meetings.
- Respond to electronic requests for input and information.
- Ensure an equitable process where all Table members are able to express their views;
- Share expertise as appropriate.
- Work to identify and address barriers and service needs / gaps for newcomers and immigrants living in Burnaby.
- Generate projects and initiatives to facilitate the settlement process of immigrants and newcomers.
- 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 of activities. 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 Working Groups governance structure reflects the BIPT's commitment to operational excellence and inter-agency collaboration.

3.1 Working Groups

The working group is led by one of the co-chairs of the BIPT. Meetings are scheduled and facilitated by the BIPT Coordinator to ensure the Working Group work meet the needs of newcomers.

4.0 Accountability

The Working Group members are accountable to the BIPT Council and too the community who will benefit from the projects and initiatives.

Members of the Working Groups 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 Meeting Schedule

5.1 Meeting frequency and commitment

The Working Group will meet every two months or as necessary as needed to develop to carry out projects and initiatives.

5.2.Attendance requirement

- Members are expected to attend all meetings or send an alternate
- Members are required to advise the BIPT Coordinator of their inability to attend the meeting as soon as possible
- Outside of regular meetings, members are expected to have an active role of support the initiatives (forums, conferences others) and preparation time for all meetings as required.

5.3. Meeting Agendas and Minutes

Meeting agendas and minutes will be prepared by the BIPT Coordinator. A draft agenda with a request for input will be distributed to the membership at least a week prior to the meeting along with the minutes of the previous meeting.

Meeting minutes will be prepared and distributed to the membership by the BIPT Coordinator.

6.0 Decision Making

6.1 Quorum

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

6.2 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. Therefore, decisions will be made by those members in attendance.

7.0 Responding to Media Inquiries

Working Group members who are approached by the media will refer all inquiries to either of the Co-Chairs to ensure compliance with the media protocols outlined in the Contribution Agreement by Immigrant, Refugee and Citizenship 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.

If 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 BIPT Members

Burnaby Board of Trade
Burnaby Community Services
Burnaby Family Life
Burnaby Interfaith Network
Burnaby Neighbourhood House
Burnaby Public Library
Burnaby RCMP
Burnaby School District (SWIS)
Business Development Bank BDC
Citizens Accessible Neighbourhoods
City of Burnaby – Social Planning
City of Burnaby Parks Recreation and Cultural Services
Douglas College
Fraser Health
Futurpreneur
Immigrant Employment Council of BC
Immigrant Services Society of BC
Journey Home Community
Jumpstart
Legal Services Society
Metis Nation
Ministry of Children and Family Development
Ministry of Social Development and Poverty Reduction
MOSAIC
Pacific Immigrant Resource Society (PIRS)
Simon Fraser University – Community Engagement, External Relations
Squamish Nation
S.U.C.C.E.S.S.
Tourism in Burnaby
Vancity
Vancouver Lower Mainland Family Services Society
Windmill Microlending
WorkBC