

Terms of Reference

*Welcoming and Inclusive New West (WINS)
Local Immigration Partnership Council*

“THE OPINIONS OF ALL PARTIES WILL BE TREATED WITH RESPECT”

Welcoming and Inclusive New West (WINS) Local Immigration Partnership Council is a broad-based multi-agency partnership working together to create a community that supports newcomers.

The Local Immigration Partnership (LIP) builds on previous work of the Council by supporting community-level research, planning and action.

The Terms of Reference (ToR) describes the purpose, structure and parameters of the Council; governance and stakeholder roles and responsibilities; and how decisions are made. It will be regularly reviewed to confirm it reflects the vision of the Council, to help create a diverse, inclusive and caring community where all feel welcome and valued.

COUNCIL NAME	WELCOMING AND INCLUSIVE NEW WEST (WINS) LOCAL IMMIGRATION PARTNERSHIP
PURPOSE	<p>The purpose of the WELCOMING AND INCLUSIVE NEW WEST (WINS) LOCAL IMMIGRATION PARTNERSHIP COUNCIL is:</p> <ul style="list-style-type: none"> • To increase the awareness and understanding of new immigrant issues and challenges and to facilitate New Westminster becoming a more receptive and welcoming community for new immigrants. • To continue the work and achievements that were made under the Welcoming and Inclusive Communities and Workplace (WICWP) initiative and Welcoming Communities Program (WCP). • To have Council members (individuals and organizations) bring their expertise to the Table. • To develop, implement and maintain a Welcoming and Inclusive Community Strategic Plan. • The WINS Local Immigration Partnership Council builds on WINS membership, augmented to reflect identified activities, events and services. The Council is assisted by a staff Coordinator and will: <ul style="list-style-type: none"> ○ Meet on a regular basis ○ Review the membership ○ Develop terms of reference ○ Develop and implement a five-year strategic plan ○ Oversee an ‘Inventory of Settlement-Related Services’ and creation of ‘Settlement and Integration Asset Maps’

	<ul style="list-style-type: none"> ○ Develop a local settlement strategy ○ Engage in the initial research and planning for the establishment of a 'Welcome and Integration Centre' in New Westminster
MEETINGS	<p>HOW OFTEN: Six times each year (frequency of meetings changed by Council in 2018) and may choose to hold additional meetings as necessary.</p> <p>WHERE: Committee Room #2, City Hall, New Westminster (unless notified).</p> <p>WHEN: 2nd Friday of the month from 9:30 am to 11:30 am.</p> <ul style="list-style-type: none"> ● If required, special meetings will be called by the Chair. ● An agenda and the minutes of the previous meeting will be sent out in advance of every meeting. ● Guests may be invited to speak about specific topics of interest.
COUNCIL STRUCTURE	<p>1. <u>Membership</u></p> <ul style="list-style-type: none"> ● Membership is based on the principle of inclusivity and will be open to any individual, group or organization with an interest in immigrant issues in New Westminster. ● The Council will endeavor to include a cross-section of individuals, service providers, municipal representatives, educational system representatives, government officials, business organizations and businesses from the New Westminster community with an interest in new immigrants and settlement issues. ● Membership will include, but not be limited to, representatives from the following: settlement agencies, municipal government, non-profit organizations, school district, post-secondary institutions, lead agency including coordinator, and other interested stakeholders, such as local citizens. ● One or more members from an organization may participate in the Council. <p>2. <u>Chairperson</u></p> <ul style="list-style-type: none"> ● The Chairperson is subject to an established selection process which is open and transparent in regard to funding, the host agency and any potential conflict of interest. ● The term will be reviewed and/or renewed every two years.

3. Subcommittee Structure

- Action teams, or smaller working groups, will be established as needed to focus on specific projects or activities as assigned by the Council.
- Any member of the Council may join any working group.
- Each working group will include at least two members of the Council.
- Individuals may be invited to sit on working groups without sitting at the larger Table.
- Working groups will make decisions by Consensus as defined.
- Working groups will report and make recommendations to Council.
- Any member of a working group with a conflict of interest or a perceived conflict of interest should disclose this to the Chairperson.
- Each working group will develop a Terms of Reference, including:
 - Official Name
 - Members
 - Working Group Details
 - Goals
 - Meeting Frequency
 - Communications
 - Conflict of Interest Declaration

4. Council Roles and Responsibilities

A) Chair and Alternate

- Responsible for leading the discussion at each meeting pursuant to the meeting agenda and the Council's mandate.
- If the Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of the meeting.
- Is spokesperson for the Council.
- Provides clear direction as needed.
- Ensures meetings are productive and action oriented.
- Helps create an environment conducive to governance dialogue.
- Collaborates with the Coordinator in preparing Council meeting agendas.
- Available to the Coordinator for consultation purposes.
- Advises on needs and gaps to policymakers.

	<p>B) Coordinator</p> <ul style="list-style-type: none"> • Ensures agendas are produced and distributed prior to meetings. • Produces and distributes minutes in a timely fashion. • Works with the Council and community to implement the Strategic Plan. • Provides staff support to the Council. • Provides input, expertise, and facilitation to the Council. • Provides resources and administrative support. • Communicates with chairs of the sub-committees on a regular basis to ensure connectivity. • Consults with any contractors on a regular basis to ensure current needs and gaps are identified. • Ensures that information is collected, reports written, and reports submitted to funding bodies. • Promotes WINS to the larger community. <p>C) Host Agency</p> <ul style="list-style-type: none"> • Advises on needs and gaps to funders. • Prioritizes based on input from community meetings and gives direction to Coordinator on priorities. <p>D) All Council Members</p> <ul style="list-style-type: none"> • Attend meetings regularly and arrive on time. • Contribute to discussions and decision-making processes. • Participate in reviews of WINS missions, objectives, and strategic plans. • Respect confidentiality regarding WINS business. • Work as a team and build collegial working relationships that contribute to consensus and support. • Provide updates, reports, contact information etc. as needed in electronic or written form to the Coordinator. • Respond to requests for information, agenda items, support, input, feedback, etc. (and particularly to the Host Agency, Chair, and Coordinator). • Advance the strategic plan, including goals and objectives. • Advocate on immigrant issues on behalf of the community.
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	<ul style="list-style-type: none"> • Adhere to principles of collaboration as per the Collaborative Agreement. <p>5. <u>Community Action Plan</u></p> <p>The WINS Local Immigration Partnership Council annually reviews the Strategic/Community Action Plan goals and objectives, and establishes a workplan detailing congruent activities for the coming year.</p> <p>6. <u>Reporting</u></p> <p>A) Local Immigration Partnership (LIP) Initiative Project Coordinator</p> <p>The LIP Coordinator will report to the Council as part of each meeting’s agenda. The Coordinator’s updates will cover any project and/or community information that is relevant to the activities of the WINS Local Immigration Partnership Council.</p> <p>B) Host Agency</p> <p>The lead agency will submit Funding Reports to Immigration, Refugees and Citizenship Canada (IRCC).</p>
COMMUNICATION	<p><u>Internal</u></p> <p>The Coordinator will lead and ensure the following is completed:</p> <ul style="list-style-type: none"> • Meeting agendas and minutes • Project updates • Resource sharing <p><u>External</u></p> <p>The Council Chair will:</p> <ul style="list-style-type: none"> • Be the official spokesperson of the Council • Be the official contact for media <p>Individual Council, Working Group and Action Team members do not have authority to speak on behalf of the Council, unless given such authority.</p>

	<p><u>Communication Working Group</u></p> <p>Purpose: To develop an external communications strategy project.</p> <p>Responsibilities: The Council will review and make recommendations in terms of the following:</p> <ol style="list-style-type: none"> 1. Development of a communications strategy and implementation plan 2. Development of a social media strategy 3. Photo gallery/image bank 4. Speaking tour 5. Newspaper features 6. Email marketing
<p>DECISION MAKING</p>	<p>The Council will seek to make decisions based on a consensus model as outlined below. In cases where a decision is time sensitive and a consensus is not able to be reached, a majority vote will be used to reach a decision.</p> <p><u>DEFINITION OF CONSENSUS:</u> Consensus is a process for multi-party decision-making that synthesizes the ideas of all participants into a decision that is acceptable to all. Consensus requires high levels of commitment, time and communication. Consensus is not a compromise or form of deal making. It involves exploring “interests” and ensuring that the decision fits with the group’s purpose and values.</p> <p><u>CONSENSUS GUIDELINES:</u></p> <ul style="list-style-type: none"> • A clear proposal is put forth in advance of the meeting (with background material when possible). • Adequate time is set aside for meaningful discussion. • All parties are expected and encouraged to participate. If any party chooses not to participate, they give license to the group to make the decision for them and they commit to endorsing that decision.

	<ul style="list-style-type: none"> • There may not be 100 % agreement; rather, consensus means that all parties are able to “live with” the decision provided there is the opportunity to review it after the decision has been implemented. • If more than one person participates in the meeting from a member agency, only one person shall have voting power. • <u>WHERE THERE IS DISAGREEMENT, THERE IS A COMMITMENT TO:</u> <ul style="list-style-type: none"> ○ Discuss the underlying assumptions ○ Seek differences of opinion to gain understanding ○ Consider different points of view ○ Clarify the issues; for example, identifying the real issues from surface issues ○ Listen carefully to identify interests ○ Look for “win-win” outcomes • Where there is a disagreement and a decision needs to be made (time sensitive issues), a vote will take place with the majority vote being the group decision; a quorum shall consist of half the voting members plus one. • Where time is of the essence, an email canvas may be held between meetings. The Chair will email an outline of the decision to be made. Members will be given a date by which they must respond with their perspective/decision. No response will imply consensus. Any such decisions will be entered into the minutes of the next meeting. • If time is not an issue, the decision may be deferred to a later date and will go through the consensus process after Council members have had time to consider the issue. • The opinions of all parties will be treated with respect.
<p>CONFLICT OF INTEREST GUIDELINES</p>	<p><u>Council Member Responsibility</u></p> <p>Council members should disclose any areas of conflict prior to, or while sitting at the Table, and/or should disclose any potential areas of conflict that may arise.</p>

	<p><u>Policy</u></p> <p>The nature of any conflict of interest should be entered into the meeting minutes.</p> <p><u>Procedure</u></p> <p>Where a conflict of interest or potential conflict of interest is identified, the Council member shall advise the Council of the conflict and excuse himself / herself from the Table while the matter is under consideration. That member shall not vote on that issue, nor initiate or take part in any discussion on that topic unless expressly invited to do so by unanimous agreement by all other members present.</p>
<p>AGREEMENT TO TERMS OF REFERENCE</p>	<p>I, _____, member of the Welcoming and Inclusive New West (WINS) Local Immigration Partnership Council, agree to abide by the Terms of Reference contained herein.</p> <p>Signature:</p> <p>Organization:</p>

Terms of Reference: The Working Groups

*Welcoming and Inclusive New West (WINS)
Local Immigration Partnership Council*

Terms of Reference (ToR)

Strategic Planning Working Group

- **Official Name:** Strategic Planning Working Group
- **Formed:** *Funding Working Group* and *Ad Hoc Settlement Strategy Working Group* were created in June 2015; combined and named *Strategic Planning Working Group* in January 2017.
- **Membership: (Updated 2020-2021)**
 - City of New Westminster
 - LIP Coordinator
 - MOSAIC
 - Purpose Society
- **Working Group Details and mandate:** Now the Community Settlement Plan is complete, this group will become a standing strategic planning group to focus on monitoring strategic plan goals, priorities and actions, and to address funding goals.
- **Purpose:** To conduct an annual review of established strategic plan goals and objectives; to review activities; and to seek funding opportunities that support WINS LIP activities.
- **Goals:**
 - To annually review and revise the Community Settlement Plan, including Strategic Action Plan goals, priorities and activities, and the Collaborative Agreement.
 - To develop and/or oversee activities that will improve coordination of and access to settlement and settlement-related services.
 - To share funding strategies and identify potential funding opportunities that:
 - Support working group recommendations and WINS LIP activities
 - Improve Council's reach and dissemination networks
 - Increase exposure of WINS LIP Council
 - Create community awareness of issues related to immigration
- **Meeting Frequency:** Working Groups will meet three times a year or as needed.

- **Communications:** Notes will be taken at each meeting and distributed to the Working Group for review.

Members will report back and provide updates and/or recommendations for approval at Council Meetings, or via email if time sensitive decisions are needed.

- **Conflict of Interest Declaration:** Any member with a conflict of interest or a perceived conflict of interest should disclose this to the Council Chair and the Chair of this Working Group.

Terms of Reference (ToR)

Employment Working Group

- **Official Name:** Employment Working Group
- **Formed:** June 2015
- **Membership: (Updated 2020-2021)**
 - Community Member
 - CONNECTIONS (Fraser Works Co-op and Chamber of Commerce)
 - Douglas College
 - S.U.C.C.E.S.S
 - LIP Coordinator
- **Mandate:** To build on employment-based research and resources for the Welcoming and Inclusive New West (WINS) Local Immigration Partnership Council.
- **Goals:** To develop activities for the WINS LIP Council that will
 - Improve Council's reach and dissemination networks.
 - Create awareness across all stakeholders of issues and resources that will help newcomers secure and retain appropriate employment.
 - Increase collaboration across all stakeholders thus also avoiding duplication.
 - Engage the business community.
- **Meeting Frequency:** Working Groups will meet three times a year, or as needed as activities are identified and approved by Council.
- **Communications:** Notes will be taken at each meeting by the Coordinator or Council Member and distributed to the Working Group for review.

Members will provide updates and/or recommendations for approval at Council Meetings, or via email if time sensitive decisions are needed.

- **Conflict of Interest Declaration:** Any member with a conflict of interest or a perceived conflict of interest should disclose this to the Council Chair and the Chair of this Working Group.

Terms of Reference (ToR)

Belonging, Community Receptivity and Communications Working Group

- **Official Name:** Belonging, Community Receptivity and Communications Working Group
- **Formed:**
 - The *Belonging and Community Receptivity Working Group* was formed in June 2015.
 - The *Communications Working Group* was formed in June 2015.
 - These Working Groups were combined in January 2017.
- **Membership: (Updated 2020-2021)**
 - City of New Westminster, Parks & Recreation
 - Community member
 - Community Tree
 - CONNECTIONS (Fraser Works Co-op and Chamber of Commerce)
 - Family Services of Greater Vancouver
 - LIP Coordinator
 - MOSAIC
 - S.U.C.C.E.S.S.

Mandate: To oversee an action plan of activities that address community belonging and community receptivity, and to develop and implement a strategy to facilitate knowledge transfer and support communication activities of the Council.

- **Goals:**
 - Focus on increasing newcomers' sense of community belonging, identified as a source of health and well-being.
 - Engage the broader community and promote community receptivity to increase inclusivity within New Westminster.
 - Address communication activities as needed to
 - improve Council's reach and dissemination networks
 - create community awareness of issues related to immigration
 - increase exposure of the Council
 - increase membership

- Periodically review and update the communications strategy and action plan of activities.
- **Meeting Frequency:** Working Groups will meet three times a year or as needed.
- **Communications:** Notes will be taken at each meeting and distributed to the Working Group for review.

Members will report back and provide updates and/or recommendations for approval at Council Meetings, or via email if time sensitive decisions are needed.

Media Contact: The Council Chair is the official contact for media as per the Welcoming and Inclusive New West (WINS) Terms of Reference (ToR).

Social Media: The host agency of the social media platform will receive all updates before posting, unless they choose otherwise.

- **Conflict of interest Declaration:** Any member with a conflict of interest or a perceived conflict of interest will disclose this conflict to the Chairperson.