



Tri-Cities Local Immigration Partnership
Terms of Reference

Adopted at the May 6, 2020, Meeting

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 234,300 people, 39% of whom (2016 Census) are immigrants¹. The Tri-Cities has had an increase in its immigrant population (3 %) since the 2011 National Household Survey (NHS) in comparison to Metro Vancouver at 8%². According to the 2016 Census, the Tri-Cities has an immigrant population of 91,020 (39% of the Tri-Cities population). Of this immigrant population, 12,755 are recent immigrants who arrived between 2011 and 2016³.

The Tri-Cities Local Immigration Partnership (TCLIP) is a multi-sector partnership designed to improve the integration of immigrants and newcomers in the Tri-Cities, and to strengthen the community's ability to better address the needs of newcomers.

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Foster a systematic approach to engage service provider organizations and institutions to integrate newcomers and immigrants;
- Support community-level research and strategic planning; and
- Improve coordination of effective services to create a more accessible system that facilitates newcomer and immigrant settlement and integration

¹ Source: Statistics Canada, Census 2016

² Source: Statistics Canada, Census 2016

³ Source: Statistics Canada, Census 2016

TCLIP Council Terms of Reference

1. Mandate

The mandate of the Tri-Cities Local Immigration Partnership (TCLIP) is to foster a more welcoming and inclusive community and improve the integration 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
- Endeavour to be a source of expertise and information on issues, strategies and trends related to immigration for organizations, government and service systems

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;
- New ideas and creative strategies which will enhance the delivery of services for immigrants in the community;
- Inclusiveness and diversity in all facets of its work; and
- Reciprocity by which immigrant integration is a two-way street between newcomers and the community

3. Membership

3.1 COMPOSITION

The Tri-Cities LIP will be comprised of a broad-based membership dedicated to supporting the goals and strategic priorities of the TCLIP as stated in the Mandate by participating in Council meetings and Working Groups. TCLIP Council members are non-partisan, decision-making representatives from local organizations, associations and agencies from various sectors.

The Tri-Cities LIP Immigrant Advisory Table will be comprised of individuals who represent a range of countries of origin, length of time in Canada, occupational backgrounds, ages and gender and various other forms of diversity. Members will have experience, knowledge, abilities, or skills related to immigrant integration; and are non-partisan.

3.2 ROLES & RESPONSIBILITIES

3.2.1 *Tri-Cities Local Immigration Partnership Council*

The TCLIP Council will:

- Review the TCLIP Strategic Plan to reflect community needs and priorities
- Work to identify service needs and gaps for immigrants living in the Tri-Cities;

- Direct, support and monitor the development of the initiative’s deliverables;
- Provide community information and expertise on local immigration trends and settlement service needs;
- 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 LIP Immigrant Advisory Table

The TCLIP Immigrant Advisory Table members will:

- Review the TCLIP Strategic Plan to reflect community needs and priorities
- Provide input to the TCLIP and its work by participating in Council and working group meetings;
- act as a resource for Tri-Cities community service providers;
- have the opportunity to lead or co-lead the implementation of strategic priorities in collaboration with the Partnership Council;
- and reach out to ethno-specific communities to share TCLIP information and encourage participation in its work.

3.2.3 Contract Manager

S.U.C.C.E.S.S. is the signatory of the LIP Contribution Agreement with Immigration, Refugees & Citizenship Canada (IRCC) and is represented by the Director, Integrated Services for Newcomers. 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 Manager, act as the primary contact for IRCC.

3.2.4 TCLIP Council Co-Chairs

As Contract Manager, the Director, Integrated Services for Newcomers 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. The Co-Chairs will:

- Provide leadership to the TCLIP;
- Co-Chair TCLIP meetings, or their designate;
- Serve as the TCLIP spokesperson(s);
- Act as signatories for TCLIP, or their designate;
- Act as key contacts and media spokesperson(s) for all LIP media inquiries, or their designate; and
- Ensure that TCLIP membership includes a diversity of relevant stakeholders.

3.2.5 The Secretariat

The Project Manager and Program Assistant comprise the Secretariat. The Project Manager provides support to the Tri-Cities Local Immigration Partnership. Major responsibilities include project and financial management, outreach, project reporting, event coordination, LIP communications, and engagement of external resources to support project activities. 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 meeting minutes of the TCLIP Council and Immigrant Advisory Table.

4. Governance

Each year the TCLIP Council members and Immigrant Advisory Table members will review the progress of the strategic plan and address key issues and challenges. Members will be champions for the TCLIP vision in the Tri-City community and in their respective organizations.

Key issues and challenges can be brought forward to the relevant working groups and to the Council meetings for discussion and decisions. Decisions will generally be made by consensus; however, if consensus cannot be reached, a vote by majority may take place. Decisions must fall within the LIP Funding Eligibility guidelines, as set by Immigration, Refugees & Citizenship Canada (IRCC).

4.1 Meetings

The TCLIP Partnership Council will meet three to four times per fiscal year.

Working Group meetings will take place according to the Terms of Reference of each working group.

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.