

Immigration Partnership Winnipeg

Terms of Reference

1. Background:

The Immigration Partnership Winnipeg (IPW) is a Citizenship and Immigration Canada funded project set up to provide a collaborative framework to facilitate the development and implementation of sustainable local solutions for the successful integration of newcomers to Winnipeg. The project is hosted at the Social Planning Council of Winnipeg (SPCW) and is being implemented in collaboration with the Manitoba Immigrant and Refugee Settlement Sector Association (MIRSSA) to assist with the settlement and integration of newcomers in Winnipeg.

The IPW will be composed of stakeholders who represent employers, businesses, labour, education, social services, various levels of governments, faith based groups, ethno-cultural associations, Aboriginal community leaders and community organizations that serve newcomers.

The overall objective of the IPW initiative is to increase the economic and social inclusion of newcomers into the City of Winnipeg by coordinating community-level planning, communication among stakeholders and identifying needs of newcomers through consultations with decision-makers in community organizations and institutions.

2. Mandate:

The IPW Council is a committee composed of community stakeholders from various sectors including all the levels of government and the private sector and will be responsible for overseeing IPW activities in Winnipeg.

2.1 Purpose

The Purpose of the IPW is to assist community agencies and organizations in:

- ❖ Increasing the economic and social inclusion of immigrants and refugees, i.e. ;
 - Improve access to services
 - Co-ordinate provision of services
 - Improve labour market outcomes
- ❖ Increasing community capacity to respond to emerging needs of newcomers;
- ❖ Increasing community awareness of immigrant integration needs;
- ❖ Strengthening the strategic capacity of municipality on immigration issues.

The mandate of IPW will be achieved with a commitment to:

- Active participation and undertaking tasks in a participatory manner,
- A comprehensive and strategic approach to the integration of new immigrants, and
- Innovative solutions and a willingness to reach out to non-traditional partners?

3. Development Timeline:

Phase I of the IPW initiative included the establishment of the Immigration Partnership Winnipeg Council and the conducting of research on newcomers needs and the community's assets and gaps to help with the future development of a local settlement strategy between April 2014 and March 2015.

Phase II includes the formal establishment of the IPW Council and its operations to March 31, 2016

Phase III starts in April 2016 with a fully functioning IPW Council.

4. Stakeholders

4.1. The IPW initiative defines newcomers as any individual born in another country:

- Who has moved to Canada and currently resides in Canada
- Who currently lives in another country and intends to move to Canada in the near future

The newcomer definition includes but is not limited to:

- Permanent residents
- Convention Refugees or protected persons with a Notice of Decision from the Immigration and Refugee Board
- Refugee claimants
- Recent newcomers who have successfully acquired Canadian citizenship
- Temporary Foreign Workers
- Live-in caregivers
- Provincial Nominees
- International students
- Any other individual with or seeking permanent residence in Canada

4.2. Organizational Partners

Central to the IPW success, will be the active inclusion of a number of community organizations and individuals who represent sectoral opportunities facing newcomers and the various stakeholders in newcomer settlement and integration. The opportunity sectors include;

- Health
- Education
- Family services and seniors
- Housing
- Settlement Services
- Employment
- Language
- Justice and Security
- Government Policy

4.3. Demographic Stakeholders

The stakeholder groups, who will be represented in the Council and its various efforts, will include;

- Ethno-cultural groups
- Immigrants
- Refugees
- Women
- Youth
- Indigenous people

5. The IPW Council

The centerpiece of the IPW structure is a Council that will facilitate action to increase the economic and social inclusion of newcomers into the City of Winnipeg. The role of the Council is primarily to;

- Coordinate community-level planning,
- Facilitate communication among stakeholders and
- Identify the needs of newcomers through consultations with decision-makers in community organizations and institutions.

In order to achieve these objectives, the Council will:

- Initiate discussions to identify the priorities, gaps and solutions that are required to meet the needs of the recent immigrants to Winnipeg

- Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the feedback reflects the needs of the recent immigrants to Winnipeg
- Develop a Local Settlement Strategy and an Action Plan;
- Adhere to the values outlined in sections 5.2 and 8.2 ;
- Recommend ongoing mechanisms to stay informed and to affect activities that address newcomer issues in Winnipeg.

5.1 The Council Composition

The IPW Council will be composed of no more than 19 enthusiastic members who are committed to enhancing settlement and integration opportunities for all newcomers in Winnipeg.

The Council members will include but are not limited to the following:

- Organizations with a primary mandate to provide services for newcomers including settlement or language funded services; and
- Organizations and institutions with a mandate which includes the provision of a broad range of services to the greater population, with newcomers as an important component within their client base (such as Education, Transit, Housing or Health Care); and;
- Organizations which are focused on local employment and employer-related issues including labour organizations and those promoting the development of a skilled workforce. These members could include but not be limited to the Minister's Advisory Council on Workforce Development, Manitoba and Winnipeg Chambers of Commerce, Business Council of Manitoba, Local Biz organizations etc.
- Ethno cultural organizations representing populations of newcomers living or intending to make Winnipeg their future homes.
- Leadership of organizations representing or working with Winnipeg's Aboriginal Community
- A variety of faith groups as they represent the faiths of the different newcomers in community.

The Council members will not be required to seek specific endorsement from their sectors but must commit to helping the committee in engaging and consulting with representatives from the broader sectors that they represent.

5.2 Operating Values for the Council Members

1. Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness;
2. Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers in our city; and
3. Promote and encourage inclusiveness, through membership on the committee and in all facets of its work

This Terms of Reference is a dynamic document subject to change as determined by the Council and consistent with requirements of CIC funding.

5.3. Organizational Structure

The IPW organizational and governance structure provides for both a formal means of decision making, but based on a flexible and inclusive set of opportunities for engagement, discussion, shared learning and coordination.

- Council 19 members representing the Sectors and Stakeholders
- Meets quarterly
- Elects co-chairs.

Sector Forums

- Established according to the eight opportunity Sectors
- Chaired by a Council member from that sector
- Participation open to those interested in sector issues
- Meets according to need or as per action plan but at least once a year.

Working Groups

- Are issue and task oriented
- Involve those with knowledge of a topic and an interest in addressing issues
- Able to recommend action the Sector Forums and Council
- Able to address issues where possible among the stakeholders.
- Meet according to issues arising.

6.0 Membership Recruitment and Selection

6.1 Recruitment of Co- Chairs

A representative from the MIRSSA Board of Directors Executive and the Executive Director of the Social Planning Council of Winnipeg Co-Chaired the Steering Committee. They will also

initially Co-chair the Council. New Co-Chairs will be selected by the Council members, before March 2016.

6.2 Recruitment of Members for the Council

The IPW Steering Committee will draft the Terms of Reference for the Council and select the initial members of the Council. All efforts will be made to achieve geographic and sector representation within the framework of the CIC agreement, which includes community and government service sector partners.

In cases where there is one particular organization that would represent the sector, the IPW Council will review the merits of the sector representation in consultation with the other service providers and will make a decision for the sector representation.

6.3 Qualifications

Members must have decision making authority and the ability to provide the perspective of the sector they represent. They will not be required to seek specific endorsement of their sector, but must commit to helping the Council in engaging and consulting with representatives from the broader sector that they represent.

1. Members must have experience working in collaborative planning groups.
2. The Council members must meet one or more of the following criteria:
 - a. Provide services or programs to recent immigrants living in the city of Winnipeg
 - b. Have experience in program implementation and/or policy development related to immigrant service needs and their integration into the community; and
 - c. Be familiar with the challenges faced by employers and training agencies to integrate immigrants into the labour force.
3. Member organizations representing Aboriginal organizations are exempted from provision of services to newcomers but should be represented as important contributors to increased integration of newcomers.

6.4 Term

The Council members' will be appointed by the Council for a maximum of two, three year terms. Terms of the Council members will be adjusted to assure there is a continuity of experience on the Council and a large departure of members at one time is avoided

6.5 Resignations

Any resignations from the Council shall be tendered in writing to the Co-Chairs. The Council in consultation with the IPW Coordinator shall search for a replacement sector representative who will serve the remainder of the term.

In order to maintain a high level of commitment and consistency, members may be required to resign if they have been absent for three consecutive meetings.

7.0 Procedures and Processes

7.1 Meetings

During the term of the Council there will be a meeting at least every six weeks, with additional meeting possible on the instructions of the Council.

7.2 Quorum

The quorum for the Council will be 10 members.

If quorum is not present at a scheduled meeting of the Council thirty (30) minutes after the scheduled commencement time, the meeting shall be adjourned until the next regular meeting of the Council and the IPW Secretariat staff shall record the names of the members present. If the members who are present at the time remain until a quorum is present, then the meeting shall proceed. If a quorum is not present and there are important decisions that require the approval of the Council, approval shall be done by email within 48 hours of the decision being asked. Quorum for decisions via email shall be 10 members.

7.3 Media Contact

All communications will acknowledge the contribution made by the Government of Canada through CIC. The IPW Coordinator will serve as media contact on behalf of the Council though Council members may be profiled in the news media according to the issues being raised.

7.4. Reporting Structure

The Social Planning Council of Winnipeg has entered into a contractual relationship with CIC for the administration of the IPW funding.

The Social Planning Council of Winnipeg will therefore be solely responsible for the deliverables of the project. The progress of the IPW initiative and associated deliverables will be reported through quarterly reporting templates provided by CIC.

7.5. Conflict of Interest

Information provided by The Council members should be reflective of the sector they represent and consider the needs of the broader community as a whole. It must not exclusively benefit the Council member's financial or business interests, the organization or agency they represent, or that of a relative or business association.

The Council members shall declare any actual or potential conflict of interest and shall excuse themselves from, and not take part in, deliberations and votes relating to any matter that gives rise to a conflict of interest.

8. Secretariat

SPCW and MIRSSA collaborated on setting up the Immigration Partnership Winnipeg with SPCW holding the Contribution Agreement and hosting the secretariat. The IPW Coordinator was responsible to the partners and CIC.

Going forward, the IPW will need secretariat supports. These will be clarified and established in preparing the Proposal for the continuation of the IPW beyond April 2016 (the Request for Proposals from CIC is expected in June of 2015). However, it is expected that the Secretariat will;

- Coordinate and support the administrative requirements of the Council;
- Manage the process towards developing the Local Settlement Strategy and Action Plan;
- Conduct research related to the development of the Local Settlement Strategy and Plan;
- Coordinate and support the communications involved in the IPW, manage the news media opportunities and facilitating community consultations;
- Meet reporting requirements and financial accountability for CIC.

Discussed and Approved

Steering Committee Meeting

June 2015