



## **Immigrant Advisory Table Terms of Reference**

The Regina Region Local Immigration Partnership's Immigrant Advisory Table's (IAT) Terms of Reference and Governance Structure clarifies how the IAT will operate and be structured. This document is designed to ensure the success of the IAT and its ability to fulfill its purpose: IAT members will bring lived experience to the role, ensuring the newcomer perspective informs the work and decisions of the RRLIP Partnership Council and its respective Working Groups.

**Table of Contents:**

Governance Structure.....Page 2

Vision, Mission and Objectives.....Page 2

Key Project Definitions.....Page 3

Membership.....Page 3

Roles and Responsibilities.....Page 3

Roles and Responsibilities.....Page 4  
(Chair and Co-Chair)

Guiding Values.....Page 4

Membership Terms.....Page 5

Operating Guidelines.....Page 5

Information Exchange Strategy.....Page 6

Changes to the Terms of Reference.....Page 6

Acknowledgements..... Page 6

## Governance Structure

### **Governance Structure:**

- Immigrant Advisory Table will consist of foreign born community members willing to champion the RRLIP and promote its vision, mission and objectives.
- Immigrant Advisory Table will elect a Chair, a Co-Chair and a Secretary (or assigned Secretariat staff).
- Immigrant Advisory Table members are eligible and encouraged to participate in Working Groups (WG) that will be tasked to support the vision and implement the actions required to address the challenges/local priorities. WG's will report back to the Partnership Council regularly on their progress and challenges.
- The Immigrant Advisory Table, along with the Partnership Council and Working Groups, will be supported by the RRLIP Secretariat (staff).

## Vision, Mission and Objectives

**Vision:** Regina welcomes newcomers, values and celebrates diversity and supports the integration of all residents.

**Mission:** The Regina Region Local Immigration Partnership (RRLIP) and its member organizations will educate, collaborate and partner for the benefit of newcomers in Regina.

**Objectives:** The RRLIP aims to

- Develop and engage a multi-sector council, diverse immigrant advisory table and working groups to support the community's settlement and integration priorities
- Engage traditional and non-traditional partners in the inclusion of newcomers
- Strengthen local capacity to integrate newcomers
- Increase knowledge about newcomer needs, strengths and local strategies for support
- Promote welcoming attitudes and increase the full participation of newcomers in the Regina community

## Key Project Definitions

### Key Project Definitions:

- Throughout Canada, Local Immigration Partnerships (LIPs) are a mechanism to develop local partnerships and community-based planning around the needs and strengths of newcomers.
- The Regina Region Local Immigration Partnership is a community collaborative that acts as an incubator for ideas, identifying newcomer needs and mobilizing the appropriate community resources to meet those needs. The RRLIP builds on existing strengths in the community to facilitate the full participation of newcomers in Regina.
- The RRLIP Partnership Council is a local multi-sector collaborative that addresses opportunities and challenges associated with fostering an inclusive, diverse and welcoming community.
- For the purposes of this project, Newcomers will be defined as people born outside of Canada and currently residing in Regina, Sask.

## Membership

### IAT Membership:

Membership on the Immigrant Advisory Table is open to foreign-born individuals who are committed to enhancing settlement and integration for newcomers to Regina. The members will bring lived-experience, expertise and/or interest in immigration issues.

### Membership Includes:

- a. Representation from foreign-born individuals, males and females, a diversity of languages, cultures, ethnicities and education levels, in varying stages of adaptation and settlement
- b. Representation from the RRLIP secretariat

## Roles and Responsibilities

### Roles and Responsibilities of IAT Members:

- a. To bring lived experience to the role, ensuring the newcomer perspective informs the work and decisions of the RRLIP Partnership Council and respective Working Groups.
- b. To act as champions for the RRLIP
- c. To prepare for each IAT meeting as needed

## Roles and Responsibilities – Chair and Co-Chair

### Roles and Responsibilities of IAT Chair:

- a. To provide input into the content of meeting agendas, taking into consideration current table discussions and Council and Working Group requests etc.
- b. To facilitate meeting agendas, with input and support from the RRLIP staff
- c. To consider representation of IAT members at the Partnership Council Table and Working Groups. If in-person representation isn't possible, to implement the *Information Exchange Strategy* that will ensure the flow of information between the IAT, the Partnership Council and Working Groups.
- d. To regularly communicate with RRLIP staff through email and/or phone calls and the occasional in-person meeting
- e. To champion the RRLIP vision on behalf of all IAT members

### Roles and Responsibilities of IAT Co-Chair:

- a. To provide support to the IAT Chair, when required
- b. To act as Chair and perform the above responsibilities, when the Chair is unavailable

## Guiding Values

### Guiding Values for the Members:

- a. Represent the vision and mandate of the Regina Region Local Immigration Partnership
- b. Understand that each IAT member, with individual knowledge and expertise, must be respected by all other members
- c. Embrace a collaborative approach to immigration and integration issues and solutions
- d. Respect the confidentiality of all IAT business
- e. Encourage and support creative strategies for improved integration outcomes
- f. Agree that authority over the Secretariat (RRLIP staff) does not rest with the IAT
- g. Champion the Local Immigration Partnership in the community of Regina
- h. Agree to share contact information with other IAT members, for networking purposes

## Membership Terms

### Membership Terms:

- a. IAT members will serve for two years, with the option to renew a consecutive term, if approved by the majority of the IAT membership
- b. There will be a minimum of 4 meetings annually (at least 1 per quarter) and individual members must attend at least 2 meetings annually
- c. If individual members are unable to attend a meeting, an official notice must be provided to the RRLIP Secretariat through phone or email
- d. IAT representation will be reviewed annually
- e. Each IAT member, present at meetings, will be given a \$10 travel reimbursement. Each member must provide confirmation of receipt in writing.
- f. Members may leave the IAT by:
  - *giving written notice*
  - *being declared removed after missing two consecutive meetings without valid cause*
  - *being declared removed by a 75% vote of Council for reasonable cause*
  - *(e.g. not embracing a collaborative approach)*

## Operating Guidelines

### The Immigrant Advisory Table will operate using the following guidelines:

- a. Meet a minimum of 4 times a year (quarterly), plus other meetings as required
- b. Quorum shall be constituted by a minimum of 50% of IAT members plus one non-voting member (RRLIP Secretariat)
- c. Minutes will be taken at all meetings and distributed to IAT members and community within a week
- d. The IAT will aim for consensus as its primary decision-making process. In the event consensus cannot be achieved, a simple majority vote will apply.

### Setting the Meeting Agenda:

- a. Secretariat, with input from the IAT Chair, will develop the draft agenda, based on recent work, meeting discussions, new developments, etc.
- b. Secretariat will send the *draft* agenda, for member feedback, 2 weeks before the meeting
- c. Secretariat to send the *finalized* agenda 1 week before the meeting
- d. IAT members and/or the Secretariat can also make additions to the agenda on the meeting day

## Information Exchange Strategy

### Information Exchange Strategy:

1) To ensure the flow of information between the IAT Table and Partnership Council, the IAT Chair/Co-Chair will represent all IAT members through...

➤ In-person representation, **whenever possible**, at the respective table

\*One rotating IAT member will attend each Partnership Council meeting with the Chair or Co-Chair for the purposes of:

- sharing newcomer insight and perspective with Council members
- gaining insight and information from Council members to share with the newcomer community

When in-person representation at the respective table is not possible, the Chair/Co-Chair will ensure the flow of information through...

➤ The review of Partnership Council meeting minutes with all IAT members (meeting minutes will highlight discussions, requests, outcomes etc.)

2) To ensure the flow of information between the IAT Table and Working Groups, the RRLIP secretariat will share regular updates, including requests for IAT member input/feedback from the respective Working Group tables.

**Special Note:** IAT members hope and desire some action will follow as a result of their input. The **Information Exchange Strategy** described below will ensure all IAT members are informed of discussions, requests and outcomes.

## Changes to the Terms of Reference

### Changes to the Terms of Reference:

- IAT Member proposes a change to the T/R (addition/deletion/rewording)
- Proposed change is circulated among members for comments, ideas, discussion
- Proposed change can be discussed at the current or next IAT meeting, utilizing consensus as the primary decision-making process

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- **Revised – Nov 30<sup>th</sup> 2018 – reframed to include ‘ rotating member’ attendance; reframed to reference only the Partnership Council in the Information Exchange (point #1); reframed to include the Secretariat’s responsibility in providing working group updates (point #2)**