

# Terms of Reference for the Immigrant Advisory Table



## Calgary - A welcoming city

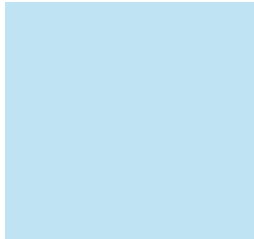
Be part of the vision.  
Be part of the movement.  
Be part of the future.

January 8th, 2014

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## 1. Introduction

The Calgary Local Immigration Partnership (CLIP) is a collective impact initiative where we are gathering committed and influential partners around the table to positively change settlement and integration outcomes for newcomers to Canada. In order for Calgary to continue to grow as a vibrant city that offers excellent quality of life, we need to maximize on all of our communities and their assets. This includes newcomers to Canada who are choosing Calgary to be their new home. However many newcomers do not have good access to the many opportunities here in Calgary. CLIP will develop strategies that will enable newcomer communities to plug in to these opportunities with relative ease and thus make meaningful contributions to our city. Then Calgary will continue to prosper as newcomers succeed and participate fully in our welcoming city.

## 2. Vision

Calgary is a great and welcoming city where all newcomers succeed.

## 3. Objectives

The overarching objectives for CLIP include:

- Developing a multi-sectorial Council at the local community level, so that newcomer needs are integrated seamlessly into the community planning process, and community-specific strategic priorities are identified and action plans implemented to improve newcomer outcomes;
- Strengthening local capacity to integrate newcomers in a manner that fosters improved labour market access, increased social inclusion, and the creation of sustainable welcoming communities for newcomers;
- Engaging human service providers in the active inclusion of newcomers; and
- Improving outcomes for newcomers as indicated by increased economic, social, political, and civic participation by newcomers.

## 4. Guiding principles

The guiding principles for CLIP are:

- Integration is a two way process, which involves commitment on the part of newcomers to adapt to life in Calgary and on the part of Calgarians to welcome and adapt to new people and cultures; and
- Newcomers contributions to the economic and social fabric of Calgary are valued: it is important for newcomers to become economically self-sufficient and to be able to participate in the social dimensions of life in Canada; and it is important for individuals and the Calgary community to ensure that newcomers have opportunities to participate in and contribute to the economic and social life of Canada.

## 5. Governance Structure

### 5.1 CLIP Council



The CLIP Council consists of 15-25 community members that are willing to play a leadership role in Calgary in promoting and implementing the vision of CLIP. The role of the Council Members consists of developing a Strategic Plan based on the input from the Project Teams and encouraging the implementation of this plan. Each year the Council will review the progress of the plan and address key issues and challenges. CLIP Council Members will be champions for the CLIP vision in the community and in their respective organizations. The CLIP Council will be guided by the work of the Project Teams and supported by the CLIP staff.

### 5.2 Roles and Responsibilities of the CLIP Council Members

- Be Champions for CLIP vision in the community
- Promote a shared awareness to help create a cohesive voice in Calgary
- Develop a Strategic Plan based on the recommendations from the Project Teams
- Review annually the progress of the implementation of the strategic priorities and address key issues and challenges
- Provide input for local research agenda
- Participate in CLIP Council meetings (3-4 per year)
- Encourage implementation of the Strategic Plan
- Ensure the Council membership includes all relevant stakeholders

## 5.3 Project Teams

Based on the research and community engagement, five (5) focus areas have been identified. The Project Teams are designed to align with the integration process of immigrants into the Calgary community and include:

- Preparation Project Team
- Arrival Project Team
- Adaptation Project Team
- Security Project Team
- Belonging Project Team

The Project Teams provide expertise and knowledge and collectively identify priorities that will work towards the vision of CLIP. The priorities of the five (5) Project Teams will form the basis of the CLIP Strategic Plan.

## 5.4 Roles and Responsibilities of the Project Teams

The Project Teams provide expertise and knowledge and collectively identify priorities that will work towards the vision of CLIP. The priorities of the five (5) Project Teams will form the basis of the CLIP Strategic Plan. Subsequently the Project Teams will gather the necessary stakeholders to develop and implement the Strategic Plan.

The Project Teams will update the CLIP council on a regular basis on progress made and challenges encountered. CLIP staff will provide support for the Project Teams.

- Provide expertise
- Consult with community on issues
- Identify and recommend Strategic Priorities to CLIP Council
- Provide input for Local Research Agenda
- Develop implementation plan
- Bring stakeholder together for implementation
- Coordinate between Project Teams
- Develop a working structure for implementation
- Update CLIP Council on progress of implementation including successes and challenges

## 5.5 Coordination

The Project Teams will coordinate the efforts from all Teams and Project Team Leads will meet regularly. The Project Teams will work closely with the community to ensure that all voices are heard.

The Project Teams will be supported by the CLIP staff. Each Project Team will work with the CLIP staff to determine the structure and organization that best suits their needs.

## 5.6 Secretariat

The Secretariat consists of the staff of CLIP. The main function of the Secretariat is to support the CLIP Council, the Project Teams and the Newcomer Advisory Council. In addition the CLIP Council will coordinate research based on the needs of the Council and Project Teams and works with the research community.

The CLIP Secretariat will report on the achievements and challenges of CLIP at a national level through Citizenship and Immigration Canada and locally to the partner organizations of CLIP, The City of Calgary, Immigrant Sector Council of Calgary and the United Way of Calgary and Area.



## 5.7 Roles and Responsibilities of the Secretariat

- Provide support for CLIP Council, Project Teams and Newcomer Advisory Council
- Coordinate local research
- Report on progress of implementation to Citizenship and Immigration Canada (CIC)
- Accountable for CLIP funding to CIC
- Maintain partnership between The City of Calgary, Immigrant Sector Council of Calgary and the United Way of Calgary and Area

## 6. Immigrant Advisory Table

### 6.1 Immigrant Advisory Table Membership

The Immigrant Advisory Table consists of 20-25 members who are newcomers to Canada residing in Calgary. They are passionate about building Calgary as a welcoming community and bring lived experience in understanding issues newcomers to Canada are facing.

### 6.2 The Role of the Immigrant Advisory Table

- Provide input into the development of the CLIP's Strategic Plan
- Ensure that CLIP's priorities are relevant to the newcomers community in Calgary
- Provide feedback on the implementation of the Strategic Plan
- Provide suggestions for other CLIP pursuits that may fall outside of the Action Plan

### 6.3 Terms

The Immigrant Advisory Table Members are selected for the term of one (1) year. After each year, the Members will be asked to confirm their continued participation.

### 6.4 Responsibilities of the Members

- Assist in the development of the Strategic Plan for CLIP by providing feedback
- Participate in the Immigrant Advisory Table meetings (3-4 per year)
- Champion the CLIP vision in your communities
- Ensure the information provided is representative of the diverse newcomer population in Calgary

## 6.5 Accountability

The Immigrant Advisory Table is accountable to all Calgarians.

## 6.6 Meeting schedule and attendance

The Immigrant Advisory Table will meet three-four (3-4) times per year and the meetings will be set in advance by the CLIP Secretariat. All Members are expected to attend all Immigrant Advisory Table meetings. If it is not possible, they are expected to inform the CLIP Secretariat in advance of their absence. After two (2) consecutive absences at CLIP meetings, Members will be asked to confirm their continued interest in participating on the CLIP Immigrant Advisory Table. Compensation to a maximum of \$50.00 per meeting is available to Members of the Immigrant Advisory Table. Members must be present for the whole meeting to receive this compensation, substitutes are not permitted.

## 6.7 Changing the Terms of Reference

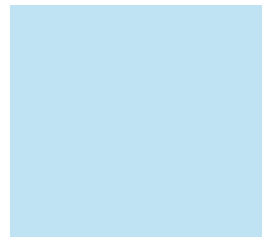
The Immigrant Advisory Table may change, add or modify the Terms of Reference by consensus.

## 6.8 Agreement to the Terms of Reference

I, \_\_\_\_\_, Member of the Calgary Local Immigration Partnership Immigrant Advisory Table, have read this document and agree to the terms contained herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Appendix

## Governance structure diagram



Notes:



For more information visit:

[www.calgarylip.ca](http://www.calgarylip.ca)