

Central Okanagan Local Immigration Partnership (LIP) & Council  
Terms of Reference  
June 2014

**1. Background**

Kelowna Community Resources (KCR) received funding from Citizenship and Immigration Canada (CIC) to continue to work towards making the Central Okanagan a community that supports and embraces cultural diversity through a Local Immigration Partnership (LIP).

LIPs are community-based partnerships that:

- Foster a systematic approach to engage Service Provider Organizations (SPOs) and other institutions to integrate newcomers;
- Support community-based knowledge-sharing and local strategic planning; and,
- Improve coordination of effective services that facilitate immigrant settlement and integration.

LIPs deliver indirect services to newcomers that provide a collaborative framework to facilitate the development and implementation of sustainable solutions for the successful integration of newcomers that are local and regional in scope.

The LIP Council is to act in partnership with the Service Provider Organization (SPO) in the development of a Memorandum of Understanding (MoU), research on community assets and gaps, and the establishment of a local immigration strategic plan and implementation plan. The Council represents the following geographical areas of the Central Okanagan: Kelowna, West Kelowna, Peachland, and Lake Country. LIP Coordinator will oversee the project and work in collaboration with the LIP Council.

**2. Definitions**

**Terms of Reference (ToR):** a document that describes the purpose and structure of a project.

**Memorandum of Understanding (MoU):** a bilateral agreement that expresses a convergence of will between parties.

**Service Provider Organization (SPO):** Organizations that provide settlement services under contribution agreements with CIC.

**Newcomers:** Immigrants and refugees who have recently arrived in Canada.

**Action Plan:** a document that presents concrete activities to be implemented within the year to address local priorities.

**Strategic Plan:** a document produced on the basis of research conducted on newcomer and community needs, including key priorities that will be implemented through annual action plans.

### 3. Attachments

The following documents are attached and incorporated by reference into these Terms of Reference (ToR):

- Appendix A – Memorandum of Understanding
- Appendix B – Schedule of Meetings
- Appendix C – Council Membership List

### 4. Mandate

The Council will oversee the development of a Local Settlement Strategy and a related Implementation Plan. As required by the Funding Agreement, as part of its mandate, the Council will:

1. Hold a minimum of 9 meetings per year.
2. Develop a local settlement strategy that includes a work plan, a report on community assets and gaps research in relation to newcomers' needs, a report on the community's vision, and key priorities to achieve this vision.
3. Establish an action plan to implement the local settlement strategy which identifies specific tasks, a timeline, key partners, a plan to leverage funding, a reporting plan, and a sustainability plan for implementation of the LIP project.
4. Report to CIC with a plan for evaluating the success of the project and results achieved in relation to the expected project outcomes for performance measurement and evaluation for the LIP project.

In addition, as part of its mandate, the Council:

- will ensure that Council processes are undertaken in a participatory and inclusive manner;
- may liaise and consult with organizations or networks in health, education, and social services sectors, or with other relevant networks, to support the full social and civic inclusion of newcomers regardless of their immigration status, and the full inclusion of their children; and
- may coordinate and establish linkages with any relevant community planning initiatives being conducted by any level of government during the term of the Council.

### 5. Guiding Values and Ethics

The Central Okanagan LIP Council is committed to diversity, equality, social justice, social inclusion, and social cohesion, as stated in the Council's signed MoU. The Council's MoU is attached as Appendix A.

## **6. Procedures and Processes of the Establishment of the Council**

### **6.1 Purpose of the council**

The purpose of the LIP Council is to act in partnership with the SPO, Kelowna Community Resources (KCR), in the development of a MoU, research of community assets and gaps, and establishment of a local settlement strategic plan and action plan.

### **6.2 Role and Responsibility of Members**

- 6.2.1** Members will serve as independent experts to represent the views of their organizations and stakeholder groups. It is anticipated that members will sign, or cause to have signed, a MoU on behalf of their organization.
- 6.2.2** The partnership council is to meet regularly to develop a coordinated, comprehensive, and strategic approach to immigration and integration that fits the needs of the community it represents.
- 6.2.3** Council members will be asked to volunteer in various aspects of the project. Members may volunteer to work with the LIP Coordinator to plan and organize community consultations, workshops, and other Council activities.
- 6.2.4** The Council will have a maximum of 30 members. The current Council Membership List is attached as Appendix C.

### **6.3 Selection of Members**

- 6.3.1** LIP Council members are representatives from community organizations that provide services to or have an interest in the integration of newcomers. Members are drawn from all levels of government, immigrant serving agencies, language training providers, public institutions, Francophone organizations or networks, regional employment networks, employers, local associations and other key community stakeholders.
- 6.3.2** Outreach to these stakeholders is to be included in the LIP's work plan and encouraged throughout the LIP process to support participation of partners not initially included on the LIP Council.
- 6.3.3** The composition of the initial LIP Council is characteristic of the transition from the Welcoming Communities Program transitioned to the LIP Initiative.

### **6.4 Operating Guidelines**

## **6.4.1 Meetings and Communication**

- 6.4.1.1** The Council will meet on a quarterly basis. The Council’s Schedule of Meetings is attached as Appendix B.
- 6.4.1.2** Minutes of all Council meetings will be taken, and will be emailed to Council members.

## **6.5 Decision-Making**

- 6.5.1** The LIP Council functions as a group and decisions are made by consensus.
- 6.5.2** The role of the LIP Coordinator is to facilitate meetings and coordinate activities consistent with the Council’s direction. The LIP Coordinator does not represent the specific interests of Kelowna Community Resources (KCR) beyond ensuring fidelity to contractual obligations.

## **6.6 Quorum**

At least one half of the current active members, as identified on the membership list, must be present to make decisions.

## **6.7 Governance**

### **6.7.1 Structure of LIP**

- 6.7.1.1** LIPs are steered by the LIP Council, which is tasked with the overall stewardship and management control over initiatives such as needs assessments and asset mapping of their community.
- 6.7.1.2** Working Groups may be established by the Council to focus on specific projects and take action towards particular sectors of interest in the community. Working groups are accountable to and report to the Council as a whole.

### **6.7.2 LIP Coordinator**

- 6.7.2.1** The LIP Coordinator facilitates the LIP Council’s work and provides organizational support.
- 6.7.2.2** The LIP Coordinator will carry out the following responsibilities in relation to the LIP:

- organize and facilitate LIP Council or working group meetings;
- liaise with partnership members;
- reach out to community stakeholders;
- raise awareness of newcomers' needs in the community;
- oversee research on community assets and gaps;
- organize awareness-raising activities to sensitize current or prospective LIP members to newcomers' challenges;
- generate and distribute community-wide information on services available to newcomers;
- support LIP partners in the development and implementation of collaborative projects, including logistic support with the coordination of partners, assistance with identifying and securing funds, supporting proposals, etc.; and
- report on implementation of the action plans and measure progress against expected newcomers' outcomes and the community vision.

## 7. Deliverables

The partnership council agrees to meet the following deliverables as stated in their detailed work plan by the specific date.

- Terms of Reference for Central Okanagan Local Immigration Partnership Council – **June 30, 2014**
- Conduct research on newcomers needs and the community's assets and gaps, and raise awareness of these needs with the partnership's members and the wider community – **November 30, 2014**
- Establish a local settlement strategy identifying key priorities for the community – **December 31, 2014**
- Develop action plans with specific, measurable and time-bound activities to implement the community's strategic priorities – Action Plan #1 – **January 31, 2015**, Action Plan #2 – **September 30, 2015**
- Support the implementation of action plans and report on results achieved – Reports on implementation of action plans due **August 31, 2015** and **March 31, 2016**

## 8. Policy on Conflict of Interest

**8.1** The LIP Council recognizes the right to, and value of, council member's involvement in activities as citizens of their community. Council members are to keep their role as private citizens separate and distinct from their responsibilities as LIP Council members.

**8.2** If a member, or the organization a member represents, stands to receive a direct financial benefit from the outcome of a decision made by the Council, then the

member must declare a conflict of interest on the issue. Examples of circumstances creating a conflict of interest include any of the following, if conducted for or in connection with the Council and/or the Central Okanagan Local Immigration Partnership:

- a) The hiring of a Council member, or their organization or staff members of their organization to perform paid services;
- b) The use of rental facilities provided by a Council member or their organization for which direct compensation is provided;
- c) The use of other products or services provided by a Council member or their organization for which direct compensation is provided.

**8.3 Disclosure of Conflicts:** Council members will disclose any existing or potential conflicts of interest and will promptly update any disclosures previously made to the other members of the Council and/or to the LIP Coordinator.

**8.4 Procedures to Manage Conflicts of Interest:** For each conflict of interest disclosed by a Council member, or brought forward by another Council member, the member will be asked to abstain from discussing and/or voting on the issue creating a conflict of interest.

## **9. Effective Date and Signatures**

The LIP Terms of Reference will be reviewed once every two years. Any changes to the Terms of Reference will be made following consultation with LIP Council members.

Effective Date: June 11, 2014

Central Okanagan Local Immigration Partnership (LIP) Council  
Memorandum of Understanding (MoU)  
June 2014

This Memorandum of Understanding (MoU) is an agreement among the undersigned representative cross-sectoral community stakeholders to support the continuing development of the Central Okanagan, British Columbia as a community that supports and embraces cultural diversity.

COMMITMENT TO A COMMON GOAL AND SHARED VALUES

Respecting the rights of all individuals under the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act and recognizing the First Nations Indigenous people for their history, contribution, and value to our community, we, the undersigned, are committed to the further development of the Central Okanagan as an inclusive, welcoming, and vibrant community where immigrants can realize their full potential, racism is eliminated, and cultural diversity is valued and celebrated. This common goal is supported by commitment to the following shared values:

**Diversity:** We acknowledge and respect all ethnic, cultural, religious, and linguistic groups that strengthen the social fabric of our community.

**Equality:** We promote the protection of the rights of all individuals and groups to participate equally in our democratic society and to access opportunities for the optimal well-being and healthy development of all children, youth, and adults.

**Social Justice:** We encourage active citizenship in the social, economic, cultural, and political life of our community. We reject all forms of violence, harassment, and discrimination.

**Social Inclusion:** We promote the sense of belonging, acceptance, recognition, and being valued as a contributing member of society in the Central Okanagan's economic, social, cultural, and political life. We encourage attachment to workplace environments in our community where everyone can feel welcomed, supported, and realize their full potential.

**Social Cohesion:** We support building social cohesion through a reciprocal process where everyone in the Central Okanagan appreciates each other's similarities and learns about, adapts to, and respects each other's differences. The social fabric of our community is strengthened by the contribution of all its members.

Based on our common goal and shared values, we, the undersigned community partners, support the creation and ongoing activities of the Central Okanagan Local Immigration Partnership (LIP) Council whose purpose is to provide indirect services that bring about a new

form of collaboration at the community level related to newcomer settlement and integration through:

- engaging local service providers and other institutions in newcomers’ integration process;
- supporting community-level research and strategic planning; and
- improving the coordination of effective services that facilitate immigrant settlement and integration.

This Memorandum of Understanding (MoU) was approved by consensus by the Central Okanagan Local Immigration Partnership (LIP) Council members. Each signatory to this Memorandum of Understanding (MoU) agrees to uphold the common goal and shared values contained herein.

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Member Name	Position	Organization
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Signature	Date
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Central Okanagan LIP Council  
Schedule of Meetings 2014-2015 Fiscal Year

<b>Meeting</b>	<b>Date</b>
1 Transition	Wednesday June 11, 2014 (9:00am-11:30am)
2 (Research Working Group)	Friday June 20, 2014 (1:30pm-3:00pm)
3 (Research Working Group)	Tuesday September 2, 2014 (2:00pm-4:00pm)
4 (Research Working Group)	Tuesday September 30, 2014 (1:00pm-3:00pm)
5 Community Research	Monday October 27, 2014 (2:00pm-4:30pm)
6 Strategic Planning	Monday November 24, 2014 (2:00pm-4:30pm)
7 Action Planning	Monday January 12, 2015 (2:00pm-4:30pm)
8 (Working Group 1)	Electronic Feedback Tuesday March 31, 2015
9 (Working Group 5)	Tuesday March 31, 2015 (2:00pm-3:30pm)
10 (Working Group 3)	Electronic Feedback Tuesday March 31, 2015

Central Okanagan LIP Council  
 Schedule of Meetings 2015-2016 Fiscal Year

<b>Meeting</b>	<b>Date</b>
1 (Working Group 6)	Tuesday April 14, 2105 (2:00pm-3:30pm)
2 (Working Group 4)	Thursday April 30, 2015 (2:30pm-4:00pm)
3 (Working Group 6)	Monday May 4, 2015 (3:00pm-4:30pm)
4 (Working Group 5)	Tuesday May 12, 2015 (3:00pm-4:30pm)
5 (Working Group 2)	Tuesday May 26, 2015 (3:00pm-4:30pm)
6 (Working Group 1)	Thursday May 28, 2015 (3:00pm-4:30pm)
7	
8	
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## Central Okanagan LIP Council Members

### Present LIP Members

Beyond Diversity Consulting, Kamilla Bahbahani Milligan  
 CBC Radio Day Break South, Alya Ramadan  
 Central Okanagan Foundation, Cheryl Miller  
 City of Kelowna Council, Ryan Donn  
 City of Kelowna, Business and Entrepreneurial, Robert Fine  
 Community Futures, Larry Widmer  
 Economic Development Commission, Corie Griffiths  
 French Cultural Centre (FCC), Hasna Elanes  
 Global Citizen, Joyce Brinkerhoff  
 Greater Westside Board of Trade (GWBT), Karen Beaubier  
 Intercultural Society of the Central Okanagan, Victoria Oppertshauer  
 Intercultural Women's Education Network (IWEN), Victoria Oppertshauer  
 Kelowna Chamber of Commerce, Caroline Grover  
 Kelowna Community Resources (KCR), Katelin Mitchell  
 Korean Culture & Knowledge Society (KCKS), Jin Park  
 Lake Country Community Development, Jamie McEwan  
 Okanagan College, Continuing Studies, Verna Simpson  
 Okanagan College, ESL Department, Ardiss Stutters  
 Okanagan Filipino Canadians (OFC), Victoria Oppertshauer  
 Okanagan Regional Library, Kelowna Branch, Fern Teleglow & Christine McPhee  
 Okanagan Sikh Temple & South Asian Community, Andy Sandhu  
 Peachland Community Member, Doris Muhs  
 Project Literacy, Diana Groffen  
 Radical Action with Migrants in Agriculture (RAMA), Elise Hjalmarson  
 School District 23, Settlement Workers in Schools (SWIS), Carol Davidson & Donna Garbelya  
 Studio East 2 West Productions, Martin Berthiaume  
 UBC Okanagan, Geography Department, Carlos Teixeira  
 UBC Okanagan, International Student Services & Programs, Leah Sanford & Carrie Karsgaard

### Past LIP Members

City of Kelowna Council, Colin Basran  
 City of Kelowna, Cultural Services Branch, Caroline Ivey  
 Dini Steyn  
 Elna von Dach  
 School District 23, International Education, Robert Tucker  
 United Way  
 Women's Enterprise Centre, Laurel Douglas



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