



Fredericton Region's Local Immigration Partnership Initiative
Local Immigration Partnership Council of Fredericton (LIPCF)

Terms of Reference



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Prepared by:



Fuelling Entrepreneurs | *Alimenter* l'entrepreneuriat

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1.0 Local Immigration Partnership (LIP) Project Description

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

1. Systematize local engagement of service providers and other institutions in newcomers' integration process;
2. Support community-level research and strategic planning; and,
3. Improve coordination of effective services that facilitate immigrant settlement and integration

Ignite Fredericton has signed an agreement with Citizenship and Immigration Canada (CIC) to lead the LIP initiative in Fredericton. Through the LIP project, the Region will connect sectors that are critical to the successful integration of recent immigrants including settlement services, labour market development, educational programs, and social services to create a comprehensive Fredericton Region Immigration Settlement and Integration Strategy.

The overall objective of the LIPs initiative is to enhance collaboration, coordination and strategic planning at the community level in order to foster more welcoming and inclusive communities and improve settlement and integration outcomes.

This LIP initiative will be implemented in two phases:

- Phase One will include the establishment of the Local Immigration Partnership Council of Fredericton and the development of an immigration settlement strategy.
- Phase Two will include a detailed implementation work plan based on the Fredericton Region Immigration Settlement and Integration Strategy. Phase Two will be the implemented through a separate Call for Proposals from CIC.

2.0 Mission

The Local Immigration Partnership Council of Fredericton (LIPCF) will provide direction and oversight for the development of the Fredericton Region Immigration Settlement and Integration Strategy. This will be based on information collected through the compilation of existing research and community consultations in order to enhance local service delivery to newcomers while identifying community driven social innovation and addressing gaps in services.

3.0 Objectives:

The Local Immigration Partnership Council of Fredericton will be the primary consultative body that will work collaboratively with stakeholders and partners to develop the Fredericton Region Immigration Settlement and Integration Strategy. The LIPCF will provide a collaborative framework through which a coordinated, comprehensive and strategic approach to immigration and integration will be developed that fits the needs of Fredericton's community, recent immigrants and employers. The LIPCF will also look at ways that community stakeholders and partners can stay connected on newcomer issues on an ongoing basis.

The Local Immigration Partnership Council of Fredericton aims to:

1. Improve access and coordinate the immigrant integration services (settlement, language training and labour market integration) in the Fredericton region;
2. Improve labour market outcomes for immigrants living in Fredericton while successfully strengthening regional awareness and capacity to successfully integrate and retain immigrants living in the Fredericton region.

3.1 Operating Values

The Local Immigration Partnership Council of Fredericton will be guided by the following values:

- Respect
- Commitment
- Collaboration
- Fairness
- Support
- Accountability
- Inclusiveness
- Integrity

3.2 Deliverables:

LIPCF agrees to meet the following deliverables as stated in the agreement with CIC detailed work plan by the specified date. The following deliverables were negotiated with CIC:

- 04/2015- Form partnership and terms of reference
- 07/2015- Gaps and needs analysis and assets assessment
- 09/2015- Key Priorities definition and additional research
- 02/2016- Local Immigration Settlement and Integration of Fredericton Strategy
- 03/2016- Community session: Deliver of the Local Immigration Settlement and Integration Strategy of Fredericton to community and partners

4.0 Role of the LIPCF:

The main role of the LIPCF will be to advise and guide the development of the Fredericton Region Immigration Settlement and Integration Strategy content in terms of evaluating and assessing needs, assets and gaps, identifying priorities for funding, suggesting activities for the Strategy, and providing feedback. In order to achieve the objectives the Local Immigration Partnership Council of Fredericton will be responsible to:

1. Serve as ambassadors for the Immigration Partnership and actively engage the leads and representatives of Fredericton's stakeholders and community partners;
2. Facilitate and lead the development of strategic relationships among stakeholders and across the community, to strengthen community capacity to support and improve outcomes for immigrants in the Fredericton Region;
3. Identify gaps in services and barriers faced by immigrants and newcomers in settling and integrating as well as provide recommendations and advice in overcoming such barriers and challenges;
4. Assist in the identified gaps, priorities and solutions that are required to meet the needs of recent immigrants within Fredericton;
5. Participate in a series of strategic planning sessions toward the development of Fredericton Region Immigration Settlement and Integration Strategy;
6. Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the strategy reflects the feedback and the needs of Fredericton's Immigrant Population;
7. Conduct themselves in accordance with the values outlined in Section 3.1 as well as maintain/uphold visionary leadership in the achievement of a caring, equitable community where everyone in the Fredericton community thrives.

5.0 Membership

Members of the Local Immigration Partnership Council of Fredericton (LIPCF) are drawn from diverse sectors of the community representing agencies, school boards, faith groups, local business groups, settlement services, labour market, and the Region in general, who will provide input into the implementation of the strategy and action plan based on their experience and knowledge.

5.1 Members/Composition

Sector Represented	Organization Connector	Member
Municipal Government	Deputy Mayor	Eric Megarity
Settlement Services and Ethnocultural Groups	Multicultural Association of Fredericton	Lisa Bamford
Immigration Representative	Immigrant and Community Leader	Frank Zhao
Business Needs, Training and Labour Market Development	Director, Fredericton Intercultural Business Services Center	Janet Moser
Academic Services and Student Population	Director of International Education -NBCC	Ryan Sullivan
Student	Community Leader	Syeda Haider
Social Services	Fredericton's Police	Chief Leanne Fitch
Education and Startup Community	Post Secondary Education, Startups and Local Leader	Dhirendra Shukla
Education	School Principal	Chris Treadwell
Public Health and Social Services	Manager Downtown Health Clinic	Joan Kingston
Health Services	Consultant Psychiatrist with Horizon Health Authority	Dr. Anthony Njoku
Social Services	Church Representative	Elaine Kenyon
Business Needs and Labour Market	Caris Computer Software Company	Jeremy Nicholson
Business Needs and Community Lead	Fredericton Chamber of Commerce	Krista Ross Janet Moser

5.2 Members Responsibilities

- Attend meetings
- Represent their sector while considering the “big picture” and the needs of the broader community as a whole
- Lead the implementation of the strategy in their specific sector

5.3 Co-Chairs

The Local Immigration Partnership Council of Fredericton will have two (2) Co-Chairs who will be nominated and chosen by all council members. The LIPCF meetings will be led by a Co-Chair, who will be supported by a LIP Project staff. Chairing of the meetings will rotate between the Co-Chairs. The responsibilities of the Co-Chairs supported by the LIP Project Staff includes:

- Review agendas and minutes
- Lead the LIPCF meetings
- Mediate the LIPCF decision process
- Be available for media contact as spokesperson for the Local Immigration Partnership Council of Fredericton

5.4 Term of Membership

The term of the LIPCF will be a two year term.

5.5 Resignation of Membership

Any resignation from the LIPCF during the designated term shall be tendered in writing to the LIPFC.

5.6 Role of the LIP Project Staff

- To oversee the implementation of all of the project deliverables to ensure that the project meets set targets
- Be responsible for all financial reporting to the funding partner – cash flow, monthly expense claims, financial and narrative reports
- Conduct evaluation of the project's process and impact
- Assist with the facilitation of meetings to explore the development of innovative and collaborative solutions for newcomer attraction , integration and settlement
- Act as a liaison between community initiatives and the Executive Committee to enhance synergies and collaboration among the respective action plans
- Collaborate with the consultant(s), stakeholders, community groups and organizations during the research and implementation phase

6.0 Procedures and Processes

6.1 Meetings

There will be three (3) LIPCF meetings per year. Additional meetings may be called by the LIPFC or the LIP Project team.

6.2 Quorum

A quorum of the LIPCF is one third ($\frac{1}{3}$) of the number of the council members plus one. At least one Co-Chair must be present.

If a quorum is not met within fifteen (15) minutes after the scheduled commencement time, the members present may continue to meet but the LIPCF shall not make any decisions until such time as quorum is met. Decision making matters will be postponed to the next regularly scheduled or extraordinary LIPCF meeting where there is quorum.

6.3 Attendance

With consideration for the significant amount of work to be accomplished within the timeframe, LIPCF members are asked to attend on a consistent basis in order to achieve the planned results. If a member must be absent, sending a notification to the LIP Project Team is required. A member who misses three (3) consecutive meetings will be thanked for their work and a new representative will be recruited from that sector.

7.0 Governance

The LIPFC will provide a collaborative framework for supporting the implementation of the Strategy and Action Plan that is reflective of the needs of Fredericton's recent immigrants, employers, community, and agencies. The LIPCF sector representatives will help determine priorities, and activities to meet the objectives. Input for the development and implementation of a local immigration strategy and action plan will include information gathered from:

- LIPCF meetings
- Community consultations, and
- Research and analysis conducted by the LIP Project Committee

Information will be shared with LIPCF members for their consideration in the development and implementation of a strategy to advance newcomer integration in Fredericton.

7.1 Responding to Media Inquiries

LIPCF sector representatives who are approached by the media or by organizations for public appearances, comments or any sort of information about the LIPFC should refer all inquiries to the LIP Project Team. The LIP Project Team will assign a co-chair as a public voice as well as manage all contacts with the media and external organizations regarding the LIPCF and its deliverables. This person will adhere to the media and public appearance protocols outlined by CIC in the Contribution Agreement. Media inquiries will be referred to:

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7.2 Conflict of Interest

Members of the LIPCF 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. The information provided by the council should reflect the sectors that they represent while considering the needs of the broader community as a whole. It must not benefit the LIPCF sector representative's financial interest, the organizations they represent, or those of relatives or business associations. Members of the LIPCF are subject to a Conflict of Interest Policy as Outlined in the Appendix 1.

7.3 Working Groups

The development and implementation of a strategy and action plan may require the establishment of working groups in which LIPCF members may be asked to participate as well as other community stakeholders. The establishment, coordination and deliverables of these working groups will be managed by the LIP Project Team. Results of working groups will be shared with LIPCF members.

7.4 Decision Making

The development and implementation of a strategy and action plan will be based on a collaborative model whereby LIPCF members will advise on strategic priorities that help with the integration and settlement of recent immigrants living in Fredericton. It is important that the strategy and action plan reflect the needs of Fredericton newcomers as a whole without showing favouritism to one particular sector. Therefore, LIPCF recommendations will be taken into consideration along with information gathered from other sources such as literature review, community consultations and data analysis.

7.4.1 Voting Process:

While every effort will be made to operate the Partnership Council along a consensus building model, votes may be required to ensure that recommendations have the support of the majority of the Partnership Council. In the event of a vote, the following format will be used:

- The Chair will call for a vote after a motion has been made by a member of the Partnership Council and seconded by another Partnership Council member.
- Every member on the LIP Council has one vote. The LIP Project Team do not have voting status.
- The results of votes will be included in the minutes of the Council meeting. This ensures confirmation and documentation of the results of the vote.
- If the motion is defeated, any council member, including the original owner of the motion may propose a different version of the motion, including new conditions.

7.4.2 E-Decision Making:

In the event that Council members are asked to decide on issues in between meetings, the Chair will send an email to all eligible Partnership Council members with a clear timeline for replying to the motion. If a date is given, the time line will extend to midnight of the date. Otherwise, a specific time may be given. Council members will be given a minimum of 3 and a maximum of 7 calendar days to respond. Shorter time lines may be provided when the matter is time sensitive. This ensures there is a clear "window" for voting and provides for a reasonable response time for Council members who may not access email on a daily basis. To ensure transparency when submitting a vote electronically, the voting member will reply to all recipients included on the email. The subsequent minutes will detail the number of votes cast, the number of votes for the motion and the number of votes against the motion.

APPENDIX 1 -Conflict of Interest Policy for the Local Immigration Partnership Council of

Fredericton (LIPCF):

A LIPCF sector representative will be considered to have a conflict of interest when the decisions made and/or the actions taken by a LIPCF sector representative in the course of exercising his or her duties are affected by, may be affected by, or could be seen by another party as to be having an unfair advantage over the rest of the LIPCF sector representatives. This would include actions that would directly benefit:

- a. The sector representative's personal, financial or business interests; or
- b. The personal, financial or business interests of relatives or business associates of the LIPCF sector representative.

For the purpose of this section of the Policy, a relative, is a parent, spouse, same-sex partner or child. Any behaviour which is, or could reasonably be considered as a conflict of interest should be disclosed, and the representative will abstain to participate in discussions, advising or making decisions that may be perceived as conflict of interest.

If a conflict of interest is determined and has not being disclosed the LIPCF will request the representative to resign.

Some of the more common areas of potential conflicts include the following:

- a. Special Treatment: A LIPCF sector representative shall not use his/her position to give any person or organization special treatment that would advance his/her own interests or that of any of the LIPCF sector representative's relatives or business associates.
- b. Financial Interests: A LIPCF sector representative must not participate in any decision, promotion or make any recommendation toward the development of the Immigration Settlement Strategy in which the representative or his/her relatives, agency or business associates will have exclusive financial gain.
- c. Public Appearances: A LIPCF sector representative who is asked to speak publicly to an organization or professional association (as a result of his/her membership on the LIPCF) must notify the LIP Project Team to ensure that the messaging is consistent with the direction of the Immigration Settlement Strategy. LIPCF sector representatives who are speaking at a conference or meeting who are not representing the LIPCF must not appear to represent the opinion or policy of the LIPCF and may not present any information gained as a result of membership on the LIPCF.
- d. **Use of Confidential Information: The LIPCF sector representatives shall not use confidential information shared with the LIPCF regarding the LIP initiative and associated projects without written consent from the LIPCF.**

Council Member Signature

Date