



# Terms of Reference

## BROOKS LOCAL IMMIGRATION PARTNERSHIP

### 1. INTRODUCTION

#### 1.1 Vision and Mission

##### The Vision:

*Where newcomers experience successful integration through belonging and contributing to the economic, cultural, social, and civic growth of the community.*

##### The Mission:

*The Brooks LIP Mission is to unite the **voices of organizations** and **voices of experience** to build community value.*

### 2. MANDATE

The Brooks LIP mandate as guided by Immigration, Refugees, and Citizenship Canada (IRCC).

- Foster a systematic approach to engage service provider organizations and other institutions to integrate newcomers/immigrants
- Support community-based knowledge sharing and local strategic planning
- Improve coordination of effective services that facilitate newcomer/immigrant settlement and integration

### 3. GUIDING VALUES AND PRINCIPALS

#### The Brooks LIP is:

- **Inclusive-** committed to ongoing community involvement including participation of newcomers/immigrants.
- **Asset Based-** building capacity and grounded in the experience and strengths of the local community.
- **Holistic-** a community focus on a holistic (wholeness) approach including social, cultural, environmental, and economic benefits.
- **Collaborative-** collaborating with individuals and organizations with the LIP vision.

## 4. GOVERNANCE MODEL

### 4.1 Partnership Council

Membership on the Partnership Council is open to any stakeholders (groups or individuals) that have experience, expertise and/or interest in immigration issues. Examples include representation from the following sectors: service and community, immigration, business, health, education, as well as municipal partners, provincial, and federal governments.

The Partnership Council is comprised of representatives from stakeholder organizations & advisory groups who are responsible for strategic direction, major financial decisions, coordination & Information sharing with member organizations.

Key Roles:

- Make decisions on the direction of LIP
- Develop a strategic plan based on the input from the Immigrant Advisory Group (IAG), working groups and oversee the implementation of this plan
- Review annually the progress of the plan and address key issues and challenges
- Consult annually with the greater community
- Act as ambassadors/champions for the Brooks LIP and nationally
- Prepare for each Partnership Council meeting, having read the correspondence and any reports circulated in advance

### 4.2 Partnership Council/Executive Council Chair

The chair will be elected by the Partnership Council and will be an individual who is not employed by the contract holder, who is able to inspire colleagues and maintain focus on implementation phase achievements.

Key Roles:

- Chair of Partnership Council
- Chair of Executive Council
- Lead and be a team builder
- Community ambassador representing the Executive Council as requested, to existing/potential- funders, stakeholders and the general public

### 4.3 Executive Council

The Executive Council will be comprised of a minimum of: one (1) municipal representative from the City of Brooks, one (1) member appointed from Brooks & County Immigration Services (BCIS)-*contract holder*; and three (3) other voting members from the Brooks LIP Council. The Partnership Council chair is also the chair of the Executive Council.

Key Roles:

- Provides supervision and support for LIP coordinator, oversees reporting to IRCC & day-to-day financial decisions

- Documentation and Organizational overview
- Recommend to LIP Council strategies to move LIP forward towards common vision
- Seek feedback and endorsement from the Partnership Council when necessary
- Vet future contract decisions

#### 4.4 Immigrant Advisory Group

Provides guidance grounded in the lived experience of Brooks immigrants, outreach & information sharing with ethno-cultural groups & the community. The Chair of the IAG rotates yearly and is a voting member on the Brooks LIP Partnership Council.

Key Roles:

- Identify Immigrant Needs
- Information sharing
- Provide information on the memberships' ages, ethnicities, gender, immigration status and length of time in Brooks to show the diversity of the advisory table
- Schedule for frequency of meetings
- Participate, when requested, in events planned with the Brooks LIP Council

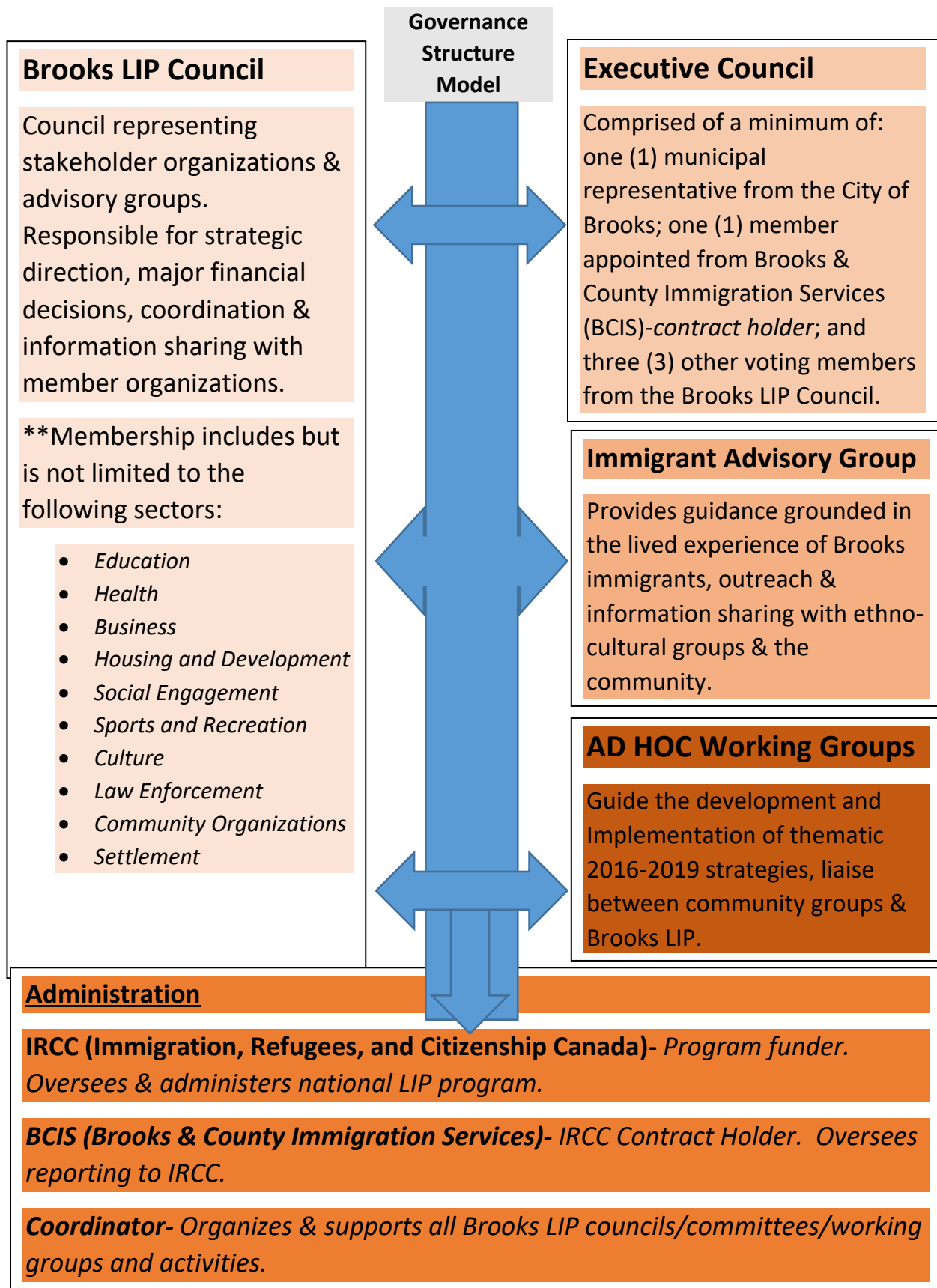
#### 4.5 AD HOC Working Groups

Guide the development and Implementation of thematic 2016-2019 strategies, liaise between community groups & Brooks LIP. Working groups could include, but are not limited to: Research, planning community events, education & language learning, employment, social, economic, and civil integration areas, health, and civic & political participation.

The **AD HOC Working Groups** will meet **as needed** and will be considered **temporary** advisory groups. Working groups DO NOT need to be comprised of only Brooks LIP Partnership Council Members. These are community working groups open to anyone interested in working toward the Brooks LIP Vision.

#### 4.6 LIP Coordinator

Brooks LIP will employ a coordinator who will be an exofficio member of all committees. The coordinator will provide administrative services to Brooks LIP and Executive Councils as well as AD HOC Working Groups (when required).



## 5. DECISION MAKING

The Brooks LIP will use a consensus model for decision making whenever possible.

Where consensus cannot be reached, a majority vote (50% + 1) of Brooks LIP members present will be required.

All the decisions of the executive must be in conformance with agreement and program guide.

## 6. MEETING FREQUENCY

The **Brooks LIP Partnership Council** will meet a minimum of **4 times a year** and as many other meetings and/or events as deemed necessary.

- Council members must attend all meetings in person. Three or more consecutive meetings, without prior notice to the Council Chair or LIP Coordinator, can result in termination through motion.

The **Brooks LIP Executive Council** will meet as required.

The **Immigrant Advisory Group** will meet a minimum of **2 times a year** and as many other meetings and/or events as deemed necessary.

## 7. CODE OF CONDUCT AND CONFLICT OF INTEREST

Brooks LIP members will provide information, input, and perspective reflecting the sector they represent. Members will respect confidentiality, act ethically and in good faith. All roles and responsibilities will be based on the best interest of the community. There may be times when members will be required to treat discussions, documents, or other information relating to the work of either council/committee as a confidential matter.

It is expected that members will not engage in any behavior or conduct that may be seen or perceived to be in conflict with the spirit and intent of the Brooks LIP. Council and working group members shall declare any actual or perceived conflict of interest and shall identify and excuse themselves from deliberations and voting related to any matter that gives rise to a conflict of interest.

Members of the Brooks LIP will:

- Attend and be prepared for meetings by reviewing materials provided and undertaking/reporting on tasks as assigned
- Work and make decisions based on the well-being of all residents
- Work collaboratively with all Brooks LIP council and workgroup members in a spirit of respect, co-operation and proper decorum in spite of differences that may arise during discussions
- Receive all meeting documents and agendas a minimum of 7 days in advance of meetings to allow time for review and input
- Minutes from all meetings will be distributed to members 7 days following meetings

In the event that there is a failure to comply with Code of Conduct guidelines, the Executive Committee will be responsible for addressing the issue with the members and will recommend a suitable course of action.

#### Agreement to Terms of Reference

I, \_\_\_\_\_, a representative of  
\_\_\_\_\_, member of the Brooks Local Immigration  
Partnership Council, have read this document and agree to the terms contained herein.

Signature:

Date: