



BRANDON
LOCAL
IMMIGRATION
PARTNERSHIP

A welcoming community

Brandon, Manitoba

Immigrants, newcomers, and locals, live your best life

ORGANIZATIONAL DOCUMENTS

Funded by:

Financé par :



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada



Introduction

The purpose of this document is to provide guidance and direction for the organizational development of the Brandon Local Immigration Partnership. It is not intended to detail all contingencies and will evolve over time.

Consideration

As the BLIP program aims to tackle root-cause issues, as a byproduct of dealing with these issues other issues may emerge, and some issues may minimize, it is in the spirit of this process that a flexible approach be considered while keeping the main thing the main thing which is to create a welcoming community where immigrants, newcomers, and locals can live their best life.

Contents

Organizational Blueprint 3

Terms of Reference – Partnership Council 4

Terms of Reference – Immigrant Advisory Table 5

Terms of Reference – Working Groups 6

<h2>Immigrant Advisory Table¹ (IAT)</h2>	<ul style="list-style-type: none"> Youth Seniors Women Refugees Temporary Foreign Workers SOGIE Diverse³ Francophone International Students Entrepreneurs Persons with a Disability Rural Northern Pilot 	<h2>Interdisciplinary Immigration Research Network (IIRN)</h2>	<h2>Partnership Council (PC)</h2>	<h2>Working Groups² (WG)</h2>	<ul style="list-style-type: none"> Health Housing Employment Education Indigenous Relations Civic Engagement Anti-Racism Community Voices Rapid Response 	<h2>BLIP Team</h2>
<p>Why To help immigrants, newcomers, and locals live their best life.</p> <p>How Provide insight and feedback to understand root-cause issues.</p> <p>What Promote broad community engagement through networks.</p> <p>Who Immigrants and newcomers with lived experience.</p>		<p>Why To help immigrants, newcomers, and locals live their best life.</p> <p>How Conduct research and assessment to inform gaps and opportunities.</p> <p>What Lead community-engaged research and applied research.</p> <p>Who Researchers, academics, and various community stakeholders.</p>	<p>Why To help immigrants, newcomers, and locals live their best life.</p> <p>How Identify root-cause issues and sustainable means to address them.</p> <p>What Develop multi-year strategy, annual action plans, and SMART goals.</p> <p>Who Big picture decision-makers able to cut through the red tape.</p>	<p>Why To help immigrants, newcomers, and locals live their best life.</p> <p>How Come together to solve root-cause issues in a sustainable way.</p> <p>What Execute components of action plan deliverables and SMART goals.</p> <p>Who Organizations and people on the ground able to implement.</p>		<p>Why To help immigrants, newcomers, & locals live their best life.</p> <p>How 360° coordination and improve areas for increased collaboration.</p> <p>What Build win-win multi-sector community partnerships.</p> <p>Who Passionate innovative staff supporting positive sustainable change.</p>

¹ IAT development will consist of two phases. Broad representation in phase one, and phase two will develop sub-tables to ensure all voices are included. The list is for illustrative purposes.

² Working groups will be formed on an as needed basis. The list is for illustrative purposes and will evolve to address rapid response needs, and root cause issues.

³ Individuals with a diverse sexual orientation or gender identity or expression. Please note that this umbrella term is not intended to be a definitive term or definition.



Iterative Process

- IAT provides insight and feedback
- IIRN provides research and assessment
- PC provides strategy and actions plans
- WG provides expertise and implementation
- BLIP team provides 360° coordination



TERMS OF REFERENCE – PARTNERSHIP COUNCIL (PC)

This document is intended to provide direction and a starting point for the governance of the respective committees of the BLIP, it is not intended to outline all possible contingencies. If clarification is required please contact the BLIP TEAM. This document will be endorsed by the Partnership Council and <i>is intended to evolve over time</i> .	
Mission	Through coordination, collaboration, and community engagement, Brandon Local Immigration Partnership (BLIP) facilitates opportunities for the successful long-term settlement and integration of immigrants and newcomers to Brandon, Manitoba.
Governance	Brandon Local Immigration Partnership staff are responsible for the daily operations; as directed by the strategic plan and oversight of the Partnership Council; and informed by the Immigrant Advisory Table; and supported by the respective Working Groups; and accountable to the program Funder.
Duration	The BLIP program is on a 5 year funding cycle, with current funding from 2020 to 2025.
Partnership Council Role	Comprising multi-sector representation, the Partnership Council includes decision-makers who are able to influence policy and operational changes that delivers measurable results to improve the quality of life of immigrants and newcomers in the community.
Activity & Outcome	Based on community engaged research and Immigrant Advisory Table input, the Partnership Council will develop a multi-year strategy to support specific outcomes; provide oversight on the implementation of the strategic plan and annual action plans; provide guidance to working group plans; and champion BLIP goals and objectives in the community.
Membership	To include multi-sector decision makers. Must consist of 1 member representing: the City of Brandon, the Government of Manitoba, the Federal Government (IRCC non-voting), and BLIP Staff (non-voting). Total membership shall not exceed 15 voting members.
Co-Chairs	The Co-Chairs will provide strategic leadership to the Partnership Council. By self-nomination and election by majority Partnership Council vote, the Co-Chairs will serve for the duration of their respective term (1-year, 2-year, or 3-year) subject to same term renewal process outlined below. In the absence of a Co-Chair, a BLIP staff member or designate will temporarily assume this role.
Meetings	Quarterly, at a minimum, or as agreed otherwise by the Partnership Council.
Attendance & Designate	Due to the importance of the meetings, two (2) consecutive meetings missed will automatically cancel membership. A designate with full voting rights can be requested in advance of the meeting. Applicable to all voting members including Co-Chairs.
Quorum & Voting	50% plus 1 person required for meeting quorum and decision making. Co-Chairs may call for a vote electronically at any time subject to a minimum of 24 hours-notice excluding weekends and statutory holidays.
Term & Renewal	In the first year, a 12-month term from March 1 to February 28 of the next year, (or partial year). Renewal notification due by January 31 for a self-nominated 2-year term, or 3 year-term (to take effect for March 1), subject to the approval of the existing Partnership Council.
Vacancies	Vacancies will be filled on a as needed basis, and all appointments will be elected subject to majority approval.
Minutes	All minutes will be for internal use, and administered by BLIP staff, and shared with the Funder.
Conflict of Interest	Members shall ensure that any personal or professional conflict of interest is disclosed prior, or after the potential conflict of interest is known and agrees to abstain from voting on any related matters.
Funder	This program is funded by Immigration Refugee and Citizenship Canada and subject to specific program deliverables, and hosted locally by BNRC. BLIP staff are employed by BNRC.
Document Conditions	Subject to a majority vote by the Partnership Council, the conditions set out above is subject to change, however all conditions must be consistent with the program deliverables of the BLIP.

TERMS OF REFERENCE – IMMIGRANT ADVISORY TABLE (IAT)

This document is intended to provide direction and a starting point for the governance of the respective committees of the BLIP, it is not intended to outline all possible contingencies. If clarification is required please contact the BLIP TEAM. This document will be endorsed by the Immigrant Advisory Table and *is intended to evolve over time*.

Mission	Through coordination, collaboration, and community engagement, Brandon Local Immigration Partnership (BLIP) facilitates opportunities for the successful long-term settlement and integration of immigrants and newcomers to Brandon, Manitoba.
Governance	Brandon Local Immigration Partnership staff are responsible for the daily operations; as directed by the strategic plan and oversight of the Partnership Council; and informed by the Immigrant Advisory Table; and supported by the respective Working Groups; and accountable to the program Funder.
Duration	The BLIP program is on a 5 year funding cycle, with current funding from 2020 to 2025.
Immigrant Advisory Table Role	Comprising broad multicultural representation of the community, the Immigrant Advisory Table includes community leaders and individuals with lived immigrant and newcomer experience who are able to discuss systemic barriers and provide feedback on settlement and integration strategies.
Activity & Outcome	Provide input to inform community engaged research, and feedback to guide the strategic plan, annual action plans, and SMART goals. Champion BLIP goals and promotion in the community.
Membership – PHASE 1 Immigrant Advisory Table	To include individuals with lived immigrant and newcomer experience with leadership experience and/or involvement in the community. To ensure broad and diverse community representation, membership will be limited to a maximum of two persons from the same country of origin (based on self-identification). Total membership shall not exceed 15 voting members.
Co-Chairs	The Co-Chairs will be responsible for organizing and facilitating the meetings. By self-nomination and election by majority IAT vote, the Co-Chairs will serve for the duration of their respective term (1-year) subject to same term renewal process outlined below. In the absence of a Co-Chair, a BLIP staff member or designate will temporarily assume this role.
Meetings	Quarterly, at a minimum, or as agreed otherwise by the Immigrant Advisory Table.
Attendance & Designate	Due to the importance of the meetings, two (2) consecutive meetings missed will automatically cancel membership, no designate is permitted.
Quorum & Voting	50% plus 1 person required for meeting quorum and decision making. Co-Chairs may call for a vote electronically at any time subject to 24 hours-notice excluding weekends and statutory holidays.
Term & Renewal	In the first year, a 12-month term from March 1 to February 28 of the next year, (or partial year). Renewal notification due by January 31 for a self-nominated 1-year term (to take effect for March 1 of the following year), subject to the approval of the existing Immigrant Advisory Table.
Vacancies	Vacancies filled on a as needed basis, and appointments will be elected subject to majority approval.
Minutes	It will be up to the IAT how to manage meetings, and minutes are optional. However, as requested, IAT will provide a report or update to the Partnership Council or BLIP Team.
Conflict of Interest	Members shall ensure that any personal or professional conflict of interest is disclosed prior, or after the potential conflict of interest is known and agrees to abstain from voting on any related matters.
Membership – PHASE 2 Sub-tables	To ensure that all voices are represented, sub-tables will be formed once there is at least 3 people interested. To ensure broad and diverse community representation, membership will be limited to a maximum of 1 person from the same country of origin (based on self-identification). Total membership shall not exceed 7 voting members. Sub-table formation and membership requires approval from the IAT, and requires annual renewal, term March 1 to February 28 (or partial period). To ensure accessibility, sub-tables operate informally based on the needs of the group. A member cannot be on the IAT and sub-table at the same time, and are subject to same conditions herein.
Funder	This program is funded by Immigration Refugee and Citizenship Canada and subject to specific program deliverables, and hosted locally by BNRC. BLIP staff are employed by BNRC.
Document Conditions	Subject to a majority vote by the IAT, the conditions set out above is subject to change, however all conditions must be consistent with the program deliverables of the BLIP.



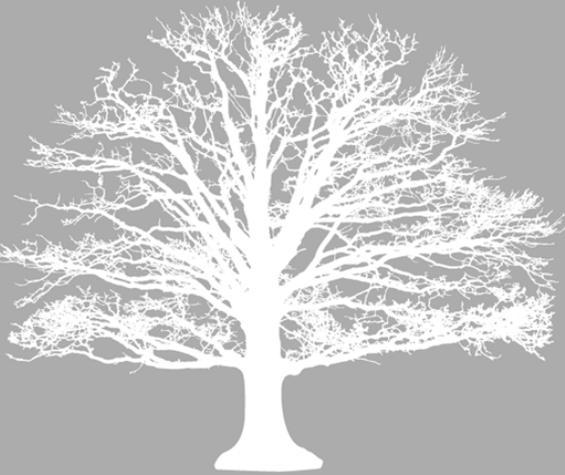
TERMS OF REFERENCE – WORKING GROUPS (WG)

This document is intended to provide direction and a starting point for the governance of the respective committees of the BLIP, it is not intended to outline all possible contingencies. If clarification is required please contact the BLIP TEAM. This document will be endorsed by the Partnership Council and *is intended to evolve over time*.

Mission	Through coordination, collaboration, and community engagement, Brandon Local Immigration Partnership (BLIP) facilitates opportunities for the successful long-term settlement and integration of immigrants and newcomers to Brandon, Manitoba.
Governance	Brandon Local Immigration Partnership staff are responsible for the daily operations; as directed by the strategic plan and oversight of the Partnership Council; and informed by the Immigrant Advisory Table; and supported by the respective Working Groups; and accountable to the program Funder.
Duration	The BLIP program is on a 5 year funding cycle, with current funding from 2020 to 2025.
Working Groups Role	Comprising organizations and or individuals who are able to utilize their sector or subject matter expertise to facilitate results. The Working Groups are self-managed, and take direction from the strategic plan, annual action plans, and SMART goals developed by the Partnership Council.
Activity & Outcome	Come together on an as needed basis to solve root-cause issues in a sustainable way. Avoid duplication by collaborating with other stakeholders to ensure a valuable use of resources. Take direction and input from the Partnership Council to ensure activities and outcomes are aligned with the BLIP strategic plan, annual action plans, and SMART goals.
Membership	As the focus of each group will be different, membership will be managed by the needs of the group. Working Groups have the flexibility to operate formally or informally.
Chair & Co-Chair	Effectiveness is more important than structure, and it will be up to the group to determine how to run their meetings.
Meetings	Frequency and duration will be determined by the respective Working Group.
Attendance & Designate	Effectiveness is more important than structure, and it will be up to the group to determine how to run their meetings.
Quorum & Consensus	Group size may fluctuate from time to time, as such it will be up to the group to determine how to proceed with their meetings, and a consensus decision making approach will be used.
Term & Renewal	As effectiveness is more important than structure, it will be up to the group to manage membership term and renewal. However, the formation of each Working Group will require approval by the Partnership Council, and each Working Group will require renewal by the Partnership Council by March 1 each year.
Vacancies	Vacancies will be filled on an as needed basis as determined by the group.
Minutes & Reporting	It will be up to the group how to manage meetings, and minutes are optional. However, as requested, Working Groups will provide a report or update to the Partnership Council or BLIP Team.
Conflict of Interest	Members shall ensure that any personal or professional conflict of interest is disclosed prior, or after the potential conflict of interest is known, and will abstain from influencing any related matters.
Funder	This program is funded by Immigration Refugee and Citizenship Canada and subject to specific program deliverables, and hosted locally by BNRC. BLIP staff are employed by BNRC.
Document Conditions	Subject to a majority vote by the Partnership Council, the conditions set out above is subject to change, however all conditions must be consistent with the program deliverables of the BLIP.



BRANDON
LOCAL
IMMIGRATION
PARTNERSHIP



**A community grows great when people
respond to the needs of today,
and plant seeds for the generations of
tomorrow.**

- Greek Proverb -



facebook.com/thebrandonlip
instagram.com/thebrandonlip
twitter.com/thebrandonlip