

**ADVISORY COUNCIL**

**Terms of Reference**

**JUNE 2024**

TERMS OF REFERENCE

The East Central Saskatchewan Immigration Partnership (ECSIP) Council Terms of Reference and Governance Structure clarifies how the Partnership Council will operate and be structured. This document is designed to ensure the success of the Partnership Council and its ability to fulfil its purpose: To guide the activities of the Local Immigration Partnership.



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#  1.Background

The East Central Saskatchewan Immigration Partnership (ECSIP)is an Initiative of Immigration, Refugees and Citizenship Canada (IRCC) and is comprised of a group of significant East Central Saskatchewan Region stakeholders that come together regularly to develop a coordinated, comprehensive and strategic plan for the integration of newcomers in East Central Saskatchewan Region.

Upon the recommendation/report by Garcea &Associates of the need and viability of a Local Immigration Partnership in East central Saskatchewan after conducting a survey, vast majority of the Respondents (92%) indicated that it would be very beneficial to develop a LIP to enhance inter-organizational coordination and collaboration. According to respondents, this would enhance the region’s capacity to deal with matters related to Immigration, Settlement and Integration.

This includes communities located roughly 80 to 150 kilometers North, South East and West of Yorkton, Thus, though the East Central Region shows high capacities across some of the characteristics of a welcoming community, there is room for improvement in several areas.

# 2. Governance Structure

* 1. The ECSIP Council will consist of **sectors** willing to participate in leadership roles in East Central Saskatchewan, promoting and implementing the vision of the Local Immigration Partnership (LIP).
	2. The ECSIP Advisory Council members will be tasked with developing and implementing a strategic plan, based on information from the asset mapping document, community engagement opportunities (e.g. community forums) and research, that outline priorities and actions which work towards the ECSIP’s vision of a welcoming and inclusive community. The strategic plan must be sensitive and responsive to changing and/or immediate identified needs as necessary. The plan is a living document, able to respond to priority shifts or crisis situations.
	3. The Council will have a Chair and Co-Chair (elected members).
	4. The ECSIP Advisory Council will be informed by an Immigrant Advisory Table (providing input to the strategic plan).
	5. Each respective group – Advisory Council, Immigrant Advisory Table, will be supported by the LIP Coordinator.
	6. Clear roles/responsibilities for Partnership Council members are laid out in the Terms of Reference below.

 **3. Vision, Mission and Objectives**

* 1. **Vision*:*** To make East Central Saskatchewan a growing, prosperous and inclusive community for all residents.
	2. **Mission: The East Central Saskatchewan Immigration Partnership will educate, collaborate and partner for the integration and retention of new immigrants in East Central Saskatchewan.**
	3. **Objectives:** The ECSIP aims to:
* Develop and engage a multi-sector council and diverse Immigrant Advisory Table (IAT) to support the community’s settlement and integration priorities.
* Engage traditional and non-traditional partners in the inclusion of newcomers.
* Strengthen local capacity to integrate newcomers.
* Increase knowledge about newcomer needs, strengths and local strategies for support.
* Promote welcoming attitudes and increase the full participation of newcomers in the communities of East Central Saskatchewan.
* Promote/Implement the ‘17 characteristics of a welcoming community’.

#  4. Key Project Definitions

* 1. Throughout Canada, Local Immigration Partnerships (LIPs) are a mechanism to develop local partnerships and community-based planning around the needs and strengths of newcomers.
	2. The ECSIP is a community collaboration that acts as an incubator for ideas, identifying newcomer needs and mobilizing the appropriate community resources to meet those needs. The ECSIP builds on existing strengths in the community to facilitate the full participation of newcomers in the region.
	3. The ECSIP Partnership Council is a local multi-sector collaboration that addresses opportunities and challenges associated with fostering an inclusive, diverse and welcoming community.
	4. For the purposes of this project, Newcomers will be defined as people born outside of Canada and currently residing in East Central Saskatchewan.

# 5. Membership

* 1. Membership on the ECSIP Advisory Council is open to **designated representatives of sectors** committed to enhancing settlement and integration for newcomers to region. The **designated sector representatives** will have experience, expertise and/or interest in immigration issues. They are decision makers in their organizations or have quick connection to decision makers.
	2. The Partnership Council includes:

* representation from organizations with a primary mandate to provide services for newcomers (e.g. Settlement or Language funded organizations)
* representation from organizations with a mandate that includes the provision of a broad range of services to the community, with newcomers within their client base (e.g. Public Library, Health)
* representation from organizations which are focused on local employment and employment-related issues (e.g. Chamber of Commerce)
* representation from all levels of government

# 6. Roles and Responsibilities

* 1. Roles and Responsibilities of Partnership Council Members:

* Make decisions on the direction of the LIP
* Develop a strategic plan based on the information from the asset mapping document, community engagement opportunities (e.g. community forums/focus groups) and research
* Oversee the development of the local settlement strategy and action plan
* Oversee the implementation of the strategic plan and review its progress annually
* Ensure the strategic plan remains responsive to the needs of the community, as it relates to newcomer integration; addressing new community challenges whenever possible
* Act as champions for the LIP
* Anticipate each Partnership Council meeting as needed (e.g. review document/correspondence reading)

**7. Roles and Responsibilities – Chair and Co-Chair**

* 1. Roles and Responsibilities of Partnership Council Chair:
* To provide input into the content of meeting agendas, taking into consideration current table discussions and IAT requests etc.
* To facilitate meeting agendas, with input and support from the ECSIP staff
* To oversee the implementation of the *Information Exchange Strategy* that will ensure the flow of information between the IAT and the Partnership Council.
* To regularly communicate with ECSIP staff through email and/or phone calls and the occasional in-person meeting
* To champion the ECSIP vision on behalf of all Partnership Council members

* 1. Roles and Responsibilities of Partnership Council Co-Chair:
* To provide support to the Partnership Council Chair, when required
* To act as Chair and perform the above responsibilities, when the Chair is unavailable

# 8. Guiding Values

* 1. Guiding Values for the Members:
* represent the vision and mandate of the Local Immigration Partnership
* Understand that each Council member, with individual knowledge and expertise, must be respected by all other members
* Embrace a collaborative approach to immigration and integration issues and solutions
* Respect the confidentiality of all LIP Council business
* Encourage and support creative strategies for improved integration outcomes
* Be a champion of the Local Immigration Partnership within their organization/association and the greater community.

# 9. Conflict of Interest

* 1. Member Conflict of Interest:

 Members agree to indicate any meeting agenda items which could be a conflict of interest, and be excused from the discussion or potential vote.

# 10. Membership Terms

* 1. Membership Terms:
* An ECSIP Advisory Council term will be the equivalent of two years for each member, with the option to renew a consecutive term, if approved by the majority of the Council
* Member organizations should have consistent representation for each term however, in the event of extenuating circumstances (e.g. job change) an organization may replace its representative on the Council **(with 5.1 in mind**). The secretariat must be informed in writing, before change in representation occurs
* Should a member be unable to attend an occasional meeting but would like to send a representative, the member may do so.

* As the strategic plan progresses, additional representatives may be invited to the Council, as deemed appropriate
* Council representation will be reviewed annually, or as needed
* More members can be added if a majority of Council members believe it would enhance the legitimacy, capacity, and effectiveness of either the Council or the ECSIP, as a whole.
* Members may leave the Council by:
* giving written notice
* being declared removed after missing three consecutive meetings without valid cause
* being declared removed by a 75% vote of Council for reasonable cause (e.g. undeclared conflict of interest, not embracing a collaborative approach)

 **11.** **Operating Guidelines**

* 1. The ECSIP Advisory Council will operate using the following guidelines:

* Meet a minimum of 4 times a year (quarterly), plus other meetings as required
* Quorum for Council meetings shall be constituted by a minimum of 50% of Council members
* Minutes will be taken at all Council meetings and distributed to members and the community, within 1 week of the meeting date
* The Council will aim for consensus as its primary decision-making process. In the event consensus cannot be achieved, a simple majority vote will apply. Consensus decision making is a group decision-making process in which members develop, and agree to support, a decision in the best interest of the whole. Consensus may be defined as an acceptable resolution, one that can be supported, even if not the ‘favourite’ of each individual. (en.wikipedia.org)

* 1. ECSIP Advisory Council - Meeting Agenda Development Process:

* ECSIP Secretariat develop draft agenda, based on recent work, comments from Council, reports from IAT, new developments, etc.
* Send out draft agenda 2 weeks before meeting - Council members have opportunity to request a revision/addition
* Secretariat send out final agenda 1 week before Council meeting
* The opportunity is always available for Council members or the Secretariat to add new agenda items at the Council meeting *(*depending on new developments, etc.)

# 12. LIP Coordinator Roles and Responsibilities

* 1. The Local Immigration Partnership Coordinator is in place to support the work of the Partnership Council. Additional responsibilities include:

* Oversee the implementation of all project deliverables
* Provide all necessary reports to Immigration, Refugees and Citizenship Canada (e.g. quarterly, annual reports)
* Provide updates to the greater community through the project website and other roles as directed by the Partnership Council
* Support the development of community-based partnerships and planning around the needs of newcomers
* Conduct project evaluations to measure progress and impact
* Act as a liaison between community and the Partnership Council, assisting in the development and enhancement of collaborations that inform and benefit the strategy and action plan
* Connect with individuals and organizations for the purposes of project outreach and promotion
* Provide updates to the Council as necessary, regarding developments that may impact the strategy and action plan

# 13. Information Exchange Strategy

**Information Exchange Strategy:**

To ensure the flow of information between all structures within the project (Advisory Council and IAT tables), the Partnership Council Chair will review all meeting minutes from each respective group. The meeting minutes will highlight discussions, requests, outcomes, etc. that may require the attention of all Partnership Council members and will be brought forward by the Chair at the following meeting.

If immediate attention is required, Partnership Council members will be contacted between meetings for further discussion. **It will be the responsibility of the LIP Coordinator to provide all meeting minutes to the Chair for his/her review.**

 **14. Changes to the Terms of Reference**

* 1. The ECSIP Advisory Council may change, add or modify the Terms of Reference/Governance Structure by consensus, following this procedure:

* Follow a similar procedure to preliminary voting on Terms of Reference
* Council Member (or through Secretariat) proposes change to Terms

(addition/deletion/rewording, etc.)

* Proposed change is circulated among members for comments, ideas, discussion
* Proposed change can be voted on in different ways:
	+ **Utilize ‘voting buttons’ through email**
	+ **Discussion at the next council meeting, followed by a vote**
	+ **If, after discussion, more information is necessary to achieve consensus or ‘buy- in’, postpone the decision and vote at a later Council meeting**

# 15. Acknowledgements

 **The ECSIP Project would like to thank all Partnership Advisory Council members for their effort towards achieving the Partnership goal.**

  

#  Addendum I (ECSIP Advisory Council Members 2024)

“This addendum is in effect as of June 27, 2024.”

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| **Advisory Council Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN.** | **Name**  | **Email**  | **Phone Number**  | **Organization**  |
| 1 | **Edith Montesclaros** | emontesclaros@ecnwc.ca | 306-783-2777 | East Central Newcomer Welcome Centre Inc. |
| 2 | **Chelsey Johnson** | cjohnson@parklandvalley.ca  | 877-816-6585 | Parkland Valley Sport, Culture and Recreation District |
| 3 | **Donna Brothwell** | exec.dir@yorktonbid.com | 306-783-9243 | Yorkton Business Improvement District |
| 4 | **Andrew Sedley** | a.sedley@signyorkton.ca | 306-783-9409 | Society for the Involvement of Good Neighbours |
| 5 | **Mark Packer** | Mark.Packer@cic.gc.ca  | 613-327-0337 | Settlement Network, IRCC |
| 6 | **Trevor Baker** | trevor.baker@cttcs.ca | 306-783-8787 | Christ The Teacher School Division |
| 7 | **kurt Fuchs** | kurtfuchs27@yahoo.ca | 306-541-9077 | Agriculture/ Entrepreneur |
| 8 | **Lauretta Ritchie-McInnes**  | laurmer@sasktel.net | 306-783-7275 | Yorkton Constituency Office  |
| 9 | **Lisa Washington** | lwashington@yorkton.ca | 306-786-1752 | City of Yorkton  |
| 10 | **Maria Cole-Gayle** | mariacolejoe@yahoo.com | 306-730-0393 | South East College |
| 11 | **SherJan Maybanting** | olyskypaystub@gmail.com | 306-730-9936 | Saskatchewan Health Authority |
| 12 | **Oladokun Peter Laniya** | peterlaniya@gmail.com | 306-620-2850 | Pastor, Dominion Chapel Ministry, Yorkton, SK |
| 13 | **Lisa Wotherspoon** | lisa.Wotherspoon@gssd.ca |   | Good Spirit School Division |
| 14 | **Lisa Cadieux de Larios** | l.larios@suncrestcollege.ca | 306-730-8970 | Suncrest College |
| 15 | **Andrea Dielschneider** | Andrea.Dielschneider@gov.sk.ca | 306-230-3569 | Immigration and Career Training |

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# Addendum II (ECSIP Meeting schedules for 2024)

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| **Proposed Meeting times for 2024** |
|  |  |  |  |
| **SN** | **QUARTER** | **DATES** |
| **Immigrants Advisory Table** | **Partnership Advisory Council** |
| 1 | First  | 22-Mar-24 | 28-Mar-24 |
| 2 | Second | 21-Jun-24 | 27-Jun-24 |
| 3 | Third | 20-Sep-24 | 26-Sep-24 |
| 4 | Fourth | 13-Dec-24 | 19-Dec-24 |
|  |  |  |  |

# Addendum III (17 Characteristics of a Welcoming Community)

17 Characteristics of a Welcoming Community.

As the destinations of newcomers have begun to diversify over the last decade and demographic change has made immigration a growing necessity, an emphasis on both attracting and retaining immigrants has resulted in an increased emphasis on the role of community.

ECSIP is using the following indicators to track activities to increase East Central Saskatchewan’s welcome-ability.

1. Employment opportunities.
2. Fostering of social capital.
3. Affordable and suitable housing.
4. Positive attitudes toward immigrants, cultural diversity, and the presence of newcomers in the community.
5. Presence of newcomer-serving agencies that can successfully meet the needs of newcomers.
6. Links between main actors working toward welcoming communities.
7. Municipal features and services sensitive to the presence and needs of newcomers.
8. Educational opportunities.
9. Accessible and suitable health care.
10. Available and accessible public transit.
11. Presence of diverse religious organizations
12. Social engagement opportunities.
13. Political participation opportunities.
14. Positive relationships with the police and the justice system.
15. Safety.
16. Opportunities for use of public space and recreation facilities.
17. Favourable media coverage and representation.

Source: [Characteristics of a welcoming community - Pathways to prosperity Canada](http://p2pcanada.ca/wp-content/uploads/2011/09/Characteristics-of-a-Welcoming-Community-11.pdf)

# Addendum IV (IAT Members 2024)

**Immigrants Advisory Table Members (IAT)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Name**  | **Email**  | **Gender** | **City/Town/****Village** | **Country of Origin** | **Length of stay in Canada** | **Membership Date**  |
| 1 | **Abiodun Adefolarin** | abi.adefolarin@gmail.com | F | Yorkton | Nigeria | 16 Years | 01/31/2023 |
| 2 | **Loreben Bontao** | bontao.lon@gmail.com | F | Yorkton | Philipines | 2 Years | 01/26/2023 |
| 3 | **Julia Guthrie** | loveatesia@gmail.com | F | Yorkton | Jamaica | 8 Years | 01/31/2023 |
| 4 | **Nathan Bark** | nathanbark19@gmail.com | M | Yorkton | South Korea | 3 Years | 02/24/2023 |
| 5 | **Thi Cam Tu (Helen) Vo** | vothicamtu1@gmail.com | F | Langenburg | Vietnam | 5 Years | 01/26/2023 |
| 6 | **Folasade Falana** | folasadekolade84@yahoo.com | F | Yorkton | Nigeria | 6 Years | 02/02/2023 |
| 7 | **Habibat Kasim** | nnadindin@yaoo.com | F | Yorkton | Nigeria | 13 Years | 01/31/2023 |
| 8 | **Rong Lu** | lurong8425@gmail.com | F | Yorkton | China | 18 Years | 02/01/2023 |
| 9 | **Nadine Naphin** | Tshimanga73@msn.com | M | Yorkton | Congo | 15 Years | 02/13/2023 |
| 10 | **Andre Smith** | dre2020@msn.com | M | Yorkton | Jamaica | 9 Years | 02/16/2023 |
| 11 | **Leo Ilustrisimo** | leoilustrisimo15@gmail.com | M | Moosomin | Philipines | 15 Years | 06/19/2023 |
| 12 | **Natasha Dombrovska** | natmirdom@gmail.com | F |  | Ukraine | 18 Years |  |
| 13 | **Marseille Skyers** | marseille.skyers@gmail.com | M | Yorkton | Jamaica | 6 Months | Mar 22 2024 |
| 14 | **Hariharan Rajendran** | hariharan.raje@gmail.com | M | Yorkton | India | 2 Years | Apr 15 2024 |
| 15 | **Abanti Banerjee** | administrator@yorktonarts.ca | F | Yorkton | India | 2 Years | Apr 15 2024 |

# Addendum V (IAT Terms of Reference 2024)



**IMMIGRANT ADVISORY TABLE (IAT)**

**Terms of Reference**

**JUNE 2024**

1. **Purpose**

**Vision**

To make East Central Saskatchewan a growing, prosperous, inclusive community for all residents and foster Newcomer retention.

**Mission**

To solicit the voices of diverse and passionate newcomers to inform, advise, and support ECSIP by sharing their ‘lived experiences’.

**Objective**

The IAT works on the following objectives:

* Act as a reference group that increases knowledge about newcomer needs, strengths and local strategies for support, including convening for specific projects and information gathering;
* To foster discussion and collaboration on issues affecting immigrant inclusion and integration;
* To enhance, provide insight and inform the East Central Saskatchewan Immigration Partnership’s current and future strategic directions which work towards our vision of a welcoming and inclusive community;
* To suggest projects and community events that respond to the work of the ECSIP Partnership;
* Promote welcoming attitudes and increase the full participation of newcomers in the communities of East Central Saskatchewan.
1. **Membership**

The Immigrant Advisory Table shall consist of 10 to 20 members, which ideally should include individuals from as many immigrant groups, cohorts and demographic profiles, as possible. Members serve in a voluntary capacity without remuneration

1. **Criteria for Membership**

Ideally, members of the Immigrant Advisory Table should meet one or more of these criteria:

* Persons who immigrated to Canada.
* Persons who are committed to building the East Central Saskatchewan region as a welcoming, progressive, proactive and productive community.
* Persons who have a good understanding and appreciation of the ‘lived experiences’ of newcomers both prior to and after their arrival in Canada.
* Persons who have connections with and a high degree of familiarity among newcomers.
* Persons who have demographic profiles and/or experiences that are likely to be important for the various initiatives of the Committee.
1. **Functions**

The major functions of the Immigrant Advisory Table are:

* To provide the Council and various committees with their views on various issues and options related to the settlement and integration of newcomers, particularly those that are relevant to the newcomers’ community in the East Central Saskatchewan region.
* To provide feedback on the development and implementation of the Strategic Plan.
* To provide suggestions for other goals, objectives or initiatives that may fall outside of the Strategic Plan.
* To serve as a communication conduit between newcomers, the Council, the Secretariat, the various Project Committees, and any working groups.
* To provide advice and logistical support to the Council, the Secretariat, and the various Strategic Initiatives Committees on an as needed basis on various matters which fall within the scope of their respective roles and responsibilities.
* To recommend and contribute to the organization of forums for newcomers to express their views on matters of importance related to settlement and integration.
* To be the source of written and oral reports on important settlement and integration matters.
1. **Terms for Members**
* Members of the Immigrant Advisory Table are selected for the term of two fiscal years, which run from April 1st to March 31st. However, after each year, the members will be asked to confirm their continued participation.
* Attend meetings regularly (Regular meetings last 2 hours). If individual members are unable to attend a meeting, an official notice must be provided to the Secretariat through phone or email;
* Any members who either miss too many meetings or are not actively involved in at least some of the key initiatives of the IAT shall be asked to consider whether their schedule will make it possible for them to attend meetings more frequently and to be actively involved with any projects or initiatives during the remainder of their term.
* Respond to email and telephone communications outside of meetings as required.
* Any member leaving the IAT could recommend someone who may be willing to take their place on the table.
1. **Co-Chairs of Newcomers Committee**
* The Co-Chairs of the Immigrant Advisory Table shall be nominated by members of the IAT.
* The actual selection and appointment of the Co-Chairs shall be the responsibility of the IAT using a secret ballot voting system.
* At least two Co-Chairs of the IAT shall be selected.
1. **ECSIP/LIP Coordinator**

The role of the ECSIP/LIP Coordinator includes:

* Facilitate IAT meetings
* Collate IAT inputs on newcomers needs and update the Advisory council
* Support the development of community-based partnerships and planning around the needs of newcomers
* Conduct project evaluations to measure progress and impact
* Act as a liaison between community and the Partnership Council, assisting in the development and enhancement of collaborations that inform and benefit the strategy and action plan
* Connect with individuals and organizations for the purposes of project outreach and promotion
* Provide updates to the Council as necessary, regarding developments that may impact the strategy and action plan
1. **Meetings**
* The Immigrant Advisory Table shall meet at least on a quarterly basis, or more often if necessary, on a day and time for which a substantial number of members are available.
* For this purpose, the interpretation of what constitutes a ‘substantial number/ quorum’ shall be the shared responsibility of the IAT Co-Chairs and the ECSIP Coordinator.
* The Co-Chairs shall be responsible for deliberations and suggestions, which shall be passed on to the ECSIP Coordinator afterwards.
* The IAT can invite individuals or groups to occasionally attend meetings (other Immigrants - these individuals would not be voting members), in recognition that the level of involvement and understanding by the receiving society is a critical factor in achieving successful integration and an inclusive community.
1. **Ethics**

The members of IAT shall:

* Represent the Vision and Mandate of the Immigrants Advisory Table
* Understand that each IAT member, with individual knowledge and expertise, must be respected by all other members
* Respect the confidentiality of all IAT business.
1. **Review of Terms of Reference**

The Terms of Reference will be reviewed annually.

1. **Acknowledgements**

The East Central Saskatchewan Immigration Partnership Council would like to thank all members of the Immigrant Advisory Table and