

**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 all ECNWC Inc. staff.