

# Terms of Reference October 2020



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## Roles and Responsibilities of the GPLIP Council

The GPLIP Council will provide strategic leadership to the Local Immigration Partnership in Grande Prairie. The Council is responsible for ensuring the Community Action Plan outcomes are achieved, championing the work of the Immigration Partnership, enabling system and strategic planning, advocacy, and governance of the Immigration Partnership. The overall objective of the Council is to promote shared awareness and leadership and create enabling environments for collective action.

### Selecting a Chair and Vice-Chair

The Chair and Vice Chair will be selected through a nomination process following Robert's Rules of Order. GPLIP Council members will be asked to nominate members on the GPLIP Council that hold the qualities outlined in the Terms of Reference to lead GPLIP Council. Once selected, the nominee will receive an invitation to fulfill the role of Chair or Vice Chair from the current Chair or Vice Chair. Incoming Chairs and/or Vice-Chairs will undergo an orientation with the Chair and/or Vice-Chair and the GPLIP Coordinator. If the Chair's position is vacant, the Vice Chair will act as Chair until a new Chair is appointed.

## Roles and Responsibilities of the Chair and Vice Chair of the GPLIP Council

### Roles of the Chair and Vice Chair

The Chair and Vice Chair play three key roles:

1. Leaders, facilitators, and team leaders for the GPLIP Council including presiding over the GPLIP Council meetings;
2. Principle overseers of implementation of the GPLIP Strategy & Action Plan;
3. Primary spokespeople in representing the GPLIP Council to reviewers, the City of Grande Prairie, sponsors and the public.

The Chair and Vice Chair will be individuals who are able to inspire colleagues and keep them focused on necessary effort to complete initiatives.

### Responsibilities of the Chair

The Chair is responsible for the effective functioning of the Council in its role of governing the Immigration Partnership. The Chair and Vice Chair require skills in involving and engaging others in dialogue, and motivating members of Council.

- Lead, facilitate and Chair meetings of the Immigration Partnership Council
- Ensure Council follows agreed rules of conduct, including decision-making, conflict of interest and general Council responsibilities
- Ensure discussion content at meetings is related to issues of which the Council has the power and authority to make decisions or take action
- Serve as public spokesperson for the Immigration Partnership Council, in conjunction with the CSD Manager or her appointee

- Work closely with the Immigration Partnership Coordinator to prepare Agenda's and other support as required.
- Facilitate discussions with Council members who are not meeting the minimum attendance requirements to identify if they want to continue being members of Council.

### Responsibilities of the Vice Chair:

- Work closely with the Council Chair and Immigration Partnership Coordinator to prepare Agenda's and other support as required
- Chair of the Council Leadership Team
- Act as back-up for the Chair as required.

### GPLIP Council Chair and Vice Chair Terms

The GPLIP Council will have a Chair and Vice Chair. The Chair and Vice-Chair will be elected to serve a term of three years. Once the Chair's term is complete, they may have the option of continuing as a GPLIP Council member given that they reflect a sector of the community that is required as per these Terms of References and with approval of the Chair, Vice-Chair, and LIP Coordinator.

### Membership Terms:

- Council members will serve for two years, with the option to renew a consecutive term, if approved by the majority of Council membership
- There will be a minimum of 4 meetings annually (at least 1 per quarter) and individual members must attend at least 4 meetings annually
- If individual members are unable to attend a meeting, an official notice must be provided to the GPLIP Coordinator by phone or email
- Council representation will be reviewed annually based on participation and attendance
- Members may leave Council by:
  - giving written notice
  - being declared removed after missing two consecutive meetings without valid cause
  - being declared removed by a 75% vote of GPLIP Council for reasonable cause (e.g. not embracing a collaborative approach)

### Operating Guidelines

The GPLIP Council will operate using the following guidelines:

- Meet a minimum of 4 times a year (quarterly), plus other meetings as required
- Quorum shall be constituted by a minimum of 50% of Council members plus one non-voting member (GPLIP Coordinator)
- Minutes will be taken at all meetings and distributed to Council members and community within a week

- 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 based on quorum

## System Planning

- Participating in and ensuring development of the Community Action Plan (CAP) of Grande Prairie, including approval of the final plan;
- Monitor progress of implementation of the CAP by reviewing Steering Group Implementation Plans, and addressing issues and challenges raised by the Steering Groups and/or the GPLIP Coordinator;
- Seek out resources for the GPLIP initiatives.

## Leadership

- Serve as ambassadors/champions for the Immigration Partnerships and actively engage the leadership of the Grande Prairie communities;
- Facilitate and influence development of strategic relationships among stakeholders and across the community, to strengthen community capacity to support and improve outcomes for immigrants in Grande Prairie;
- Provide leadership to the gradual and progressive transformation of the system of public and community services;
- Maintain/uphold visionary leadership in the achievement of a caring, equitable community where everyone thrives;
- Identify and conduct advocacy on selected and identified immigrant issues, related to the Community Action Plan;
- Advise on needs and gaps to funders and policymakers.

## Composition of GPLIP Council

The Council will strive for diverse representation of members on it. This includes diverse sectors, geographic representation, diverse immigrant representation, and diverse opinions. Council will be made up of between 15 and 19 members representing a combination of immigrants, community sector representatives (health, education, social services, justice, ethno-cultural groups), employers/business, local funders, municipal and immigrant service providers. The Grande Prairie Centre for Newcomers and the Council for Lifelong Learning shall be permanently represented, as long as they are in operation. If either agency ceases to operate or for other reasons determined by the GPLIP Council, another agency with the same or similar mission that is active may assume one of these places at Council's discretion.

Members on Council would be expected to connect with all their groups and circles of influence, both locally and beyond, to ensure they bring various perspectives to Council, and take information back to the community.

Members who are immigrants will also bring their own experience and perspective as an immigrant, and will represent broader ethno-cultural or immigrant groups, and seek to bring forward those perspectives to Council. Council candidates will be selected based on specific

skills and experience required on the Council, and will fit the Council member characteristics and composition criteria:

- A commitment to the GPLIP mandate, values, principles and goals
- Responsible and respected community leaders and change agents who are connected across the community, and have the ability to bring a community-wide focus to Council;
- Have an understanding of, and commitment to partnerships, collaboration and collective impact
- Ability to commit to relationship development and contribute to shared learning for mutual understanding;
- Are passionate about the Grande Prairie community and embrace the many benefits of a vibrant diverse population, and
- Ability to commit to and contribute fully at Council meetings and other Council responsibilities;
- Ability to respond promptly to Council meeting invitations, review all pre-circulated documents and information, and attend Council meetings.

The Council can invite individuals or groups to regularly or occasionally attend Council meetings (e.g. IRCC, other funders, researchers, etc.). These individuals would not be voting members. Funder representatives are invited to Council meetings as ex-officio members of the Council.

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, the composition of the GPLIP Council should strive to include representation from a balance of the following categories:

1. Economic Development
2. Chamber of Commerce
3. Indigenous Community
4. Employment Skills & Training
5. Private Sector Employer(s)
6. Settlement and Integration (Core IRCC funded service providers)
7. Post-secondary/College
8. Catholic School Board
9. Public School Board
10. Francophone School Board
11. Health
12. City of Grande Prairie
13. Community Organizations (direct services to immigrants)
14. Police/Emergency Services
15. Communications/Media
16. Francophone

17. Immigrant Advisory Table (IAT)
18. Newcomer/Immigrant lived experience (3 seats)
19. Faith Based Organizations
20. Immigration Support Services

## Council Member Term and Selection Process

Council members will have a term of two years, renewable for up to two additional terms (four years) by application through expression of interest.

The GPCN, Multicultural Association, if it exists or another agency with the same or similar mandate, which assumes one of these places at Council's discretion, may provide for periodic rotation of their representative, at minimum two year and maximum six year intervals, at their discretion, as long as they are in operation. If either agency is not in operation, Council may substitute another agency with the same or similar mission. Council membership renewal will be staggered to ensure a balance of continuity and refreshed Council membership.

Each year, when end of term vacancies are anticipated or vacancies otherwise arise, expressions of interest will be sought from the Immigration Partnership stakeholders and broader community.

Recruitment will generally include targeted outreach to stakeholders to address existing gaps or desired directions of Council. The Coordinator will issue a public call for expressions of interest, make public via channels to be determined in discussion with the Council Leadership Team. The Past Chair and other members of the Leadership Team may also work with the Coordinator to develop a short-list of potential stakeholders and reach out directly.

The Council Leadership Team will act as the Selection Committee and will review expressions of interest and approve new members. The Immigration Partnership Coordinator will be part of this committee to provide recommendations, but will not be a voting member. New members approved by the Council Leadership Team will be appointed to Council via motion of Council at the meeting immediately following the Leadership Team's approval based on quorum.

## Staff Support

The Immigration Partnership Coordinator and CSD Manager will provide ongoing support to the Council. The CSD staff will be available to support Council initiatives as required.

## Council Leadership Team

The Council shall have a leadership team comprised of the Chair, Vice Chair, Past Chair and the Immigration Partnership Coordinator and the Community Social Development (CSD) Manager. Under the leadership of the Chair, this team will act as a support team for the Immigration Partnership Coordinator on matters that require urgent feedback or decisions and come together on an ad-hoc basis as required throughout the year, to address items as determined by the Council.



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## Meeting Schedule

Council will meet a minimum of 4 times a year, with some work between meetings as required and the option to call additional meetings as required. The Chair and Vice Chair will meet with the Immigration Partnership Coordinator between Council meetings to develop agendas and support the Coordinator one week prior to scheduled Council meetings. Committee and task groups of Council will meet as needed.

All Council minutes will be recorded and circulated to members within one week after the meeting, for Council approval. Once meeting minutes are approved, they will be uploaded to the Immigration Partnership website. Meeting agenda's, updates, reports and other meeting documentation for Council will be sent one week prior to each Council meeting, in order to review prior to the meeting.

## Conflict of Interest

Members are expected to declare any conflict of interest for any agenda item in which they, or an organization/group that they may represent, would have a direct financial or vested interest in a specific outcome. In the event of a declaration of a conflict of interest, the member will not actively take part in the discussion or the final decision for that agenda item and, at the Chair's discretion, may be asked to leave the room for the discussion.

## Accountability

The GPLIP is accountable to the City of Grande Prairie, the community, partners and stakeholders for the directions and actions which seek to fulfill the purpose of the Immigration Partnership. As such, the Immigration Partnership will regularly seek input and report to the community (including immigrant community) on priorities and actions.

The Immigration Partnership Council will hold a Report to the Community event once per year, as an opportunity to provide an update to the community and receive input from the community.

The Grande GPLIP is accountable, through the City, to the IRCC for the funds contributed to the initiative, and to the City of Grande Prairie as the host and signatory to those agreements.

The GPLIP is responsible to the City of Grande Prairie, in its role as host, for the financial, legal, and administrative requirements of the funding and the project.

The Council will speak with one voice. Once a Council decision has been made, if a member has a dissenting opinion, the member should state Council's position on the issue and re-direct inquiries to the Chair or GPLIP Coordinator. Should a member find him/herself with a dissenting opinion that cannot be resolved, he/she has the option of resigning from the Council.

## Appendix A – List of community members sitting at GPLIP Table

<u>Member Name</u>	<u>GLIP Position</u>	<u>Organization</u>
	Chair position is vacant	
Leah Holler	Past Chair	Women Building Futures
Maureen Edomwonyi	Vice Chair	GPIA – Grande Prairie Intercultural Association
Arnie Ramos	Council Member	GPCN – Grande Prairie Centre for Newcomers
Beverley Lavender-Marsh	Council Member	Alberta Labour and Immigration
Candace Hrdicka	Council Member	RCMP – Crime Prevention
Cecilia Mzvondiwa	Council Member	AHS – Talent Development – HR
Darrell Wiens	Council Member	GPCLL – Centre for Life Long Learning
Donat Mpunga	Council Member	GPCN – Grande Prairie Centre for Newcomers
Dounia Lahroud	Council Member	Alberta Health Services
Helen MacDonald	Council Member	St. Joseph Refugee Committee
Laurie Nirwal Singh	Council Member	Bengtsson Immigration Consulting
Michelle Margarit	Council Member	ACFA – Alberta Francophone Assoc.
Paul Rovin	Council Member	CPDCI - Canada in Progress
Pauline Ruel-Wyant	Council Member	Catholic School Board
Samina Smith	Council Member	IAT Chair
Yad Minhas	Council Member	Grande Prairie City Council
Dianna Wright	Council Member	GPLIP Coordinator





## Appendix B - GPLIP Council Meeting Schedule (2019 & 2021)

### GPLIP Council Scheduled Meeting Dates for 2019 and 2021

#	Meeting	Venue	Date
1.	GPLIP Council Meeting	CSD Board Room	February 14, 2019
2.	GPLIP Council Meeting	CSD Board Room	April 11, 2019
3.	GPLIP Council Meeting	CSD Board Room	June 13, 2019
4.	GPLIP Council Meeting	CSD Board Room	September 18, 2019
5.	GPLIP Council Meeting	CSD Board Room	October 16, 2019 Wednesday 11-12
6.	GPLIP Council Meeting	CSD Board Room	November 20, 2019 Wednesday 11-12
7.	GLIP Council Meeting	CSD Board Room – no meeting due to holidays	December 2019

### 2021

#	Meeting	Venue	Date
1.	GPLIP Council Meeting	TBD	January 20, 2021 Wednesday 11-12:30
3.	GPLIP Council Meeting	TBD	March 17, 2021 Wednesday 11-12:30
	Every 2 months		
4.	GPLIP Council Meeting	TBD	May 19, 2021 Wednesday 11-12:30
5.	GPLIP Council Meeting	TBD – DISCUSS IDEAS FOR WELCOMING WEEK IN SEPTEMBER	June 16, 2021 Wednesday 11-12:30
6.	GPLIP Council Meeting	TBD – THIS IS WELCOMING WEEK	Sept 15, 2021 Wednesday 11-12:30
8.	GLIP Council Meeting	TBD	November 18, 2021 Wednesday 11-12:30



# IAT / STEERING COMMITTEE TOR

## Roles and Responsibilities of the Immigrant Advisory Table (IAT)

The IAT is working group solely made up of immigrants who are representative of the Grande Prairie community. Since integration is a two-way process that encourages adjustments on the part of both immigrants and the host Canadian society, it is important to engage immigrants to learn first-hand of the successes and challenges that they face when they arrive in Canada. Ultimately, the goal is to support them to become fully engage in economic, social, political and cultural life of Canada.

### Guiding Values for the IAT Members:

- Represent the vision and mandate of the GPLIP
- Understand that each IAT member, with individual knowledge and expertise must be respected by all other members
- Embrace a collaborative approach to immigration, settlement and integration issues and solutions
- Respect the confidentiality of all IAT businesses
- Encourage and support creative strategies for improved integration outcomes
- Agree that authority over the GPLIP Council does not rest with the IAT
- Champion the GPLIP in the community of Grande Prairie
- Agree to share contact information with other IAT members, for networking purposes.

### Roles and Responsibilities of IAT Members:

- To review research and community consultation findings and provide insights to further shape the strategic plans for improvements.
- To bring lived experience to the role, ensuring the newcomer perspective informs the work and decisions of the GPLIP Council and the respective WGs. The Information Exchange Strategy described below will ensure that all IAT members are informed of discussions, requests and outcomes.
- To act as champions for GPLIP initiatives.
- To prepare for each IAT meeting as needed.

### Information Exchange Strategy:

To ensure the flow of information between the IAT, GPLIP Council and WGs, the IAT Chair/Co-Chair will represent all IAT members through in-person representation, at the respective tables/meetings. When in-person representation at the respective tables is not possible, the Chair/Co-Chair will ensure the flow of information through the review of Partnership Council/Working Group meeting minutes with all IAT members.

### Roles and Responsibilities of IAT Chair:

- To provide input into the content of meeting agendas, taking into consideration current table discussions and Council and Working Group requests, etc.
- To facilitate meeting agendas, with input and support from the GPLIP Coordinator

- To consider representation of IAT members at the GPLIP Council, AT members
- To regularly communicate with GPLIP Coordinator through email and/or phone calls and the occasional in-person meeting
- To champion the GPLIP vision on behalf of all IAT members.

## Roles and Responsibilities of IAT Co-Chair:

To provide support to the IAT Chair, when required

To act as Chair and perform the above responsibilities, when the Chair is unavailable

## Membership Terms:

- IAT members will serve for two years, with the option to renew a consecutive term, if approved by the majority of the IAT membership
- There will be a minimum of 4 meetings annually (at least 1 per quarter) and individual members must attend at least 4 meetings annually
- If individual members are unable to attend a meeting, an official notice must be provided to the GPLIP Coordinator by phone or email
- IAT representation will be reviewed annually based on participation and attendance
- Members may leave the IAT by:
  - giving written notice
  - being declared removed after missing two consecutive meetings without valid cause
  - being declared removed by a 75% vote of GPLIP Council for reasonable cause (e.g. not embracing a collaborative approach)

## Operating Guidelines

The Immigrant Advisory Table will operate using the following guidelines:

- Meet a minimum of 4 times a year (quarterly), plus other meetings as required
- Quorum shall be constituted by a minimum of 50% of IAT members plus one non-voting member (GPLIP Coordinator)
- Minutes will be taken at all meetings and distributed to IAT members and community within a week
- The IAT will aim for consensus as its primary decision-making process. In the event consensus cannot be achieved, a simple majority vote will apply based on the members present.

## Setting the IAT Meeting Agenda

- Secretariat, with input from the IAT Chair, will develop the draft agenda, based on recent work, meeting discussions, new developments, etc.
- Secretariat will send the *draft* agenda, for member feedback, 2 weeks before the meeting
- Secretariat to send the *finalized* agenda 1 week before the meeting

- IAT members and/or the GPLIP Coordinator can also make additions to the agenda on the meeting day

## Additions/Changes to the Terms of Reference

### Changes to the Terms of Reference:

IAT Member proposes a change to the T/R (addition/deletion/rewording)

Proposed change is circulated among members for comments, ideas, discussion

Proposed change can be discussed at the current or next IAT meeting, utilizing consensus as the primary decision-making process.

The primary mandate of the Partnership Council will be to oversee the development and facilitate the implementation of settlement strategy that will lead to successful settlement and integration of new immigrants and refugees in the Municipality of Grande Prairie. In order to fulfill this mandate, the roles of Council members will include:

- Participate in a series of strategic planning meetings to develop a local settlement and integration strategy;
- Confirm the existing range of services offered to recent immigrants living in Grande Prairie in order to help them integrate into the community socially and economically;
- Assist in identifying the priorities, gaps and solutions that are required to meet newcomers' needs;
- Review and provide input to ensure that the Grande Prairie Local Settlement Strategy meets the objectives outlined;
- Advise on methods and best practices to engage the community in consultations, focus groups and public information sessions to ensure that the feedback reflects the needs of the immigrants in Grande Prairie;
- Adhere to the values and ethics outlined in this document and the conflict of interest policy;
- Provide input that reflects the sector that they represent and consider the needs of the broader community as a whole; and
- Recommend ongoing mechanisms beyond the terms of LIP phase I for community stakeholders to stay informed and connected to the newcomer issues in Grande Prairie.



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## Terms of Reference for the GPLIP Council /IAT Steering Committee

### Terms of reference

The Terms of Reference (TOR) of the Grande Prairie Local Immigration Partnership (GPLIP) Council will guide the Steering Committee.

### Steering Committee

As noted in the governance diagram in the GPLIP Council Terms of Reference, the Steering Committee receives direction from and reports directly to the GPLIP Council. Steering Committee members support the Working Groups (WGs) as well of the ad-hoc committees and regularly update the SGPLIP Council on the progress of the Committees and WGs.

The Steering Committee meets 4 times a year prior to GPLIP Council meetings.

### Chair and Vice-Chair

The GPLIP Council Chair and/or Vice-Chair will lead the Steering Committee. Their role is to ensure all Steering Committee members take ownership of the workload and ensure the work of the Steering Committee is aligned with the objectives of the IRCC in completing the GPLIP Council Annual Work Plan.

### Grande Prairie Local Immigration Partnership Council

The Steering Committee will be led by and report to the GPLIP Council who will provide strategic leadership in guiding the implementation of the Immigration Strategy and Action Plan. In turn, the GPLIP Council is accountable to the City of Grande Prairie, which entered into the Contribution Agreement with IRCC.

### Decision-Making Authority

For a Steering Committee meeting quorum to be achieved, the majority of members must be present. A majority consists of 50% of the membership plus one.

All Steering Committee members are equal voting partners for decision-making that will be done on a consensus basis seeking 80% agreement.

The Steering Committee will meet regularly in addition to participating on working groups and any GPLIP Council-related events and community forums.

### Review Terms of Reference

The Terms of Reference for the Steering Committee will be reviewed annually.



## Appendix A- List of community members for IAT Table

<u>Member Name</u>	<u>IAT Position</u>	<u>Organization</u>
Samina Smith	Chair	VSB- Volunteer Services Bureau
Conor Coney	Vice Chair	City of Grande Prairie
Virginia Tang	IAT Member	Regulated Canadian Immigration Consultant with TRM Consultants, Ltd.
George Sarkodie	IAT Member	CLL- Centre for Life Long Learning
Rachel Nyransengiman	IAT Member	GPCN- Grande Prairie Centre for Newcomers
Arnie Ramos	IAT Member	GPCN- Grande Prairie Centre for Newcomers
Mieke Degroot	IAT Member	Alberta Spinal Cord Injury
Paul Rovin	IAT Member	CPDCI - Canada in Progress
Alexandra Ehrle	IAT Member	Operational Worker City of Grande Prairie
Alia Eltayeb	IAT Member	Private Community Member



## Appendix B- IAT Meeting Schedule – (2019 - 2020)

Grande Prairie Immigrant Advisory Table

Date	Time	Location
September 27, 2019	12:00 pm – 1:15 pm	GPVSB Boardroom
October 25, 2019	12:00 pm – 1:15 pm	GPVSB Boardroom
November 25, 2019	12:00 pm – 1:15 pm	GPVSB Boardroom
December 2019	No Meeting	Holidays
January 27, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
February 24, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
March 23, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
April 27, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
May 25, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
June 22, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
July & August 2020	No Meetings	Summer Holidays
September 28, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
October 26, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
November 23, 2020	12:00 pm – 1:15 pm	GPVSB Boardroom
December 2020	No Meeting	Holidays

Grande Prairie Local Immigration Partnership Steering Committee - TBD

Date	Time	Location