



# Terms of Reference

## Immigration Partnership Winnipeg – Civic Engagement and Inclusion (CEI) Sector Table

---

### **1. Background**

Immigration Partnership Winnipeg (IPW) is an Immigration, Refugees and Citizenship Canada (IRCC) funded project set up to provide a collaborative framework to facilitate the development and implementation of sustainable local solutions for the successful integration of newcomers to Winnipeg. The project is hosted at the Social Planning Council of Winnipeg (SPCW).

IPW is composed of stakeholders who represent employers, businesses, labour, education, social services, various levels of governments, faith based groups, ethno-cultural associations, Indigenous community leaders and community organizations that serve newcomers.

The overall objective of IPW is to increase the economic and social inclusion of newcomers into the city of Winnipeg by coordinating community-level planning, communication among stakeholders and identifying needs of newcomers through consultations with decision makers in community organizations and institution.

IPW is overseen by the IPW Council, and is supported by an Immigrant and Refugee Advisory Table and an Indigenous Advisory Council. It also coordinates three active Sector Tables including:

- a) Civic Engagement and Inclusion Sector Table
- b) Indigenous and Newcomer Engagement Sector Table
- c) Employment Sector Table

This Terms of Reference is a dynamic document subject to change as determined by the Sector Table consistent with requirements of IRCC funding.

### **2. Civic Engagement and Inclusion Sector Table Mandate**

The Sector Table is a thoughtful, engaged, action oriented, social justice rooted group, that is dedicated to:

- a) raising awareness about newcomer issues and the contributions of newcomers in the broader community;
- b) exploring opportunities for newcomers' participation in civic life to create a greater sense of belonging to the community; and,
- c) bringing newcomer voices to diverse decision making tables.



### **3. Operating Values for Sector Table Members**

The operative values for all IPW Councils and Sector Table members are the following:

- a) Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness;
- b) Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers in our city; and
- c) Promote and encourage inclusiveness, through membership on the committee and in all facets of its work

### **4. Membership, Recruitment and Selection of Sector Table Members**

#### **4.1 Sector Table Chairs**

The Civic Engagement and Inclusion Sector Table will have a co-chairs structure. One of the chairs will be a Council member from that sector or with the relevant specialized area of expertise. The other chair will be a Sector Table Member who has lived immigrant or refugee experience.

#### **4.2 Membership & Recruitment of Members for Sector Tables**

The IPW Secretariat and existing Sector Table members will reach out to its networks to recruit appropriate and active sector table members. These members can be individuals, representatives of specific sectors or representatives of key organizations whose perspectives and expertise could add value to the activities of the sector table.

The Civic Engagement and Inclusion Sector Table will have a minimum of 8 members, and the Secretariat and Co-Chairs will review membership yearly to ensure representation from different sectors.

#### **4.3 Qualifications**

If members are representing sectors or organizations, they should be able to provide the perspective of the sector or group they represent. They will not be required to seek specific endorsement of their sector, but must commit to helping IPW in engaging and consulting with representatives from the broader sector or group that they represent.

There are no specific qualifications to be a member of the CEI Sector Table other than a commitment to the Sector Table's mandate. However, some desired assets include:

- a) experience working in collaborative planning groups;
- b) experience providing services or programs to newcomers living in Winnipeg;
- c) experience in program implementation and/or policy development related to the settlement and integration needs of newcomers;
- d) experience working in one of the broad thematic areas of the sector table;
- e) having lived experience as a newcomer; and
- f) having formal or informal lived experiences as a ethno-cultural community leader



#### **4.4 Term**

Sector table members' will be asked to commit for **at least one year** and there is no maximum length that a member can sit on the Sector Table.

#### **4.5 Resignations**

Any resignations from the Sector Tables shall be tendered in writing to the Secretariat. In order to maintain a high level of commitment and consistency, the Secretariat and Co-Chairs will conduct a yearly review of attendance and interest from members and act accordingly.

### **5.0 Procedures and Processes**

#### **5.1 Meetings**

The Civic Engagement and Inclusion (CEI) Sector Table will meet at least 4 times per year.

#### **5.2 Decision Making**

Decisions will be made informally through discussion and by consensus of active and involved members.

#### **5.3 Media Contact**

IPW Secretariat staff will serve as media contacts on behalf of the Sector Table, however, Sector Table members may be asked to engage with media and may be profiled in the news media according to the issues being raised.

#### **5.4. Reporting Structure**

The IPW Secretariat will be responsible for reporting CEI Sector Table activities to IRCC through the Social Planning Council of Winnipeg.

#### **5.5. Conflict of Interest**

Information provided by Sector Table members should be reflective of the group they represent and consider the needs of the broader community as a whole. It must not exclusively benefit the Sector Table member's financial or business interests, the organization or agency they represent, or that of a relative or business association.

The Sector Table members shall declare any actual or potential conflict of interest and shall excuse themselves from, and not take part in, deliberations relating to any matter that gives rise to a conflict of interest.



## **6. Secretariat**

The IPW Secretariat is responsible to the partners and IRCC to;

- a. advise & coordinate activities of the CEI Sector Table;
- b. coordinate and support the communications involved with the Sector Table, manage media opportunities and facilitate community consultations; and,
- c. meet reporting requirements and financial accountability for IRCC



## Appendix

### 1. Immigration Partnership Winnipeg's Mandate

The IPW Council is composed of community stakeholders from various sectors including all the levels of government and the private sector and will be responsible for overseeing IPW activities in Winnipeg.

IPW Sector Tables are committees composed of community stakeholders from various sectors that will analysis, prioritize, build awareness around and act on key issues that impact the success, inclusion and belonging of newcomers in our community.

### 2. Immigration Partnership Winnipeg's Purpose

The purpose of IPW is to assist community agencies and organizations in:

- Increasing the economic and social inclusion of immigrants and refugees, i.e. ;
  - Improve access to services
  - Co-ordinate provision of services
  - Improve labour market outcomes
- Increasing community capacity to respond to emerging needs of newcomers;
- Increasing community awareness of immigrant integration needs;
- Strengthening the strategic capacity of municipality on immigration issues.

The mandate of IPW will be achieved with a commitment to:

- Active participation and undertaking tasks in a participatory manner,
- A comprehensive and strategic approach to the integration of new immigrants, and
- Innovative solutions and a willingness to reach out to non-traditional partners

IPW has a functional Immigrant and Refugee Advisory Table plus four active Sector Tables including:

- Employment Sector Table
- Civic Engagement and Inclusion Sector Table
- Indigenous Engagement Sector Table

### 3. Stakeholders

#### 3.1 Newcomers

IPW defines newcomers as any individual born in another country:

- Who has moved to Canada and currently resides in Canada
- Who currently lives in another country and intends to move to Canada in the near future

The newcomer definition includes but is not limited to:

- Permanent residents



- Refugee claimants
- Recent newcomers who have successfully acquired Canadian citizenship
- Temporary Foreign Workers
- International students
- Any other individual with or seeking permanent residence in Canada

### **3.2 Organizational Partners**

Central to IPW's success, is the active inclusion of a number of community organizations and individuals who represent sectoral opportunities facing newcomers and the various stakeholders in newcomer settlement and integration. The opportunity sectors include;

- Settlement Services
- Health
- Education
- Family services and seniors
- Housing
- Employment
- Language
- Justice and Security
- Government Policy

### **3.3. Demographic Stakeholders**

The stakeholder groups, who will be represented in the Council and its various efforts, will include;

- Ethno-cultural groups
- Immigrants
- Refugees
- Women
- Youth
- Indigenous Peoples

## **4. The IPW Council**

The centerpiece of the IPW structure is a Council that will facilitate action to increase the economic and social inclusion of newcomers into the City of Winnipeg. The role of the Council is primarily to;

- a) Coordinate community-level planning,
- b) Facilitate communication among stakeholders and
- c) Identify the needs of newcomers through consultations with decision-makers in community organizations and institutions.

In order to achieve these objectives, the Council will:

- a) Initiate discussions to identify the priorities, gaps and solutions that are required to meet the needs of the recent immigrants to Winnipeg;



- b) 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 recent immigrants to Winnipeg;
- c) Develop a Local Settlement Strategy and an Action Plan;
- d) Adhere to the values outlined in sections 4.2
- e) Recommend ongoing mechanisms to stay informed and to affect activities that address newcomer issues in Winnipeg.

#### **4.1 The Council Composition**

The IPW Council will be composed of enthusiastic members who are committed to enhancing settlement and integration opportunities for all newcomers in Winnipeg.

#### **4.2 Operating Values for the Council**

- a) Commit to participating in an environment that promotes acceptance, honesty, accountability, trust and fairness;
- b) Encourage and support new ideas and creative strategies which will enhance the delivery of services for newcomers in our city; and
- c) Promote and encourage inclusiveness, through membership on the committee and in all facets of its work

#### **4.3 Organizational Structure**

IPW's organizational and governance structure provides for both a formal means of decision making, but based on a flexible and inclusive set of opportunities for engagement, discussion, shared learning and coordination.

- a) Council
  - Council of members representing the Sectors and Stakeholders
  - Meets quarterly
  - Elects co-chairs.
- b) Sector Tables
  - Established according to the eight opportunity Sectors
  - Chaired by a Council member from that sector
  - Participation open to those interested in sector issues
  - Meets according to need or as per action plan but at least once a year
- c) Working Groups
  - Are issue and task oriented
  - Involve those with knowledge of a topic and an interest in addressing issues
  - Able to recommend action the Sector Forums and Council
  - Able to address issues where possible among the stakeholders.
  - Meet according to issues arising.



## **5. Secretariat**

SPCW holds the Contribution Agreement and hosts the IPW Secretariat. The IPW Secretariat is responsible to the partners and IRCC.

It is expected that the Secretariat will;

- a) Advise & coordinate activities of the Sector Tables;
- b) Manage the process towards developing a Local Settlement Strategy and Action Plan;
- c) Conduct research related to the development of the Local Settlement Strategy and Plan;
- d) Coordinate and support the communications involved in the IPW, manage the news media opportunities and facilitating community consultations;
- e) Meet reporting requirements and financial accountability for IRCC