

Terms of Reference

Immigration Partnership Winnipeg's Employment Sector Table

1. Background

The 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) and is being implemented in collaboration with the Manitoba Association of Newcomer Serving Organizations (MANSO) to assist with the settlement and integration of newcomers in Winnipeg.

The 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 the IPW initiative 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 institutions.

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. Sector Table Mandate

The IPW Employment Sector Table is composed of employment stakeholders from various sectors that analyze, prioritize, build awareness around and act on key issues that influence the success and inclusion of newcomers in Winnipeg workplaces.

3. Membership, Recruitment and Selection of Sector Table Members

3.1 Composition

The members include individuals who are committed to enhancing the employment opportunities for all newcomers in Winnipeg. 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. If the member is representing a sector, 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.

The Employment Sector Table will have a minimum of 8 members. At least one of the members should be a member of the IPW Council.

The IPW Employment Sector Table must strive for membership from the following:

- Agencies involved in the newcomer employment sector
- Federal government
- Provincial government
- City of Winnipeg
- Chamber of commerce
- Employers
- Sector Councils
- Industry Associations
- Ethnocultural Council of Manitoba

3.2 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

3.3 Recruitment and Selection

The Secretariat and Co-Chairs will review membership yearly to ensure there is representation from key sectors. The IPW Secretariat and existing Sector Table members will reach out to its networks to recruit appropriate and active sector table members.

3.4 Sector Table Chairs

The Employment Sector Table will have a co-chairs structure. One Co-chairs will represent from a newcomer employment service provider and the other Co-Chair will be a representative from an employer, sector council or industry association.

3.5 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.

3.6 Resignations

Any resignations shall be tendered in writing to one of the Co-Chairs and IPW Secretariat. In order to maintain a high level of commitment and consistency, members may be required to resign if they have been absent for three consecutive meetings.

4 Procedures and Processes

4.1 Meetings

Employment Sector Table Meetings will be held on a quarterly, or as required, basis.

4.2 Media Contact

The IPW Secretariat serves as media contact, though members may be profiled in the news media according to the issues being raised.

4.3 Reporting

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

4.3 Conflict of Interest

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

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

5 Secretariat

The IPW Secretariat is responsible to the partners and IRCC. The IPW Secretariat will support the work of the Employment Sector Table.

The Secretariat will:

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

Appendix A: Terms of Reference for Immigration Partnership Winnipeg

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 analyze, 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.