



**EDMONTON
LOCAL IMMIGRATION
PARTNERSHIP**



Funded by:
Immigration, Refugees
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EDMONTON LOCAL IMMIGRATION PARTNERSHIP GOVERNANCE STRUCTURE

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1. BACKGROUND

In 2007, the City of Edmonton implemented city policy number C529 – Immigration and Settlement. According to this policy, the City of Edmonton is committed to a municipal environment that attracts and retains immigrants, refugees and their families in Edmonton. To achieve this goal, the City of Edmonton commits to action in seven key policy areas:

ECONOMIC INTEGRATION

The City of Edmonton promotes full integration of newcomers within Edmonton's economic mainstream.

INTERGOVERNMENTAL RELATIONS

The City of Edmonton will engage other orders of government in order to participate in formal discussions and decision-making related to immigration policy and program development that potentially impacts Edmonton.

The City of Edmonton will seek partnerships with other orders of government in order to access funding for projects that address mutual objectives in the area of immigration and settlement.

SERVICE ACCESS AND EQUITY

As a support to successful settlement, City of Edmonton programs and services will continue to be made accessible to newcomers.

PLANNING AND CO-ORDINATION

To ensure corporate coherence, City of Edmonton immigrant policies and programs will be consistent with and contribute to the achievement of Diversity and Inclusion Framework goals. In so doing, the City will support inter-departmental and inter-governmental collaboration.

COMMUNICATION, PUBLIC AWARENESS AND EDUCATION

The City of Edmonton will provide public information, effective communication, staff development and research that support successful settlement and promotes a welcoming and positive municipal and public climate for immigrants.

COMMUNITY BUILDING AND INCLUSION

The City of Edmonton will encourage and support immigrant and refugee communities' participation in all aspects of municipal life.

IMMIGRANT WOMEN

Given particular vulnerabilities and challenges faced by some immigrant women, City of Edmonton programs and services will be responsive to their issues and needs.

The purpose of this policy is to enable the City, within its mandate as municipal government and service provider, to work with all other orders of government; economic, social and cultural institutions; and immigrants to attract newcomers and provide support to enable immigrants to develop a sense of identity, belonging and full participation in the social, economic, cultural and political life of Edmonton.

A full copy of the policy can be found here:

http://www.edmonton.ca/city_government/documents/C529.pdf

EDMONTON IMMIGRATION FACTS

A GROWING CITY

Between 2000 and 2014, the number of immigrants and refugees permanently settling in Edmonton increased from **4,304** to **15,645**¹. **1 in 4** residents in Edmonton are immigrants².

A DESTINATION CITY

According to the 2014 City of Edmonton municipal census, **26%** of newcomers to the City were international migrants. This means that Edmonton is succeeding in attracting more international newcomers directly to the City³.

¹ Kolkman J., Escoto, M., & Shams, R. (2015). *Tracking the Trends 2015: 13th Edition*. Edmonton, Canada: Edmonton Social Planning Council

² Kolkman J., Escoto, M., & Shams, R. (2015). *Tracking the Trends 2015: 13th Edition*. Edmonton, Canada: Edmonton Social Planning Council

³ City of Edmonton, census 2014. Found online:
http://www.edmonton.ca/city_government/documents/census/Backgrounder_Census2014.pdf

AN ATTRACTIVE CITY

Edmonton is the fifth most popular city in Canada for new immigrants to settle. In fact, in 2014, Edmonton attracted **6%** of all newcomers to Canada⁴.

2. THE EDMONTON LOCAL IMMIGRATION PARTNERSHIP (ELIP)

AN EDMONTON FOR ALL

With support from Immigration, Refugee, and Citizenship Canada (IRCC), municipalities are taking a greater role in guiding immigration and settlement strategies. In cities across Canada, Local Immigration Partnerships (LIPs) bring together agencies, service providers and community groups to collaborate and strengthen a community's ability to successfully welcome immigrants. LIPs identify assets and obstacles within the immigration and settlement experience, then work together to overcome them. This work allows for a smoother transition and enhanced economic, social, political and civic participation for immigrants.

LIPs also signify an innovation in multi-level collaborative governance, and encourages co-operation among federal, provincial, municipal governments, as well as the non-governmental and non-profit industries.

A typical LIP is made up of a Council and a number of Sector Working Groups. The Council coordinates and manages the LIP's initiatives, while the working groups concentrate on specific areas of the settlement experience. They produce research that helps identify challenges to successful integration, and make recommendations for overcoming those challenges.

Over time, the research, coordination and engagement of the LIP leads to a strategic action plan which addresses local priorities. The implementation of that plan will ensure a smoother transition and warmer welcome for immigrants to Edmonton.

The Multicultural Relations Office (MRO) within the City of Edmonton holds the LIP contribution agreement with IRCC. Since May 2015, the MRO has been working collaboratively with a large number of stakeholders from a variety of sectors to gain input and feedback on the creation of an Edmonton

⁴Kolkman J., Escoto, M., & Shams, R. (2015). *Tracking the Trends 2015: 13th Edition*. Edmonton, Canada: Edmonton Social Planning Council

Local Immigration Partnership (ELIP) in order to support the goals outlined in City of Edmonton’s Immigration and Settlement policy.

**THE EDMONTON LOCAL IMMIGRATION PARTNERSHIP
RECOGNIZES THAT:**

**IMMIGRATION IS IMPORTANT TO THE FUTURE OF EDMONTON –
THE SKILLS AND ABILITIES IMMIGRANTS POSSESS ARE ASSETS TO
OUR COMMUNITY.**

**SETTLEMENT AND INTEGRATION OUTCOMES HAVE MULTIPLE
CHALLENGES – MANY IMMIGRANTS REMAIN ON THE MARGINS OF
OUR COMMUNITY.**

**LOCAL COMMUNITIES, INSTITUTIONS, AND LEADERS HAVE
ACCUMULATED KNOWLEDGE AND EXPERIENCE WE MUST
LEVERAGE AND BUILD UPON.**

In October 2015, the MRO hosted a LIP learning event with over 100 individuals from a multitude of sectors to share a “skeleton” outline on what LIPs are. After the learning event, attendees were encouraged to self-identify sectors they align with. As a result of the feedback received from the learning day, the following sectors were identified and tentative working groups of the Edmonton LIP were brought together for further consultation in March 2016. These identified sectors include:

COMMUNITY SAFETY

SAFE COMMUNITIES ARE SUCCESSFUL COMMUNITIES

Community safety in Edmonton is a high priority and this working group—composed of representatives from different government agencies, as well as community and non-profit organizations—will work collaboratively to improve community safety and address safety issues immigrants and newcomers face in Edmonton.

HEALTH AND COMMUNITY WELLNESS

**WHEN YOU FEEL GOOD, YOU CAN DO WELL—ENSURING THE ROBUST
HEALTH OF NEWCOMERS HELPS SPUR POSITIVE SETTLEMENT
EXPERIENCES**

Stakeholders from a variety of backgrounds, representing a variety of organizations make up the Health and Community Wellness working group.

Committed to the health of newcomers, this working group will develop recommendations on how to improve access to health services in Edmonton.

RESEARCH

RESEARCH UNDERPINS THE WORK OF THE COUNCIL—WITHOUT QUALITY DATA, THE LIP CANNOT MAKE EFFECTIVE DECISIONS

Composed of researchers from a variety of backgrounds with expertise in the area of immigration and settlement, this working group supports the development of research projects related to immigration and settlement in Edmonton, and provides expertise and guidance to all working groups, as well as the Council.

SETTLEMENT AND INCLUSION

SETTLEMENT IS KEY TO POSITIVE IMMIGRATION OUTCOMES. AN INCLUSIVE CITY MUST BE SAFE, AFFORDABLE AND SUPPORTIVE

The Settlement and Inclusion working group is composed of practitioners from a cross-section of traditional and non-traditional settlement organizations who work directly with immigrants and newcomers to Edmonton. The group's focus will be on improving access and addressing barriers to social inclusion for newcomers.

EDUCATION, SKILLS TRAINING AND EMPLOYMENT

EDUCATION AND TRAINING HELPS IMMIGRANTS BUILD ON SKILLS THEY NEED TO INTEGRATE INTO THE ECONOMIC LIFE OF EDMONTON

Getting ready for Edmonton's job market is an important part of successfully integrating into our community: the Business, Education, and Skills Training working group strives to provide opportunities for immigrants and newcomers to build on pre-existing skills and get them ready for the job market.

WANT TO PARTICIPATE? HAVE QUESTIONS?

We are continuously liaising with stakeholders and filling positions within the Edmonton Local Immigration Partnership's leadership Council and sector working groups. To get involved, or for more information, email ELIP@edmonton.ca

3. THE EDMONTON LOCAL IMMIGRATION PARTNERSHIP COUNCIL

ELIP VISION

In March 2016, five consultation sessions were held in which 50 individuals from 43 different organizations, representing the aforementioned sectors participated in a conversation about the Edmonton LIP initiative. The objective of the consultations was to obtain more detailed feedback that would help shape the LIP Council. Several important themes emerged from the consultations:

- The LIP must be guided by those who have firsthand experience as newcomers. They are important partners in the LIP, and their stories and wisdom should be used to ground the work.
- The partnership should build on existing networks and coalitions to support ongoing collaboration and information sharing, which would support informed and coordinated community and municipal planning.
- Partners in a future LIP wish to improve their capacity to provide accessible services and ensure that they contribute to making their organizations and the city more welcoming.
- While issues of representation are important in formulating the Council and developing working groups, it was strongly suggested that the knowledge and skills required to participate on the Council be identified and used to guide decisions about membership on the Council.

Stakeholders have identified the following four visioning principles for the formation of the Edmonton LIP:



REPRESENTATION

It is important to have immigrant voices represented on the ELIP Council. Immigrants are the group that will be most directly impacted by the work of the ELIP and can best speak to the issues that need to be addressed. Immigrants on the Council will include those with a variety of skillsets and experiences to support and guide the work of the ELIP. Similar to other LIP Councils, the Edmonton LIP will (to its best ability) include representatives from a range of sectors, and will also utilize an equity lens to ensure representation of gender and age. The ELIP will also include members of the Francophone community as key partners on both the ELIP Council and working groups.

The recommended size for the ELIP Council is 10 to 15 members. The ELIP Council will be made of individuals' from a variety of backgrounds that are willing to play a leadership role in promoting and implementing the vision of ELIP. Two co-chairs will be selected by the ELIP Council. The ELIP terms of reference will provide further information on the Council's roles and responsibilities (see Appendix I for terms of reference).

COMPETENCIES

Important skills and perspectives that Council members should have include:

- An understanding of cultural diversity and having cultural competencies.
- A mix of front-line and management skills. Front-line staff would have an intimate knowledge of issues faced by the people they serve, whereas those with management skills could provide a strategic perspective.
- An action orientation with experience in grass-roots community activism.
- Strong communication skills.
- Experience working with newcomers.
- An equity and a social justice orientation and the capacity to evaluate programs and plans that use these frameworks.
- Capacity to be advocates for change within their own organizations.
- Knowledge and skills to be participatory and collaborative.

Please see the Appendix II for a competencies matrix that will provide guidance and structure to support the development of the ELIP Council.

MEETING FREQUENCY

Between September 2016 to March 2017, the ELIP Council will meet during the following months (with the Council setting the exact dates at the first meeting):

- September 2016
- November 2016
- January 2017
- March 2017

At the March 2017 meeting, the ELIP Council will re-assess the frequency of meetings and will determine how to move forward. A minimum of four meetings must be held each year.

PURPOSE

The purpose of the ELIP Council is to develop a settlement strategy and action plan to better outcomes for newcomers in Edmonton. The ELIP Council will work collaboratively with each working group to develop this strategy in order to build and sustain a municipal environment that attracts and retains immigrants, refugees and their families in Edmonton.

OBJECTIVES

The overarching objectives of the ELIP are to:

- Develop and maintain a multi-sectoral Council. This Council will create a settlement strategy and action plan in order to build and sustain a municipal environment that attracts and retains immigrants, refugees and their families in Edmonton.
- Strengthen collaboration and partnership between a variety of sectors in order to improve outcomes for newcomers in economic, social, political, and civic participation;
- Become an information hub – through the ELIP.ca website - for those seeking recent research and resources regarding immigration and settlement in Edmonton.

ELIP STRUCTURE

ELIP Advisory Council

- *10-15 members representing the sectors and stakeholders*
- *Supports the development of a settlement strategy and action plan that aligns with the goals outlined in the City of Edmonton's policy on Immigration and Settlement*
- *Meets at least four times per year*
- *Elects 2 co-chairs*

ELIP Working Groups

- *Action oriented*
- *Provides information and guidance to support the work of the ELIP Council*
- *Will include a cross-section of community stakeholders who are subject matter experts or have the knowledge and experience to contribute to the goals and objectives of the specific working group*
- *Meet according to issues arising*

THE VOICE OF LIVED EXPERIENCE

In addition to the ELIP Council and working groups, further opportunities to meaningfully incorporate the immigrant voice into the work of the ELIP will be established. Based on feedback received during the March 2016 consultation sessions, it is integral for the ELIP to validate and authenticate the work through the voices of lived experience – those who have direct knowledge and experience of immigrating and settling in Edmonton.

To that end, the ELIP coordinator will organize frequent meetings, discussions, and dialogue sessions for the Council, working groups and the community at large, in order to create further opportunities for the stories of lived experience to shape the work of the ELIP Council and the development of a settlement strategy and action plan.

APPENDIX I – TERMS OF REFERENCE

Edmonton Local Immigration Partnership

TERMS OF REFERENCE

October 4, 2016



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1. ELIP Vision

The Edmonton Local Immigration Partnership (ELIP) will work collaboratively towards the creation of an inclusive and welcoming community, where all newcomers are connected and able to thrive in all aspects of the economic, social, political and cultural dimensions of civic life.

2. ELIP Objectives

ELIP will achieve its vision by:

- Conducting community consultations to identify newcomer needs, gaps and priorities;
- Collaboratively determining strategies to address gaps;
- Accessing research on promising practices related to newcomer settlement and integration;
- Implementing a strategic plan which aligns with the goals of the City of Edmonton's Immigration and Settlement policy to improve newcomer settlement experiences and outcomes;
- Improving coordination of services that facilitate immigrant settlement and integration;
- Encouraging dialogue and knowledge sharing between sectors that serve newcomers.

3. ELIP Goals

The overall goal of the ELIP Council is to enhance collaboration, coordination and strategic planning at the community level, thereby improving settlement and integration outcomes for newcomers.

4. ELIP Governance Structure

This governance structure for ELIP will provide a collaborative framework to enable ELIP to achieve its vision and goals. The governance structure will include the following roles:

- ELIP Council
- ELIP Working Groups
- ELIP Project Coordinator (Multicultural Relations, City of Edmonton)

5. ELIP Council

The ELIP Council will work collaboratively with the ELIP Working Groups and the ELIP Coordinator to develop a strategy and action plan to address the needs of newcomers to Edmonton.

The Council will guide and support the implementation of this plan, regularly review the progress, and address key issues and challenges.

5.1. ELIP Council Membership

The ELIP Council consists of 16 community members who have the experience and knowledge to play a leadership role in Edmonton in promoting and implementing the vision of ELIP.

Membership is based on the principle of inclusivity and is open to any individual, group or organization with an interest in immigrant issues in Edmonton.

Members are drawn from and represent all levels of government, immigrant-serving agencies, language training providers, educational institutions, employment networks, employers, local associations and other key community stakeholders.

The ELIP Council will be connected and directed by those with direct lived immigrant experience.

The ELIP Council will select 2 co-chairs tasked with determining meeting agendas, facilitating meetings, mediating decision making processes and acting as spokespersons for the Council.

5.2. Roles and Responsibilities of ELIP Council Members

ELIP Council members will:

- Participate in ELIP Council meetings;

- Represent their sector while considering the “big picture” and the needs of the broader community;
- Promote awareness of newcomer needs;
- Contribute to the creation of a strategic plan for ELIP with support from and collaboration with the Working Groups;
- Review the progress of the implementation of the strategic plan;
- Support implementation of the strategic plan;
- Articulate the vision and work of ELIP to the community.

ELIP Council members who chair Working Group will have the following additional roles and responsibilities:

- Act as a liaison between their Working Group and the ELIP Council;
- Report to the ELIP Council on their Working Group’s discussion and activities;
- Seek feedback and advice from the ELIP Council as necessary.

5.3. Term of Membership

The term of the ELIP Council is a two-year term.

5.4. Meetings and Communication

The Council meets on a bi-monthly basis. All Council meetings are minuted and emailed to Council members. Council members are expected to attend every meeting, and if unable to do so, may send a representative. Minutes and other information will also be posted on the ELIP website.

5.5. Decision-Making

The ELIP Council will aim toward consensus as its primary decision-making process. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule. Should the Council vote be tied, the Chair will cast the deciding vote.

6. ELIP Working Groups

The ELIP Working Groups inform and support the work of the ELIP Council. The ELIP Working Groups will focus on specific projects or particular sectors of interest in the community, and needs and priorities as determined by the ELIP Council.

6.1. ELIP Working Group Membership

The number of ELIP Working Groups will vary depending on needs and priorities.

The ELIP Working Groups will include a cross-section of community stakeholders who are subject matter experts or have the knowledge and experience to contribute to the goals and objectives of the specific Working Group. Working Group members may participate in one or more Working Groups.

6.2. Roles and Responsibilities of ELIP Working Groups

The ELIP Working Group members will:

- Contribute their knowledge, skills and subject matter expertise
- Ensure accurate and timely reporting back to the ELIP Advisory Council;
- maintain good attendance and provide a replacement person to attend meetings in the event a member cannot attend

6.3. Term of Membership

The term of memberships of the ELIP Working Groups is one year.

6.4. Meetings and Communication

The ELIP Working Groups will meet on an as needed basis.

6.5. Decision-Making

Each ELIP Working Group will aim toward consensus as its primary decision-making process. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority

rule. Should the vote be tied, the Chair of the Working Groups will cast a deciding vote.

7. Guiding Values

Members of the ELIP Council and the ELIP Working Groups will use the following values in their work:

- Represent the vision and mandate of ELIP first and foremost;
- Be respectful in both opinion and action towards others;
- Embrace a collaborative approach to discussing issues and solutions;
- Work to create and maintain an environment that promotes inclusion, honesty, accountability, trust, and fairness;
- Encourage and support new ideas and creative strategies which will enhance the delivery of services to immigrants;
- Understand that each member represents a body of knowledge and that they must come prepared to share that knowledge;
- Seek out contributions from and perspectives of immigrants in the community;
- Be a champion of ELIP within their organization/association and within the greater community.

8. Code of Conduct and Conflict of Interest

The following Code of Conduct applies to members of the ELIP Council and the ELIP Working Groups.

1. Members will not engage in any behavior or conduct that may be perceived to be in conflict with the spirit and intent of the ELIP. Members shall declare any actual or perceived conflict of interest and shall identify and excuse themselves from deliberations and voting matters in the event it gives rise to a conflict of interest.
2. Members will provide information, input and recommendations reflecting the sector, organization, or group they represent. Members' recommendations will be based on need and priorities for the good of the collective group. There may be times where

members will be required to treat discussions, documents or other information relating to the work in a confidential manner.

3. Members will uphold ethical standards and utilize consent forms in the case that research or photography are conducted. In addition, members must seek consent in the event of shared research and/or dissemination of research. Members must ensure that consent is explained in detail to participants verbally. In the event that English is not the primary language, members must provide a translator.
4. All members will commit themselves to the following:
 - Attending and being prepared for meetings by reviewing materials provided ahead of time and undertaking/reporting on tasks as assigned
 - Working and making decisions based on the needs of newcomers;
 - Working collaboratively with all other members in a spirit of respect, cooperation, and proper decorum in spite of differences that may arise during discussions;
 - Members shall not use their membership for personal advantage;
 - Members shall not divulge confidential information that may be obtained during discussion.

In the event that there is a failure to comply with Code of Conduct guidelines, the ELIP Council co-chairs will be responsible for addressing the issue with members and will recommend a suitable course of action.

9. Terms of Reference

The terms of reference will be reviewed every two years.

Date Approved:

Date of Revision:
