

1. GENERAL INFORMATION

Advisory committee name:	St. John's Local Immigration Partnership (SJLIP) Partnership Council
Reporting to:	Committee of the Whole
Date of formation:	Insert Council Approval Date Until 2028-03-31
Meeting frequency:	Minimum of 4 times per year
Staff lead:	LIP Coordinator
Other staff liaison:	Manager of Tourism, Culture, and Business Growth Others as deemed necessary as per Section 4.2.1

2. PURPOSE

The St. John's LIP Partnership Council is an Advisory Committee that provides information and advice to the Committee of the Whole on matters related to supporting newcomer settlement, integration, and retention that intersect City policies and programs, as referred to it by committees of council. The City is required to establish this Advisory Committee in accordance with the Immigration, Refugees and Citizenship Canada (IRCC) funding agreement for the St. John's LIP. Items initiated by the St. John's LIP Partnership Council itself must be reviewed and approved by Council to ensure they fall within the Committee's legislative authority. Specifically, the Committee will:

- Provide strategic advice and guidance to support the development and implementation of the St. John's Local Immigration Partnership Strategic Plan.
- Foster cross-sector collaboration to improve settlement, integration, and inclusion outcomes for newcomers in St. John's.
- Identify local strengths, gaps, and barriers to newcomer participation and co-create community-driven solutions.
- Promote equity, anti-racism, and cultural safety within City services, policies, and community programming.
- Ensure newcomer voices and lived experiences inform City decision-making, especially through civic engagement and public consultations.

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The St. John's LIP Partnership Council has no decision-making authority and is advisory only. The purpose of the St. John's LIP Partnership Council in relation to specific City policies, plans, and strategies is as follows:

Advisory Committee Relationship to the Strategic Plan:

Select the strategy(s) that fits best from those noted below:

- **A Sustainable City** – A city that is sustainable today and for future generations; economically, environmentally, and financially.
- **A Connected City** – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.
- **An Effective City** – A city that performs effectively and delivers results.

Applicable Legislation/City Bylaws:

- City of St. John's Act.
- Healthy City Strategy

Other City Plans, Guides, or Strategies:

- Recreation Master Plan
- Affordable Housing Strategy 2019-2028
- Envision St. John's – Municipal Plan and Development Regulations (2021)
- Accessibility Plan 2024-2026

Other Distinct Deliverables and Considerations:

- The St. John's LIP Partnership Council will be consulted on any City public engagement processes where getting the perspective of newcomers and immigrants demographic is identified in the plan.
- Support the implementation of the SJLIP Strategic Plan and Theory of Change.
- Guide the coordination of newcomer-focused events, resource development, and policy input.
- Advise on equitable and inclusive engagement practices involving newcomers

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The St. John's LIP Partnership Council will be comprised of 15 total members from the following groups:

3.1.1 Public Members

Committee Chair

The SJLIP Partnership Council is chaired by an organizational representative. One advisory committee member will be selected by Lead Staff as Chair and approved by the Committee every three years. The member chairing a committee will have responsibility for ensuring the Committee conducts its work as per the terms of reference.

Organizations

The Advisory Committee will be comprised of no more than 15 people serving as organizational representatives who are connected to the interests of newcomer settlement and integration in the community. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

- Association for New Canadians
- AMAL Unite & Empower
- Government of Newfoundland & Labrador – Office of Immigration and Multiculturalism
- Ukrainian National Federation of Canada
- Fédération des francophones de Terre-Neuve et du Labrador (FFTNL)
- First Light NL
- NL Health Services
- Memorial University of Newfoundland & Labrador
- College of North Atlantic

Representatives from six (6) organizations or individuals will be invited to support the following identified demographics and sectors. Every effort will be made to ensure inclusion from:

- LGBTQ2S+
- Anti-racism
- Women-focused organizations
- Cultural and ethnocultural associations
- Entrepreneurship and innovation hubs
- Health and wellness organizations

Youth Engagement Working Group

From time to time, advisory committees will benefit from the additional insight of the youth perspective. To this end, the [Youth Engagement Working Group](#) (YEWG) is available for consultation with all advisory committees. YEWG oversees implementation of the [Youth Engagement Strategy](#) and provides ongoing advice and guidance on how to best engage youth on City matters. The City will ensure a broad perspective of ages will be included on Committees during the membership selection process.

Subcommittees

When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables including Employment, Cultural Competency, and Francophone Inclusion. Subcommittees must have at least one advisory committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

3.1.2 Staff Members (Ex-Officio Members)**Lead Staff**

The LIP Coordinator will serve as the Lead Staff on the advisory committee. The Manager of Tourism, Culture & Business Growth will also participate as a member of the committee. Additional staff support or attendance may be requested by the Lead Staff as needed.

City Clerk

The City Clerk will have representation on each advisory committee.

3.2 LENGTH OF TERM**Organizations**

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a group relevant to the purpose of the advisory committee.

Cooling-off Period

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Advisory Committee Members will have a cooling-off period of one year before reapplying to join the St. John's LIP Partnership Council. This does not preclude them from applying to other City Advisory Committees, Working Groups, and Experts Panels. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former Staff or Council.

Additional Considerations

- When an appointment is made to fill a vacancy that does not coincide with the beginning of a term, the duration of this partial term (i.e., less than three years) shall not be counted towards the appointee's maximum length of service or the number of terms they may serve on the Committee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is four consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING**4.1 ROLES AND RESPONSIBILITIES****As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the Committee's defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.
- Consider working in subcommittees/working groups for specific pieces of work being addressed by other committees (i.e., the Anti-Racism Working Group or Inclusion Advisory Committee).
- Advise City Council on newcomer integration issues through the Committee of the Whole.
- Inform strategy development and annual action planning.
- Serve as champions of equity, inclusion, and collaboration.
- Uphold the values of mutual respect, evidence-informed decision-making, and community engagement.

Shared Member Responsibilities**Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory Committee Members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the Office of the City Clerk.
- All members are to submit potential agenda items and related material to the Committee Chair and Lead Staff for consideration.

Attendance and Participation

Active participation in advisory committee meetings is expected of all members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time of 3 months up to 6 months may submit such a request to the City Clerk. Should they not return at the end of the agreed upon terms of the leave of absence, they may be retired from the Advisory Committee at the discretion of the City Clerk. Should a leave of absence be granted, the number of attendees required for quorum will be adjusted accordingly.

Voting

City Staff are ex-officio and therefore non-voting.

Key decisions will be made by the St. John's LIP Partnership Council through discussion and a majority vote of 50% plus one member of the total number of Advisory Committee members. Where a decision needs to be made between meetings to ensure that work progresses, decisions may be made without a meeting via electronic communication.

Once a decision has been made, if a member has a dissenting opinion, the member should state the Advisory Committee's position on the issue and redirect inquiries to the Chair or St. John's LIP Coordinator.

As the signatory to the grant agreement with Immigration Refugees Citizenship Canada (IRCC), the St. John's Local Partnership will have final accountability to IRCC for all finances and deliverables and will be considered the final decision-making authority for the project on all matters related to the contract.

4.2 MEMBER ROLES AND RESPONSIBILITIES

4.2.1 City Staff

Lead Staff

- To act as a liaison between the Committee and the City; linking across departments on issues relevant to committee work.
- Ensure the Committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Other Staff Liaisons

- The work of Other Staff Liaisons intersects the purpose of the advisory committee and therefore they may be required to participate.

The Office of the City Clerk

- To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Call for Members" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of the City Clerk and the Lead staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

4.2.2 Public Members

Chair

- The presiding officer of an advisory committee will be referred to as "Chair." Staff shall select from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the Office of the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or Office of the City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.)
- Review advisory committee terms of reference at the end of each term and propose amendments to Lead Staff and the Office of the City Clerk for consideration.

Organizations

Advisory Committee members are expected to actively contribute to City decision-making by applying their skills, knowledge, and experience in support of the Committee's purpose. This includes participating in meetings, engaging with residents and experts, and representing the Committee's interests within the community. Organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of their organization and update their members on the work of the Committee.

4.3 REPORTING

The St. John's Local Immigration Partnership Council shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and Office of the City Clerk will work to complete a report for consideration at Committee of the Whole.

Notes:

- Council to be kept informed of committee activities through formal reporting at the Committee of the Whole by lead staff and presented by the appropriate Council lead.

- Organizational representatives will be encouraged to report to (i.e. maintain open communication) with their respective organizations regarding committee work.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

Recruitment practices will be consistent for all advisory committees. When new members are required a “Call for Members” will be prepared by the Office of the City Clerk and distributed through City communication channels.

A vacancy on an advisory committee occurs when a member resigns, vacates a position or when their resignation is requested by the advisory committee Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Application Form which can be accessed by a unique link. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the Office of the City Clerk.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting advisory committee members the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are

encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email.

6. PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time, on subject areas of mutual interest.

Under the City's [Engage! Policy](#), the role of the St. John's Local Immigration Partnership Council falls under "consultation." This means advisory committees serve as a platform for the public to provide focused feedback on City matters, helping to inform decisions. These committees operate on the principles of commitment, accountability, timely and clear communication, and inclusiveness.

7. OTHER GOVERNANCE

7.1 REVIEW OF TERMS

The St. John's Local Immigration Partnership Council and Lead Staff will review the Advisory Committee Terms of Reference documents every three years or as deemed necessary and make recommendations for revision. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Advisory committees are to formally meet at least four times per year. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff and City Clerk.

A quorum for meetings is considered 50% + 1 member in attendance.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held virtually or at City Hall and shall be closed to the public.

All meetings will be recorded for minute-taking purposes

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

A conflict of interest refers to situations where personal, occupational, or financial considerations may compromise, or appear to compromise, a Committee Member’s objectivity or fairness in decision-making related to committee activities. Conflicts may be real, potential, or perceived.

A conflict may arise when a Committee Member participates in discussions or decisions that could result in a financial benefit, directly or indirectly, to themselves, a family member, or someone with whom they have a close personal relationship, regardless of the size of the benefit.

A conflict may also occur when a Committee Member is unable to act impartially due to a personal relationship. This includes situations where a reasonable person might conclude that the relationship could lead to favoritism or bias.

In cases where the committee agenda or committee discussions present a conflict of interest for a Committee Member, that Committee Member is required to declare such conflict; to state the nature of the conflict for the record; to abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the committee.

Political Activity:

Should a Member of an advisory committee choose to seek elected office at the municipal, provincial, or federal level, it is strongly advised that they request a formal leave of absence from the City Clerk for the duration of their campaign. In the event that the member is elected, they must resign from the Advisory Committee.

Confidentiality:

All committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the St. John’s Local Immigration Partnership Council.

Staff Liaison Name:

Signature: _____ Date: _____

Chair Name:

Signature: _____ Date: _____

City Clerk Name:

Signature: _____ Date: _____