

## **LIP Advisory Council – Terms of Reference 2025-2028**

The Local Immigration Partnership (LIP) Advisory Council for Lanark & Renfrew Counties is composed of key stakeholders and community representatives, including:

- Municipalities
- School boards
- Post-secondary institutions
- Employment service providers
- Employers
- Workforce planning boards
- Economic development offices
- Community allies
- Government agencies

Membership may evolve over time as new partners from Lanark & Renfrew Counties become involved.

### **Purpose:**

The LIP Advisory Council serves as a community advisory body guiding the development, implementation, and evaluation of the 2025-2028 LIP Strategic Plan. Decisions are informed by diverse perspectives from organizations that serve newcomer and immigrant populations in the region.

### **Roles and Responsibilities:**

- Acting as a liaison between the LIP and their sector, and championing the LIP vision.
- Participating in quarterly Advisory Council meetings.
- Sharing relevant sector-specific data and insights to identify community assets and gaps in immigrant inclusion.
- Providing advice on the implementation of the Strategic Plan and identifying emerging challenges.
- Fostering positive relationships among stakeholders and rights-based holders to advance LIP objectives.

### **Mission:**

The LIP Advisory Council supports the implementation of the 2025-2028 Strategic Plan through collaboration, research, and leadership that strengthen immigrant inclusion and contribute to welcoming, sustainable communities.

**Mandate:**

The LIP Advisory Council's priorities are to:

- Support initiatives that attract and retain immigrants in Lanark & Renfrew Counties.
- Strengthen and grow community stakeholder engagement and representation.
- Promote inclusion and diversity through knowledge-sharing, research and community planning.
- Apply research findings from focus groups, interviews, and surveys to guide LIP programs and activities, ensuring decisions are evidence-based.
- Support Truth and Reconciliation by fostering respectful relationships between newcomers and Indigenous communities.
- Proactively respond to partnership opportunities with community representatives who share a vision of creating welcoming communities for newcomers and immigrants in rural regions.

**Governance:**

- The LIP Advisory Council functions in an advisory capacity, providing recommendations that inform LIP's planning and activities.
- Meetings are convened and facilitated by the designated Chair or LIP representative.
- The Advisory Council meets quarterly for 1.5 hours.
- Working groups may be established for specific projects. Working groups are asked to report findings and recommendations to the Advisory Council.
- The LIP team provides administrative support and coordination.

**Terms of Membership:**

- Membership terms are one (1) year in length and can be renewed annually.
- To be eligible for renewal, members must attend a minimum of two (2) Advisory Council meetings per year.
- Members who are no longer able to participate may resign by notifying the Advisory Council Chair in writing.
- Organizations may designate an alternate representative, subject to approval by the LIP and Advisory Council Chair.
- Where consensus cannot be reached, Advisory Council recommendations will be determined using a majority-based approach.
- The Terms of Reference will be reviewed in alignment with the LIP funding cycle (every 3-5 years).