

## **Richmond Community Collaboration Table (CCT) – Terms of Reference - Final**

**Approved February 25, 2015**

### **CCT Background**

The Community Collaboration Table (CCT) is a nationwide initiative of Citizen and Immigration Canada (CIC) – formally known as Local Immigration Partnerships (LIPS) - which aims to complement existing immigrant integration programs through community collaboration. Richmond’s CCT hopes to create locally driven strategies for an inclusive Richmond. The CCT is an opportunity for partners to participate in long-term planning to create inclusive environments, both for the community of Richmond and for individual businesses and service organizations.

According to CIC, LIPS main objectives are to:

- Connect social service agencies, the business community, local government, educators, and faith groups in assessing the collective needs of our community;
- Create collaborative strategies which align with broader goals of immigrant integration and address community needs; and
- Share resources and expertise to enhance community engagement.

### **1. CCT Vision and Mandate**

#### **2.1 Vision:**

“Richmond is an inclusive city that supports immigrant settlement, integration and belonging”.

#### **2.2 Mandate:**

The CCT seeks to make Richmond an inclusive city where the needs of all are understood, valued, and met through coordinated settlement services, welcoming spaces, and intercultural harmony. The CCT is multi-sectoral collaboration that promotes, enhances, and celebrates an inclusive Richmond through:

- Understanding and responding to the social and economic settlement needs of immigrants, newcomers and refugees;
- Improving the access to and coordination of settlement services to reflect identified needs;
- Creating meaningful engagement and educational awareness opportunities for the public;
- Championing intercultural understanding through relationship building between all in Richmond;

- Connecting with Richmond’s Mayor and council, MLAs and MPs, school board and their respective advisory committees; and
- Increasing partnerships between member organizations to leverage resources and community assets.

## 2. Guiding Principles and Values

- *Embracing diversity*: The CCT values Richmond as a place for all to feel and be welcomed, be it in neighbourhoods, schools, workplaces or public spaces.
- *Intercultural Harmony*: The CCT believes that through meaningful engagement, Richmond is a place where all can come to intentionally know, appreciate, and celebrate one another’s culture and history.
- *Community-Asset Building*: The CCT affirms that Richmond can build on assets found within the community and work together to utilize the skills of residents and power of local institutions through locally-driven strategic planning and action.
- *Shared Responsibilities*: The CCT operates upon the understanding that everyone in the community have roles and responsibilities in creating an accessible and inclusive Richmond.<sup>1</sup>
- *Equity*: The CCT recognizes its role in making Richmond a more equitable city for those underserved and marginalized through developing inclusive processes, meaningful engagement, and accessibility to services.

## 3. Deliverables

- a. Production of a community-asset map with Richmond residents to identify existing key institutions and resources as well as servicing needs and gaps;
- b. Development of meaningful consultation and educational opportunities in Richmond around the shared roles responsibilities of newcomers and community in immigrant settlement (i.e. Community forums);
- c. Creation of a CCT Settlement Strategy for Richmond through extensive research, community consultation, and strategic planning activities;
- d. Plan and support community celebration of culture and civic engagement;
- e. Clear communication channels both internally and externally to report on CCT related activities, relay news and share ideas. This includes, but is not limited to e-mails, newsletters, reports, and social media.

## 4. Project Scope

The CCT is a community-based initiative which works to coordinate its member organizations on immigrant and settlement issues in Richmond. The CCT is formally established as a Local Immigration Partnership (LIP), which is partnered by Citizenship and Immigration Canada (CIC). CIC oversees the direction of CCT activities. While the CCT can be an advisory body that guides strategic

---

<sup>1</sup> CCT “Shared Responsibilities” Document

leadership and may endorse specific recommendations, it does not provide direct service delivery or makes decisions regarding settlement funding.

## **5. Membership & Governance Structure**

### **6.1 Composition and Size**

The CCT membership will reflect Richmond's diverse demographic, and will include members that represent sectors that are impacted by immigrant settlement and service delivery. They include but are not limited to: social and health service agencies, the business community, local government, educators and faith groups. The CCT may have no more than 45 but no less than 30 members, each with voting status. The CCT membership will be finalized no later than October 31, 2014.

### **6.2 CCT Membership Qualifications**

CCT members must be sector representatives from one (or more) of the following sectors:

- Community/Civil Society Organizations
- Education
- Employment Skills & Training
- Faith Community
- Health Sector
- Housing
- Labour Market Agencies
- Media
- Municipality
- Newcomers
- Public Services
- Specific Employers
- Settlement & Language Services

Each member:

- Has decision making authority in their respective organizations and can provide key perspectives on behalf their sectors;
- Has the capacity to consult and engage within their sector;
- Has experience with collaboration and partnerships.

As of February 20th, 2014, all CCT members have been finalized. No new members will be added. The CCT membership is broken down accordingly:

Sector Representative	# of Reps	Notes
Community/Civil Society Organizations	9	<ol style="list-style-type: none"> <li>1. Family Services of Greater Vancouver</li> <li>2. Touchstone Family Association</li> <li>3. Richmond Family Place</li> <li>4. Richmond Cares, Richmond Gives</li> <li>5. Richmond Food Bank</li> <li>6. Richmond Food Security Society/ Richmond Community Services Advisory Committee (One Representative)</li> <li>7. Richmond Poverty Response Committee</li> <li>8. Richmond Youth Service Agency</li> <li>9. South Arm Community Association</li> </ol>
Education	4	<ol style="list-style-type: none"> <li>10. Kwantlen Circle</li> <li>11. Kwantlen Office of Advancement</li> <li>12. SD. 38 SWIS</li> <li>13. SD. 38 SWIS</li> <li>14. SD. 38 District Curriculum Coordinator</li> </ol>
Employment Skills & Training	1	<ol style="list-style-type: none"> <li>15. Avia Employment Services</li> </ol>
Faith Community	3	<ol style="list-style-type: none"> <li>16. Az-Zahraa Islamic Centre</li> <li>17. Kwantlen Multi Faith Centre</li> <li>18. Richmond Chinese Evangelical Free Church</li> </ol>
Health Sector	1	<ol style="list-style-type: none"> <li>19. Vancouver Coastal Health</li> </ol>
Housing	3	<ol style="list-style-type: none"> <li>20. City of Richmond - Housing Planner</li> <li>21. ReMax WestCoast</li> <li>22. Team Dash Real Estate</li> </ol>
Labour Market Agencies	1	<ol style="list-style-type: none"> <li>23. Richmond Chamber of Commerce</li> </ol>
Media	1	<ol style="list-style-type: none"> <li>24. Richmond News</li> </ol>
Municipality	2	<ol style="list-style-type: none"> <li>25. City of Richmond Community Services – Cultural Diversity Coordinator</li> <li>26. City of Richmond - Youth Services Coordinator</li> </ol>
Newcomers	2	<ol style="list-style-type: none"> <li>27. Junaid Minai</li> <li>28. Priscilla Chahine</li> </ol>
Public Services	3	<ol style="list-style-type: none"> <li>29. Richmond Public Library</li> <li>30. Richmond Fire-Rescue</li> <li>31. Richmond RCMP</li> </ol>
Specific Employers	6	<ol style="list-style-type: none"> <li>32. BCGI Benefits</li> <li>33. Hayden Diamond Bit</li> <li>34. Richmond Centre * Position empty until new role filled</li> <li>35. River Rock Casinos</li> <li>36. VanCity (Account Manager)</li> <li>37. VanCity (Branch Manager)</li> </ol>
Settlement & Language Service Provider	4	<ol style="list-style-type: none"> <li>38. Community Airport Newcomers Network</li> <li>39. ISS of BC LINC Program</li> <li>40. ISS of BC –Settlement</li> <li>41. Kwantlen ELST Department</li> <li>42. S.U.C.C.E.S.S.</li> </ol>
<b>Total</b>	<b>42</b>	

**Note:** Some members may have secondary affiliation with or connected to others sectors; primary affiliation listed above.

### **6.3 CCT Membership Roles and Responsibilities**

**Members** of the CCT are expected to be committed to advancing settlement and integration of newcomers to Richmond and making Richmond a sustainable community over the long-term. They will:

- Participate according to the guiding values of the CCT as mentioned above;
- Attend CCT meetings - held quarterly - as representatives of their organizations or send a delegate;
- Prepare for CCT meetings and be active participants;
- Maintain communication with the CCT, particularly with RMCS staff;
- Participate in strategic planning of the CCT;
- Contribute to developing CCT community consultation process, with particular attention to their respective sector;
- Promote the vision, mandate, plans and actions of the CCT with honesty and accountability;
- Participate in CCT development activities such as workshops on anti-oppression and cross-cultural learning;
- Keep all research findings and data anonymous and confidential unless reports are specifically made public;
- Sign a CCT Membership Commitment Form

#### **Chair/Co-Chair**

The CCT will nominate and appoint a chair/two co-chairs. They will:

- Lead CCT activities in a coordinated approach, including chairing CCT meetings;
- Not have voting status, except when a deciding vote is needed to break a tie.

#### **Lead Agency & Staff Support**

Richmond Multicultural Community Services (RMCS) will be the lead agency for the CCT. Under the leadership of Andrea Arnot, Inclusive Community Program Coordinator, RMCS will be a non-voting CCT member, and support and oversee the administrative coordination of the table and communication with and reporting to CIC. In addition, RMCS will manage the development of the CCT's Settlement Strategy, including research and community consultation coordination. RMCS support staff will also assist CCT subcommittees and their tasks.

### **6.4 Membership Terms**

The membership term is 1.5 years (August 2014-April 2016). Members may also take part in other organizations, coalitions, committees, roundtables etc.

### **6.5 Working Groups/Subcommittees**

Over the course of the CCT, additional working groups/subcommittees will be formed between CCT members. Involvement in any subcommittee is voluntary and will require additional meetings and tasks outside quarterly CCT meetings and responsibilities. Members will form and/or join working groups based on their expertise and knowledge, capacity to consult with community on committee issues, and desire to identify and implement specific strategic priorities and actions.

*Subcommittees Include:*

1. Survey Development
2. Focus groups and asset-mapping
3. Community Outreach
4. Best Practice Research

## **6. Procedures and Processes**

### **7.1 Meetings**

The CCT will meet quarterly, once every three (3) months. The meetings will be determined by consensus. The Co-Chairs may call additional meetings. Meetings will be conducted under Robert's Rules of Order.

### **7.2 Quorum**

CCT's Quorum will be the majority of CCT members (50% + 1), which is 22 members.

### **7.3 Decision Making/Approval of Settlement Strategy**

Each CCT members has equal voting share and decisions will be made through consensus, which the CCT membership has agreed upon to be 75%, with each CCT member, regardless of belonging to the same organization, having one (1) vote each, with the exception of Co-Chair and RMCS staff.

If CCT member cannot attend the meeting, the proxy representative sent in his/her place will vote.

### **7.4 Media Inquiries**

All Media inquiries will be directed to either to RMCS as the lead agency and/or CCT Co-Chairs.

### **7.5 Resignations/Replacements**

Resignations should be made to CTT Chairs/Co-Chairs and RMCS in writing.

If a CCT member leaves their organization the CCT will contact the member organization to see if a replacement representative would like to take the outgoing member's place.

### **7.6 Reporting**

As the formal lead agency, RMCS will be responsible for reporting on the CCT and associated variables to CIC with direct approval from CCT chair/co-chair. The CCT must be accountable for all funding, and deliverables, with CIC holding final decision-making body. All efforts will be made to keep reporting transparent, including agendas, minutes, work plans and update reports to the public.

### **7.7 Conflict of Interest**

Membership on the CCT should represent and take into account community needs, particularly that of newcomers. Membership on the CCT is not to solely benefit a member's economic interest, or that of a relative of business associate. Any arising conflict (potential or actual) should be presented to the CCT and the member will excuse themselves from any voting or discussion relating to the matter with which they are in conflict.

## **8. Resources and Funding**

CIC has provided funding until March 31, 2016 to provide the following deliverables:

- LIP Terms of Reference
- Finalized list of CCT Participants
- 6 Focus groups Conducted
- Survey Administered
- Data collated and included in Community Action Plan
- A minimum of 104 Articles and 24 blog posts on [www.iamrichmond.ca](http://www.iamrichmond.ca) and 20% social media increase
- Organized resource archives
- Four (4) Community Engagement Activities
- Finalized Community Action Plan

Funds will be administered by RMCS, which holds the CCT contract. RMCS will work to complete the above deliverables, some of which will be the main responsibility of RMCS but guided by CCT input. CCT members will give direction to RMCS staff regarding the table's operational budget, with final decisions reserved for RMCS. Any other projects taken on by the CCT will be resourced by the committee members or alternative sources of funding.

## **9. Amendments**

The Terms of Reference is a living document, subject to amendments and changes over time. The Terms of Reference will be reviewed by the CCT as a whole annually, and on an ad hoc basis as necessary. Amendments will be made after the CCT as a whole has discussed and come to consensus regarding proposed amendments.

*Drafted: September 2014*

*Amended: February 2015*

## Richmond Community Collaboration Table: Membership Commitment Form

Members of the CCT are expected to be committed to advancing settlement and integration of newcomers to Richmond and making Richmond a sustainable community over the long-term.

Our organization, \_\_\_\_\_, has joined the Richmond Community Collaboration. As a CCT member, we are committed to:

- Participating according to the guiding values of the CCT;
- Attending three (3) out of four (4) CCT meetings - held quarterly – each year of my term as representatives of my organizations or send a delegate;
- Preparing for CCT meetings and being an active participant;
- Maintaining communication with the CCT, particularly with RMCS staff performing CCT Administration;
- Participating in strategic planning of the CCT and Richmond’s Local Immigration Strategy;
- Contributing to developing the CCT community consultation process, with particular attention to my respective sector;
- Keeping research and data confidential and anonymous until available to be made public;
- Promoting the vision, mandate, plans and actions of the CCT with honesty and accountability;
- Participating in CCT development activities such as workshops on anti-oppression and cross-cultural learning.

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Organization**