

STRUCTURE

1) Mandate

The National Settlement and Integration Council (NSIC) is a national body that meets twice a year for information exchange, stock taking, and the sharing of innovative and promising practices among the Settlement Sector, non-government organizations, institutions and other partners, key settlement, resettlement and integration stakeholders, provincial/territorial governments (PTs), other federal government departments (OGDs), and Immigration, Refugees, and Citizenship Canada (IRCC). The main focus of the NSIC is settlement and integration policy and programming designed to enhance newcomer settlement outcomes across Canada.

2) Scope

Provides space for stakeholders to be involved in national dialogue via the NSIC, while allotting an appropriate amount of time for discussion of policy and program service delivery issues that are regional, national and provincial in scope. The NSIC is not a decision-making body. The NSIC does not affect the bilateral and multilateral relationships between IRCC and the provincial and territorial governments.

3) Objectives

- To serve as a hub for sharing information and advice on the settlement, resettlement and integration needs of newcomers in different parts of the country to ensure regional perspectives are included in a national discussion.
- To identify gaps and emerging trends to better understand client needs to inform national policy. This will complement IRCC's other sources of data to inform settlement and integration policy and programming. This should include gaps and emerging trends along the settlement and integration continuum of pre- and post-arrival to Canada.
- To strengthen working relations and networks among NSIC members and non-member settlement and integration stakeholders; engage new partners; and identify opportunities for partnership.
- To provide a forum to report and share information on the priorities and evolution of the federal Settlement program, and to report on the work undertaken by the Settlement and Integration Policy and Program Committee (SIPPC) and Settlement and Integration Service Delivery Committee (SISDC) and their respective working groups.

ROLES

4) Governance Structure and Membership Rationale

Tenure

The NSIC will be co-chaired by the Assistant Deputy Minister, Settlement, Integration and Francophone Affairs Sector (SIFA/IRCC) and by one IRCC-funded representative of the settlement sector, as determined by the sector.

The term of the Sector Co-chair is rotational and limited to three (3) years. The incoming Co-chair will be selected after the second year to ensure an adequate succession period.

Membership

Participation at the NSIC is open to: IRCC funded recipients, advocacy organizations, PTs and OGDs, and other stakeholders of settlement and integration as well as key IRCC officials. Each member will specify one alternate to cover absences. Academics may be invited to participate on an ad hoc basis to address specific issues.

The administrative and coordination function to the NSIC is provided by an organization funded by IRCC through a contribution agreement.

5) Co-Chair and Member Roles and Responsibilities

Responsibilities of Co-Chairs

Co-chairs are responsible for confirming the agenda for NSIC meetings, in consultation with the SIFA Secretariat and the stakeholders they represent.

Expectations of Co-Chairs

Co-chairs are expected to; i) lead meetings and interactions that promote a respectful atmosphere, are inclusive of diversity, and equitable in participation; ii) provide leadership and direction to the committee, helping to set relevant agendas, and to motivate members to work together effectively toward fulfilling meeting objectives; iii) maintain open and effective communication with members of the NSIC.

Member Responsibilities

NSIC participants will fairly represent the diverse voices of government and non-government settlement and integration stakeholders that can contribute to the Council's mandate. As such, participants are expected to represent the widest range of views possible within their organizations and jurisdictions. Participants are also expected to represent the views of the network of organizations that they represent, rather than their individual organizations or their personal views.

All participants are responsible for sharing information and outcomes of discussions regarding the NSIC's activities to all stakeholders that they represent, in an equitable and timely way. This

includes but is not limited to documentation and outcomes of teleconferences and in-person meetings, as well as data and results from evidence-gathering.

Policy and program issues raised at NSIC meetings should be of interest to the majority of stakeholders at the national level. These issues could be used to inform policy and program discussions, including gaps and emerging trends, of the SIPPC or SISDC.

To support consistency and cross-pollination between the NSIC, SIPPC and SISDC, and to ensure that discussions and deliberations at one Committee will inform the other, membership in an ex officio capacity will be extended to the co-chairs of SISDC and SIPPC.

PROCESS

6) Meetings and Teleconferences

Meetings, Teleconferences and Webinars

Two meetings of the NSIC will be held annually, with the option of one of these meetings being in-person, as feasible. Additional teleconferences and webinars may be scheduled as jointly agreed by the Co-chairs, as needed, to share information or convene members on pressing or urgent matters.

Budget

Subject to Departmental approvals and in accordance with the Treasury Board guidelines, IRCC will fund coordination and logistics support for the NSIC, through the contribution agreement for the NSIC.

Secretariat

SIFA Secretariat will support the Co-chairs to develop meeting content, including agendas, meeting dates, and relevant summaries and analyses from the SIPPC and the SISDC. The Secretariat will liaise with the funded organization responsible for meeting logistics, travel, translation, and interpretation.

OFFICIAL LANGUAGES

Agendas, key documents and other material will be made available in both official languages (OL). The in-person meetings and teleconferences, as well as other related events, will be conducted in both OL.

CONFLICT OF INTEREST

Participants are committed to ensure that discussions about program and operational priorities do not provide an advantage with respect to funding any NSIC participant, as per the appended “Conflict of Interest Guidelines” document.

DATE OF ADOPTION

October 19, 2023

Overview

Conflict of interest guidelines are necessary to ensure the integrity of the work carried out by the National Settlement and Integration Council. Although it is impossible to set aside all private interests, it is necessary to ensure objectivity and impartiality. No member may participate in an assessment or in a decision if such participation would place that member in a conflict of interest.

Guidelines for IRCC co-chairs and other government representatives

Government representatives from federal departments and agencies are bound by the provisions of the [Values and Ethics Code for the Public Sector](#). This Code sets out relevant guidelines for federal public servants, including the following direction regarding conflicts of interest:

Public servants shall serve the public interest by:

- Acting at all times with integrity and in a manner that will bear the closest public scrutiny, an obligation that may not be fully satisfied by simply acting within the law.
- Never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.
- Taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their official responsibilities and their private affairs in favour of the public interest.
- Acting in such a way as to maintain their employer's trust.

Guidelines for other members, including sector representatives

Members who are not public servants are also expected to respect the conflict of interest guidelines cited above.

A conflict of interest arises when a private interest is favoured to the detriment of the public interest and the duties of objectivity and impartiality.

A private interest can be defined as an interest specific to a person or to someone connected with that person (i.e., a relative or friend), or any other interest that does not pertain to the

duties conferred upon that person (e.g., promoting the interests of an organisation for which that person works).

A private interest may be financial or non-financial. It is financial in nature when there is a material or monetary gain, or an avoidance of a material or monetary loss. It is non-financial in nature when it is the result of a preference based on values, beliefs, political views, and so on.

There are three types of conflict of interest:

- Real: a conflict of interest situation that exists in the present time;
- Apparent: a situation that could be perceived by a reasonable observer to exist, whether or not it is the case; or
- Potential: a conflict of interest situation that could reasonably be foreseen to happen in the future.

Members, including co-chairs, must bring any real, apparent or potential conflict of interest, to the immediate attention of SIFA Secretariat, who will review the situation and decide on an appropriate course of action.