



## **Immigration Advisory Committee (IAC)**

### **Terms of Reference**

**July 2022**

#### **1. Description**

The Canadian Bureau for International Education (CBIE) is the national voice advancing Canadian international education by creating and mobilizing expertise, knowledge, opportunity, and leadership.

Established in 1994, the CBIE Immigration Advisory Committee (IAC) is a voluntary group of International Education practitioners from across education sectors and regions in Canada who work to identify and resolve critical and systemic immigration issues affecting international students. Through CBIE, the IAC provides informed, evidence-based communications with the Department of Immigration, Refugees, and Citizenship Canada on how the design and implementation of their policies and procedures impact international education across Canada.

#### **2. Mandate**

The IAC represents a collective voice of international education in Canada as it relates to issues of immigration. The committee advocates on behalf of CBIE's constituents for the advancement of policies and procedures that promote the sustainable development of international education in Canada and the well-being of international students. The IAC should be balanced, diverse and inclusive, incorporating a strong balance of skills, experiences and perspectives to advance its mandate.

#### **3. Activities**

The IAC will work with CBIE, colleagues from across Canada and the Department of Immigration, Refugees, and Citizenship Canada to:

- Identify specific and/or systemic issues, challenges and opportunities vis-à-vis international students and immigration;
- Validate and develop a robust and inclusive understanding of immigration issues, through respective networks, CBIE membership, student populations, faculty, and other stakeholders;
- Stay abreast of regulatory requirements regarding the maintenance of the RCIC and RISIA designations;
- Monitor Canadian and international trends and developments as related to immigration and international education; and
- Provide guidance to the CBIE organization, to inform national advocacy efforts and professional development offerings around immigration policies and practices.



#### 4. Committee Composition

The CBIE Immigration Advisory Committee (IAC) consists of a minimum of ten members and a maximum of 15 members who will serve a two-year term.

The committee shall be representative of the CBIE membership. The IAC is committed to ensuring an equitable, balanced and functional representation that reflects the national character, composition, mission and activities of CBIE membership, and is in keeping with its goal of promoting equity, diversity and inclusion (EDI). The IAC will strive for an overall composition that includes consideration of (listed in alphabetical order):

- Continuity, for members who express a willingness to serve multiple terms;
- Disability;
- Gender;
- Indigeneity;
- Official languages;
- Racial diversity;
- Regional balance (Québec, Ontario, Atlantic, Prairies and the Territories, and British Columbia);
- Representation from the education sectors (universities, colleges, cégeps, institutes, school boards and schools); and
- Roles, responsibilities, skills and experience for effective membership.

The committee will include:

- One co-chair from the CBIE organization, appointed by CBIE's President and CEO;
- One co-chair from the IAC membership, appointed by CBIE's President and CEO, with input from current co-chairs;
- Minimum one committee member representing the province of Québec<sup>1</sup>;
- One committee member representing the K-12 sector<sup>2</sup>; and, on an as-needed-basis;
- A special advisor who is an expert in the field of immigration law, policy and practice, selected by the committee for a specific assignment and set term.

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<sup>1</sup> Due to the different regulations and procedures that apply to Québec's immigration system, it is imperative that there be a minimum of one committee member from the province.

<sup>2</sup> Due to the different set of issues that apply to minors, it is imperative that there be a minimum of one committee member from this sector.



Committee members must:

- Be currently employed by a CBIE member<sup>3</sup> (or by CBIE directly);
- Have demonstrated experience within the field of immigration, in particular with international students (preference to professional designations with ability to provide immigration advice); and
- Have demonstrated leadership in the field of international education; and
- Have capacity to communicate in one or both official languages.

The committee may elect to create sub-working groups, formed around specific objectives on a short or long-term basis. Working groups will be organized by the IAC; however, individuals or experts from outside the committee can be included in working groups if the IAC deems it necessary.

## **5. Appointment and Renewal**

The following terms apply to both the Immigration Advisory Committee (IAC) and the Research and Working Group (RWG). It is important to ensure that the IAC and RWG have continuity year over year yet also provide the opportunity for new members to contribute to their mandates. The IAC and RWG strive to have a balance between experienced committee members and new members. To facilitate continuity, once an IAC and RWG member or an IAC co-chair is appointed, they will be automatically included in a list of candidates for an additional term (two additional consecutive years), if at the end of their first term, they are still eligible, in good standing, and in agreement to accept a second term. The co-chairs will reach out to all members in January of the year of their term ending to advise of the automatic renewal and to seek their interest in accepting a second, consecutive term.

In exceptional circumstances, a member may be considered for a fifth – and possibly sixth – year in order to support continuity of the IAC and RWG succession planning. An email reminder will be sent to members in January of the year of their term ending to advise if there are openings for a 5<sup>th</sup> or 6<sup>th</sup> year.

Potential new members for the IAC and RWG will self-nominate through an Expression of Interest (EOI) process launched in spring every year. The EOI terms and conditions will be agreed upon by the full IAC before the launch of each EOI process.

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<sup>3</sup> In exceptional circumstances, representatives from the Canadian international education sector outside of a CBIE member institution may be invited to serve on the committee where further immigration input and expertise is desired.



### ***Expression of Interest***

All new applicants will submit an Expression of Interest (EOI) and a resume through an online application form. CBIE is committed to protecting the privacy of personal information through its Privacy Statement. As such, resumes are considered confidential and will only be shared with the co-chairs and Evaluation Committee.

Current IAC and RWG members whose first term are coming to an end will automatically be included in the list of members for a renewed second term. All renewing members will be contacted by the co-chair to confirm their interest to renew or to signal that they will be stepping back after one term.

### ***Pre-Selection - Screening Process***

A pre-selection screening process will be undertaken by the IAC co-chairs and one representative of CBIE who is not currently serving on the membership. This pre-selection screening process is intended to review all new applications for completeness and identify the applications for an Evaluation Committee assessment based on Committee composition needs within a given year.

### ***Evaluation Committee - Composition***

An Evaluation Committee will be formed and facilitated by CBIE consisting of three to five members of the IAC. The number of evaluators will depend on the number of applications to review.

### ***Evaluation Committee - Conflict of Interest***

For the members serving on the Evaluation Committee, a conflict of interest is not automatically assumed should an Expression of Interest come forward from the same institution / school board / school. The members of the Evaluation Committee will be asked to self-identify any real / perceived conflict of interest.

### ***Review Process***

The Evaluation Committee will receive a list in Excel of all renewing members and all eligible and ineligible/incomplete new applicants with the results of the pre-selection screening process. Based on the criteria for new members (to address committee composition as outlined in section 4), the applications that meet this criteria will be assessed using the evaluation criteria. The Evaluation Committee will be encouraged to use the full range of the rating scale when scoring to facilitate ranking. Completed evaluation grids will be sent to the designated CBIE representative. A complete list with provisional results will be reviewed by CBIE which will make the final selection of new members with input from current co-chairs. The final slate of new members will be presented to the IAC.

All applicants will be contacted by the CBIE representative and advised of the results of their application. All eligible applicants who were unsuccessful in the process will be encouraged to reapply for the next call for EOI.



## **6. Committee Communications, Meetings and Participation**

The IAC will be in communication via email as often as necessary to do the work of the Committee. It is the expectation that IAC members will respond to emails in a timely and constructive manner. Should circumstances arise where the member is unreachable via email for a period of time, they should inform the co-chairs in advance.

IAC meetings will be held at least once a month via teleconference, with the potential for additional meetings scheduled on an as-needed basis. In-person meetings will be scheduled to coincide with CBIE's annual conference but will always include a teleconferencing option for IAC members not in attendance. Efforts will be made to ensure that all meetings are scheduled at convenient times and with sufficient notice.

### ***Agenda and Minutes***

The co-chairs shall develop the agenda with committee input and the CBIE member will take minutes at the committee meetings. Minutes will be kept and stored in accordance with CBIE's practice. Meeting materials including agenda and pre-reading will be circulated at minimum 24 hours in advance of the meeting. Members are expected to have reviewed materials and/or actively liaised with colleagues at their institutions both before and after meetings to garner input, provide feedback, and identify key issues during meetings.

The expectation is that members of the Committee will attend all IAC meetings to the best of their respective abilities. At minimum, IAC members must attend 50% of the regularly scheduled monthly meetings, and not be absent for more than two (2) consecutive monthly meetings without a reasonable explanation. The Committee may grant a leave of absence in special circumstances. Should a committee member fail to meet the requirements of the committee will then schedule a meeting to make a decision regarding the individual's committee membership status on a case-by-case basis.

### ***Member Participation***

IAC members are expected to be active participants in committee activities. Members will be required, to the best of their ability, to provide feedback and input into various documents, positions and briefings throughout their term as a member. Should a committee member fail to review and "sign-off" on documents, this would be recorded by the co-chairs, and could, if frequently taking place, result in a termination of membership.

Should an IAC member be required to go on leave (i.e., parental, or sick leave, etc.), they should inform the co-chairs as soon as possible. The committee will then schedule a meeting to make a decision regarding the individual's committee membership status on a case-by-case basis. Potential decisions may include but are not limited to: terminate their membership and leave position empty until regularly scheduled EOI, allow their position to remain vacant until they return, nominate an interim replacement from their institution or sector, fill position permanently via an interim EOI call.



Should an IAC member experience a change in status, position or institution, they should inform the co-chairs as soon as possible. Should this change impact the individual's eligibility for the IAC (i.e., no longer employed by a CBIE member institution), create redundancy (i.e., two members representing one institution), or create a vacancy in a required role (i.e. previously represented K-12, and now is employed at a college), their membership in the committee will be terminated.

An interim Call for Expressions of Interest to join the committee can be launched to fill any potential IAC vacancies that take place outside of the biennial call, should the committee agree that this is necessary.

## **7. Roles and Responsibilities**

### CBIE

- Serve as the connection between the IAC and IRCC.
  - Establish an ongoing and institutionalized relationship with IRCC including regular communication and quarterly meetings to discuss key concerns for the education sector as it pertains to IRCC policy and strategic planning
  - Facilitate in-camera discussions between IRCC and IAC, at minimum twice a year
  - Facilitate presentations by IRCC to CBIE membership, at minimum once a year
- Serve as the connection between the IAC and CBIE membership at large
  - Establish a process for providing formal IAC Immigration updates to membership in writing (via the Community Hub and CBIE.ca site), at minimum quarterly
  - Engage the IAC to provide professional development and support to members including but not limited to contributions to Professional Learning Communities (PLC) forums, delivery of webinars, presentations and workshops, and drafting of papers or blogs etc.
- Serve as the connection between other Canadian and international education associations, and regularly update IAC on these discussions.
- Connect the IAC to the International Student Immigration Education Program (ISIEP) Program, instructors, alumni, curriculum and CPD. If no IAC member is an active ISIEP instructor, CBIE should ensure that the concerns of the ISIEP program are reflected during IAC discussions.
- Provide the physical and technological platforms for IAC meetings



### Co-Chairs

- Organize and chair monthly meetings, including scheduling, developing the agenda, recording and distributing minutes
- Organize ad-hoc meetings, or requests for feedback via email
- Support the participation and engagement of the committee, including the signoff of any documents by the entire committee.
- If necessary, the co-chairs will evaluate the participation and engagement of IAC members and provide recommendations to the committee at large as it relates to termination of membership.
- Keep a record of attendance and membership participation.
- Act as primary contact point for IAC members questions and feedback
- Serve as key contacts for the CBIE organization for IRCC related concerns
- Participate in meetings with IRCC to provide context of key issues identified by the IAC

### Committee Members

- Respond to emails in a timely and constructive manner
- Actively participate in IAC meetings, events and activities
- Review and sign off on any IAC documents, briefings or positions
- Liaise with members of their institution and community in order to effectively contribute to discussions, survey situation or gather feedback
- Disseminate IAC information and events to their network
- Inform co-chairs of any change in status, position, institution or availability
- Engage with members of the broader International Education (IE) community to ensure that they have an understanding of the broad issues related to IRCC policy that are impacting the IE sector in the Canadian Context
- Play an active role at CBIE events, regional meetings and on the CBIE Community Hub.
- Members will not use their position on the committee to advance personal causes or opinions, but to serve CBIE members, their students, and the academic community.
- Members will endeavor to be mindful of their position of privilege and exercise the highest level of discretion.