



IMMIGRATION ADVISORY COMMITTEE (IAC)

TERMS OF REFERENCE

April 2026

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1. Description

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 support CBIE's advocacy efforts on immigration issues affecting international education.

2. Mandate

The IAC represents a collective voice of international education in Canada as it relates to issues of immigration. The Committee supports CBIE's advocacy work on behalf of its members by providing guidance, analyzing trends, identifying opportunities and advancing policies and procedures that promote the sustainable development of international education in Canada and the well-being of international students.

3. Activities

The IAC will:

- Provide guidance to CBIE to inform advocacy efforts and professional development offerings related to immigration policies and practices;
- Monitor Canadian and international trends and developments related to immigration and international education and identify strategic opportunities or systemic issues to be addressed at a national level;
- Develop written briefings, position papers and analysis on issues related to immigration and international education, as needed;
- Stay abreast of and provide advice on regulatory requirements regarding the maintenance of the RCIC and RISIA designations;
- Connect regularly with the SACE and the broader CBIE membership to ensure alignment and information-sharing; and
- Develop working groups to work on key issues, as needed.

4. Committee Composition

The CBIE Immigration Advisory Committee consists of a minimum of ten members and a maximum of 15 members. The IAC should be balanced, diverse and inclusive, incorporating a strong balance of skills, experiences and perspectives to advance its mandate. Overall membership should ensure a functional representation that includes viewpoints from:

- Each of the education sectors (universities, colleges, cégeps, institutes, language schools);
- Each of Canada's geographic regions as well as both rural and urban communities;
- Each of Canada's official language groups; and
- Different identity and equity-deserving groups (including but not limited to: Indigenous people, racialized people, persons with disabilities, women, men, members of the 2SLGBTQIA+ community)

Due to the different regulations and procedures that apply to Québec's immigration system, at least one Committee member will be based in Québec.

5. Membership

Committee members will serve a two-year term, with the possibility of renewing their term once. In exceptional circumstances, CBIE may extend a member's term beyond the two-year renewal period.

Criteria

Committee members must:

- Be currently employed by CBIE or a CBIE member institution;
- Hold an active license as a Regulated Canadian Immigration Consultant (RCIC) or Regulated International Student Immigration Advisor (RISIA) designation, and be in good standing with the College of Immigration and Citizenship Consultants (CICC) or be a lawyer in good standing with a Canadian provincial or territorial law society;
- Have extensive immigration experience and demonstrated leadership in the field of international education; and
- Have capacity to communicate in one or both official languages.

The President and CEO of CBIE may invite special representatives to participate on the Committee for a set term to represent critical sectors or appoint a special advisor who is an expert in the field of immigration law, policy and practice who is not a CBIE member or staff to support the Committee in its work. Special representatives and advisors are not included in the total number of Committee members and there should not be more than five special representatives or advisors on the Committee simultaneously.

Due to the different set of issues that apply to minors, at least one special representative will represent the K-12 sector.

In exceptional circumstances, individuals or experts from outside the Committee can be invited, at the discretion of the President and CEO of CBIE, to serve on the IAC or any of its affiliated working groups, if deemed necessary.

Appointment and Renewal

To ensure continuity while providing opportunities for new members to contribute, IAC membership terms will be staggered.

Selection process

- Potential new members will apply to join the IAC through an online application process launched in the spring every year.
- The selection criteria will be adapted each year to seek out candidates that will enable IAC to meet the Committee's composition goals outlined above.
- Senior CBIE staff and IAC Co-Chairs will undertake a pre-selection process to review applications for completeness/eligibility and identify the applications for review by an Evaluation Committee made up of IAC members.
- The IAC Evaluation Committee will review the applications that successfully pass the pre-screening process and evaluate them based on the preset criteria.

- Provisional results of these evaluations will be shared with the full IAC Committee. In cases of equal scores, final decisions will be made by the Co-Chairs and Senior CBIE Staff.
- All applicants will be contacted by a CBIE representative and advised of the results of their applications.

Members who are eligible for renewal will be asked to signal their interest in renewing their membership in writing to the Co-Chairs in the spring each year.

6. Roles and responsibilities

All members

Members are expected to be active participants in Committee activities which include:

- Providing intelligence on trends affecting international students, and policy/advocacy advice to CBIE;
- Drafting, reviewing, and providing feedback on documents in a timely manner;
- Actively liaising with colleagues at their institutions both before and after meetings to garner input, provide feedback, and identify key issues during meetings;
- Disseminating IAC information and events to their networks;
- Responding to emails in a timely and constructive manner;
- Attending all IAC meetings and events to the best of their respective abilities;
- Participating in the IAC member selection process; and
- Playing an active role at CBIE events, regional meetings, SACE events 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. They will inform the Co-Chairs of real or perceived conflicts of interest as they arise and will endeavor to be mindful of their position of privilege and exercise the highest level of discretion.

Co-Chairs

The Committee will be led by Co-Chairs, appointed by the President and CEO of CBIE. One co-chair will represent the CBIE Secretariat, while the other will be drawn from the IAC membership.

The Co-Chairs, in collaboration with CBIE are responsible for:

- Preparing, circulating, and storing meeting documentation, including agenda and minutes, in accordance with CBIE's practices. Meeting materials will be circulated at minimum of 24 hours in advance of the meeting.
- Scheduling and chairing meetings and driving agenda to best inform CBIE advocacy. This includes summarizing input from IAC to support CBIE's advocacy.
- Supporting the participation and engagement of the Committee, including the signoff of any documents by the entire Committee.

- Attending SACE Connect meetings to gather information from the wider community and bringing forward agenda items from SACE, as appropriate.
- Keeping a record of attendance and membership participation.
- Leading the IAC member recruitment process and, if necessary, evaluating the participation and engagement of IAC members and providing recommendations to the CBIE Senior Leadership as it relates to termination of membership.
- Serving as the primary contact point for IAC members questions and feedback.

Changes in circumstances and/or inability to fulfill roles and responsibilities

Members will inform the Co-Chairs in advance should circumstances arise in which they will be unreachable via email for a period of time or if they are unable to attend the regularly scheduled meetings.

At minimum, IAC members must attend 50% of the regularly scheduled meetings and not be absent for more than two (2) consecutive 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 or have a change of status (e.g. leave of absence) the Committee will review their membership status on a case-by-case basis.

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 (e.g. no longer employed by a CBIE member institution), create redundancy (e.g. two members representing one institution), disrupt regional or sectoral balance, 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.

Meetings

- The Committee will meet virtually on a bimonthly basis and/or as needed.
- Committee members may conduct business between meetings via email and organize additional ad hoc meetings, as needed.