

**LETHBRIDGE LOCAL IMMIGRATION PARTNERSHIP (LIP) ACTION PLAN**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
<i>Long-term outcomes; open and unstructured in nature. Goals can be fluid and are directional.</i> <b>Numbered representing strategies of the LIP Theory of Change.</b>	<i>Single achievable outcomes; concrete in statement and purpose. There is no ambiguity as to whether they have been achieved or not.</i>	<i>Specific steps or actions taken in order to meet a defined objective.</i>	<i>Individuals or groups who will benefit from or be impacted by the meeting of a specific objective.</i>	<i>Definition of success.</i>	<i>Estimated date of completion.</i>
<b>COMMUNITY PARTNERSHIP COUNCIL (CPC)</b>					
	<b>Ensure all applicable items listed in the IRCC Schedule 1 are completed.</b>	Schedule 1 of the IRCC Contract Agreement <ul style="list-style-type: none"> <li>• Keep an up to date list of all members including members' name, title, organization and sector they represent (there must be a representative from the federal, provincial, and municipal governments).</li> <li>• Hold <b>Community Partnership Council (CPC) meetings</b> a minimum of 4 times a year.</li> <li>• Review and update Terms of Reference.</li> <li>• Review and update action plan.</li> <li>• <b>Identify a Committee Chair or Co-Chairs:</b></li> <li>• Chairs are responsible for ensuring:                             <ul style="list-style-type: none"> <li>• Together with the Coordinator, prepare an agenda for each meeting.</li> <li>• Dates of committee meetings are set, members are invited, and agendas disseminated prior to the meeting.</li> <li>• Minutes of each meeting are taken and copies are distributed to members following each meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• IRCC.</li> <li>• LIP Coordinator.</li> <li>• CPC and working group members.</li> <li>• Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed and reviewed TOR's.</li> <li>• Committee Meeting Agendas.</li> <li>• Committee Meeting Minutes.</li> <li>• All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	Annually – preferably at the beginning of each fiscal year.  Meetings held: <ul style="list-style-type: none"> <li>• February</li> <li>• May</li> <li>• September</li> <li>• December.</li> <li>• Minutes within 2 weeks of the meeting.</li> </ul>
<b>(1)</b> Increase collaboration between Community Partnership Council (CPC) and LIP working groups, service providers, employers, agencies, organizations, other relevant coalitions and advocacy groups.		<ul style="list-style-type: none"> <li>• Host an annual learning event, which includes all members of the CPC, IAT and all LIP working group members.</li> <li>• Invite agencies, organizations, other relevant coalitions and advocacy groups, service providers, and community members to participate.</li> </ul>			Annually.
<b>(2)</b> Leverage each other's strengths through intentional collaborations.		<ul style="list-style-type: none"> <li>• Explore funding options.</li> <li>• Apply for applicable grants to support the activities of applicable.</li> </ul>			Ongoing.

**CIVIC AND COMMUNITY INCLUSION WORKING GROUP**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<p><i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i></p>	<ul style="list-style-type: none"> <li>• Hold <b>Civic and Community Inclusion Working Group meetings</b> a minimum of 4 times a year.</li> <li>• Review and update Terms of Reference.</li> <li>• Review and update action plan.</li> <li>• Keep an up to date list of all members including members' name, title, and organization they represent.</li> <li>• <b>Identify a Committee Chair or CoChairs:</b></li> <li>• Chairs are responsible for ensuring:</li> <li>• Together with the Coordinator, an agenda is prepared prior to each meeting.</li> <li>• Dates of committee meetings are set and members are invited, and agendas are disseminated prior to the meeting.</li> <li>• Minutes of each meeting are taken and copies are distributed to members following each meeting.</li> <li>• Attend CPC Quarterly meetings – and report to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>• IRCC.</li> <li>• LIP Coordinator.</li> <li>• CPC and working group members.</li> <li>• Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed and reviewed TOR's.</li> <li>• Committee Meeting Agendas.</li> <li>• Committee Meeting Minutes.</li> <li>• All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	<ul style="list-style-type: none"> <li>• Annually – preferably at the beginning of each fiscal year.</li> <li>• Agendas before each meeting.</li> <li>• Minutes within 2 weeks of the meeting.</li> </ul>
<p><b>(5)</b> Host and promote targeted educational webinars, conferences, workshops, awareness campaigns, public forums and events.</p>	<p>Coordinate/spearhead Multicultural Week activities/workshops on behalf of all LIP committees.</p>	<ul style="list-style-type: none"> <li>• Hold regular meetings to plan Multicultural Week activities.</li> <li>• Collaborate with relevant LIP working groups and external stakeholders to plan and inform out Multicultural week activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers.</li> <li>• Employers.</li> <li>• General public /community.</li> <li>• Newcomers.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful coordination of Multicultural Week activities.</li> </ul>	
<p><b>(12)</b> Promote and nurture effective cross-cultural communication.</p>	<p>Establish opportunities for communication and building positive connections amongst newcomers and long-term Lethbridge residents.</p>	<ul style="list-style-type: none"> <li>• Plan and carry out monthly Cultural Connections Club events.</li> <li>• Provide and/or create resources for Cultural Connections Club activities (games, refreshments, etc.).</li> <li>• Meet monthly with Cultural Connections club.</li> <li>• Evaluate attendance and impressions of participants at well-attended monthly Cultural Connections club meetings.</li> <li>• Spread club concept/advertise at other locations.</li> <li>• Support committee members through collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Newcomers.</li> <li>• English-speaking Canadians.</li> </ul>	<ul style="list-style-type: none"> <li>• Collection of stats for each CCC are kept.</li> <li>• An increase in participation over time.</li> </ul>	

**EMPLOYMENT WORKING GROUP**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<p><i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i></p>	<ul style="list-style-type: none"> <li>• Hold <b>Employment Working Group meetings</b> a minimum of 4 times a year.</li> <li>• Review and update Terms of Reference</li> <li>• Review and update action plan</li> <li>• Keep an up to date list of all members including members' name, title, organization they represent.</li> <li>• <b>Identify a Committee Chair or Co-Chairs:</b></li> <li>• Chairs are responsible for ensuring:</li> <li>• Together with the Coordinator, an agenda is prepared prior to each meeting.</li> <li>• Dates of committee meetings are set, members are invited, and agendas are disseminated prior to the meeting.</li> <li>• Minutes of each meeting are taken and copies are distributed to members following each meeting.</li> <li>• Attend CPC Quarterly meetings – and report to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>• IRCC.</li> <li>• LIP Coordinator.</li> <li>• CPC and working group members.</li> <li>• Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed and reviewed TOR's.</li> <li>• Committee Meeting Agendas.</li> <li>• Committee Meeting Minutes.</li> <li>• All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	<p>Annually – preferably at the beginning of each fiscal year. Agendas before each meeting. Minutes within 2 weeks of the meeting.</p>
<p><b>(6)</b> Collect employment data in a variety of ways from both newcomers and employers.</p>	<p>Create a way to measure underemployment in newcomer communities.</p>	<ul style="list-style-type: none"> <li>• Research the issue of newcomer underemployment with the input of the Lethbridge Chamber of Commerce, the IAT, SAEA cultural groups, and newcomers to Lethbridge.</li> <li>• Create an appropriate research tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Lethbridge Chamber of Commerce.</li> <li>• Immigrant Advisory Table (IAT).</li> <li>• SAEA cultural groups.</li> <li>• Newcomers to Lethbridge seeking employment opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Results of research shared.</li> </ul>	
<p><b>(7)</b> Maintain or establish network of employment organizations and mentoring programs to connect employers and newcomers.</p>	<p>Build and maintain a local group of employment organizations and mentoring programs.</p>	<ul style="list-style-type: none"> <li>• Recruit new members for the employment-working group that would include employers.</li> <li>• Hold regular working group meetings.</li> <li>• Seek relevant stakeholders not yet included.</li> <li>• Refer to the updated LIPS Data portal regularly <a href="http://www.calgarylip.ca/dashboard2">www.calgarylip.ca/dashboard2</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees.</li> <li>• Local employment agencies.</li> <li>• Large-scale employers.</li> <li>• Other relevant stakeholders as they are added.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased membership of working group.</li> </ul>	
<p><b>(12)</b> Collect employment data in a variety of ways from both newcomers and employers.</p>	<p>Collect, tabulate and disseminate employment data to relevant parties.</p>	<ul style="list-style-type: none"> <li>• Connect with the university via the research subcommittee.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees.</li> <li>• Local employment agencies.</li> <li>• Large-scale employers.</li> <li>• University stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of research.</li> <li>• Results shared.</li> </ul>	

LANGUAGE WORKING GROUP					
GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i>	<ul style="list-style-type: none"> <li>Hold <b>Language Working group meetings</b> a minimum of 4 times a year.</li> <li>Review and update Terms of Reference.</li> <li>Review and update action plan.</li> <li>Keep an up to date list of all members including members' name, title, organization they represent.</li> <li><b>Identify a Committee Chair or Co-Chairs:</b></li> <li>Chairs are responsible for ensuring:</li> <li>Together with the Coordinator, an agenda is prepared prior to each meeting.</li> <li>Set committee meetings dates, invite/notify members and disseminate agenda prior to each meeting.</li> <li>Minutes of each meeting are taken and distributed to members following each meeting. (Please include # of members or guests attended).</li> <li>Attend CPC Quarterly meetings: report and update to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>IRCC.</li> <li>LIP Coordinator.</li> <li>CPC and working group members.</li> <li>Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Completed and reviewed TOR's.</li> <li>Committee Meeting Agendas.</li> <li>Committee Meeting Minutes.</li> <li>All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	<ul style="list-style-type: none"> <li>Annually – preferably at the beginning of each fiscal year.</li> <li>Agendas before each meeting.</li> <li>Minutes within 2 weeks of the meeting.</li> </ul>
(2) Leverage each other's strengths through intentional collaborations.	Language and related service providers share information and resources to increase collaboration.	<ul style="list-style-type: none"> <li>Support and promote monthly Lethbridge Interagency Network (LIN) at the Lethbridge Public Library.</li> <li>Promote education, training and services such as those provided through the Rural Routes Program, Nor Quest College.</li> </ul>	<ul style="list-style-type: none"> <li>EAL learners.</li> <li>Newcomers.</li> <li>Local service providers.</li> <li>The community when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes taken at each LIN meeting and posted on the LIP website.</li> <li>Increased participation in training services promoted.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly when applicable.</li> </ul>
(13) Inform and connect newcomers to the services, resources and language supports they require for successful settlement.	To ensure newcomers, service providers and the community are informed of available language services, programs, workshop information etc.	<ul style="list-style-type: none"> <li>Organize and update information sheet, twice a year, with information on language programs, community tutoring services, etc.</li> <li>Create information sheet in an easy to use format enabling easy dissemination of information.</li> <li>Provide the IAT with the updated information sheet for inclusion in the quarterly LIP newsletter.</li> <li>Oversee the selection process of the Warren Family Entrance and Continuing Award at the University of Lethbridge.</li> </ul>	<ul style="list-style-type: none"> <li>EAL learners.</li> <li>Newcomers.</li> <li>Service providers.</li> <li>IAT.</li> <li>Students with refugee status seeking entry to the University of Lethbridge.</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion and sharing of updated information listed in quarterly IAT newsletters.</li> <li>Successfully make recommendation for the scholarship(s) recipient(s).</li> </ul>	<ul style="list-style-type: none"> <li>Twice a year: September and January.</li> <li>Once a year in spring.</li> </ul>

**LETHBRIDGE NEWCOMER HEALTH ADVISORY GROUP (LNHAG)**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i>	<ul style="list-style-type: none"> <li>• Hold <b>LNHAG meetings</b> a minimum of 4 times a year.</li> <li>• Review and update Terms of Reference.</li> <li>• Review and update action plan.</li> <li>• Keep an up to date list of all members including members' name, title, organization they represent.</li> <li>• <b>Identify a Committee Chair or Co-Chairs:</b></li> <li>• Chairs are responsible for ensuring: <ul style="list-style-type: none"> <li>• Together with the Coordinator, an agenda is prepared prior to each meeting.</li> </ul> </li> <li>• Set committee meetings dates, invite/notify members and disseminate agenda prior to each meeting.</li> <li>• Minutes of each meeting are taken and distributed to members following each meeting.</li> <li>• Attend CPC Quarterly meetings: report and update to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>• IRCC.</li> <li>• LIP Coordinator.</li> <li>• CPC and working group members.</li> <li>• Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed and reviewed TOR's.</li> <li>• Committee Meeting Agendas.</li> <li>• Committee Meeting Minutes.</li> <li>• All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	<ul style="list-style-type: none"> <li>• Annually – preferably at the beginning of each fiscal year.</li> <li>• Agendas before each meeting.</li> <li>• Minutes within 2 weeks of the meeting.</li> </ul>
<b>(2)</b> Leverage each other's strengths through intentional Collaborations.	Expand membership to include broader range of newcomer health stakeholder agencies and groups.	<ul style="list-style-type: none"> <li>• Identify key issues related to newcomer health.</li> <li>• Identify opportunities for collaboration.</li> <li>• Form subcommittees to carry out projects.</li> <li>• Identify broader range of newcomer health stakeholders.</li> <li>• Invite members representing other sectors to become members and attend meetings (as appropriate and agreed upon in advance).</li> <li>• Evaluate the efforts of projects to determine effectiveness for newcomers.</li> </ul>	<ul style="list-style-type: none"> <li>• Health care providers.</li> <li>• Newcomers.</li> <li>• Sectoral partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative subcommittees formed to carry out projects.</li> <li>• Subcommittees plan, implement, and evaluate project efforts.</li> <li>• Invitations extended to broader sectors and groups to join Lethbridge Newcomer Health Advisory Group.</li> <li>• New members welcomed and added to membership.</li> <li>• Membership expanded to reflect stakeholders relevant to newcomer health.</li> <li>• Expanded membership.</li> </ul>	
<b>(5)</b> Host and promote targeted educational webinars, conferences, workshops, awareness campaigns, public forums and events.	Promote and host quarterly educational webinars relevant to Newcomer Health.	<ul style="list-style-type: none"> <li>• Identify topics.</li> <li>• Identify local and provincial experts willing to speak.</li> <li>• Organize logistics and identify webinar-hosting service.</li> <li>• Host webinar.</li> <li>• Gather feedback for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Health care providers.</li> <li>• Newcomers.</li> <li>• Sectoral partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Webinars presented to an audience of health care providers &amp; community partners and then added to LNHAG YouTube channel with a link on the LIP website.</li> <li>• Webinars hosted and information disseminated via Skype for Business.</li> <li>• Webinars posted on YouTube and LIP website as a means to enhance information sharing.</li> <li>• LIP website becomes a resource for Lethbridge Newcomer Health information.</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly.</li> </ul>
<b>(11)</b> Encourage the integration of mainstream services, social, health, cultural and community events.	Promote diversity competency with member agencies.	<ul style="list-style-type: none"> <li>• Provide targeted information sessions on diversity competency and cultural safety as needed.</li> <li>• Present idea to LNHAG membership; identify champions.</li> <li>• Collaborate with other LIP working groups.</li> <li>• Develop a shareable presentation with other working groups of Lethbridge LIP.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainstream health service providers.</li> <li>• Social, health, cultural and community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop presentation.</li> <li>• Champions successfully identified within LNHAG for this work.</li> <li>• Successful collaboration with other LIP working groups.</li> <li>• Presentation successfully shared with other working groups of Lethbridge LIP.</li> <li>• Presentation developed and used in Lethbridge and added to LIP website.</li> </ul>	

**RESEARCH AND EVALUATION WORKING GROUP**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<p><i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i></p>	<ul style="list-style-type: none"> <li>Review and update Terms of Reference.</li> <li>Review and update action plan.</li> <li>Keep an up to date list of all members including members' name, title, organization they represent.</li> <li><b>Identify a Committee Chair or CoChairs:</b></li> <li>Chairs are responsible for ensuring:</li> <li>Together with the Coordinator, an agenda is prepared prior to each meeting.</li> <li>Set committee meetings dates, invite/notify members and disseminate agenda prior to each meeting.</li> <li>Minutes of each meeting are taken and distributed to members following each meeting.</li> <li>Attend CPC Quarterly meetings: report and update to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>IRCC.</li> <li>LIP Coordinator.</li> <li>CPC and working group members.</li> <li>Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Completed and reviewed TOR's.</li> <li>Committee Meeting Agendas.</li> <li>Committee Meeting Minutes.</li> <li>All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> </ul>	<ul style="list-style-type: none"> <li>Annually – preferably at the beginning of each fiscal year.</li> <li>Agendas before each meeting.</li> <li>Minutes within 2 weeks of the meeting.</li> </ul>
<p><b>(13)</b> Inform and connect newcomers to the services, resources and language supports they require for successful settlement.</p>	<p>Track use of services by newcomers to the Lethbridge area.</p>	<ul style="list-style-type: none"> <li>Survey partners to ascertain who is being referred at what rate.</li> </ul>	<ul style="list-style-type: none"> <li>Newcomers.</li> </ul>	<ul style="list-style-type: none"> <li>Successful tallying of data from surveyed partners.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>(14)</b> Conduct ongoing needs assessments including participant and public polls and surveys. the LIP action plan.</p>	<p>Describe the impact of LIP activities on the newcomer experience.</p>	<ul style="list-style-type: none"> <li>Actively recruit interested committee members with an interest and/or expertise in research.</li> <li>Establish a baseline</li> <li>Provide strategic guidance to LIP activities.</li> </ul>	<ul style="list-style-type: none"> <li>LIP.</li> <li>Community members.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation results.</li> <li>Successful committee interactions.</li> <li>Draft evaluation framework.</li> <li>Researchers and students successfully drafted to this initiative.</li> <li>Provision of strategic guidance to LIP activities.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>
<p><b>(15)</b> Analyze evaluations to measure outcomes related to the LI Action plan.</p>	<p>Function as a 'coordinating body' for all research requests, activities and results.</p>	<ul style="list-style-type: none"> <li>Establish and create procedures for research.</li> <li>Track applicable local research re: immigrants/newcomers.</li> <li>Offer input and support on projects.</li> <li>Synthesize existing research or new results into knowledge products and disseminate appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>IRCC.</li> <li>LIP Coordinator</li> <li>CPC and other working groups.</li> <li>Community members.</li> </ul>	<ul style="list-style-type: none"> <li>Inventory of ongoing research activities.</li> <li>Provision of knowledge products.</li> <li>Development of terms of reference and standard operating procedures.</li> <li>Increased production of knowledge products relevant to newcomer experience and LIP activities.</li> <li>Increased tangible examples of how research has informed policy and practice related to newcomers and service providers.</li> </ul>	

**IMMIGRANT ADVISORY TABLE (IAT)**

GOALS	OBJECTIVES	ACTIVITIES	AUDIENCE	MEASURABLE OUTCOMES	DEADLINES
	<p><i>Ensure all applicable items listed in the IRCC Schedule 1 are successfully completed.</i></p>	<ul style="list-style-type: none"> <li>Review and update Terms of Reference.</li> <li>Review and update action plan.</li> <li>Keep an up to date list of all members including members' name and demographics table as per IRCC's requirements.</li> <li><b>Identify a Committee Chair or CoChairs:</b></li> <li>Chairs are responsible for ensuring:</li> <li>Together with the Coordinator, an agenda is prepared prior to each meeting.</li> <li>Set committee meetings dates, invite/notify members and disseminate agenda prior to each meeting.</li> <li>Minutes of each meeting are taken and distributed to members following each meeting. (Please include # of members or guests attended).</li> <li>Attend CPC Quarterly meetings: report and update to that committee on behalf of the working group.</li> </ul>	<ul style="list-style-type: none"> <li>IRCC.</li> <li>LIP Coordinator.</li> <li>CPC and working group members.</li> <li>Others when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Completed and reviewed TOR's.</li> <li>Committee Meeting Agendas.</li> <li>Committee Meeting Minutes.</li> <li>All meetings to achieve quorum – 50% + 1 CPC participants (as per the TOR's).</li> <li>Completed membership list (one combined for all LIP Committees).</li> </ul>	<ul style="list-style-type: none"> <li>Annually – preferably at the beginning of each fiscal year.</li> <li>Agendas before each meeting.</li> <li>Minutes within 2 weeks of the meeting.</li> </ul>
<p><b>(10)</b> Share the newcomer journey/stories/experiences/including the barriers and challenges associated with settlement.</p>	<p>Represent the newcomer and immigrant experience and provide that lens for the LIP initiative when needed/appropriate.</p>	<ul style="list-style-type: none"> <li>Gather firsthand knowledge of barriers and issues facing newcomers.</li> <li>Use the IAT's collective lived experience to gather and create content in order to produce quarterly LIP newsletter.</li> <li>Distribute newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>Newcomers/Immigrants to Lethbridge.</li> <li>The community.</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of quarterly LIP newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>Starting in January 2020 create a quarterly newsletter.</li> </ul>
<p><b>(12)</b> Promote and nurture effective crosscultural communication.</p>	<p>Share the newcomer/immigrant perspective when appropriate.</p>	<ul style="list-style-type: none"> <li>Conduct monthly IAT meetings.</li> <li>Oversee and contribute content to the creation of a quarterly LIP newsletter, which will commence January 2020. (content to include an immigrant story, highlighted issues and other content deemed appropriate).</li> <li>Provide immediate feedback on relevant topics, and LIP communication materials.</li> <li>Results of above feedback to be shared at CPC LIP working groups and with various appropriate communities.</li> <li>A member to represent IAT at quarterly CPC meetings.</li> </ul>	<ul style="list-style-type: none"> <li>LIP members.</li> <li>The community.</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of quarterly LIP newsletter.</li> <li>Communication materials edited and relevant topics dealt with in conjunction with received feedback.</li> <li>Successful dissemination of feedback at CPC, and with LIP working groups and other relevant communities.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>

<b>GLOSSARY OF TERMS</b>	
<i>Term or Acronym</i>	<i>Meaning/ Explanation</i>
Activity	Specific step or action taken in order to meet a defined objective.
Audience	Individuals or groups who will benefit from or be impacted by the meeting of a specific objective.
Contract Agreement (CA)	The written contract between IRCC and LIP.
CPC	Community Partnership Council – A committee of LIP.
Deliverable	A specific task that must be completed, outlined in “Schedule 1” of the CA.
Deadline	Estimated date of completion.
Goal	Long term outcomes; open and unstructured in nature. It can be fluid and is directional. Numbered representing strategies of the LIP Theory of Change.
IAT	Immigrant Advisory Table – A committee of LIP which is a selected group of immigrants that provide the lived experience lens.
IRCC	Immigration, Refugees and Citizenship Canada which facilitates the arrival of immigrants, provides protection to refugees, and offers programming to help newcomers settle in Canada.
LIN	The Lethbridge Interagency Network. Local service providers meet once a month to share information and network.
LNHAG	Lethbridge Newcomer Health Advisory Group, an LIP working group focusing on Health.
Measurable Outcome	A clear definition of success.
Objective	Single achievable outcome; concrete in statement and purpose. There is no ambiguity as to whether they have been achieved or not.
Rural Routes Program	Provider of professional development support and services to adult ESL providers and ESL programs in Alberta. Rural Routes receives funding from Advanced Education & Immigration, Refugees and Citizenship Canada for ongoing ESL capacity development services to rural and small urban ESL providers in Alberta.
Schedule 1	The section of the CA that outlines the tasks that are required to be completed in order to fulfill the contract.
TOR	Terms of Reference (TOR) – a written document outlining how a specific committee will operate.
Warren Family Entrance & Continuing Award	Scholarship for full or part time student entering any undergraduate degree program at the University of Lethbridge. Nominated by Lethbridge Family Services. Admission average and having arrived to Canada as a Refugee. <a href="https://uleth.academicworks.ca/opportunities/2540">https://uleth.academicworks.ca/opportunities/2540</a>