



Brooks
Local Immigration
Partnership

Brooks Local Immigration Partnership Council

SPECIAL MEETING AGENDA

Boardroom Brooks Campus-MHC

August 26, 2016 TIME 1:30-3:00PM

Guests: Zenev and Associates

<u>Council Member: (Name)</u>	<u>Organization:</u>

Coordinator: Shannyn Creary

1. Call to Order _____

2. Approval of Agenda

APPROVED BY:

3. Business

a. Local Literature Review

i. Purpose: Following the Community Literature Review, Brooks LIP will better understand and identify important community assets, gaps, strengths, and issues.

ii. Scope of Work (as it states in RFP)

Review Existing Literature & Statistical Data- The selected researcher(s) will collect and conduct a comprehensive review of existing research studies and available statistical data on key issues facing immigrants and newcomers around the community.

For example, the review of existing research studies and available statistical data should include information and issues regarding the following as they relate to newcomers and immigrants:

- Housing
- Income (poverty)
- Quality of Life
- Local demographics by ethnicity and language
- Language challenges

- Employment challenges
- Newcomer youth issues
- Newcomer senior issues
- Family matters (including violence in the family, separation, etc)
- Life cycle challenges
- Mental health & addictions
- Newcomers with disabilities
- Long-term service needs and/or
- Issues relating to emotional & social support
- Transportation

Deliverables and Timeline

The successful researcher(s) will be responsible for the following deliverables:

- a. Literature review based on research already completed by different sectors.
 - b. A report of the review undertaken. This can include, but is not limited to:
 - i. A list of all research looked at highlighting local documents;
 - ii. The analysis completed with the results found; and
 - iii. An initial plan on the next steps based on the research.
- Project Management Work plan
 - Preliminary Listing of Literature Review Results
 - Initial Draft of Research Report
 - Final Research Report (Project Completion)
- b. Alberta Culture Days Event ideas discussion
 - i. Budget \$200
 - ii. Date: September 29, 2016
 - c. Website RFP and Advertisement Approval
(Please see attachments)

4. Adjournment

5. Next Meeting/Steps

