

**TORONTO SOUTH LOCAL IMMIGRATION PARTNERSHIP**

**TSLIP COUNCIL  
TERMS OF REFERENCE**  
*(Effective as of September 2017)*

**Background**

Local Immigration Partnerships are multi-sectoral planning tables that bring a cross-section of stakeholders together to identify ways to support the integration of immigrants into local communities. The Toronto South LIP (TSLIP) is one of four Quadrant LIPs in Toronto, and is funded by the IRCC to provide a framework that enhances collaboration, coordination, and strategic planning at the community level in order to foster more welcoming and inclusive communities and to help improve individual settlement outcomes of newcomers in South Toronto.

**Mandate**

The Mandate of the TSLIP Council is to provide strategic guidance and oversight to the TSLIP Project. This shall be achieved through:

- the development of a TSLIP Strategy

In addition to its Primary Mandate, the Council will also:

- Meet at least four (4) times during each fiscal year.
- Engage in activities to promote social change or address systemic issues, including through collaborative efforts with various stakeholders, such as advocacy groups and umbrella organizations.
- Identify emerging issues of relevance to the newcomer communities in Toronto and support the TSLIP's efforts to address such issues.
- Support the TSLIP's coordination and implementation of activities including designated Inter-LIP projects and City Wide LIP discussions and activities.
- Support the TSLIP's sharing of information across the Toronto LIP network (quadrant and City-Wide)
- Support the TSLIP's completion of an annual Evaluation.
- Ensure that Council processes are undertaken in a participatory and inclusive manner.
- Support LIP staff by providing information, logistical support, contacts and available resources.

- Help promote the TSLIP initiative and liaise with other stakeholders in the community.

### **Composition**

The Council may be made up of representatives of immigrant and refugee serving agencies, language training providers, community organizations, newcomers, social service agencies, staff of local and regional governments, local associations or bodies, regional employment networks, economic development corporations, and other relevant stakeholders. The composition of the Council will reflect the following parameters:

- Council members must sit on the Council as representatives of an agency or organization, and not as an individual. By appointing an individual as its Council Representative, the agency or organization imbues that individual with decisionmaking authority as regards TSLIP business. Only one representative per organization, and one designated alternate, are permitted.
- Quorum for Council meetings shall be constituted by a minimum of *fifteen (15)* Council members, including at least two Council members who are also members of the Executive Committee.
- Council member representatives will serve for a three year term starting in April of the applicable year. Council members will be able to sign on for additional three-year-terms consecutively.
- In the event of extenuating circumstances (such as a job change, parental leave, or other similar situations), the designated representative of a member organization can be replaced on the Council with another representative. The new member will then become the designated representative on the Council.
- Council Members will leave the Council: (1) at the end of their current term of service (if their term is not renewed), (2) by giving written notice to the Council, (3) by being declared removed by vote of Council for non-compliance with the Terms of Reference.

### **Operating Guidelines & Decision-Making:**

The Council will operate using the following guidelines:

- All members of the Council must act in good faith to support and be committed to actively pursuing the fulfilment of the TSLIP's Guiding Values & Ethics statement, and the TSLIP's Settlement Strategy and Action Plan.
- The Council will meet in person at least four (4) times per year. The Council may also choose to meet by telephone conference call.

- Council Members shall commit to attending at least 3 of the 4 annual Council Meetings. If a partner agency misses two consecutive Partnership Council meetings, the TSLIP team will communicate with the organization about their commitment.
- Council Members will RSVP ahead of the set Council Meeting dates in order to confirm their intention to attend.
- In the event that a Council Member cannot attend a meeting, they can send the designated alternate in their place. The Council Member is responsible for ensuring that the alternate is briefed on what transpired at previous Council meetings and that the information the alternate brings back from the Council Meeting is passed on to the regular Council Member. Council Members understand that their alternate may be asked to make decisions on behalf of their organization at the Council Meeting.
- Minutes of all Council meetings will be taken, and will be open and available to all TSLIP members and the general public on the Toronto South LIP website
- The Council will be facilitated by the TSLIP staff or their designate. The facilitator will set the Council meeting agendas. Members may forward items to the facilitator prior to the meeting.
- In between meetings, Council communications shall generally be conducted by e-mail.
- The Council will aim toward consensus building as its primary decision-making process. In the event that consensus is not achieved, Council decisions shall be made by a simple majority vote.
- Council Members are expected to directly contribute towards TSLIP activities. In particular, Committee members may be asked to convene action groups around particular projects, provide support/feedback to existing working groups, organize discussion roundtables, help with producing training and resources, assist with community consultations, and other activities.
- Council Members undertake to be the liaison between the TSLIP and their organization, and to ensure that information about TSLIPs activities and resources is communicated to relevant parties in their agency/organization.

### **Conflict of Interest Policy**

Council members will declare any real or potentially perceived Conflict of Interest in accordance with generally accepted principles.