

**TORONTO SOUTH LOCAL IMMIGRATION PARTNERSHIP**

**TSLIP EXECUTIVE  
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 Executive is to provide strategic and administrative guidance to the TSLIP Project. This shall be achieved through:

- Bi-monthly Executive Meetings for purposes of discussing project deliverables, emerging issues and workload.
- Active involvement and support of TSLIP activities.
- In addition to its Primary Mandate, the Executive Committee will also support the work of the TSLIP Council and staff through:
  - Helping to identify emerging issues of relevance to the newcomer communities in Toronto and supporting the TSLIP's efforts to address such issues.
  - Reviewing and contributing agenda items for upcoming TSLIP Council Meetings.
  - Supporting the TSLIP's coordination and implementation of activities including designated Inter-LIP projects and City Wide LIP discussions and activities.
  - Supporting the TSLIP's sharing of information across the Toronto LIP network (quadrant and City-Wide)
  - Supporting the TSLIP's completion of an annual Evaluation.
  - Ensuring that TSLIP processes are undertaken in a participatory and inclusive manner.
  - Supporting LIP staff by providing information, logistical support, contacts and available resources.
  - Helping promote the TSLIP initiative and liaise with other stakeholders in the community.

**Composition**

The Executive will include all TSLIP Consortium partners and may also include 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 Executive will reflect the following parameters:

- Executive members must sit on the Executive as representatives of an agency or organization, and not as an individual. By appointing an individual as its Executive Representative, the agency or organization imbues that individual with decision-making authority as regards TSLIP business. Only one representative per organization is permitted.
- Quorum for Executive meetings shall be constituted by 50% of Executive members, including at least two Executive members who are Consortium Partners.
- Executive Committee members who are not Consortium partners will serve for a one year term starting in April of the applicable year.
- Executive Members will leave the Executive: (1) at the end of their current term of service, (2) by giving written notice to the Executive, (3) by being declared removed by vote of Executive for non-compliance with the Terms of Reference.
- In the event that an Executive Member resigns or the seat becomes otherwise vacant, the position may be filled with approval of TSLIP Council and in accordance to an established selection process.

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

The Executive will operate using the following guidelines:

- All members of the Executive 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 Executive will meet in person at least six (6) times per year. The Executive may also choose to meet by telephone conference call.
- Executive Members shall commit to attending at least 4 of the 6 Executive Committee Meetings. If a partner agency misses two Executive Committee meetings, the TSLIP team will communicate with the representative about their commitment.
- Executive Committee Members will RSVP ahead of the set Executive Meeting dates in order to confirm their intention to attend.
- Minutes of all Executive Committee 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 Executive Committee meetings will be facilitated by the TSLIP staff or their designate. The facilitator will set the Executive Committee meeting agendas. Members may forward items to the facilitator prior to the meeting.
- In between meetings, Executive Committee communications shall generally be conducted by e-mail.
- The Executive Committee will aim toward consensus building as its primary decision-making process. In the event that consensus is not achieved, Executive Committee decisions shall be made by a simple majority vote.

### **Conflict of Interest Policy**

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