

TORONTO SOUTH LOCAL IMMIGRATION PARTNERSHIP

**Settlement and Language Services Working Group Meeting
TERMS OF REFERENCE**

(Effective as of September 2017)

Background

Local Immigration Partnerships (LIPs) are funded by Immigration, Refugees and Citizenship Canada (IRCC) to provide a framework to facilitate the development of local settlement strategies. There are 5 LIPs in the City of Toronto (4 community-based and 1 municipal-based). The Settlement and Language Services Working Group is facilitated by the Toronto South LIP.

Mandate

The Mandate of the Settlement and Language Services Working Group is to support the fulfilment of the LIP's action plan in the particular area of Settlement and Language Services through:

- Strengthening working relationships between community agencies which serve newcomers within the Toronto South LIP area.
- Removing barriers to service by developing collaborative initiatives.
- Exploring and developing ways for agencies to share resources.
- 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 by ensuring information from the TSLIP is shared throughout the Working Group members' organization.
- Supporting LIP staff by providing information, logistical support, contacts, and available resources.

Composition

The Committee may be made up of representatives of immigrant and refugee serving agencies, language training providers, community organizations, health institutions, 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 Working Group will reflect the following parameters:

- The Settlement and Language Services Working Group is always open to new members with no maximum.
- The Committee will conduct a membership audit using the Toronto South LIP Self-Inclusion Audit tool to ensure that relevant stakeholders are invited and participating.
- Working Group member representatives will serve for a one-year term starting in April of the applicable year.

Operating Guidelines & Decision-Making:

The Working Group will operate using the following guidelines:

- The Committee will ensure that processes are undertaken in a participatory and inclusive manner.
- Working Group will meet in person 6 times per year (and more frequently if desired by the Working Group). The committee may also choose to meet by telephone conference call
- Working Group Members will commit to 4 meetings a year; and to not miss two consecutive meetings in order to promote production and continuity.
- Minutes of all Working Group meetings will be taken, and will be open and available to all Committee members and the general public on the Toronto South LIP website
- The Working Group Committee will be facilitated by the Toronto South LIP or a designate. The facilitator will set the Committee meeting agendas. Members may forward items to the facilitator prior to or at the meeting time.
- In between meetings, Working Group communications shall generally be conducted by e-mail.
- The Working Group will aim toward consensus building as its primary decision-making process. In the event that consensus is not achieved, Committee decisions shall be made by a two-thirds majority vote.
- Working Group members may be asked to volunteer in various aspects of the Working Group's activities. In particular, Working Group members may volunteer to organize discussion roundtables, community consultations, and other activities.
- Working Group members will declare any real or potentially perceived Conflict of Interest in accordance with the generally accepted principles.

As of September 2017