**Toronto West Local Immigration Partnership Planning & Coordinating Committee**

**DRAFT Terms of Reference**

**Mandate**

The TWLIP Planning & Coordinating Committee collectively identifies, plans and champions the implementation of collaborative actions and initiatives that are intended to achieve the goals of the TWLIP, and which are carried out by the TWLIP Action Groups.

The actions will be informed by a) the strategic priorities identified in the *TWLIP Settlement Strategy* and *TWLIP Action Plans*; b) the broad goals and mandate of the TWLIP; and c) emerging newcomer needs and service delivery issues in the Toronto West region.

**Membership & Composition**

The Planning & Coordinating Committee will be composed of 15-20 members, in addition to TWLIP staff. Members can be representatives from any agency, group or institution located in the Toronto West quadrant with an interest in newcomer settlement and integration. The term for membership is one year, with the possibility of renewal.

The TWLIP will make a concerted effort to ensure that the Planning & Coordinating Committee members include representatives from a diverse range of community groups and service providers, reflective of the needs of newcomers in the Toronto West region.

The Planning & Coordinating Committee members will include:

* A minimum of three representatives from each of the four ‘local’ areas within the West quadrant (North Etobicoke, Black Creek, York South-Weston, Central-South Etobicoke)
* A minimum of two representatives from groups or agencies working in each of the following five priority areas: Settlement, Health, Employment, Education/Language, Civic and Social Participation
* Representatives from groups or agencies that work with newcomer youth, newcomer seniors, newcomer women, LGBTQ newcomers and ethno-specific communities
* One representative from a City of Toronto division
* A mix of frontline professionals, program coordinators/supervisors and senior managers.

**Roles & Responsibilities**

Members

The members of the Planning & Coordinating Committee will actively commit themselves to achieving the mandate of the committee through collective leadership and participation at meetings. Members are also expected to participate in the implementation of actions with TWLIP Action Groups, or to designate a staff member from their respective organization who will carry out projects as part of an Action Group.

Members will actively respond to e-mail communication and participate in phone conferences as necessary between meetings.

Co-Chairs

Once established, the committee will select two members to assume the role of co-chairs.

Co-chairs will lead committee meetings and work with staff to set meeting agendas and ensure that there is follow-up on action items following meetings.

TWLIP Staff

TWLIP staff are not in a position to lead the planning process or the implementation of actions identified by the Planning & Coordinating Committee.

Staff will provide administrative and logistical support to the committee by organizing meetings, taking notes and distributing minutes. Staff may also respond to specific requests for support from the committee related to meeting facilitation, research, contacting guest speakers, communications, etc.

Resignation and Termination of Members

Members who intend to leave the committee at the end of a one-year term must provide written notice to the committee via the TWLIP staff.

Members who are not in compliance with these Terms of Reference can be removed from the committee by consensus of the committee members or a two-thirds majority vote.

**Meetings**

The Planning & Coordinating Committee will meet a minimum of five (5) times over the course of a program year. With the exception of the first year, the committee will set the dates of all meetings in April, or at the first meeting of the program year.

An agenda and the minutes from the previous meeting will be sent out to all committee members by the TWLIP staff one week in advance of each meeting.

Meeting Attendance Policy:

In the first year of operation, committee members are expected to personally attend the first two meetings, and to attend at least two of the three remaining meetings. Members must appoint a consistent alternate from their organization with whom they maintain regular communication about the work of the committee. Members must inform TWLIP staff in advance if they are not able to attend a meeting of the committee.

**Decision Making**

Quorum for making decisions at a meeting of the Committee is half of the current members plus one (1).

The Committee will make every effort to make decisions by consensus; however, in the event that consensus is not achieved, the decision under consideration will be made by a two-thirds majority vote.

*To consider:*

*With 20 members, quorum = 11 2/3 of 11 = only 7of 20 members to make a decision by vote*

*In order for a decision to be supported by a majority of members (11/20 in favour), quorum would need to be 17 members (85%).*

**Conflict of Interest Policy**

The TWLIP Planning & Coordinating Committee and all related parties must take care to avoid actual or perceived conflicts of interest. The general commitment is to work for the greater interest of the TWLIP and to avoid personal or organizational gain or unfair benefits.

Committee members will declare any real or perceived conflicts of interest which involve themselves or their respective organization, or that they observe among other Committee members.

The Planning & Coordinating Committee, in all its activities and actions, must also ensure it does not violate any of the legal obligations of the Lead Agency organization, such as its collective agreement, charter or non-profit charitable status. Perceived conflicts are those where an informed person viewing decisions responsibly would expect a benefit or gain was being sought by an individual.

Examples of potential conflict of interest include:

* When a Planning & Coordinating Committee member makes a decision motivated by considerations other than the best interests of the community or of TWLIP
* A Planning & Coordinating Committee member or close family member enters into a contractual agreement with the current TWLIP project
* Due to Planning & Coordinating Committee membership, a member takes advantage of an opportunity for profit which may be valuable to him/her personally
* A Planning & Coordinating Committee member assists a third party in their dealings with the project, where such assistance could result in favourable or preferential treatment being granted the third party; or due to Committee membership, a member receives gifts or loans.

**Conflict Resolution Process**

The Planning & Coordinating Committee is interested in contributing to the establishment and maintenance of a working environment that promotes early identification and effective resolution of conflict. The Committee is therefore committed to the following procedures in resolving conflict:

* Committee members who find themselves in conflict with another member should first attempt to talk directly to the person with whom they experience difficulty, giving feedback directly to that individual.
* Any individual who has attempted to resolve a conflict directly and continues to see the conflict as harmful to their functioning as a member of the Planning & Coordinating Committee can identify the conflict to one or both of the Co-Chairs. The Co-Chair(s) will inform the other party of the conflict identification as promptly as possible
* At this stage all involved parties will be consulted by the Co-Chairs regarding the next steps. One of the following options will be initiated within three weeks from the date all parties were informed of the conflict:
  + A meeting of the two parties and one or both of the Co-Chairs, with or without an external (third party) mediator;
  + The Co-Chairs will identify a conflict resolution process that is acceptable to both parties.
* In the event that there is a conflict or issue between the Planning & Coordinating Committee and a member organization or between the Planning & Coordinating Committee and the Lead Agency, the issue will first be brought to the Committee for discussion.

**Accountability**

A designated liaison from the Planning & Coordinating Committee will provide regular updates to the TWIP Executive Committee on key decisions and progress on the implementation of priority actions.

May 22, 2014