Terms of Reference
London & Middlesex Local Immigration Partnership Central Council (LMLIP)

Terms of Reference

INTENT

The London & Middlesex Local Immigration Partnership Central Council is the strategic planning body that will ensure that multiple stakeholders participate in **planning and coordinating to enhance delivery** of integration services to **all immigrants**.\(^1\)

The Central Council will develop and implement strategies to facilitate increased access to all services, and assist non-settlement service providers and the community to develop a greater understanding of immigrants' needs and services.

PRINCIPLES

The work of the LMLIP will be guided by the following principles:

- **Client Centred**: We focus on the holistic needs and empowerment of the individual.
- **Collaboration**: We work together to achieve common goals to benefit the communities of London & Middlesex.
- **Diversity**: We respect diversity within and between communities and build understanding across communities and cultures.
- **Equality**: We value and welcome the contributions, perspectives and experiences of all members of the LMLIP as equal participants, and make decisions by consensus.
- **Inclusivity**: We are inclusive of all immigrants in London and Middlesex, regardless of immigration status, citizenship, age, gender, health status and sexual orientation.
- **Social Justice**: We seek to advance inclusion and engagement, and to champion change to support the settlement and integration of all immigrants.
- **Transparency**: We openly share all information related to LMLIP directions, activities and achievements

AREAS OF FOCUS

It is acknowledged that the following areas of focus are not intended to be distinct from one another but rather are interconnected.

The primary areas of focus are:

- **Education** - This includes English as a second language (ESL), Language Instruction for Newcomers to Canada (LINC), elementary, secondary and post-secondary education.
- **Employment** - This includes mentorship, bridging, job search programs, credential assessment, employment and employment supports.
- **Health & Wellbeing** - This includes but is not limited to, mental health, impact of trauma/war, access to services, recreation, nutrition and life skills.
- **Inclusion & Civic Engagement** - This includes all social, parental, child and cultural supports.
- **Justice & Protection Services** - This includes the police and preventative services such as criminal justice, child welfare, and other services.

\(^1\) For the purposes of the LMLIP, an immigrant is identified as any individual who defines themselves as an immigrant; this includes but is not limited to: Canadian Citizens, Permanent Residents, Convention Refugees, Temporary Residents and individuals with no immigration status.
• **Settlement** - This includes interpretation services, housing, transitional services, information and referrals.

### ANTICIPATED OUTCOMES

Our anticipated outcomes include:
- Improved access and coordination of services
- Improved labour market outcomes
- Strengthened strategic capacity of municipality on immigration issues
- Increased community capacity to respond to emerging needs
- Increased community awareness of immigrant integration needs
- Informed decision making
- Increased welcoming and integration of all immigrants in our community

### KEY STAKEHOLDERS

We believe the community-at-large has a shared responsibility. Among the key stakeholders for the Central Council and Sub-councils are:

1. Immigrants
2. Service providers in the following areas
   a. Education
   b. Employment
   c. Health & well-being
   d. Inclusion & civic engagement
   e. Justice & protection services
   f. Settlement
3. Government
4. Faith and ethno-cultural groups
5. Francophone community
6. Researchers
7. Research liaison
8. City of London as Corporation and a planning body
9. Middlesex County
10. United Way London & Middlesex representing community development
11. Funders, as appropriate

### GOVERNANCE

The work of the LMLIP will be guided by a Central Council and Sub-councils representing our community's areas of focus.

Central and Sub-council members will be identified through a transparent, competency-based recruitment process with an open call for applications.

Members of the Central and Sub-councils will be asked to demonstrate their commitment to the LMLIP by signing a Letter of Understanding. This letter addresses willingness to support the Intent, Principles and Policies of the LMLIP in general, and specifically addresses the areas of LMLIP Code of Conduct, Conflict of Interest and Member Commitment. If a member cannot adhere to his/her commitment to the Central or Sub-council, the Chair may request their resignation.

Central Council members (with the exception of funders) may not send delegates or substitutes from their respective organizations without prior approval from a Co-Chair.
A. CENTRAL COUNCIL

COMPOSITION

The Central Council will comprise members representing the following:

1. Chair of each Sub-council
2. Members-at-large: Equal or greater number of individuals representing the lived experience of immigrants, noting that Members-at-large are in addition to those immigrants who may be sitting as Sub-council Chairs (8)
3. Middlesex County
4. Community partners: Research liaison from Pathways to Prosperity Partnership, Western University; United Way London and Middlesex and Réseau de soutien à l'Immigration Francophone
5. Funders including, but not limited to, Immigration, Refugees and Citizenship Canada and the Ontario Ministry of Citizenship and Immigration
6. One of the Co-chairs will be from the City of London; the second Co-chair will be a member of the Central Council, desirably an immigrant who meets the required qualifications and skills
7. LMLIP Staff (ex-officio)

Note: Members from community organizations will represent the sector not their individual organizations.

CENTRAL COUNCIL ROLES AND RESPONSIBILITIES

Strategic Planning and Evaluation
1. Ensures that regular meetings are held
2. Ensures adherence to LMLIP Code of Conduct, Conflict of Interest and Member Commitment (to be consistent with above)
3. Reviews reports of Sub-councils and provides direction, endorsement and vision
4. Advances the strategic plan, including goals and objectives
5. Updates and monitors the strategic plan
6. Communicates with Chairs of the Sub-councils on a regular basis to ensure connectivity
7. Self-assessment of collaboration, outcomes and processes

Community Development
1. Consults with researchers and community on a regular basis to ensure current needs and gaps are identified
2. Prioritizes based on input from Days of Learning and community meetings and gives direction to Sub-councils on priorities
3. Communicates with the community regarding successes and opportunities for action

Advice and Advocacy
1. Advocates on immigrant issues on behalf of the community
2. Advises on needs and gaps to funders and policymakers

Leadership and Succession
1. Participates in the recruitment, selection, and orientation of new Central Council members
2. Advances and strategically utilizes the expertise of members at large.
CENTRAL COUNCIL MEMBER ROLES AND RESPONSIBILITIES

Co-chair(s)

The Central Council will be chaired by a member from the City of London and the community. Two Co-chairs will provide strategic leadership to the LMLIP Central Council. The Co-chair leadership role will spread the leadership workload and ensure the LMLIP progresses in accordance with its community and funder(s).

Time Commitment: An average of 10 hours/week during business and non-business hours (meetings, preparation, consultation, special events)

Term: The community Co-chair will serve for a two-year term, renewable by agreement of the Co-Chairs and Central Council to a maximum of six years.

Accountability: The Co-chair serves and is accountable to the LMLIP Central Council for his/her performance.

Authority: The Co-chair ensures that the work of the Central Council moves forward and is the spokesperson(s) for the Central Council. The Co-chair may not, on behalf of the LMLIP, enter into contracts or endorse funding without the knowledge and approval of the LMLIP Central Council.

Responsibility: The Co-chair is responsible for the effective functioning of the LMLIP Central Council in its role of governing the LMLIP. The Co-chair(s) shall be a member ex-officio of all committees.

Primary Duties:
- Preside at all annual and special general meetings of members of the Central Council and preside at the meetings of the LMLIP Central Council
- Collaborate with the Project Coordinator in preparing Central Council meeting agendas
- Facilitate regular meetings of the LMLIP Central Council
- Help create a welcoming and appreciative environment conducive to governance dialogue
- Maintain rules of conduct as they apply to the LMLIP Central Council and its members
- Serve as a public spokesperson for the LMLIP
- Adhere to the LMLIP Communication Plan
- The City Co-Chair will represent the LMLIP to government officials on financial/contractual issues
- Ensure full and timely communication with members of the LMLIP Central Council
- Mentor other Central Council members to assume the Co-chair’s role for the purposes of succession planning
- The City Co-chair will oversee contracts on behalf of the LMLIP
- Must have understanding and experience in community development, effective negotiation and conflict resolution
- Must be able to contribute 10 hours a week to LMLIP activities during business and non-business hours
- Must be willing to advocate on behalf of the sector (i.e., the immigrant)
- Attend meetings as per the Policies and Operating Procedures of LMLIP
- The Co-Chairs will on an annual basis review membership to ensure there is an appropriate mix of experience, perspectives and skills to undertake the activities of the group
Secondary Duties:
- Prepare recommendations for LMLIP Central Council consideration
- Be available to the Project Coordinator for consultation purposes
- Represent the LMLIP at meetings of stakeholders and funders and community functions
- Enhance relationships with other community groups and agencies
- Work to recruit and select new Central Council members
- Participate in the selection process for member-at-large

Additional: The Co-chairs must have an understanding of the role of the LMLIP Central Council and the Project Staff. The LMLIP Central Council may authorize the Co-chair to take on additional duties.

In-Kind Contribution: It is noted that at present the host organization provides in-kind contributions of both time and administrative costs in supporting the Co-chairs in their role on the LMLIP Central Council.

Qualifications: The Co-chair must:
- Be knowledgeable of effective meeting and facilitation practices
- Have demonstrated integrity, executive leadership experience, and communications ability
- Be able to inspire colleagues and keep them focused on the necessary effort to complete the initiative
- Have demonstrated experience in utilizing arm’s length approach (i.e., neutrality)
- Have demonstrated understanding of immigration legislation
- Have demonstrated collaborative, system building experience
- Have demonstrated political acumen
- Have demonstrated ability to plan strategically

Recruiting the Community Co-chair:

A nomination committee, chaired by the Co-chair from the City and members from the Central Council will be struck to screen applications for the community Co-chair. Members on Central Council may nominate themselves or be nominated. The selected candidate will present to Central Council before being approved.

Central Council Member: Researcher

The Researcher is responsible for:
- Attending meetings as per the Policies and Procedures of the LMLIP
- Informing and educating on issues related to immigration
- Contributing in sharing the learning from the LMLIP with other researchers

Members-at-large

Time Commitment: Approximately 4 to 6 hours/month (meetings, preparation, consultation, special events)

Recruitment: The Members-at-large will be recommended by the Recruitment Group to the LMLIP Central Council for approval and selected accordingly.

Term: Members will normally serve for a two-year term. Members may be reappointed twice with the agreement of Central Council for a maximum of six consecutive years. This may be extended by the agreement of the member-at-large and Central Council upon review every two years. No more than half of the members’ terms will
expire at the same time. Members must indicate their interest in being reappointed following completion of each two-year term.

The Member-at-large is responsible for:
- Attending meetings as per the Policies and Operating Procedures of LMLIP
- Contributing according to his/her [immigrant] experience with community needs
- Contributing to a more informed body of knowledge about immigration, particularly in London-Middlesex
- Creating and disseminating foundational knowledge of immigration and immigrants in London-Middlesex
- Seeking input from community-at-large and educating the community about immigrant issues
- Providing input to Central Council regarding strategic priorities and issues

Qualifications: The Member-at-large must:
- Demonstrate knowledge, expertise and/or commitment to serving and integrating immigrants
- Have lived immigrant experience
- Have a clear understanding of her/his roles and responsibilities on Central Council
- Have demonstrated understanding of immigration legislation
- Have demonstrated knowledge of the mandate of the LMLIP
- Have demonstrated knowledge of the LMLIP Strategic Plan
- Be involved in one of the LMLIP Sub-councils or an ongoing Working Group
- Represent and have some influence over the different levels of professional/life experience related to LMLIP priorities (versus representing the organizations with which they are affiliated)
- Have an understanding of conflict of interest (real and/or perceived) and where appropriate, declare this at meetings
- Be willing to commit to at least two years

Recruitment Process:

Those interested in becoming a Member-at-large and/or Sub-council members will submit an Expression of Interest to the Recruitment Work Group through the Project Coordinator along with the following:
- A cover letter that demonstrates all aspects of qualifications, with examples
- A copy of their resume
- Two reference letters to address demonstration of expectations

The Recruitment Work Group will review the applications and the selected candidate will be contacted within three weeks after the submission deadline.

B. SUB-COUNCILS

Sub-councils will represent each of the six areas of focus: Education, Employment, Health & Wellbeing, Inclusion & Civic Engagement, Justice & Protection Services and Settlement.

COMPOSITION

Each Sub-council will be inclusive and open to anyone with a demonstrated commitment in the particular area. Sub-councils will include:

1. Members from established councils and networks
2. Individuals from community organizations (including ethno-cultural organizations) with experience, knowledge and skill related to the area of focus
3. Stakeholders representing diverse sectors of the community as identified within LMLIP community engagement processes
4. Individuals with lived immigrant/newcomer experience
5. Members of service and volunteer agencies that work with immigrants
6. Representatives from each key stakeholder group
7. Representation from London and, where possible, Middlesex County

SUB-COUNCIL ROLES AND RESPONSIBILITIES

Strategic Planning, Implementation and Evaluation
1. Develops the strategies for the area of focus
2. Makes recommendations to Central Council
3. Consults with researchers on the issues related to the area of focus and communicates with Central Council
4. Shares best practices between Sub-councils
5. Identifies opportunities for collaborations between Sub-councils and Central Council
6. Implements the strategies for the area of focus
7. Self-assessment of collaboration, outcomes and processes

Succession/Leadership
1. Participates in the recruitment, selection, and orientation of new Sub-council members
2. Advances and strategically utilizes the expertise and experience of members at large.
3. The Chair will on an annual basis review membership to ensure there is an appropriate mix of experience, perspectives and skills to undertake the activities of the group

SUB-COUNCIL MEMBER ROLES AND RESPONSIBILITIES

Sub-council Chair

The Sub-council Chair will be a sitting member of the LMLIP Central Council.

Time Commitment: Approximately 8 to 10 hours/month (meetings, preparation, consultation, special events)

Appointment: The Sub-council members will select a Chair from one of their members.

Term: Sub-council Chairs will normally serve for a two-year term. Chairs may be reappointed twice and must indicate their interest in being reappointed in advance to the Sub-council.

Accountability: The Sub-council Chair serves and is accountable to the Sub-council and the LMLIP Central Council for his/her performance.

Authority: The Sub-council Chair may not, on behalf of the LMLIP, enter into contracts. The Chair and Vice-chair are actively engaged in supporting the work of the Sub-council.

The Sub-council Chair is responsible for:
- Speaking publicly, in consultation with the Co-chairs, on behalf of the specific issue the Sub-council she/he represents
- Attending meetings as per the Policies and Operating Procedures of the LMLIP
- Collaborating with the Project Coordinator in preparing Sub-council meeting agendas
- Facilitating regular meetings of the Sub-council
- Coordinating activities specific to individual Sub-council mandates
- Helping create a welcoming and appreciative environment conducive to dialogue
- Encouraging the capacity, skills and confidence of Sub-council members to participate
- Ensuring rules of conduct are respected and followed as they apply to the Sub-council and its members
- Reporting to fellow LMLIP Central Council members on the work undertaken in their Sub-councils and bringing forward any items requiring Central Council support and/or approval
- Arranging for the Vice-chair to Chair meetings in the absence of the Sub-council Chair

Qualifications: Sub-council Chair must:
- Have a firm understanding of the role of the LMLIP Council vis-à-vis the Project Coordinator
- Have an understanding of conflict of interest (real and/or perceived) and where appropriate, declare this at meetings
- Have demonstrated knowledge of the LMLIP Strategic Plan
- Be knowledgeable of effective meeting and facilitation practices
- Have to commit 8-10 hours a month to devote to his/her primary duties
- Demonstrate integrity, executive leadership experience, and communications ability
- Have demonstrated experience, expertise and/or commitment to the Sub-council strategic priorities and area(s) of interest
- Be able to inspire colleagues and keep them focused on the necessary effort to complete the initiative
- Must be willing to advocate on behalf of the sector (i.e., the immigrant)

Sub-council Vice-chair

Time Commitment: Approximately 4 to 6 hours/month (meetings, preparation, consultation, special events)

Appointment: The Sub-council members will select a Vice-chair from one of their members.

Term: The Sub-council Vice-chair will normally serve for a two-year term and may be reappointed up to a maximum of six years. It is expected that the Vice-chair will indicate in advance his/her interest in reappointment.

Accountability: The Vice-chair serves and is accountable to the Sub-council and the Sub-council Chair for his/her performance.

Responsibilities: Performing such duties and exercising such powers as the Sub-council Chair may delegate (see Sub-council Chair responsibilities), or as the Sub-council may prescribe.

The Vice Chair, in addition to the qualifications outlined for the Chair, should:
- Perform Chair responsibilities when the Chair cannot be available (See Sub-council Chair role description)
- Attend meetings as per the Policies and Operating Procedures of the LMLIP
- Contribute according to his/her experience with community needs
- Have demonstrated knowledge of the LMLIP Strategic Plan
- Be familiar with Sub-council agenda items and activities to ensure full participation in meeting
- Commit 4-6 hours a month to devote to his/her primary duties
- Report to Sub-council Chair
- Work closely with Sub-council Chair and staff
- Have an understanding of conflict of interest (real and/or perceived) and where appropriate, declare this at meetings
Sub-council Member

Time Commitment: A minimum of 4 hours/month (meetings, consultation, special events)

Recruitment Process: A call for Expressions of Interest will formally be circulated twice a year (Spring and Fall) and candidates will go through a selection process. Applications received throughout the year will be considered. The Recruitment Work Group will review applications and selected candidates will be asked for an interview. The Chair of the specific Sub-council will be part of the recruitment process.

Sub-council member is responsible for:
- Attending meetings as per the Policies and Operating Procedures of LMLIP
- Contributing according to his/her experience with community needs
- Carrying out activities related to LMLIP strategic priorities within their own domain
- Implementing special projects in keeping with LMLIP strategic priorities
- Strengthening cross-sector partnerships
- Seeking input from community-at-large and educate community about immigrant issues
- Providing input to Sub-council regarding priorities and issues
- Providing community and/or sectoral representation in alignment with Sub-council priority areas identified in the LMLIP Strategic Plan
- Promoting general community awareness of the LMLIP and the Sub-councils
- Focusing on the deliverables within defined timeframes

Qualifications: Sub-council members must:
- Be results-oriented individuals who are able to contribute to the direction and accomplishments in identified areas of priority
- Have demonstrated knowledge of the mandate of the LMLIP
- Have demonstrated knowledge of the LMLIP Strategic Plan
- Represent and have some influence over the different levels of professional/life experience related to LMLIP priorities (versus organizations they are affiliated with)
- Have an understanding of conflict of interest (real and/or perceived) and where appropriate, declare this at meetings
- Be willing to advocate on behalf of the sector (i.e., the immigrant) and on the issue
- Be willing to commit to at least two years

POLICIES AND OPERATING PROCEDURES

Meetings

Purpose: To provide a framework for ensuring the effective and efficient management of meetings.

- Meetings should be constructive and democratic. In the case of procedural uncertainty, members will be guided by Robert’s Rules of Order.
- All agendas should include a standing “Declaration of interest” item.
- For a proposed agenda to become the official agenda for a meeting, it must be adopted by the members at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move or amend the proposed agenda by adding any item that the member desires to add, or by proposing any other change

Emergency or Special Meetings

Purpose: To define the terms under which an emergency or special meeting may be called.
Special Meeting:
- Council or Sub-council Chairs may call meetings to be held on a date other than the regularly scheduled meeting
- Action may be taken at this meeting
- Where possible, members should be notified at least 72 hours prior to these meetings. All reasonable means will be used to contact members. Quorum may be achieved in person or via teleconference/video.

Emergency Meeting:
- Council or Sub-council Chairs may call meetings to address a situation that must be handled immediately
- Action may be taken at this meeting
- Where possible, members should be notified at least four hours prior to these meetings. All reasonable means will be used to contact members. Quorum may be achieved in person or via teleconference/video.

**Attendance**

**Purpose:** To provide a framework for ensuring consistent and effective levels of LMLIP Central Council and Sub-council member involvement and participation in LMLIP agendas and activities.

- LMLIP Central Council and Sub-council members are expected to attend all meetings
- If members are unable to attend a meeting, they must notify the Project Coordinator at least 24 hours in advance in order to prepare regrets
- After 2 consecutive absences without reasonable cause, members will be requested to confirm continued interest/involvement in LMLIP Council and/or Sub-council
- If a member of a Sub-council misses two consecutive meetings without reasonable cause, the Chair will have a conversation with the member
- If a Central Council member misses two consecutive meetings without reasonable cause, one of the Co-chairs will have a conversation with the member. If absence continues without reasonable cause the member, and if appropriate, their organization will be notified that they are considered to have resigned.
- The Chair may designate a replacement for the balance of the year from a pool of previously-nominated members
- A member may be granted a Leave of Absence when unable to perform Central Council or Sub-council duties for a defined period of time due to conditions found to be acceptable to the Chair. A Central Council Member can maintain formal membership during this Leave of Absence but will not be included for purposes of determining a quorum.

**Decision-making**

**Purpose:** To provide a framework for effective and inclusive decision-making at LMLIP Central Council and Sub-council meetings.

- LMLIP Central Council and Sub-council decisions will reflect a consensual, open, and strategic approach to identifying and gathering input to address issues in accordance with the LMLIP Intent, Principles, and Strategic Directions
- LMLIP Central Council and Sub-council quorum will be fifty percent (50%) plus one of the filled seats. However, if a meeting cannot be held due to lack of quorum, members present at the next meeting will be considered quorum regardless of numbers.
- Central Council voting members include: Co-chairs, Sub-council Chairs, Research liaison, Members-at-large. Sub-council voting members include all Sub-council members.
All voting members are equal partners for decision-making that will be done on a consensus basis. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule.

**Council Relationship to Staff**

*Purpose:* To enhance organizational effectiveness and to establish clear guidelines regarding staff and Council member roles.

- Council and staff commit to a partnership based on a supportive, respectful and productive relationship.
- LMLIP Council Members will show understanding of the work of staff by responding to requests, submitting information or reports and providing feedback on items in a timely manner and by the dates requested.
- Appreciation is shown for the contributions of staff, Council/Sub-council members, and other volunteers.
- LMLIP Council members shall not direct staff unless such authority is explicitly delegated by the LMLIP Co-chairs.
- Staff are encouraged and trusted to use their expertise and experience to carry out Council decisions.
- Sub-councils and Working Groups are expected to be self-sufficient. From time to time, they may request limited administrative support from LMLIP staff which may be negotiated.

In general, Central Council is responsible for LMLIP governance, including:

- Provision of purpose, leadership and overall strategy.
- Ensuring LMLIP is directed in accordance with its mission, the community it represents and funder mandate(s).
- Monitoring progress and evaluating performance.
- Recruiting and appointing new Council members.
- With Co-chairs, delegation of authority to Project Staff.

In general, staff has delegated authority for LMLIP management, including:

- Supporting Council’s planning function and implementing Council decisions.
- Providing information to the Council, including recommendations for action.
- Project and program execution.
- Monitoring and managing daily operations.
- Administrative tasks of the LMLIP.
- Community engagement.

Joint Council/Staff responsibilities include:

- Discussing ideas, planning organizational strategies and forming long-term goals.
- Promotion of LMLIP.
- Ensuring achievements and successes are recognized and documented.

**Media and Communications**

*Purpose:* To ensure effective and consistent communication to members, funders and the community. As appropriate, communication with corporate entities, media and the public at large will be tailored to meet those particular communication needs.

Central Council Co-chairs are:

- The primary conduits for all information about the LMLIP.
- The primary spokespersons for the LMLIP.
- Promoters of LMLIP to the larger community through presentations and events.
• Respondents in respect to any questions regarding LMLIP’s relationship with Municipal Council, the City and County, and other community partners and initiatives
• Contacts for any major media
• Respondents to all media calls concerning controversial or contentious issues regardless of the size of the media outlet, issues about the LMLIP, Council members, Council Chairs or staff

Central Council & Sub-council Members:
• Individual Central Council and Sub-council members do not have authority to speak on behalf of the LMLIP to the media, unless given such authority by the Co-Chairs.

Sub-council Chairs:
• With consent of one or both Co-Chairs, may provide comment to the media on overall mandate and activities of their specific Sub-council

Project Coordinator:
• Reporting on LMLIP activities and outcomes
• Collection and dissemination of information across Central and Sub-councils
• In consultation with one or both Council Co-chairs, may serve as public spokesperson for the LMLIP
• Promoting LMLIP to the larger community through presentations and events.
• In order to maintain transparency, the project coordinator will be informed of the budget available each year.

Central Council/Sub-council Recognition

Purpose: To demonstrate LMLIP’s appreciation for the commitment, support and contribution of Central Council and Sub-council members through the establishment of a recognition program.

• LMLIP values and appreciates the contributions of Council and Sub-council members and wishes to recognize those contributions through presentation of a plaque or certificate upon:
  1. the completion of a Central Council or Sub-council member’s term; and/or
  2. the completion of a specific event where a Central Council or Sub-council member has provided far and above the normal amount of time and resources expected as per the Roles and Responsibilities
• Presentations of recognition will formally be made at Central Council meetings to which the intended recipient will be invited if not a member of the Central Council.

CODE OF CONDUCT GUIDELINES

LMLIP Central Council and Sub-council Members will adhere to the Code of Conduct below:

Members of the LMLIP Central and Sub-councils will:

1. Represent the LMLIP and not their organizations.
2. Act in the best interests of the LMLIP and the community. Members will bring a broad knowledge and an inclusive approach to the task of informed decision-making perspective through opened, disciplined and focused dialogue.
3. Represent loyalty to the interests and issues of the LMLIP. Members understand their participation is for the primary benefit of LMLIP issues and those of the community, not personal, professional or other interest, groups or agendas.
4. Be ethical and respectful, to all Central/Sub-council members and project staff.
5. Work as a team member and build collegial working relationships that contribute to consensus and support for Central Council/Sub-council decisions.
6. Must attend more than 50% of the meetings. We encourage full and active participation of all members.
7. Actively participate as a member which includes regularly attending meetings and special events, preparing sufficiently for and contributing to LMLIP Central Council/Sub-council discussions and decision-making processes, through reviewing and commenting on minutes and reports.
8. Participate in reviews of LMLIP missions, objectives, and strategic plans.
9. Keep informed about community issues relevant to the vision and objectives of the LMLIP.
10. Respect the confidentiality appropriate to issues regarding LMLIP business.

Should an LMLIP Central Council/Sub-council member breach the Code of Conduct, a discussion will occur at the Governance Work Group and the member will receive a letter outlining the nature of the breach. At the discretion of the Co-Chairs and in consultation with the Governance Work Group, the member may be asked to leave. Any member who is responsible for the breach will not participate in the discussions.

CONFLICT OF INTEREST GUIDELINES

All members represent the issue and not their organizations. Nevertheless, conflict of interest may arise during the process of assessment or decision-making. Therefore, all members are required to comply by the following guidelines:

a. All LMLIP members will strive to act in a scrupulous manner so as to support the intent, principles and areas of focus of the LMLIP.
b. Central Council/Sub-council members must provide full disclosure of the various professional and personal relationships both with each other and in the community that may create a conflict of interest.
c. Central/Sub-council members should declare the conflict of interest if the outcome of the decision and/or assessment is benefiting their organization, directly or indirectly. If a proposal pertaining to the member’s agency is assessed, the member should refrain from attending the meeting.
d. Members should ensure that conflict does not exist or appear to exist between their private interests and their duties as a member of the Central Council/Sub-council.
e. Members should disclose any areas of conflict prior to becoming Central Council/Sub-council members and should continue to disclose any potential areas of conflict that may arise later.
f. Members should remove themselves from any assessment where a member of a family or close acquaintance may benefit.
g. It is understood that, given the compositions of Central Council and Sub-councils and the need to have members with certain expertise, potential conflicts will arise. When a potential conflict does arise, the member shall immediately advise the Central Council/Sub-council of the conflict, refrain from discussing with any other member of the Central Council/Sub-council the matter with respect to which he/she has a conflict and refrain from voting with respect thereto. The member should excuse himself/herself from the Central Council/Sub-council while the matter that gave rise to the conflict is under consideration.
h. LMLIP does not promote nor endorse any individual person, group, product or service that conflicts with the purpose and objective of the LMLIP.
TIMELINES & MEMBERSHIP FORMATION FOR CENTRAL COUNCIL AND SUB-COUNCILS

Membership formation is based on the principle of inclusivity and will be open to any individual, group or organization with an interest in immigrant issues in London and Middlesex. The membership process for the Central Council and Sub-councils will be as follows:

1. As vacancies warrant, the LMLIP Central Council and Project Coordinator will develop and issue an Expression of Interest (EOI) to be sent out to the community. There will be a broad distribution of submission of EOI through emails to existing networks, ethnocultural groups, faith groups and advertisement in local and social media and the Immigration Portal website. The EOI will detail time commitment, objectives and roles for the Central Council and/or Sub-council membership.

2. All interested parties will submit their response indicating their area of interest, expertise and knowledge to the LMLIP, in care of the Project Coordinator, according to application deadlines.

3. Individuals may self-select the Sub-council that aligns with their interest and expertise.

4. New LMLIP Central Council/Sub-council members will be asked to indicate their commitment to the LMLIP by signing a Letter of Understanding.
Recruitment Process for Central Council Members-at-large

The following chart outlines the recruitment process for Central Council Members-at-large:

1. Candidate(s) submit a formal Expression of Interest to staff along with a resume and a couple of letters of reference.
2. Staff informs the Recruitment Work Group (Designated members from the Governance Work Group).
3. Recruitment Group invites candidate for a meeting.
4. Recruitment Group meets candidates and sends recommendations to the entire Governance Work Group.
5. Recommendations from the Governance Work Group are brought to Council for endorsement.
6. Staff informs candidate.
7. Staff coordinates a meeting with the candidate and one of the Co-chairs to review the Terms of Reference, roles and responsibilities.
8. New member-at-large is invited to the next meeting.
Recruitment Process for Sub-council Members

The following chart outlines the recruitment process for Sub-council members, giving more ownership to the Sub-council Chairs while ensuring that staff and other key stakeholders are kept adequately informed.

1. **Candidate(s) submit a formal Expression of Interest to staff (in writing)**

2. **Staff informs the relevant Sub-council Chair(s) or designates**

3. **Staff meet with candidate(s) to review the Terms of Reference**

4. **Chair(s) inform Sub-council members**

5. **Chair meets with potential candidate(s) to review the Terms of Reference. Chair(s) invites candidate(s) to next Sub-council meeting**

6. **Candidate(s) attends meeting and confirms membership**
LETTER OF UNDERSTANDING

As a member of the LMLIP Central Council and/or Sub-council, I voluntarily agree that:

☒ I understand, support and will be guided by the LMLIP’s stated Intent, Principles, Policies, and Strategic Directions.

☒ I have read and I am committed to the LMLIP Terms of Reference.

☒ I abide by the Policies and Operating Procedures of the LMLIP.

☒ I am committed to the LMLIP Code of Conduct and will represent loyalty to the interest of the LMLIP.

☒ I confirm that I am not currently involved (nor will I become involved while a member) in any personal activity or activity that has a direct conflict of interest with my LMLIP responsibility, according to the LMLIP Conflict of Interest Guidelines.

☒ I understand that participation as an LMLIP Council member requires a commitment of time to attend regularly scheduled LMLIP meetings.

☒ I agree to inform the Chair of the LMLIP Central Council or Sub-council in a timely manner should I need to step down or be replaced.

______________________                      _______________________
LMLIP Council Member                             Date

______________________                      _______________________
Witnessed By                                   Date

A Community Initiative of Individuals and Organizations

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