



LONDON & MIDDLESEX  
LOCAL IMMIGRATION  
PARTNERSHIP

London & Middlesex

Local Immigration Partnership Council (LMLIP)

## **Terms of Reference**

November 28, 2011

## London & Middlesex Local Immigration Partnership Council (LMLIP)

### Terms of Reference

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#### INTENT

The London & Middlesex Local Immigration Partnership 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.<sup>1</sup>

The 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 Council will be guided by the following principles:

- **Inclusivity:** Our scope will be inclusive of all immigrants in London and Middlesex, regardless of their immigration status, citizenship, age, gender, health status, sexual orientation and number of years in our community.
- **Advocacy:** Advocacy for the integration of immigrants.
- **Collaboration:** There is an inherent mutual responsibility between our community and immigrants.
- **Diversity:** We respect diversity within immigrant communities and build understanding across immigrant communities and cultures.
- **Social Justice:** We will seek to promote inclusion and civic engagement of all immigrants and work toward changes to ensure their integration.
- **Client Centered:** The holistic needs of the individual are at the centre of our work.
- **Empowerment:** We will enhance and restore their capacity to live a healthy life and to enable them to make informed decisions.

#### 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.

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<sup>1</sup> 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.

The primary areas of focus for the Council are as follows:

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

## ANTICIPATED OUTCOMES

Our anticipated outcomes include:

- Improved access to services
- Coordinated provision of services
- Improved labor 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

## KEY STAKEHOLDERS

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

1. Immigrants, and their experience as an immigrant within the community
2. Services
  - i. Education
  - ii. Employment
  - iii. Health and well being
  - iv. Inclusion and civic engagement
  - v. Justice and protective services
  - vi. Settlement
3. Government
4. Faith and ethno-cultural groups
5. Francophone community
6. Researchers

It is noted that other key stakeholders for the Council will include:

- Research Liaison
- City of London as Corporation and a planning body
- United Way of London & Middlesex representing community development
- Funders, as appropriate

## **GOVERNANCE**

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

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 submit his/her commitment to the Council, the Chair may request their resignation.

Members (with the exception of funders) may not send delegates or substitutes from their respective organizations.

### **A. CENTRAL COUNCIL**

#### **COMPOSITION<sup>2</sup>**

The Central Council will be comprised members representing the following:

1. Chair of each Sub-council (6)
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 Sub-council Chairs (6)
3. Research liaison from Welcoming Communities Initiative, University of Western Ontario (1)
4. Funders including, but not limited to, Citizenship and Immigration Canada and the Ministry of Citizenship and Immigration, Ontario
5. Co-chaired by the City of London and United Way of London & Middlesex (2)<sup>3</sup>

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<sup>2</sup> Funders are non voting members of the Council

<sup>3</sup> The City of London and United Way of London & Middlesex continue to act as Co-chairs for the Council to the 2013 - 2014 year to ensure continuity.

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

## **CENTRAL COUNCIL ROLES AND RESPONSIBILITIES**

### **Strategic Plan**

1. Ensures that regular meetings are held
2. Ensures adherence to LMLIP Code of Conduct and Conflict of Interest Guidelines
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

### **Community Involvement**

7. Consults with researchers and community on a regular basis to ensure current needs and gaps are identified
8. Prioritizes based on input from community meetings and gives direction to sub-councils on priorities
9. Communicates with the community regarding successes and opportunities for action

### **Advice and Advocacy**

10. Advocates on immigrant issues on behalf of the community
11. Advises on needs and gaps to funders and policymakers

### **Leadership and Succession**

12. Participates in the recruitment, selection, and orientation of new Council members
13. Promotes leadership through transparent, competency-based application and advancement processes

## **CENTRAL COUNCIL MEMBER ROLES AND RESPONSIBILITIES**

### **Co-chair(s)**

Two Co-chairs will provide strategic leadership to the LMLIP 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 (meetings, preparation, consultation, special events).

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

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

**Responsibility:** The Co-chair is responsible for the effective functioning of the LMLIP Council in its role of governing the LMLIP. The Co-chair shall be a member ex officio of all committees. The Co-chair will preside at all annual and special general meetings of members of the Council and shall preside at the meetings of the LMLIP Council.

**Primary Duties:**

- Collaborating with the Project Coordinator in preparing Council meeting agendas
- Facilitating regular meetings of the LMLIP Council
- Helping create a welcoming and appreciative environment conducive to governance dialogue
- Maintaining rules of conduct as they apply to the LMLIP Council and its members
- Serving as a public spokesperson for the LMLIP
- Representing the LMLIP to government officials
- Ensuring full and timely communication with members of the LMLIP Council
- Mentoring other Council members to assume the Co-chair's role for the purposes of succession planning
- Contract oversight on behalf of the LMLIP

**Secondary Duties:**

- Preparing recommendations for LMLIP Council consideration
- Being available to the Project Coordinator for consultation purposes
- Representing the LMLIP at meetings of stakeholders and funders and community functions
- Enhancing relationships with other community groups and agencies
- Working to recruit and select new Council members

**Additional:** The LMLIP 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 Council.

Qualifications: The Co-chair must:

- Have a firm understanding of the role of the LMLIP Council vis-à-vis the Project Coordinator
- Be knowledgeable of effective meeting and facilitation practices
- Have sufficient time to devote to his/her primary duties
- Completed 2 years of a LMLIP Council members term
- 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

### **Member at Large (formerly Immigrant Representative)**

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

Term: The Members at Large will be selected and appointed by the LMLIP Council. The Members at Large will be sitting members of the LMLIP Council.

Members will be identified for terms for up to 2 years. No more than half of the members' terms will expire at the same time. Members may be reappointed twice, and no member will serve on the Council for more than six consecutive years.

Members must indicate their interest in being reappointed following completion of each 2 year term.

The Member at Large is responsible for:

- Attending meetings on a regular basis and contribute 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 educate community about immigrant issues
- Providing input to Council regarding strategic priorities and issues

Qualifications:

- Demonstrated knowledge, expertise and/or commitment to serving and integrating immigrants, and lived immigrant experience
- Representative of different levels of professional/life experience and influence related to LMLIP priorities

## **B. SUB-COUNCILS**

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

### **COMPOSITION**

Each sub-council will be inclusive and open to anyone, including volunteers, with an interest in the area.

1. Members from established councils and networks must be included
2. Individuals from community organizations including ethno-cultural organizations, with experience, knowledge and skill related to the area of focus
3. Minimum of one immigrant at each sub-council
4. Representatives from each key stakeholder group
5. Every effort will be made to include representation from Middlesex County, with interest in the Sub-council area

### **SUB-COUNCIL ROLES AND RESPONSIBILITIES**

#### **Strategic Plan**

1. Develops the thematic strategy for the area of focus
2. Makes recommendations to Central Council
3. Consults with researchers on the issue related to the area of focus and communicates with Central Council
4. Shares best practices between Sub-councils

#### **Advice**

5. The Chair of the Sub-council, with concurrence by the Co-Chairs, may speak on behalf of the specific issue it represents

#### **Succession/Leadership**

6. Participates in the recruitment, selection, and orientation of new Sub-council members
7. Promotes Sub-council leadership through transparent, competency-based application and advancement processes

## SUB-COUNCIL MEMBER ROLES AND RESPONSIBILITIES

### Sub-council Chair

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

Term: The Sub-council members will select a Chair from one of their membership. The Sub-council Chair will be a sitting member of the LMLIP Central Council.

Sub-council Chairs will be identified for terms for up to 2 years. Chairs may be reappointed once, and no Chair will serve on the Council for more than six consecutive years. Sub-council Chairs must indicate their interest in being reappointed following completion of each 2 year term.

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

Authority: The Chair serves and is accountable to the Sub-council for his/her performance. The Sub-council Chair may not, on behalf of the LMLIP, enter into contracts.

The Sub-council Chair is responsible for:

- 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 as they apply to the Sub-council and its members are respected and followed
- Reporting to fellow LMLIP Council members on the work undertaken in their Sub-councils and bringing forward any items requiring Council support and/or approval
- Arranging for Vice to Chair meetings in the absence of the Sub-council Chair

Qualifications:

- Have a firm understanding of the role of the LMLIP Council vis-à-vis the Project Coordinator
- Be knowledgeable of effective meeting and facilitation practices
- Have sufficient time to devote to his/her primary duties
- Demonstrated 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

### **Sub-council Vice Chair**

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

**Term:** The Sub-council members will select a Vice Chair from one of their membership. The Sub-council Vice Chair will be identified for terms for up to 2 years. Vice Chairs may be reappointed once, and no Vice Chair will serve on the Sub-council for more than six consecutive years.

The Sub-council Vice Chair position is typically the successor to Sub-council Chair. Sub-council Vice Chairs must indicate their interest in being reappointed following completion of each 2 year term and being the successor to the Sub-council Chair.

**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 to them (See Sub-council Chair responsibilities), or the Sub-council may prescribe, from time to time:

- Performing Chair responsibilities when the Chair cannot be available (See Sub-council Chair role description)
- Be familiar with Sub-council agenda items and activities to ensure full participation in meeting
- Reports to Sub-council Chair
- Working closely with Sub-council Chair and staff

### **Sub-council Member**

**Time Commitment:** Approximately 4 hours/month (meetings, consultation, special events)

**Term:** The Sub-council members will be selected by the Sub-council based on community nominations of people committed to Sub-council priorities, in consultation with the LMLIP Council and Project Coordinator.

Sub-council members will be identified for terms for up to 2 years. No more than half of the members' terms will expire at the same time. Members may be reappointed twice, and no member will serve on the Council for more than six consecutive years.

Members must indicate their interest in being reappointed following completion of each 2 year term.

Sub-council member is responsible for:

- Carrying out activities related to LMLIP strategic priorities within their own domain
- Implement 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 multi-community and/or multi-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 will include stakeholders representing diverse sectors of the community as identified within LMLIP community engagement processes
- Sub-council members will include individuals with lived immigrant/newcomer experience
- Sub-council members will include service and volunteer agencies that work with immigrants
- Each Sub-council will make an effort to include a representative from Middlesex County, knowledgeable and familiar with the specific Sub-council area of interest
- Required skills and life experiences to collectively contribute to the achievement of LMLIP strategic plan
- Results oriented individuals able to inform the direction and accomplishments in identified areas of priority

## **POLICIES AND OPERATING PROCEDURES**

### **Meetings**

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

- Robert's Rules of Order provide for constructive and democratic meetings, and shall be the rules of conduct at LMLIP meetings in order to ensure consistent procedures for deliberation and debate.
- LMLIP Meeting Guidelines will be followed.
- 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.
- Notice of these meetings must be posted 72 hours prior to the meeting.

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.
- Notice of these meetings must be posted with at least 2 hours notice to the membership.

### **Attendance**

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

- LMLIP 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 with sufficient advance notice in order to prepare regrets
- After 2 consecutive absences, members will be requested to confirm continued interest/involvement in LMLIP Council and/or Sub-council

- If a member cannot submit his/her commitment to the Council, the Chair may request their resignation
- An LMLIP Council Member may be removed by majority vote, if absent from 3 consecutive meetings without reasonable cause, or 50% of the total meetings annually are not attended
- The Chair may designate a replacement for the balance of the year from a pool of previously nominated members
- However, a member may be granted a Leave of Absence when unable to perform Council or Sub-council duties for a defined period of time due to conditions found to be acceptable to the Chair. A 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 Council and Sub-council meetings.

- LMLIP 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 Council quorum will be fifty-one percent (51%) of the filled seats. A minimum of seven (7) sitting members (including a Co-Chair) must be present. This represents 50% of the membership plus one.
- Sitting members include: Co-Chairs, Sub-council Chairs, Research Liaison, Members at Large
- All members are equal voting partners for decision-making that will be done on a consensus basis, seeking two-thirds of present members in agreement. In the event that consensus cannot be reached, a vote will take place with the final decision made by majority rule.
- Consensus decision-making is a process that seeks widespread or full agreement. Groups using consensus commit themselves to the goal of generating as much agreement as possible. Different groups may have different decision rules (standards for how much agreement is necessary to finalize a decision). Regardless of the ultimate decision rule, however, all groups using a consensus process strive for the full agreement of all participants.<sup>4</sup>

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<sup>4</sup> <http://www.consensusdecisionmaking.org/>

## Council Relationship to Staff

Purpose: Enhanced organizational effectiveness, clear guidelines and demonstrated respect for staff and council member roles, through:

- Enhanced clarity about and formalization of roles and responsibilities of LMLIP Council/Sub-council members and LMLIP Staff
- Ensuring people involved in LMLIP now, and in the future, refer to a consistent set of expectations about the division of responsibility between Council and Staff
- Council and Staff commitment to a productive partnership
- Appreciation 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

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 missions, the community it represents and funder mandate(s)
- Ensuring compliance with regulatory requirements, LMLIP finances are sound, its operations are legal, and its policies and procedures remain effective
- Monitoring progress and evaluating performance
- Recruiting and appointing new Council members
- With Co-Chairs, delegation of authority to Project Staff

In general, Staff have 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 and funders. As appropriate, communication with corporate entities, media and the public at large will be tailored to meet those particular communication needs.

- LMLIP, through consensus of the LMLIP Council shall reserve the right to determine the intent, content and all matters pertaining to LMLIP communications. All decisions will be in keeping with the policies and principles of LMLIP.
- LMLIP Council members shall exercise collective authority over the Council for interactions with the media, public or other entities regarding LMLIP business.
- LMLIP Council/Sub-council members shall review and adhere to the LMLIP Media Call Protocol when dealing with news media.
- Individual Council and Sub-council members do not have authority to speak on behalf of the LMLIP, unless given such authority by the LMLIP Council.

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 Members:

- May provide routine, factual information about the work of the Central Council, its mandate, scope, sphere of influence, etc.

Sub-council Chairs:

- May provide comment on overall mandate and activities of their specific sub-councils – Education; Employment; Health & Wellbeing; Inclusion & Civic Engagement; Justice & Protection Services; Settlement

Project Coordinator:

- Reporting on LMLIP activities and outcomes
- Collection and dissemination of information across Central and Sub-councils
- With Council Co-chairs, may serve as public spokesperson for the LMLIP
- Promoting LMLIP to the larger community through presentations and events

## **Council/Sub-council Recognition**

Purpose: To demonstrate LMLIP's appreciation for the commitment, support and contribution of 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:
  - i. the completion of a Council or Sub-council member's term; and/or
  - ii. the completion of a specific event where a Council or Sub-council member has provided far and above the normal amount of time and resources expected as per the Roles and Responsibilities.
- Recommendations for recognition may be made by any Council or Sub-council member to the Council Co-Chairs, who will consult with other Council/Sub-council members as appropriate and as needed.
- Presentations of recognition will formally be made at Council meetings to which the intended recipient will be invited if not a member of the Council.

## **CODE OF CONDUCT GUIDELINES**

LMLIP Council and Sub-council Members will adhere to a Code of Conduct, which is to be referenced in all meeting agendas

Members of the LMLIP Central and Sub-councils will:

1. Represent loyalty to the interests of the LMLIP community. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other committees, boards or staffs. It also supersedes the personal interest of any member acting as a consumer of the council's services or as service agency staff. Members are representing the LMLIP, not their agencies.
2. Act in the best long-term interests of the LMLIP and the community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective
3. Pursue open, disciplined and focused dialogue on those issues, which according to Council policy, clearly belong to the Council to discuss, debate and/or decide
4. Ensure that meeting time guidelines and ground rules are followed
5. Work as a team member and build collegial working relationships that contribute to consensus and support for Council/Sub-council decisions

6. Actively participate as a member which includes regularly attending meetings and special events, preparing sufficiently for and contributing to LMLIP Council/Sub-council discussions and decision-making processes, through reviewing and commenting on minutes and reports
7. Participate in reviews of LMLIP missions, objectives, and strategic plans
8. Monitor the performance of the organization in relation to objectives and core values
9. Participate in the recruitment of new Council and Sub-council members
10. Keep informed about community issues relevant to the vision and objectives of the LMLIP
11. Respect the confidentiality appropriate to issues regarding LMLIP business

Should an LMLIP Council/Sub-council member breach the Code of Conduct, then the following will result:

- a. The member shall receive a letter from the Co-chairs outlining that a breach has occurred
- b. If another breach occurs, the member will be asked to leave the LMLIP Council/Sub-council.

## **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 taking. Therefore all members are required to comply by the following guidelines:

- a. All members of the committee will act in a manner so scrupulous that the council's recommendations will withstand the closest public scrutiny.
- b. 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.
- c. Members should ensure that conflict does not exist or appear to exist between their private interests and their duties as a member of the council.

- d. Members should disclose any areas of conflict prior to becoming council members and should continue to disclose any potential areas of conflict that may arise later.
- e. Members remove themselves from any assessment where a member of a family or close acquaintance may benefit from.
- f. It is understood that, given the compositions of 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 council of the conflict, refrain from discussing with any other member of the 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 council while the matter that gave rise to the conflict is under consideration.
- g. LMLIP does not promote nor endorse any individual person, group, product or service, for any purpose, without express agreement of the LMLIP Council.

#### **TIMELINES & MEMBERSHIP FORMATION FOR COUNCIL AND SUBCOUNCILS**

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 Council and Sub-councils will be as follows:

1. As vacancies warrant, the LMLIP 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, ethno-cultural groups, faith groups and advertisement in local 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 Council/Sub-council members will be asked to indicate their commitment to the LMLIP by signing a Letter of Understanding.

**LETTER OF UNDERSTANDING**

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

- 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 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 Council or Sub-council should I need to step down or be replaced.













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LMLIP Council Member

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Date

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Witnessed By

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Date

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