



## **Tri-Cities Local Immigration Partnership**

### **Terms of Reference for Working Groups**

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## **TRI-CITIES LOCAL IMMIGRATION PARTNERSHIP (TCLIP)**

### **Terms of Reference for Working Groups**

#### **1. TCLIP Mandate**

The mandate of the Tri-Cities Local Immigration Partnership (TCLIP) is to foster a more welcoming and inclusive community while improving the integration and civic engagement of newcomers.

The Tri-Cities LIP will:

- Enhance collaboration, coordination and planning at the community level in order to foster a more welcoming and inclusive community and improve settlement and integration outcomes for newcomers and the community at large; and
- Work to enhance civic engagement of newcomers.

#### **2. TCLIP Working Groups**

##### **2.1 Function**

Working groups are tasked with considering, in detail, specific activities, events, or issues related to the Tri-Cities Local Immigration Partnership. Participants in Working Groups are expected to draw upon their expertise and provide input on the specific subject matter under consideration and make their recommendation(s) to the TCLIP Council. Working Groups provide the Council with an opportunity for broader community engagement while also allowing those with specific knowledge and expertise to provide their expertise in support of the work of TCLIP.

##### **2.2 Composition**

Working group membership includes TCLIP Council members, TCLIP Partnership Members, as well as additional community stakeholders by invitation. The composition of Working Groups requires the presence of at least 2 Council members.

##### **2.3 Decision Making**

Working Group members will review, discuss and provide input to the assigned task/issue as defined by the TCLIP Council. Recommendations from the Working Group will be provided to the TCLIP Council via TCLIP Council representatives(s). Working Group members will work together towards achieving consensus on all decisions. If a Working Group member is unable to attend, they may provide their input electronically or via telephone to the Secretariat. The Secretariat will share this information at the Working Group meeting.

##### **2.4 Communication between Working Groups and the Tri-Cities LIP Council**

Tri-Cities LIP Council members on the Working Group will submit a report with recommendations from the Working Group to Council for discussion and approval. The Tri-Cities Local Immigration Partnership

Secretariat will record minutes at each Working Group meeting and distribute the minutes via e-mail to all members of the Working Group for review and approval, before forwarding the minutes to the TCLIP Council.

### **2.5 Term of Membership and Meeting Schedule**

Working groups will be ad hoc and will continue until the purpose of the Working Group has been achieved or the group is disbanded by the TCLIP Council. Meeting frequency will be at the discretion of the Working Group and Council members on the Working Group.

### **3. Conflict of Interest Policy**

All TCLIP members represent the issue and not their organization. Nevertheless, it is understood that given the necessity of having members with certain expertise, potential conflicts will arise. All members are therefore required to comply with the guidelines herein and the policies binding the project partner.

Members shall declare a conflict of interest if the outcome of an assessment and/or decision could be or perceived to be of direct or indirect benefit. Members shall disclose any anticipated areas of conflict prior to becoming TCLIP members and shall continue to disclose any potential areas of conflict that may arise.

When an actual or perceived conflict does arise, the member shall immediately advise the LIP Council Co-Chairs. They will refrain from discussing the matter with any other members and shall excuse themselves while the matter is under consideration and being voted upon by the LIP.

In the event that there is a failure to comply with these guidelines or the policies of the project partner, the LIP secretariat and project partner will be responsible for addressing the issue with the member and recommending a suitable course of action to the TCLIP.