

**WEST DOWNTOWN TORONTO LIP INITIATIVE**  
**KENSINGTON-CHINATOWN-ANNEX NEIGHBOURHOOD PARTNERSHIP COUNCIL**  
**TERMS OF REFERENCE**

**BACKGROUND**

The West Downtown Toronto Local Immigration Partnership (LIP) is a one-year partnership funded by Citizenship and Immigration Canada (CIC) and focused on the downtown west geographic area of Toronto. The overall objective of the LIP initiative is to identify groups that will coordinate and enhance local and regional service delivery to newcomers while promoting innovation and efficient use of resources. Strategic partnerships between service providers are to be created.

As part of this initiative, the LIP is establishing three partnership councils made up of a diverse range of representatives from the community. The Kensington-Chinatown-Annex Neighbourhood Partnership Council (the Council) is one of the three partnership councils being established as part of the LIP in downtown west Toronto. The Council represents the following geographic area: from Yonge Street to Bathurst Street, and from Lake Ontario to St. Clair Avenue West.

The Project Management Committee will oversee the project and promote regional collaboration between the three partnership councils. Representatives of the Project Management Committee will sit on each of the three partnership councils.

**ATTACHMENTS**

The following documents are attached and incorporated by reference into these Terms of Reference:

- Appendix A – Statement of Principles & Values
- Appendix B – Schedule of Meetings
- Appendix C – Council Membership List

**COMPOSITION**

The Council may be made up of representatives of immigrant and refugee serving agencies, language training providers, community organizations, local and regional governments, local associations or bodies, regional employment networks, economic development corporations, and other relevant stakeholders. Council members self-identified their interest in joining the Council in response to a general community outreach and call for participation process conducted by the Project Management Committee. At least two representatives from the Project Management Committee will sit on the Council. The Council will have a maximum of 30 members (including the Project Management Committee representatives). The Council Membership List is attached as Appendix C.

### **MANDATE**

The Council will oversee the development of a Local Settlement Strategy and a related Implementation Plan.

As required by the Funding Agreement, as part of its mandate the Council will:

1. Hold at least 10 meetings over the course of the LIP initiative (including three Joint Council Workshop days).
2. Develop a coordinated, comprehensive and strategic approach to immigration and integration that fits the needs of the local community, including the development of a Local Settlement Strategy and a related Implementation Plan.
3. Liaise and consult with labour market networks in the community to advance the labour market component of the settlement strategy.
4. Coordinate and establish linkages with any other related community planning initiatives being conducted by the municipal government during the term of the Council.
5. Liaise and consult with the CIC-funded Francophone network for the region.

In addition, as part of its mandate the Council:

- Will ensure that Council processes are undertaken in a participatory and inclusive manner.
- Will communicate with and report to the Project Management Committee regarding the status of the Council's activities and progress.
- May liaise and consult with non CIC-funded Francophone organizations and networks;
- May liaise and consult with organizations or networks in the health, education, and social services sectors, or with other relevant networks, to support the full social and civic inclusion of newcomers regardless of their immigration status, and the full inclusion of their children.
- May coordinate and establish linkages with any relevant community planning initiatives being conducted by any level of government during the term of the Council.

### **DELIVERABLES**

The Council will deliver the following items for submission to CIC:

1. A **Local Settlement Strategy** that indicates how the following items required by the Funding Agreement will be achieved:
  - a. Improvements in accessing and coordinating services that facilitate immigrant settlement and integration.
  - b. Improvement in immigrants gaining access to the local and regional labour market.
  - c. Strengthened local and regional awareness and capacity to integrate immigrants.

- d. Establishment and enhancement of partnerships that includes the participation of multiple stakeholders in planning and the coordination of newcomer service delivery in the areas of settlement, integration, language training and labour-market integration, with a focus on providers funded by CIC and/or the Ontario Ministry of Citizenship and Immigration.
- e. Ongoing communication and consultation with local and regional labour market networks.

In addition to the above items required by the Funding Agreement, as part of the Local Settlement Strategy the Council may also promote the development of partnerships or other service strategies to support:

- newcomer access to crucial services that support a positive, seamless and timely newcomer settlement experience;
- the advancement of newcomers' social inclusion, civic participation, and engagement in the local community; and
- the coordination of funded or unfunded services that focus on service areas such as affordable housing, financial stability, education, health, and other relevant service areas.

2. **An Implementation Plan** providing a detailed work-plan that includes the following items required by the Funding Agreement:

- a. The tasks, activities, roles, responsibilities, and timelines required to implement the Local Settlement Strategy, including service integration.
- b. A detailed description of how ongoing community planning that is collaborative in nature will be established and maintained and a sustainability plan for further implementation.
- c. A plan to collect data and report on the implementation of the local settlement strategy, including performance measures and a methodology for evaluating the overall success of this process.

The Council is committed that the Local Settlement Strategy and the Implementation Plan be developed in such a way that as many Council members as possible can endorse or support the strategy and plan.

### **OPERATING GUIDELINES**

The Council will operate using the following guidelines:

- The Council will meet on a monthly basis from November 2009 through August 2010 (and more frequently if desired by the Council). The Council's Schedule of Meetings is attached as Appendix B.
- Quorum for Council meetings shall be constituted by a minimum of 12 Council members, including at least one Council member who is also a member of the Project Management Committee.

- Minutes of all Council meetings will be taken, and will be open and available to all project partners.
- Council meetings will be facilitated by one of the hired Project Facilitators.
- Given the project time restrictions, the Project Facilitators will set Council meeting agendas. Members may still bring items to meetings, but will require consensus or majority consent to add late items to the Agenda.
- In between meetings, Council communications shall generally be conducted by e-mail.
- A Council member who is also a member of the Project Management Committee will operate as the formal Council Liaison, and will be responsible for facilitating communication between the Council and the Project Management Committee.
- The Council will aim toward consensus building as its primary decision-making process. In the event that consensus is not achieved, Council decisions shall be made by a simple majority vote.
- Council Members will leave the Council: (1) by giving written notice, (2) by being declared removed after missing three meetings, or (3) by being declared removed by vote of Council for non-compliance with the Terms of Reference.
- In the event of extenuating circumstances (such as a job change, maternity leave, or other similar situation), an organization may replace its sole designated representative on the Council with another representative. The new individual will then become the sole designated representative on the Council for that organization.
- For continuity of decision-making, new members will not be accepted to the Council after the third meeting (January 2010).
- Council members will be asked to volunteer in various aspects of the project. Members may volunteer to work with the consultants to plan and organize community consultations, workshops, and other Council activities.

### **CONFLICT OF INTEREST POLICY**

If a member, or the organization a member represents, stands to receive a direct financial benefit from the outcome of a decision made by the Council, then the member must declare a conflict of interest on the issue. Examples of circumstances creating a conflict of interest include any of the following, if conducted for or in connection with the Council and/or the West Downtown Toronto Local Immigration Partnership:

- (a) The hiring of a Council member, or their organization, or staff members of their organization to perform paid services;
- (b) The paid use of rental facilities provided by a Council member or their organization;

- (c) The paid use of other products or services provided by a Council member or their organization.

Disclosure of Conflicts

Council members will disclose any existing or potential conflicts of interest and will promptly update any disclosures previously made to the other members of the Council and/or to the Council's Facilitator.

Procedures to Manage Conflicts of Interest

For each conflict of interest disclosed by a Council member, or brought forward by another Council member, the Council's Facilitators will determine whether to:

- (a) ask the member to abstain from discussing and/or voting on the issue creating a conflict of interest;
- (b) invite discussion/resolution with the member who disclosed a conflict;
- (c) invite discussion/resolution with the member who believes another member is in a conflict of interest situation; and/or
- (d) seek the involvement of the Program Management Committee.

*December 2009*

## **WEST DOWNTOWN TORONTO LIP INITIATIVE**

### **STATEMENT OF PROJECT PRINCIPLES AND VALUES**

The West Downtown Toronto Local Immigration Partnership (LIP) is a one-year cross-sectoral partnership funded by Citizenship and Immigration Canada (CIC) which focuses on the downtown west geographic area of Toronto. The overall objective of the LIP initiative is to establish groups with cross-sectoral representation that will develop a strategy and implementation plan to coordinate and enhance local and regional service delivery for newcomers, while promoting innovation and efficient use of resources. In the West Downtown Toronto LIP, we believe that advocacy with and on behalf of newcomers regardless of their immigration status will be an important part of the strategy, as will the identification of policy development implications to effect systemic change. Strategic partnerships between service providers will be created.

#### **Vision Statement**

Our vision is for the development of a neighbourhood in which all newcomers regardless of their immigration status are thriving, successful and fully engaged in their local community and can effectively navigate the service delivery system, including access to housing, education, employment, health services, and full social and civic inclusion.

#### **Key Beliefs**

The objectives of the West Downtown Toronto LIP Initiative will be carried out by three Neighbourhood Partnership Councils made up of a diverse range of representatives from the community, with the support of a Project Management Committee.

As members of the Initiative's Councils and Project Management Committee, we believe that:

- Agencies that work with newcomers, immigrants and refugees in downtown west Toronto bring unique and essential contributions to the development of seamless and comprehensive service systems.
- Newcomers regardless of immigration status are essential assets to Canada, and the contribution of their unique skills, energy and experience must be recognized and valued throughout the LIP initiative. As newcomers become more established, they will be actively involved in welcoming other newcomers.
- The diversity, services and professionalism of groups and agencies working in downtown west Toronto – including large and small agencies, multiservice and single service agencies, and multiracial and ethno-specific agencies – are strengths we must build on.
- Respecting the individual contributions, insights and challenges of the groups and agencies working in downtown west Toronto is essential for effective collaboration and partnerships.
- Newcomer groups, newcomer serving agencies, businesses, large institutions, and other organizations all have a role in future service planning, coordination and delivery, and we recognize the need to coordinate and collaborate with each other in an effort to serve the best interests of newcomers.

### **Commitments**

As members of the Initiative's Councils and Project Management Committee, we commit:

- To operate ethically and with integrity.
- To engage honestly in dialogue with each other and with other stakeholders.
- To strive to be transparent in our participation, communication and collaboration.
- To engage in collaborative efforts that model and are guided by anti-racism, anti-oppression, gender equity, and cultural competency principles.
- To work together to prepare for and create change that respects the dignity and contribution of all.

### **Principles of a Culturally Competent Settlement Service System**

- **Newcomer-focused** – a system that recognizes that serving the best interests of newcomers is paramount and allows for customization and flexibility of services offered
- **Inclusiveness** – a system where decision-making and actions taken affecting newcomers include perspectives from diverse points of view, including the perspectives of newcomers
- **Reflecting cultural differences** – a system where cultural diversity is identified and honoured
- **Valuing cultural differences** – a system where cultural differences within and across cultures are respected and embraced
- **Accessibility of Service and Social Justice Equity** – a system that enhances the ability to provide accessible, relevant and equitable services to newcomers and to advocate for and with them for necessary change

### **Key Values that Guide us in a Culturally-Based Approach**

- We recognize the inherent worth, dignity, and unique assets of each member of a community.
- We recognize the vulnerability that some newcomers may be experiencing due to their unique circumstances and challenges.
- We pay attention to the realms of feeling, spirit and relationships in our work.
- We seek to learn from every interaction and foster an atmosphere of trust
- Our focus is on interdependence (rather than independence) as the pathway to transformation
- Recognizing that some newcomers still have difficulty accessing needed services, even after several years of residency, we utilize a holistic, social transformation approach that includes empowering newcomers to advocate for services they need
- We enter into and work with communities based in the cultural perspectives of those communities

**KENSINGTON-CHINATOWN-ANNEX COUNCIL**

**MEETING SCHEDULE**

<b>Kensington-Chinatown-Annex Council</b>	
<b>Monthly Meetings</b>	<b>2<sup>nd</sup> Wednesday of Month</b> (9:30 am to 11:30 am)
<b>Meeting #1</b> <b>(Joint Council Workshop #1)</b>	<b>NOVEMBER 20, 2009</b>
<b>Meeting #2</b>	December 9, 2009
<b>Meeting #3</b>	January 13, 2010
<b>Meeting #4</b>	February 10, 2010
<b>Meeting #5</b> <b>(Joint Council Workshop #2)</b>	<b>MARCH 5, 2010</b>
<b>Meeting #6</b>	April 14, 2010
<b>Meeting #7</b>	May 12, 2010
<b>Meeting #8</b>	June 9, 2010
<b>Meeting #9</b> <b>(Joint Council Workshop #3)</b>	<b>JULY 2010</b>
<b>Meeting #10 (final)</b>	August 11, 2010



**KENSINGTON-CHINATOWN-ANNEX COUNCIL**

**Member Organizations**

ACCES Employment  
African Canadian Social Development Council  
Centre for Addictions and Mental Health (CAMH)  
Centre for Information & Community Services of Ontario (CICS)  
Centre francophone de Toronto  
Christie Ossington Neighbourhood Centre  
CultureLink  
FCJ Refugee Centre  
JobStart  
JVS Toronto (WISE)  
La Passerelle  
Scadding Court Community Centre  
Skills for Change  
St. Stephen's Community House  
The Cross-Cultural Community Services Association (TCCSA)  
The Kensington Health Centre  
Toronto Catholic District School Board  
Toronto Community & Culture Centre (TCCC)  
Toronto Employment and Social Services  
Toronto Public Health  
Toronto Public Library  
Toronto Western Hospital  
University Settlement Recreation Centre  
Women's Health in Women's Hands Community Health Centre  
Workers' Action Centre  
YMCA of Greater Toronto