

TORONTO NEWCOMER COUNCIL

TERMS OF REFERENCE

MANDATE

The Toronto Newcomer Council works collaboratively with the Toronto Local Immigration Partnerships (LIP) to

- raise awareness to current and emerging needs of immigrants in the city of Toronto
- help ensure newcomers' voices and needs are reflected in Toronto LIP activities as well as community, regional and municipal planning and policy development
- inform local and municipal planning and policies to better support newcomers

MEMBERSHIP

The Toronto Newcomer Council shall:

- Comprise of residents of the City of Toronto with immigration experience and a strong interest and passion for civic engagement, influencing change and addressing complex issues that affect newcomers
- Be representative of the diversity of immigrants' backgrounds and experiences, including age, gender, ethnic background, abilities, immigration status and length of stay in Canada

TERM OF APPOINTMENT

The term of appointment for a Council member is two (2) years with reappointment possible in accordance with the duration of the Toronto Newcomer Council and Immigration, Refugees and Citizenship Canada's (IRCC) requirements.

RESPONSIBILITIES AND CODE OF CONDUCT OF ALL MEMBERS

By accepting an appointment to the Council, it is the responsibility of all members to:

- Attend meetings as scheduled.
- Adhere to the Council's Terms of Reference.
- Ensure effective participation in all Council activities.
- Respect the opinions of others and provide constructive feedback at all times.
- Respect confidentiality of Council business.

COUNCIL GOVERNANCE & ATTENDANCE

Quorum for Council meetings shall commence with the attendance of 60 % or more of its members present.

- Meetings will elicit dialogue and work towards seeking consensus. In the event that consensus is not achieved a supermajority vote (requiring 60% approval) will be taken from all council members present.
- Each member of the Council is entitled to one (1) vote should matters arise that require a decision to be made by voting.



- Minutes of Council meetings will be recorded and distributed to members in a timely manner.
- Members make a commitment to attend all 5 meetings of the Council. Members must notify the LIP Staff and/or Chairperson either via email, text message or by telephone prior to the scheduled meeting if they cannot attend.
- Members who are absent for 1 meeting will be requested to meet with the respective LIP staff to resolve/ accommodate their circumstance(s) accordingly if possible. This may either result in cessation of membership or alternative arrangements for future involvement on the Council and its activities to be made.

RESPONSIBILITIES OF THE CHAIRPERSON AND/OR VICE CHAIRPERSON

The Toronto Newcomer Council meetings will be co-chaired by a LIP staff person and a Council representative. The co-chair will be elected by the Council members and will support LIP staff in conducting the affairs of the Council.

This may include:

- Provide leadership in Council activities alongside LIP staff.
- Monitor the performance of the Council in its activities and offer guidance and constructive feedback to members.
- Participate and champion Council views and recommendations to the Steering Committee of the respective Toronto Quadrant LIP.

CONFIDENTIALITY

In accepting an appointment to the Council, members agree that they will not disclose or give any person any information or document(s) that come to their knowledge or possession by reason of being a member of the Council. Council members understand that Council documents, communicated materials and work plans are the sole ownership of the TEQ LIP.

CONFLICT OF INTEREST

If a conflict does arise between the private interest(s) of a Council member and the official duties and responsibilities of that Council member, the member shall declare the conflict by informing the Chairperson and LIP staff, who will resolve the conflict in the greater interest of the project and/or public.

I have read and agree to the Terms of Reference.

Signature

Date

