

Newcomer Inclusion Table of York Region Terms of Reference

Description

The Newcomer Inclusion Table of York Region (“NIT”) supports the Region and its sector partners help achieve objectives related to the success of newcomers in York Region. This includes supporting the development and implementation of a newcomer integration plan for the Region that responds to local community needs.

The NIT is also considered, and serves as, the multi-sectoral collaborative table that steers the York Region Local Immigration Partnership (“LIP”, which is a federally funded program of Immigration, Refugees and Citizenship Canada and is administered by the Regional Municipality of York (“the Region”). LIPs are community-based partnerships that foster a systemic, coordinated and collaborative approach to serving and integrating newcomers.

Mandate

The mandate of the NIT is to advise, support, and collaborate with the Region on the development and implementation of initiatives to help with success of newcomers in York Region, including delivery of a newcomer integration plan that:

- Identifies and addresses the priorities of newcomers in York Region
- Strengthens collaboration among York Region stakeholders to promote diversity and create a welcoming and inclusive community in York Region

Definitions

Advisor – A non-member who may be invited to attend NIT meetings and/or participate in working groups to inform and provide advice on topics the NIT is addressing, funding opportunities and/or policy developments from the ministries or organizations they represent.

Ex-officio – The Regional Chair and Chief Executive Officer, who is considered a member because of their status and position they hold.

Member(s) – An organization or community representative that is appointed to the NIT.

Newcomer – An immigrant or a non-permanent resident who arrived in Canada within the past five years.

NIT Co-chair – An appointed Regional Council member and an organization or community member who facilitate NIT meetings, contribute to agenda setting and name members of working groups as required.

Quorum – The minimum number of members who must be present, including at least one co-chair, at a meeting for a vote to proceed and be considered valid. This is defined as a majority of the membership with at least one co-chair present, unless the membership is comprised of an even number, in which case quorum is one-half of the membership, including at least one co-chair.

Representative – An individual chosen by a member organization to represent the organization on the NIT.

Working Group – A group appointed by NIT co-chairs to address specific issues related to the integration of newcomers in York Region.

Membership

1. Composition

Membership consists of appointed members of Regional Council, organizations or community representatives who advise, support, and collaborate with the Region on the development and implementation of initiatives to help with success of newcomers in York Region, including delivery of a newcomer integration plan, and:

- Manage settlement and integration programs and services to newcomers in York Region; or
- Have expertise and knowledge in the areas of research, policy development, and human services planning; or
- Are newcomers who can bring lived-experience insights to the NIT.

At least one member of Regional Council shall be appointed to serve on the NIT. As an Ex-Officio member, the Regional Chair and Chief Executive Officer will be invited to NIT meetings but is not required to attend and does not affect quorum.

Members may include, without limitation, organizations or individuals representing:

- Business community
- Community or social services
- Cultural and faith groups
- Education
- Francophone newcomers
- Healthcare
- Municipal services, including policing
- Newcomer lived-experience
- Settlement and language training services
- Workforce development, employment services
- Additional stakeholder groups that address key newcomer settlement and integration issues

Member representatives should hold a senior position within an organization in a human services sector or regional government body in York Region, and meet the requirements outlined in the Qualifications section in these Terms of Reference.

All members' representatives are required to sign the Newcomer Inclusion Table Membership Responsibility Agreement (Appendix 1).

2. Advisors

Government representatives and other stakeholders may be invited to attend or speak at NIT meetings as advisors. Advisors may inform and provide advice to the NIT on funding opportunities and policy developments from the ministries or organizations they represent.

Advisors may not participate in votes undertaken by the NIT, and their attendance does not affect quorum.

3. Qualifications

To support the delivery of the NIT's mandate, preference is given to members and representatives who meet one or more of the following criteria:

- Provides services or programs for newcomers living in York Region
- Has extensive experience in settlement and integration through service delivery, research or lived experience
- Has personal or professional experience addressing barriers to newcomer integration
- Can engage and consult with representatives from the broader sector they represent
- Shares and espouses the vision of York Region as a welcoming and inclusive community as outlined in the Region's [Inclusion Charter](#).

4. Terms of Office

Members appointed to the NIT serve for a term coinciding with the term of Regional Council. Members remain eligible for reappointment after each municipal election.

5. Recruitment

The Commissioner of Community and Health Services is responsible for identifying and developing recommendations regarding membership on NIT for Regional Council consideration and approval at the start of the Table's term.

6. Appointment of Co-Chairs

NIT co-chairs are appointed by the Regional Chair or York Regional Council. One co-chair position is a member of Regional Council, and the other Co-Chair is a NIT community member.

7. Changes in Membership

Membership and representatives may be reviewed and evaluated as required by the Regional Chair based on the ability of members to carry out responsibilities outlined in the Newcomer Inclusion Table Membership Responsibility Agreement (Appendix 1) and to ensure the effective and efficient operation of the NIT.

The Regional Chair is granted delegated authority on behalf of Regional Council to appoint new members if there is a vacancy or to add another member as deemed required based on

strategic or operational needs and/or to remove members and representatives. Members and representatives may be removed by the Regional Chair if they fail to fulfill the responsibilities of the Membership Responsibility Agreement. Members may also be considered for removal if they have been absent for three consecutive meetings without good cause.

Resignation of a member during the NIT term must be given in writing to the Co-Chairs. The Regional Chair may choose not to fill a vacancy, except where a resignation will leave the NIT unable to meet the minimum composition.

The Regional Chair will communicate changes in membership at Committee of the Whole or Regional Council.

8. Changes in Representatives

If a representative ceases to represent their organization, the member will identify a new representative subject to the Qualifications section in these Terms of Reference. If a member fails to select a new representative, the member may be removed by the Regional Chair.

The Regional Chair will communicate changes in representatives at Committee of the Whole or Regional Council.

9. Reimbursement of Expenses

NIT members serve without remuneration. Newcomer lived-experience members and member representatives who are persons with disabilities are supported with the resources related to their needs that are deemed necessary for them to fully participate on the NIT.

Meetings

The NIT meets up to four times annually. Additional meetings may be called by the Co-Chairs if required. Meetings may be held by means (e.g., in-person, virtual, telephone) that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

A majority of the membership present with at least one Co-Chair constitutes a quorum, unless the membership is comprised of an even number, in which case quorum is one-half of the membership, including at least one Co-Chair. If a quorum is not present at the scheduled start time, the members present may continue to meet, but NIT shall not make any decisions until such time as quorum is achieved.

The NIT, by resolution or through its Co-Chairs, may invite any individual, stakeholder, agency or consultant to appear at a meeting or NIT working group as a delegation or to submit or present information that will assist the NIT in carrying out its mandate.

Structure

1. Organizational Structure

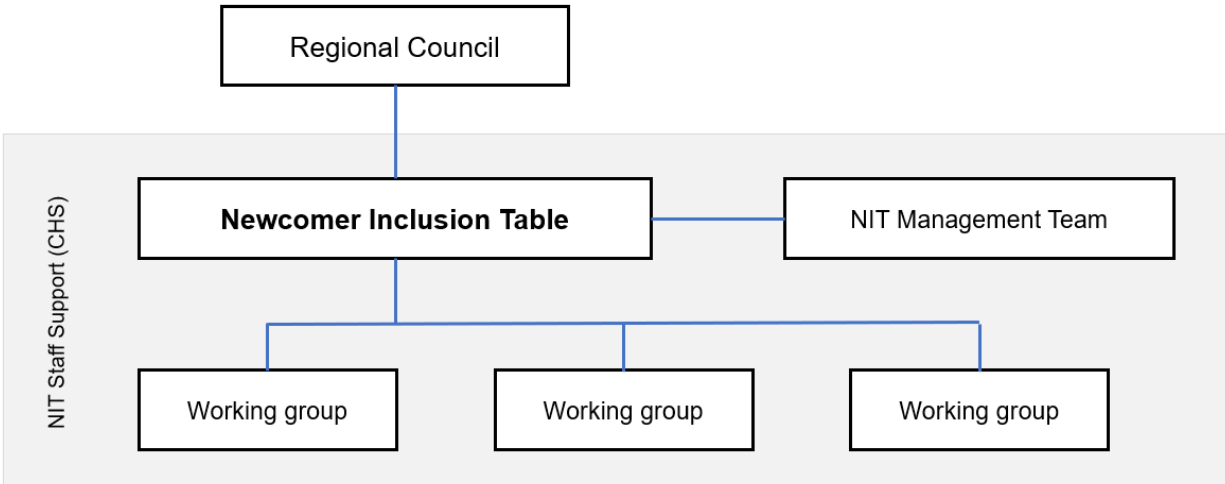


Figure 1: Reporting structure for the Newcomer Inclusion Table of York Region

2. Management Team

The NIT Management Team (“Management Team”) provides leadership, including agenda review and approval, direction, procedural guidance and other applicable matters. The Management Team is comprised of NIT Co-Chairs and the Director, Strategies and Partnerships, Community and Health Services, York Region. The Co-Chairs provide guidance, direction and community perspective, as well as represent the NIT as required. The Director, Strategies and Partnerships, Community and Health Services brings forward Regional priorities and provides procedural guidance. The NIT Management team also informs, advises and supports the Commissioner of Community and Health Services in regard to membership recommendations.

3. Staff Support

York Region Community and Health Services staff acting in their capacity as the NIT Secretariat provides expertise and assistance to the NIT, its Management Team and working groups. Staff also coordinate involvement of other regional departments and agencies as necessary, and prepare communications and materials as required by the work of the NIT.

Staff may not participate in votes undertaken by the NIT, and their attendance does not affect quorum.

4. Working Groups

The NIT, in consultation with the Management Team, may establish working groups as required to undertake specific initiatives to address issues related to the integration of newcomers in York Region. Working groups report to the NIT.

Working groups are chaired by a NIT member's representative appointed by NIT co-chairs and may include non-members that meet member qualifications. Non-members appointed to a working group are required to sign the Newcomer Inclusion Table Membership Responsibility Agreement (Appendix 1). A Project Charter shall be prepared for each group where appropriate and approved by the NIT.

Membership of working groups is decided by NIT co-chairs. Working groups may also invite any individual, stakeholder, agency or consultant to appear at a meeting to present information that will assist the group in carrying out its mandate.

Conduct and Procedures

1. General

Where otherwise not specified in these Terms of Reference, the conduct and procedures of the NIT are governed by the Management Team. This includes matters such as member conflicts of interest that are addressed through the Newcomer Inclusion Table Membership Responsibility Agreement (Appendix 1).

2. Amendments to the Terms of Reference

These Terms of Reference will be reviewed and amended to meet legislative or strategic direction changes as appropriate.

Regional Council has the authority to make changes to these Terms of Reference as required.

Newcomer Inclusion Table of York Region Membership Responsibility Agreement

I, _____ understand I have the following responsibilities as a member of the Newcomer Inclusion Table and/or its working groups.

My role is to provide Regional Council and staff with advice regarding issues as set out in the NIT Terms of Reference as they relate to matters in York Region.

As a member, I understand and agree to carry out the responsibilities set out in this Membership Responsibility Agreement and further detailed in the Terms of Reference.

I understand that if I fail to fulfill those responsibilities, I may be removed as a member by the Regional Chair.

Responsibilities

- 1) It is considered a conflict of interest if I give advice, in the course of carrying out my duties, that directly benefits my personal, financial or business interests, or the personal, financial or business interest of my immediate family, including but not limited to my parent, sibling, spouse or child.
- 2) I am ultimately responsible and accountable for using good judgment in the course of carrying out my duties.
- 3) I will conduct myself with appropriate decorum at all times while carrying out NIT or working group business and ensure that my behaviour does not bring the reputation of the Region into disrepute.
- 4) I understand and acknowledge that Council as a whole approves budget, policy and governance of the Region through its bylaws and resolutions. Members do not direct or oversee the functions of the administration or staff of the Region or a Committee.
- 5) I understand and acknowledge that staff provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and I will not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise.
- 6) I understand and agree that all members have a duty to treat the public, one another, and staff with respect and without abuse, bullying or intimidation and to ensure this is an environment free from discrimination, harassment and violence.
- 7) If I am asked to speak publicly to an organization or professional association as a member of NIT or its working groups, I must notify the Region.



- 8) If I choose to speak as an industry representative or private citizen at a conference, meeting or other public forum and I am not speaking as a representative of the Region, I understand that I must not appear to represent the opinion or policy of the Region and must not present any information I have received or reviewed as a result of my membership on NIT or its working groups.
- 9) If I am approached by the media, I will refer all inquiries to relevant Regional staff to address the inquiry as applicable.
- 10) I understand that the information discussed at meetings may become public record.
- 11) I will refrain from making disparaging comments or unfounded and speculative accusations about the motives or another member, staff or the public.
- 12) I will not use confidential information shared with NIT or its working groups for personal, financial or business use without written consent from the Region.
- 13) I will not use NIT or working group mail, phone or email communication lists for personal or business purposes and understand that this information must only be used to conduct the business of NIT or its working groups.
- 14) I will not use my personal email, social media accounts, or other modes of communication to represent the opinions or policies of the Region.

I understand and agree that I will be a member of NIT and/or its working groups starting in December 2022 and ending in November 2026 unless my membership ends early for any of the reasons outlined in this Membership Responsibility Agreement or the Terms of Reference.

Acceptance of appointment to the Newcomer Inclusion Table and/or one of its working groups:

Signature: _____

Name: _____

Date: _____