

**Toronto Francophone Affairs Advisory Committee
City Council-Approved Terms of Reference
(March 27 and 28, 2019 – EX3.4)**

A. Purpose

1. The City of Toronto recognizes the importance of the contributions Francophone communities have made and continue to make to Toronto. The engagement of networks such as the diasporas of French-speaking communities in Canada and abroad provide Toronto the chance to better reflect its shared heritage while finding new opportunities to build a competitive global city.
2. The mandate of the Toronto Francophone Affairs Advisory Committee (hereafter "Advisory Committee") is to provide advice to City Council on:
 - a) Trends, projects and initiatives within Toronto's Francophone communities that can contribute to the City's social, economic and cultural vitality;
 - b) Supporting the economic competitiveness and business growth of Francophone businesses and businesses supporting Francophone communities; and
 - c) Opportunities for the City of Toronto to work with Toronto's Francophone communities to promote increased engagement in City initiatives.
3. The Toronto Francophone Affairs Advisory Committee is a Council Advisory Body. It may not direct City staff or make binding decisions on behalf of Toronto City Council. Any advisory body recommendation that requires action by City officials or City Council must first be considered by the appropriate Council Committee and, when necessary, approved by City Council.

B. Composition and Term

1. The Advisory Committee will be composed of nine members consisting of one Member of City Council and eight public representatives of Toronto's diverse Francophone communities – four representatives of relevant Francophone organizations and four individuals who have exhibited leadership in Toronto's Francophone cultural, business, community development or other sectors specifically related to the Advisory Committee's mandate.
2. Members are appointed by City Council on recommendation of the Civic Appointments Committee for members of the public and Striking Committee for the Member of City Council.

3. The Chair will be a Member of City Council, appointed by City Council and, at its first meeting or as soon as possible after, the Advisory Committee will elect a member of the public as Co-Chair.
4. Public members are appointed for a four-year term, coinciding with the term of City Council and City Council Members are appointed for a two-year term. The Advisory Committee will meet until the completion of its mandate or the end of the current City Council term, whichever comes first.
5. The working language of the Advisory Committee is French. Appointed members must have a working knowledge of the French Language.
6. The Economic Development and Culture Division will canvass and recruit members in accordance with the Public Appointments Policy.
7. Membership is voluntary and a public service. Members will not be remunerated or receive an honoraria. Expenses may be reimbursed pursuant to the Remuneration Policy.

C. Governance

1. The Advisory Committee will provide its advice to City Council through the Economic and Community Development Committee or other appropriate Council Committee and provide a mid-term and end-of-term report to the Advisory Committee's designated Standing Committee on its progress, including key achievements and activities.
2. The Advisory Committee will operate in accordance with Council's Simplified Procedures for Advisory Bodies.
3. All meetings of the Advisory Committee will be open to the public and comply with the Open Meeting Requirements of the *City of Toronto Act, 2006*.
4. The Advisory Committee will hold up to three meetings per year at the call of the Chair or Co-Chairs
5. The Economic Development and Culture Division will provide policy-related staff support to the Advisory Committee.
6. The City Clerk's Office will provide meeting management support to the Advisory Committee.