



**TORONTO BIRTH CENTER
COMMUNITY COUNCIL
TERMS OF REFERENCE**

The TBC Community Council (Council) endeavors to create, support and foster a culturally secure environment for the Indigenous families, midwives and staff of Toronto Birth Centre (TBC). Through active community engagement, educational services and consultation, the Council will work to uphold the cultural integrity of TBC's core values: Self Determination, Equity, Dignity, and Justice.

MANDATE

The Council is mandated to foster and support cultural integrity in policies, processes and guidelines of the TBC; to appoint four (4) members to voting positions on the TBC Board of Directors; to participate in strategic planning for the TBC, particularly as it relates to community engagement and cultural programming held at the birthing centre; identify priority areas for cultural programming; quality assurance and to lead fundraising activities and to contribute to the overall plans of TBC.

MEMBERSHIP

The Council will include Indigenous individuals living in the City of Toronto who are over the age of 18 and who may be attending university/college, employed by the private/public sectors, members of organizations and/or those who may have been a client of the Toronto Birth Centre.

Individuals with specialized knowledge or skill sets may be invited to participate on the Council. Individuals who are invited to be part of the Community Council do not represent the views of their employers or necessarily the views of their organization so that deliberations of the Council are independent of any such reporting relationship, views or authority

The Chair of the Council is appointed for a duration of two years and Council members are appointed to participate on this Council for a renewable term of three years.

Ideally, members should have knowledge and experience in the areas of health and wellness and midwifery practice in Ontario. The TBC Board of Directors aims to recruit Council members who can best accomplish the objectives of the TBC, in alignment with its vision, core values, Indigenous framework, and current strategic plan. To that end, the Board is seeking to recruit members to the Council who self-identify as being of Indigenous descent, or are identified by existing members as demonstrating recognition and pursuit of self-determination and rights of Aboriginal peoples.

Interested individuals must provide a statement as to why they want to be a member of the Community Council, complete the membership form and send an up-dated resume to the torontobirthcentre@gmail.com.

COUNCIL RESPONSIBILITIES

Key Responsibilities delegated to the Council include the following:

- Foster and support cultural integrity in policies, processes and guidelines of the TBC.

- Review all policies, processes and guidelines and create recommendations to promote Indigenous cultural security and relevance, in collaboration with the Midwives Council and TBC staff.
- Work in collaboration with the established Midwives Council.
- To appoint 4 members to voting positions on the TBC Board of Directors.
- To appoint Knowledge Keeper and youth to ex-officio seats on the TBC Board of Directors.
- Participate in strategic planning for the TBC, particularly as it relates to community engagement and cultural programming.
- Identify, coordinate and/or participate in committees relevant to outreach, programming, quality assurance, community engagement and fundraising.
- Ensures that the TBC policies, protocols and guidelines are aligned to the core values and guiding principles of TBC.

COUNCIL MEMBERS ROLES AND RESPONSIBILITIES

Council members will meet on a quarterly basis or as called by the Chair of the Council. Meetings will be approximately 2 hours in duration. A minimum of five (5) members will constitute a quorum.

It is important that all members recognize the anticipated level of effort and time commitment required. Members are required and responsible to:

- Attend meetings on a regular basis as required.
- Undertake timely review of documentation.
- Verify prepared minutes of meetings.
- Ensure that agreed-upon timelines are met.
- Attend public events (e.g., when required).

Appointment of Council Members

The Chair and the Co-chair nominate by the Community Council will be appointed by the Toronto Birth Centre Board of Directors. Further, The TBC Board, with the recommendation from the Chair and Co-chair, will appoint all members (9) to the Community Council

The Council Chair must:

- a) Review submitted statement of interest.
- b) Review all submitted resumes.
- c) Make recommends of potential appoints to the Board of Directors.
- d) Invite those accepted by the Board of Directors to participate as members of the Community Council.

Removal of Council Members

Council members may only be removed by the TBC Board of Directors, and only

- a) At the expiry of their term; or
- b) For cause, on the recommendation of the Council Chair, including where a member;
 - i. Is convicted of an offence under the *Criminal Code*.
 - ii. Has unexcused absences from three meetings.
 - iii. Breaches the Conflict of Interest Policy or the Oath of Confidentiality.
 - iv. Fails to perform any of their duties in good faith and in accordance with the Council terms of reference.

Council Meetings and Procedures

The Chair of the Council must schedule and chair meetings, set agendas and plan Council activities which ensures that the Council is successful in fulfilling its mandate and addressing its functions, duties and responsibilities.

- a) The Chair must ensure that, for every meeting, accurate minutes are kept and retained. Copies of the minutes are to be forwarded to the Executive Director once they are approved by the Council who will table the minutes with the TBC Board of Directors.
- b) The Council's meeting agendas, documents and minutes, are provided on a timely basis to the TBC Board of Directors as a record of the Council's activities. Recommendations from the Council must form a part of the approved Council minutes.
- c) Council members must;
 - i. Prepare for and attend Council meetings.
 - ii. Contribute to committee work in the best interest of TBC.
 - iii. Act in accordance with the Conflict of Interest Policy and the Oath of Confidentiality.
 - iv. Committee members must sign an Oath of Confidentiality.
- d) Working with the Council Chair, the ED must provide administrative support to each meeting, as necessary, and attend each committee meeting when necessary, and upon reasonable notice.

Council Policies

- a) Proposed Council policies must first be presented to the ED for comment, and then forward them to the Board of Directors for approval.
- b) Council policies must be approved by the Board of Directors.

Reporting to the Board of Directors

- a) In order to demonstrate compliance with its' policies or terms of reference, the Council must report at least quarterly to the TBC Board of Directors on topics including;
 - i. Dates of meetings since the last report to the TBC Board of Directors.
 - ii. Attendance.
 - iii. Confirmation of quorums.
 - iv. Meeting Agenda.
 - v. Meeting outcomes and recommendations for the TBC Board of Directors consideration and approval.

TBC Board of Directors may review recommendations of the Council which are accompanied by the approved minutes of the Council.

Monitoring and Evaluation

The Chair of the TBC Board of Directors must establish criteria by which to evaluate the Council and their contributions:

- a) Annually, the TBC Board of Directors, with input from the ED, must evaluate the terms of reference and accomplishments of this Council.