

Call for Expressions of Interest: ICE Committee Chair Posted January 8, 2025

The Intergovernmental Committee for Economic and Labour Force Development in Toronto (the ICE Committee) informs and connects the economic and labour force development activities of the three orders of government in Toronto. We are seeking a new Chair to work collaboratively with the Committee to shepherd the group into a new era.

Priorities for the Chair's first year will include increasing our membership, growing our relevance, and expanding our reach online and beyond within the economic and labour development communities.

ICE is seeking a non-partisan Chair, currently not working for a government, to work collaboratively with the Committee and perform the following tasks:

- Chair monthly meetings, generally two hours in duration, during business hours.
- Take meeting minutes, as required.
- Set meeting agendas, distribute agendas, meeting notices and minutes to members one week prior to meetings.
- Answer emails and correspondence directed to the Committee in a timely fashion.
- Provide advice and guidance to the Committee about noteworthy trends in economic and labour force development and other related public policy issues.
- Be the public face of the Committee, for instance, by introducing and wrapping up ICE Committee-organized events and roundtables (approximately two times a year)
- Review commissioned research report drafts and provide editorial and substantive feedback.
- With input from the Committee, invite guest speakers to monthly ICE Committee meetings.
- Sign cheques prepared by the Treasurer and make deposits into the ICE bank account.
- Help recruit new Committee members to ensure a broad cross-section of federal, provincial, and municipal representation across both economic and social sectors.
- Help identify new sources of funding for Committee activities.
- Update ICE policies as required.
- Work with ICE Committee members to set annual priorities.
- Update website as required and make 8-10 social media posts per month.
- Share regular web analytics data with the Committee.
- Update and maintain ICE's mailing lists as required.
- Support ICE's annual events as required (approximately 2 per year).
- Provide an annual activity summary report of the Committee's undertakings each year and a "Looking Back/Looking Forward" presentation to the membership at year-end.
- Other duties as required.

On an annual basis, it is expected that the Chair's role will involve chairing 10 two-hour meetings (with no meetings in August or December), as well as undertaking pre-meeting preparation and post-meeting work, participating in approximately two ICE events; and reviewing one to two commissioned research reports. We estimate this work will involve an average of 8-12 hours per month. The Chair will be appointed for a pre-determined term to be discussed.

The ICE Committee's Terms of Reference is included below. For more information about the ICE Committee and our activities, including our commissioned research studies and events, please visit www.icecommittee.org.

The ideal candidate will have the following qualifications:

- Familiarity with economic, labour force development and/or broad public policy issues in the Toronto region;
- In-depth understanding of intergovernmental relations;
- Ability to act as a neutral (non-governmental) leader for the Committee;
- Demonstrated sound judgement, tact and diplomacy;
- Comfortable operating virtually and in online environments, including familiarity hosting virtual meetings (for example, Zoom) and making social media posts.
- Comfortable with speaking in public;
- Experience in facilitation and/or chairing multi-stakeholder groups.

Remuneration: An honorarium of \$1000 per month (inclusive of HST; 10-11 months per year). Also, the Chair may invoice separately for additional duties related to special event support.

Estimated start date: March 2025

Please Note: The ICE Committee is committed to advancing Reconciliation for this land's diverse First Nations, Inuit, and Métis Peoples as well as the principles of Equity, Diversity, Inclusion and Access; the Committee's work includes the research and development of projects that bring to forefront issues impacting Indigenous, Black, and equity-deserving communities.

Interested candidates should email a CV and a letter of interest to Stephanie Oakes at Stephanie.Oakes@toronto.ca by no later than **Friday, January 24, 2025**. Questions may be emailed to the same address. Only shortlisted candidates will be contacted for an interview. No phone calls please.

ICE Committee Terms of Reference
(May 15, 2024)

About ICE

The Intergovernmental Committee for Economic and Labour Force Development (ICE) informs and connects the economic and labour force development activities of the three orders of government in Toronto.

ICE facilitates collaboration and information sharing among all ministries and departments involved with economic and labour force development activities in Toronto. Its unique value lies in its integrative perspective:

- It builds bridges between the supply and demand sides of labour force development.
- It identifies partnership opportunities and synergies between programs.
- It improves human resources planning and economic development in Toronto by expanding the knowledge base and relationships among the key stakeholders and helping to coordinate joint initiatives.

Functions:

1. To share relevant information on current and upcoming federal, provincial, and municipal services, initiatives and projects related to economic and labor force development in Toronto.
2. To hold networking and other events of interest to the public, private and not-for-profit sectors on topics which encourage collaborative and innovative approaches to economic and labour force development in Toronto.
3. To commission and publish research that can inform increased policy and program understanding and coherence in the areas of economic and labour force development in Toronto.

Composition

ICE members are drawn from the departments and ministries involved with economic development and labour force development activities in Toronto at all three orders of government. It is a working level committee. Members contribute an in-depth understanding of the issues and programs in their own portfolios to advise on the Committee's priorities and help plan its events and research projects. They are the connection between the Committee and the department or ministry they represent, facilitating two-way information sharing. Each member brings ICE initiatives, partnership opportunities and the information learned through the Committee back to their colleagues and executive management. This broader network allows ICE to assist people in contacting appropriate government officials, in receiving feedback on specific initiatives and in influencing directions or actions.

Current ICE members include representatives from:

- City of Toronto: Economic Development and Culture, Employment and Social Services; Social Development, Finance & Administration Divisions and Toronto Newcomer Office.
- Province of Ontario: Ministries of Labour, Immigration, Training and Skills Development; Economic Development, Job Creation & Trade and Training, Colleges and Universities.
- Government of Canada: Immigration, Refugees and Citizenship Canada; Innovation, Science & Economic Development Canada; Service Canada and FedDev Ontario.

Background

Originally formed in 1997 by officials in the Government of Canada, the Province of Ontario and the City of Toronto, ICE has played a key role in bringing together critical players to advance Toronto's

labour force and economic development for more than fifteen years. The research and reports it has supported and summaries of its many events and forums are available at www.icecommittee.org. Projects undertaken during the previous three years include:

- Remote Work: Urban Panacea or Curse? Research Report (March 2024)
- Supporting Workforce Development to Advance the TransformTO Net Zero Strategy Discussion Webinar (June 2023)
- Best Practices in Supporting International Students Enrolled in Toronto-area Colleges Research Report (March 2023) and Discussion Webinar (November 2023)
- The Gig Economy and its Effects on Racialized and immigrant populations in Toronto Research Report (March 2022) and Discussion Forum (October 2022)
- Strengthening Pathways to the Skilled Trades for Women, Newcomers and Youth Discussion Webinar (March 2022)
- Advancing a Workforce Development Agenda for Toronto Research Report (March 2021) and Discussion Webinar (October 2021)
- Bridging the Digital Divide for Equitable Educational Opportunities (February 2021)
- Use of Labour Market Information by Students and Job Seekers (Research Report March 2020 and Virtual Discussion Forum November 2020)

Outcomes

The ICE Committee aims to produce the following outcomes:

- Awareness and understanding of the issues related to economic and labour force development
- Stakeholder support of the issues
- Influence on legislative, council or staff agenda
- Support for economic growth and sustainability
- Support for social development growth

Operating Protocols

1. **Chair:** The ICE Committee will be chaired by a neutral, non-governmental third party. This person guides and facilitates the Committee's activities and maintains its website.
2. **Frequency of meetings:** The ICE Committee will normally meet ten times a year, generally on the third Wednesday of each month starting at 9:30 AM, except for August and December. Meeting frequency and dates may be changed by the Committee as needed. Most meetings will be held by video-conference, with the option of substituting in special in-person networking meetings approximately twice a year.
3. **Meeting Minutes:** An agenda for the meeting and minutes from the previous meeting will be distributed to members a week prior to the meeting. Committee members will be encouraged to contribute to the agenda.
4. **Finances:** A member of the ICE Committee will act as Treasurer. The Treasurer will maintain bank records, pay invoices, reimburse expenses with appropriate receipts, and present a financial report at each ICE Committee meeting. Two signatures are required for cheques.
5. **Quorum:** At least four members representing all three orders of government plus the Chair must be present to make final financial and policy decisions.
 - a. If it is anticipated that an order of government will not be present at a meeting, one of the members from that order can give their proxy to another Committee member by notifying the Chair in advance of the meeting.
 - b. A meeting may still take place without quorum. Any financial or policy recommendations made at such a meeting can be confirmed by email following the meeting, and deemed final decisions if there is agreement by a minimum of four members representing all three orders of government.

6. **Decision Making:** Decisions will be made by consensus.
7. **Absences:** If ICE Committee members are unable to attend a meeting, they are encouraged to send a representative to participate on his/her behalf.
8. **Guest Speakers:** Committee members are encouraged to invite guest speakers to the ICE Committee meetings to present on topics relevant to the scope of the ICE Committee's work.