



# Diversity and Inclusion

## TASK FORCE

### TERMS OF REFERENCE

OFFICE OF THE CITY CLERK

City of Vaughan, City Hall

2141 Major Mackenzie Dr.

Vaughan, ON L6A 1T1





## TERMS OF REFERENCE

### MANDATE/OBJECTIVES

The overall goal of the Diversity and Inclusion Task Force is to provide guidance to the City of Vaughan in the development of policies that promote fairness, mutual respect and an undoubted sense of inclusion among the diverse individuals, communities and stakeholder groups that compose its population. The City is committed to Service Excellence and will continue to ensure the safety and well-being of all citizens through Mayor Maurizio Bevilacqua and Members of Council's approved priorities that promote active, safe and diverse communities we serve. The City strives to foster a culture that is inclusive and respectful where all citizens, employees, businesses and visitors are valued. The City is proud to have diverse communities and values the significant contributions they make to the cultural, economic and social achievements of our wonderful civic life. Vaughan citizens speak more than 105 languages and come from all over the world for a promising future in our world-class city. The City will continue to embrace human differences through its commitment to fostering equality, inclusiveness, respect and acceptance for everyone.

Diversity can be defined as the presence of a wide range of human qualities and attributes within an individual, group or organization such as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, gender identity and expression and educational background and expertise. Inclusion as it relates to municipalities/organizations, focuses on the collective and on creating a culture that appreciates and encourages people to contribute with their unique differences, strengths, talents, weaknesses and perspectives in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.

### THE TASK FORCE SHALL MAKE RECOMMENDATIONS TO COUNCIL TO IMPROVE:

- the delivery of equitable programs and services reflective of the diverse needs of its residents
- the diversity of the community as reflected in municipal hiring and tendering practices

### TO THESE ENDS, THE TASK FORCE WILL:

- review current policies and practices
- review inclusion-related documents from other public agencies
- review best practices from other communities
- explore current institutional practices through a diversity lens
- assess any evidence of systemic racism, embedded prejudice, etc.
- invite input by way of deputations and/or presentations by citizen-stakeholders and others, including subject-matter experts
- actively foster greater inclusion of less-responsive stakeholder groups in its processes
- identify short-, mid- and long-term recommendations for Council's consideration

### THE TASK FORCE SHALL STRIVE TO:

1. serve as a forum for the discussion of ways for improving the inclusion of all ethno-cultural, national, racial and religious groups among residents, businesses and other stakeholders.
2. identify ways to further engage these communities in City programs and services.
3. provide more opportunities for community groups to network and co-ordinate efforts with each other and with the City of Vaughan.
4. align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.
5. share with the broader Vaughan community any information, presentations, advice or recommendations made to the task force, culminating with a final report of recommendations to Council no later than the end of 2021.

## **TERM**

The term of this task force shall be from September 2020 to the end of 2021.

## **MEMBERSHIP**

Members shall include Members of Council and citizen-stakeholders, as follows:

- a) Two (2) members of Council appointed by Council to act as Chair and Vice-Chair
- b) The Mayor in an ex-officio capacity
- c) A minimum of nine (9) and a maximum of nineteen (19) citizen-stakeholder members who will be chosen with the intention of having a membership that is reflective of Vaughan's diversity—ethno-cultural, national, racial, religious, or other. To that end, as part of the process of populating the task force, applicants will be asked to list those groups (whether ethno-cultural, national, racial, religious, or other) with whom they identify.

## **MEETING PROCEDURES**

Task force meetings are intended to be structured in a manner that encourages maximum flexibility and open, honest debate.

The proceedings of the task force are to be governed by the City's Procedural By-law.

## **AGENDAS AND REPORTING**

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force Chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following the conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

## **MEETINGS**

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined, or at the call of the Chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The Chair of the task force may call special meetings.
4. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## **NOTICE OF MEETINGS**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## **QUORUM**

1. Quorum shall be calculated as a majority of the total number of persons appointed to the task force.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the Task Force but will be counted as a member present when in attendance.

## **STAFF RESOURCES**

The role of staff is to act as a resource to the task force, but not to be members of the task force, or to deliberate or draft the findings of the task force. The following staff will provide advisory and technical support specific to the mandate and objectives of the task force:

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the giving of procedural advice and the recording of proceedings of the task force.
2. The Corporate and Strategic Communications department will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate Senior Leadership Team portfolio(s).

## **AUTHORITY**

The task force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council.

The task force may not direct staff to undertake activities without authority from Council.

## **AMENDMENT/EXPANSION OF TERMS OF REFERENCE**

Only Council can approve any amendment to and/or expansion of the Terms of Reference.