



Inclusion and Community Outreach Advisory Committee

TERMS OF REFERENCE

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Mandate

The City of Vaughan’s Inclusion and Community Outreach Advisory Committee (the “Committee”) is appointed by the City Council (“Council”)

for the City of Vaughan (the “City”).

The Committee will provide support to staff in the implementation of the Diversity, Equity and Inclusion Plan and shall provide a forum for consultation, feedback and discussion on matters of diversity, equity, inclusion, belonging and anti-hate in the city.

Objectives

The objectives of the Committee are as follows:

- Provide support to City staff to implement actions outlined in the Diversity, Equity and Inclusion Plan.
- Provide input to City staff on various issues and initiatives concerning diversity, equity, inclusion and belonging in our community.
- Provide advice and consult on discrimination issues as defined by the Ontario Human Rights Code. This includes but is not limited to complaints of acts of prejudice, racism and hate.
- Provide input to City staff on eliminating barriers within City programs, services and policies for our community’s diverse population.
- Foster a greater understanding and awareness of diversity, equity, inclusion and belonging on matters within the community through community partnerships.
- To provide feedback on developing or updating policies and programs related to matters of diversity, equity, inclusion and belonging in the city of Vaughan.

- Foster a relationship of shared ideas and experiences with similar committees at other municipalities in York Region, York Region District School Board and York Catholic District School Board.
- Encourage the participation of youth in committee activities to ensure their insights and experiences are reflected in initiatives and discussions, related to diversity, equity, and inclusion, ensuring their perspectives and experiences shape policies and programs that impact their lives.

Term

A four-year term, coinciding with the

Term of Council and serving until their successors are appointed.

Guiding Principles

The Committee will:

- reflect the diversity of the equity-deserving groups in the city.
- develop and promote a vision of inclusion based on the City’s Diversity, Equity and Inclusion Plan.
- be committed to operating with effective, respectful and inclusive communication.
- inject intersectionality into strategies to build bridges between communities.
- be responsive to the community’s needs.

Membership

Members shall include Members of Council and public members as follows:

- Two Members of Council will serve as Chair.
- The Mayor will serve as an ex-officio member of the Committee.
- Up to 12 public members, including up to 2 youth representatives.

The City seeks voices from equity-deserving and historically marginalized communities, including but not limited to:

- 2SLGBTQ+ communities
- Faith-based groups
- Indigenous peoples
- Newcomers, new Canadians
- People facing physical and financial challenges
- Persons with disabilities
- Racialized people, people of diverse ethnic or cultural origin
- Seniors
- Women
- Youth (14-24 years old)

Member Qualifications

The following qualifications will be considered for appointing members to the Committee:

- Lived experiences of members from Indigenous and equity-deserving communities.
- Subject matter expertise in diversity, equity and inclusion matters.
- Experience working in teams, with community groups, boards or organizations.
- Commitment as a change agent in diversity, equity and inclusion matters in the community.

- Consideration will be given to candidates who can effectively represent youth perspectives and engage younger community members in diversity, equity, and inclusion efforts.

Community participation is key to the success of diversity, equity and inclusion initiatives. Additional City staff and representatives of diverse groups would be invited to attend meetings as needed to provide expertise related to a specific project.

Meeting Procedures

The proceedings of the Committee are to be governed by the City's Procedure By-law 7-2011, as amended.

Agendas and Reporting

The Office of the City Clerk shall prepare agendas in consultation with the Committee Chair.

Agendas shall be posted on the City's website one week before the scheduled date of the meeting or as soon as practicable.

Following the conclusion of the mandate of the Committee, a report of recommendations will be brought to Council for further discussion.

Meetings

Meeting dates will be determined at the first meeting of the Committee. The Committee may meet on the schedule determined or at the call of the Chair.

All 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

A majority of the members, including the Chair, shall constitute quorum.

Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee or to deliberate or draft the findings of the Committee.

Representatives from the Recreation Services department are to provide advisory and subject matter support related to events, programming and specific to the mandate and objectives of the Committee.

The Manager, Inclusion & Community Outreach, or their designate, will provide advisory and subject matter support specific to the mandate and objectives of the Committee.

The Office of the City Clerk will be responsible for agenda and report production and distribution, providing procedural advice and recording of the proceedings of the Committee.

The Committee will be provided additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

Authority

The Committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Committee for the sole purpose of conducting the business or work of the Committee shall be forwarded to Council for consideration and approval.

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

Amendment/Expansion of Terms of Reference

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