

Terms of Reference for Diversity and Inclusion Advisory Committee

(Approved by Council on June 19, 2019)

Mandate

The Diversity and Inclusion Advisory Committee (DIAC) will provide recommendations, advice and information to the Mayor, City Council and Senior Staff on the following:

- Removing barriers to inclusion for all residents in our community;
- Achieving a greater understanding of the many diverse communities in Mississauga and their vision for our city to help build cohesion among diverse populations;
- Reviewing City policies and master plans through a diversity lens to ensure they are executed with an emphasis on improving all forms of diversity and fostering greater inclusion of all residents and stakeholders and that they meet the needs of all residents in the community;
- Ensuring more effective outreach on diversity matters; and
- Facilitating discussions with community groups to promote broader understanding and engagement between residents of diverse backgrounds and abilities.

Definitions (as per Council approved City of Mississauga Workplace Diversity and Inclusion Strategy - September 2017)

- **Diversity** is about the individual. It is about the variety of unique dimensions, qualities and characteristics we all possess. These dimensions can include but are not limited to ethnicity, nationality, culture, ability, birth sex, gender identity, sexual orientation, religion, age, immigration status, socioeconomic status, geographic region in which you live, and many other qualities. These different qualities and life experiences, among many others, contribute to diversity of thought and approach which can enhance innovation, creative problem solving, and service delivery.
- **Inclusion** is about the collective. It is about creating an equitable environment and a culture that embraces, respects, accepts and values difference.
- **Diversity and Inclusion** is about capturing the uniqueness of the individual; and creating an environment that values and respects individuals for their talents, skills and abilities to the benefit of the collective.

Membership Composition and Criteria

- Membership make-up:
 - 2 Council Members (plus Mayor as *ex officio*)
 - A maximum of 10 Citizen Members chosen with the intention of bringing understanding, expertise and experience of the principles of diversity, inclusion

and human rights and that have a diverse background covering one or more of the following categories:

- Age– i.e. Youth (18-30), Adult (30-65), Seniors (65+)
 - Gender and Gender Identity – i.e. Male/Female, etc.
 - Sexual Orientation – LGBTQ
 - Faith – i.e. Christian, Muslim, Hindu, Sikh, Buddhist, Jewish, Atheist, etc.
 - Ethno-cultural – i.e. Southeast Asian, Arab, Italian, Polish, etc.
 - Physical & Mental Ability – i.e. Autistic, Vision Disability, etc.
- Advisors will attend meetings as required to support the discussion in a non-voting capacity. Their attendance will be determined per each meeting’s agenda items and may include City of Mississauga staff, Region of Peel staff, and other stakeholder groups as necessary.
 - All members are subject to the Code of Conduct and Complaint Protocol for Local Boards
http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

Terms of Office

The term of office of the Diversity and Inclusion Advisory Committee shall run concurrent with the current term of Council, or until successors are appointed; and at the first meeting of the Committee, the voting members of DIAC will appoint the Chair and Vice-Chair from the two Council members.

Workplan

The Committee members will work with City of Mississauga staff to set out a work plan for the Committee and outline their objectives. The Committee will report to General Committee on a regular basis and will present its yearly accomplishments to General Committee at the final meeting of each year.

Procedures and Frequency of Meetings

- The Diversity and Inclusion Advisory Committee will meet quarterly (4 times per year), or as determined by committee members, at the call of the Chair, or at the direction of General Committee.
- The dates of the four meetings will be confirmed upon agreement of DIAC’s annual workplan so as to integrate well with the plans and projects under discussion by DIAC
- The Chair of DIAC, in consultation with the Commissioner of Corporate Services and CFO (or their designate), may cancel a meeting if it is determined there are insufficient items to discuss.

Role of Chair

- The role of the Chair is to:

- preside at the meetings of DIAC using City of Mississauga's Procedure By-law, and keep discussion on topic
- provide leadership to DIAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council
- recognize each Member's contribution to the Committee's work
- serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary
- liaise with the Commissioner of Corporate Services and CFO (or their designate) on a regular basis
- The Chair of DIAC will be a Council Member, the Vice-Chair can be a Council Member or a citizen and will be confirmed in their roles at the first DIAC meeting of a new Council term.

Role of Committee Members

- The role of Committee Members is to:
 - ensure that the mandate of DIAC is being fulfilled
 - prepare to actively participate in discussion items at DIAC and provide the Committee with solid, factual information regarding agenda items
 - hear deputations and presentations to DIAC and provide input and advice to General Committee where appropriate, on agenda items
 - notify the Committee Coordinator if they are unable to attend DIAC meetings to ensure that quorum will be available for all meetings

Quorum

- Quorum of the Diversity and Inclusion Advisory Committee shall be reached with the presence of a majority of the members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting
- The issuance of an agenda for a meeting of this Committee will be considered as notice of that meeting
- The presence of one (1) of the appointed Council members shall be required to establish quorum

Subcommittees

- As per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council
- Subcommittees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee
- All appointed members of the subcommittee have the right to vote