

Terms of Reference for Advisory Committees

NAME: DIVERSITY AND INCLUSION ADVISORY COMMITTEE

Mandate

The Diversity and Inclusion Advisory Committee will advise on the following:

- Provide input to the mayor, senior staff and City Council on how to remove barriers for all residents in our community;
- Achieve a greater understanding of the many ethno-cultural communities in Mississauga and their vision for our city;
- Provide input to staff in the development of policies to promote awareness of ethno-cultural relations and diversity matters;
- Undertake research and investigations into the thoughts and opinions of residents from across the city;
- Facilitate discussions with community groups to promote broader understanding and engagement between residents and ethno-cultural communities; and
- Review City policies through a diversity lens to ensure they are meeting the needs of all residents in our community.

Objectives/Goals

- The Committee will ensure the City of Mississauga's master plans, including the Strategic Plan and Economic Development Plan are executed with an emphasis on improving diversity and fostering greater inclusion of all residents and stakeholders.
- Requests for additional research and/or staff projects will be subject to Council approval

Workplan

The Committee members will work with City of Mississauga staff to set out a work plan for the Committee and outline 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 2015.

Definitions

- Not applicable

Procedures and Frequency of Meetings

- The Diversity and Inclusion Advisory Committee will meet quarterly (4 times per year), or as determined by DIAC, 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 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 (or their designate), may cancel a meeting if it is determined there are insufficient items to discuss.

Membership

- Membership make-up:
 - 2 Council Members (plus Mayor as *ex officio*)
 - 20 Citizen Members who will be chosen with the intention of having, if possible:
 - 4 Stakeholders, if possible:
 - City-wide representation
 - Ethno-cultural diversity
- Advisors will also attend meetings 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>

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 (or their designate) on a regular basis

- The Chair and Vice-Chair will be held by the two Council Members of DIAC and who 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 appointed and elected 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