
Diversity and Inclusion Advisory Committee

Date

2016/10/19

Time

6:00 PM

Location

Civic Centre, Hearing Room - Second Floor,
300 City Centre Drive, Mississauga, Ontario, L5B 3C1 Ontario

Members

Citizen Members

Abdul Qayyum Mufti
Ahmed Hamud
Asha Luthra
Bhagwan (Gary) Grewal
Daven Seebarran
Denise Gordon-Mohamud
E. Justin Ratnarajah
Hanoz Kapadia
Irfan Malik
Josephine Bau
Kris Noakes
Lilian Kwok
Nagwa Abou El-Naga
Pradip Francis Rodrigues
Pervez Akhter
Rajinder Saini
Ram Dhanjal
Sarwan Liddar
Suelyn Knight
Vikas Kohli

Stakeholders

Christopher Taylor
Paula De Coito
Sandeep Tatla
Sharon Douglas

Members of Council

Councillor Sue McFadden (Chair)
Councillor Ron Starr (Vice-Chair)
Mayor Bonnie Crombie

Contact

Stephanie Smith, Legislative Coordinator, Legislative Services
905-615-3200 ext. 3795
stephanie.smith@mississauga.ca

Find it Online

<http://www.mississauga.ca/portal/cityhall/diversityandinclusioncommittee>

-
1. CALL TO ORDER
 2. APPROVAL OF THE AGENDA
 3. DECLARATION OF CONFLICT OF INTEREST
 4. MINUTES OF PREVIOUS MEETING
 5. Diversity and Inclusion Advisory Committee Minutes - April 20, 2016
 - 5.1. PRESENTATIONS
 6. DEPUTATIONS
 - 6.1. Item 8.1 Ryan Cureatz, Marketing Manager with respect to holiday messages on bus destination signs.
 - 6.2. Mike Douglas, Executive Director, Mississauga Arts Council with respect to creative communications options and inclusive arts and culture.
 7. PUBLIC QUESTION PERIOD - 15 Minute Limit
(Persons who wish to address the Diversity and Inclusion Advisory Committee about a matter on the Agenda. Persons addressing the Diversity and Inclusion Advisory Committee with a question should limit preamble to a maximum of two (2) statements, sufficient to establish the context for the question, with a 5 minute limitation. Leave must be granted by the Committee to deal with any matter not on the Agenda.)
 8. MATTERS TO BE CONSIDERED
 - 8.1. Holiday Messages on MiWay Bus Destination Signs
 - 8.2. Mississauga Citizenship Program
 - 8.3. 2017 Diversity and Inclusion Advisory Committee dates
 9. OTHER BUSINESS
 10. DATE OF NEXT MEETING - February 15, 2017
 11. ADJOURNMENT

City of Mississauga

Minutes



Diversity and Inclusion Advisory Committee

Date

2016/04/20

Time

6:05 PM

Location

Civic Centre, Hearing Room - Second Floor,
300 City Centre Drive, Mississauga, Ontario, L5B 3C1 Ontario

Citizen Members Present

Abdul Qayyum Mufti
Ahmed Hamud
Bhagwan (Gary) Grewal
Denise Gordon-Mohamud
E. Justin Ratnarajah
Hanoz Kapadia
Irfan Malik
Josephine Bau
Kris Noakes
Lilian Kwok
Nagwa Abou El-Naga
Pradip Francis Rodrigues
Pervez Akhter
Rajinder Saini
Ram Dhanjal
Sarwan Liddar
Sueelyn Knight
Vikas Kohli

Stakeholders Present

Christopher Taylor
Paula De Coito
Sandeep Tatla
Sharon Douglas

Members of Council

Mayor Bonnie Crombie
Councillor Ron Starr
Councillor Sue McFadden

Staff Members Present

Janice Baker, City Manager, CAO
Gary Kent, Commissioner of Corporate Services and
Chief Financial Officer
Crystal Greer, Director, Legislative Services and City Clerk
Diana Rusnov, Manager, Legislative Services and Deputy
Clerk
Stephanie Smith, Legislative Coordinator

Citizen Members Absent

Asha Luthra
Pradip Francis Rodrigues
Daven Seebarran

1. CALL TO ORDER – 6:05 PM

2. APPROVAL OF THE AGENDA

Approved (I. Malik)

3. DECLARATION OF CONFLICT OF INTEREST

4. MINUTES OF PREVIOUS MEETING

4.1. Diversity and Inclusion Advisory Committee minutes - November 18, 2015

Approved (I. Malik)

5. DEPUTATIONS

5.1. Item 6.1 Renee Bazile-Jones, Director Client Services, Canadian Institute for Diversity and Inclusion with respect to Diversity and Inclusion Advisory Committee Action List and Plan.

Renée Bazile-Jones, Director, Canadian Centre for Diversity and Inclusion spoke to the timeline of developing a three year diversity plan for the City of Mississauga.

Sharon Wilcox, Director, Human Resources spoke to completing a census survey with Communication staff.

RECOMMENDATION

That the deputation by Renee Bazile-Jones, Director Client Services, Canadian Institute for Diversity and Inclusion with respect to the Diversity and Inclusion within the City of Mississauga be received.

Received (Councillor Starr)

Recommendation DIAC-0001-2016

- 5.2. Item 6.2 Ivana Di Millo, Director, Communications and David Ferreira, Project Manager, City Brand Research with respect to the Multicultural Media and Advertising Strategy.

See item 6.2 for discussion.

- 5.3. 6.3 Graham Walsh, Legal Counsel and Laurel Schut, Manager, Corporate Communications with respect to Proclamations and Flag Raising.

See item 6.3 for discussion.

6. MATTERS TO BE CONSIDERED

6.1. Diversity and Inclusion Advisory Committee Action List and Plan

Crystal Greer, Director, Legislative Services spoke to previous facilitated visioning sessions to create a Diversity and Inclusion Advisory Committee (DIAC) work plan.

Renée Bazile-Jones, Director, Canadian Centre for Diversity and Inclusion spoke to the focus and purpose of DIAC. She further spoke to DIAC members providing input and knowledge to ensure events are inclusive.

Members of the Committee spoke to engaging with the City's work plan and enquired how DIAC can quantify their recommendations.

RECOMMENDATION

That the Diversity and Inclusion Advisory Committee work plan be approved as presented.

Approved (P. Akhter)

Recommendation DIAC-0007-2016)

6.2. Diverse Communities Promotional Plan

Ivana DiMillo, Director, Communications and David Ferreira, Manager, Project Manager, City Brand Research presented the Diverse Communities Promotional Plan and outlined the proposed advertising schedule for 2016. Mr. Ferreira spoke to the input and involvement of the Diversity and Inclusion Subcommittee.

The following questions were raised: Vikas Kohli asked whether the promotional plan was strictly print media. Josephine Bau spoke to the \$25,000 advertising budget currently allocated to the promotional plan. Nagwa Anpu El-Naga spoke to targeting younger demographics as they represent a quarter of Mississauga's population.

Members of the committee engaged in discussion regarding multi-media radio stations, social media, the Mississauga News and the advertising budget.

RECOMMENDATION

1. That the Diversity and Inclusion Advisory Committee (DIAC) support the Diverse Communities Promotions Plan outlined in this report and attached appendices, including the proposed advertising schedule for 2016.
2. That DIAC support the set-up and implementation of the multicultural print media registration process outlined in this report.

Approved (P. Akhter)

Recommendation DIAC-0003-2016

6.3 Community Recognition Program – Flag Raising

Graham Walsh, Legal Counsel and Laurel Schut, Manager, Corporate Communications spoke to previous direction from the Diversity and Inclusion Advisory Committee (DIAC) to bring back information regarding restriction of flag raisings to particular groups. Mr. Walsh spoke to the legal ramifications of such restrictions that would expose the City of Mississauga to potential discrimination claims before the Human Rights Tribunal. Mr. Walsh and Ms. Schut outlined proposed criteria for groups/communities that fosters a spirit of inclusion and community involvement.

Questions and comments were made by Members of the Committee about: physically raising the flags; proclamations versus flag raisings; training of staff to select approved groups; the inclusion of religious groups; challenges of limiting groups and that the outlined criteria that would not allow some groups to qualify.

Members of the committee engaged in discussion regarding reconsidering proclamations and considering a one year pilot project for flag raisings.

RECOMMENDATION

That the deputation by Graham Walsh, Legal Counsel and Laurel Schut, Manager, Corporate Communications with respect to Flag Raisings be received.

Approved (D. Gordon-Mohamud)

Recommendation DIAC-0004-2016

RECOMMENDATION

That the matter of proclamations be brought back to the June 15, 2016 Diversity and Inclusion Advisory Committee for discussion.

Approved (D. Gordon-Mohamud)

Recommendation DIAC-0005-2016

RECOMMENDATION

That the Diversity and Inclusion Advisory Committee (DIAC) supports implementing a one year pilot flag raising program and that the criteria as outlined in the presentation at the April 20, 2016 DIAC meeting be utilized and further that staff report back to DIAC in one year.

Approved(D. Gordon-Mohamud)
Recommendation DIAC-0006-2016

7. OTHER BUSINESS - Nil
8. DATE OF NEXT MEETING - June 15, 2016
9. ADJOURNMENT – 7:58 P.M. (I. Malik)

City of Mississauga

Corporate Report



Date: 2016/09/22

Originator's files:

To: Chair and Members of Diversity and Inclusion Advisory Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Meeting date:
2016/10/19

Subject

Holiday Messages on MiWay Bus Destination Signs

Recommendation

That the Diversity and Inclusion Advisory Committee (DIAC) provide direction on:

1. Whether the practice of displaying holiday messages on MiWay bus destination signs should be continued or discontinued.
2. If the practise should be continued, that DIAC provide direction on which holidays should be included in the display system.

Report Highlights

- Transit Operators have discretion to voluntarily display pre-programmed, non-service-related messages (e.g. Merry Christmas or Happy New Year) on the electronic destination signs on the front and curbside of a MiWay bus.
- A Transit Operator must manually input a code into the destination sign system to display a corresponding message.
- There are 18 pre-programmed messages in the destination sign system (excluding charter messages that are event-specific). Ten messages are service-related and eight messages are non-service-related.
- Messages related to statutory holidays are included in the system while religious holidays are not included.
- When the need arises to display two service messages (e.g. Route 1 – Dundas East; Temporary Detour), other messages cannot be displayed on the signs.

Background

All MiWay buses have electronic destination signs on the front and curbside of the vehicle. Transit Operators have discretion to voluntarily display pre-programmed, non-service-related messages (e.g. Merry Christmas or Happy New Year) on these signs. This is in addition to the standard route/service information (e.g. Route 1 – Dundas East) that automatically displays when the Operator enters their employee number and work duty number into the iBus system.

An external review of other municipal transit systems in Ontario found that only one of the three transit systems that MiWay connects with displays holiday messages on their destination signs:

Service Provider	Displays Non-Service Messages	Examples	Details
Brampton Transit	No	N/A	Organization determined their practice is supported by the Accessibility for Ontarians with Disabilities Act (AODA).
Toronto Transit Commission (TTC)	No	N/A	ACAT group (Advisory Council on Accessible Transit) advised TTC not to display non-service messages as they can pose challenges for customers with low vision.
Oakville Transit	Yes	<ul style="list-style-type: none"> - Have a nice day - GO Jays GO - GO Leafs GO - GO Raptors GO - Merry Christmas! - Happy Canada Day! - Happy Thanksgiving 	Buses display various messages throughout the year that are displayed at the bus operator's discretion.

The corporate report dated May 27, 2016 from the Commissioner of Transportation and Works (see Appendix 1) recommended that only service-related messages on the front and curbside destination signs of MiWay buses be displayed so that all customers can quickly identify the route/service provided by a bus.

On June 15, 2016, General Committee directed that the matter of “Holiday Messages on MiWay Bus Destination Signs” be referred to the Diversity and Inclusion Advisory Committee (DIAC) for further discussion.

Comments

Along with standard route/service information (e.g. Route 1 – Dundas East), MiWay buses can display other service messages, such as “Planned Detour,” “Temporary Detour” and “Bus Full, Sorry.”

A Transit Operator can do so by manually inputting a code into the destination sign system that corresponds to one of these pre-programmed messages. The messaging on the destination sign then alternates between the route/service information and the other message.

Messages related to statutory holidays are included in MiWay’s current list of pre-programmed messages. These include: Happy Canada Day, Lest We Forget (Remembrance Day is a federal statutory holiday), Merry Christmas and Happy New Year (see Appendix 1).

Religious holidays are not included in the list; however, the religious affiliation of Mississauga residents based on the 2011 census is outlined in Appendix 2.

When the need arises to display two service messages (e.g. Route 1 – Dundas East; Temporary Detour), other messages cannot be displayed since the signs can only display up to two messages at once.

Transit Operators have voluntarily chosen to display non-service-related messages on their buses for many years. Attempting to make this process mandatory is not recommended as it could negatively impact labour relations.

Accordingly, it is not feasible to achieve message consistency across MiWay’s fleet of more than 460 buses, or to measure which messages were displayed on which buses for a particular period of time.

Currently, there are 18 pre-programmed messages in the destination sign system (excluding charter messages that are event-specific). Ten messages are service-related and eight messages are non-service-related. As more non-service-related messages are added to the system the less likely they are to be displayed.

Transit Operators can either remember the corresponding codes for each message or carry a reference sheet. Accordingly, increasing or changing the list of destination sign codes regularly would add unnecessary complexity to transit operations and present other communication challenges. Moreover, displaying non-service-related messages increases the amount of information on the sign and therefore the time it can take for a customer to determine the route/service provided by a bus.

Strategic Plan

Making it easier for all customers to quickly identify the route/service provided by a bus helps to improve the service so that MiWay becomes a more attractive choice to the automobile, which supports the following strategic goals:

Move: Developing a Transit-Oriented City

- Build a reliable and convenient system

Belong: Ensuring Youth, Older Adults and New Immigrants Thrive

- Ensure affordability and accessibility

Financial Impact

Not applicable.

Conclusion

Transit Operators have discretion to voluntarily display a pre-programmed, non-service-related message on MiWay bus destination signs by manually inputting a code into the system.

There are currently 18 pre-programmed messages in the destination sign system (excluding charter messages that are event-specific). Ten messages are service-related and eight messages are non-service-related (see Appendix 1).

Messages related to statutory holidays are included in the system while religious holidays are not included.

When the need arises to display two service messages (e.g. Route 1 – Dundas East; Temporary Detour), other messages cannot be displayed since the signs can only display up to two messages at once.

MiWay is seeking direction from the Diversity and Inclusion Advisory Committee (DIAC) on whether the practice of displaying holiday messages on MiWay bus destination signs should be continued or discontinued and, if the practice should be continued, that DIAC provide a recommendation to Council on which, if any, holidays should be added to the display system.

Attachments

Appendix 1: Corporate report dated May 27, 2016

Appendix 2: Mississauga Population – Religious Affiliation



Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared by: Ryan Cureatz, Marketing Manager

City of Mississauga
Corporate Report



Date: 2016/05/27

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of
Transportation and Works

Originator's files:

Meeting date:
2016/06/15

Subject

Holiday Messages on MiWay Bus Destination Signs

Recommendation

That only service-related messages on the front and curbside destination signs of MiWay buses be displayed so that all customers can quickly identify the route/service provided by a bus as outlined in the report dated May 27, 2016 from the Commissioner of Transportation and Works.

Report Highlights

- MiWay Transit operators have discretion to display pre-programmed, non-service-related messages on buses, along with the standard route/service information.
- Some of these non-service-related messages include holiday messages such as Happy Canada Day and Merry Christmas.
- While holidays such as Canada Day are promoted in corporate facilities (Celebration Square event), other City vehicles and corporate facilities do not display holiday messages such as Merry Christmas.
- An external review of other municipal transit systems in Ontario found that only one of the three transit systems that MiWay connects with (Oakville Transit) displays holiday and other non-service-related messages (e.g. GO Raptors GO) on their bus destination signs.

Background

MiWay received a request to display Happy Hanukkah which prompted this review.

All MiWay buses have electronic destination signs on the front and curbside of the vehicle. The destination signs contain the same information as the voice and visual stop announcement systems that announce and display pre-recorded stop information, inside and outside the bus, prior to arriving at a stop.

Outside the bus, passengers can see on the electronic destination signs the service provided by the bus; that is, the route number, name and direction (e.g. Route 1 – Dundas East). At every bus stop, including stops within terminals, this same information is also externally announced by the automated system.

Inside the bus, bus stop information is displayed visually over display signs (e.g. Dundas Street at Wolfedale Road) allowing passengers to see the stop information while it is being announced, and before the bus arrives at the next stop.

MiWay has voice and visual stop announcement systems, as well as electronic destination signs, on its buses to comply with the Integrated Accessibility Standards Regulation (IASR) under the *Accessibility for Ontarians with Disabilities Act* (AODA). This ensures that customers of all abilities have access to the information they need to use the transit system.

Along with the standard route/service information, MiWay buses can display other service-based messages, such as “Planned Detour,” “Temporary Detour” and “Drop Offs Only” (see Appendix 1).

Comments

MiWay Transit Operators currently have the discretion to display pre-programmed, non-service-related messages on buses, such as “Happy Canada Day” or “Don’t be a Litterbug,” by completing a two-step process.

First, at the beginning of their shift, the Operator enters their employee number and work duty number into the iBus system, which then automatically populates the route/service information onto the destination sign. Second, the Operator manually inputs a code into the destination sign system that corresponds to a pre-programmed message, such as “Happy Holidays.” The messaging on the destination sign then alternates between the route/service information and the non-service-related message.

Displaying holiday messages on buses has generated some public feedback in the past. For example, in 2014 MiWay Customer Service received five compliments and no complaints about displaying “Merry Christmas” on its bus destination signs. In 2015, MiWay Customer Service received one complaint and no compliments.

Displaying non-service-based messages increases the amount of information the destination sign must display/scroll through and therefore the time it can take for a customer to determine the route/service provided by the bus.

An external review of other transit systems in Ontario found that only one of the three municipal transit systems that MiWay connects with (Oakville Transit) displays holiday and other non-service-related messages on their buses.

Service Provider	Displays Non-Service Messages	Examples	Details
Brampton Transit	No	N/A	Organization determined their practice is supported by the <i>Accessibility for Ontarians with Disabilities Act</i> (AODA).
Toronto Transit Commission (TTC)	No	N/A	ACAT group (Advisory Council on Accessible Transit) advised TTC not to display non-service messages as they can pose challenges for customers with low vision. However, TTC uses window clings to advertise events and holidays, such as Remembrance Day.
Oakville Transit	Yes	<ul style="list-style-type: none">- Have a nice day- GO Jays GO- GO Leafs GO- GO Raptors GO- Merry Christmas!- Happy Canada Day!- Happy Thanksgiving	Buses display various messages throughout the year that are displayed at the bus operator's discretion.

Since MiWay Transit Operators can choose to display (or not display) pre-programmed, non-service-related messages, achieving consistency across the fleet of more than 460 buses is not always feasible. Increasing the scope of non-service-related messages would add complexity to transit operations and present other challenges.

While holidays such as Canada Day are promoted in corporate facilities (Celebration Square event), other City vehicles and corporate facilities do not display holiday messages such as Merry Christmas.

As a result MiWay recommends displaying only service-related messages to focus on the information customers need to travel.

Strategic Plan

Making it easier for all customers to quickly identify the route/service provided by a bus helps to improve the service so that MiWay becomes a more attractive choice to the automobile, which supports the following strategic goals:

Move: Developing a Transit-Oriented City

- Build a reliable and convenient system.

Ensuring Youth, Older Adults and New Immigrants Thrive

- Ensure Affordability and Accessibility

Connect: Completing our Neighbourhoods

- Provide mobility choices

Financial Impact

Not applicable.

Conclusion

MiWay is committed to providing a transportation system that ensures its services and operations are accessible to everyone.

MiWay Transit Operators currently have the discretion to display pre-programmed, non-service-related messages on buses; however, doing so increases the amount of information the destination sign must display/scroll through and therefore the time it can take for a customer to determine the route/service provided by the bus.

While holidays such as Canada Day are promoted in corporate facilities, other City vehicles and corporate facilities do not display other holiday messages such as Merry Christmas.

Only one of the three municipal transit systems that MiWay connects with (Oakville Transit) displays holiday and other non-service-related messages (e.g. GO Raptors GO) on their buses.

MiWay should display only service-related messages on the front and curbside destination signs of MiWay buses so that all customers can quickly identify the route/service provided by a bus.

Attachments

Appendix 1: MiWay Destination Sign Messages



Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared By: Ryan Cureatz, Marketing Manager

Appendix 1

Destination Sign Messages

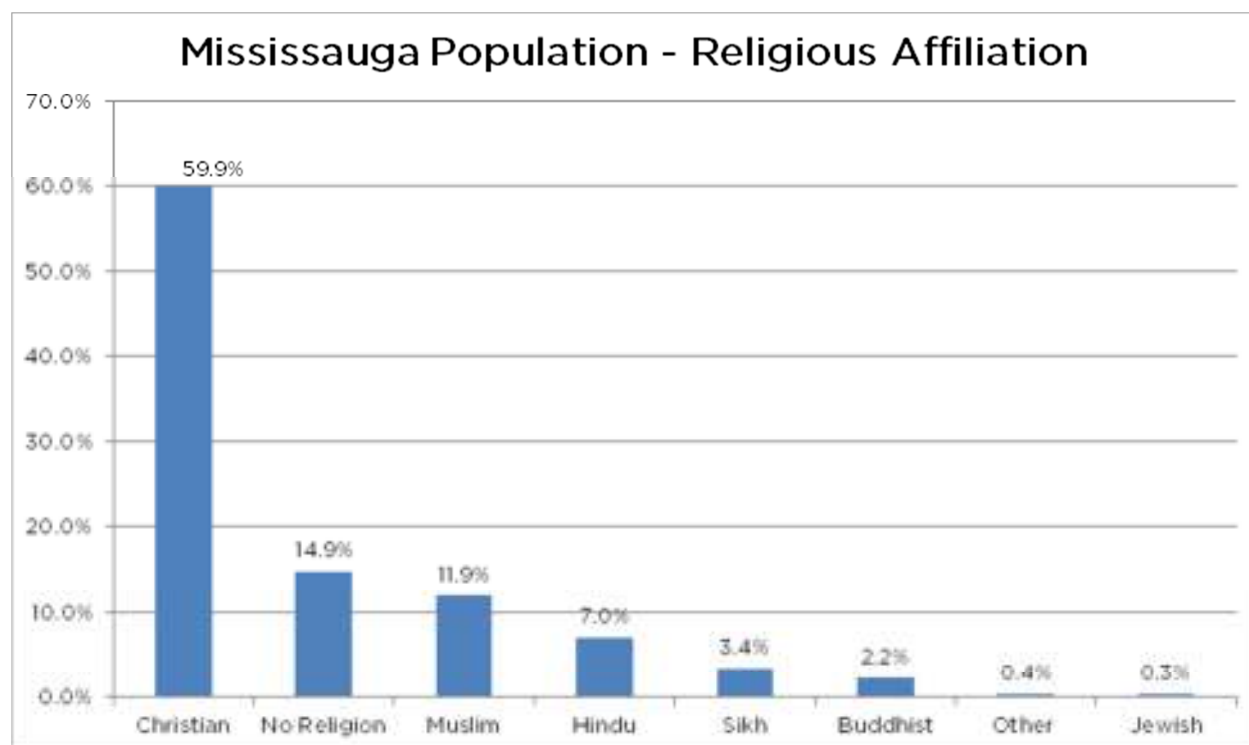


Service-Related Messages
MIWAY.CA
SPECIAL
FREE RIDE!
SHORT TURN
SERVICES ALL STOPS
PLANNED DETOUR
TEMPORARY DETOUR
SHUTTLE
DROP OFFS ONLY
BUS FULL, SORRY
Charter Messages
MISSISSAUGA MARATHON
ROUTE A
ROUTE B1
ROUTE B2
ROUTE C
ROUTE D1
ROUTE D2
ROUTE C1
ROUTE C2
ROUTE B
RELAY RUNNER A
RELAY RUNNER B
RELAY RUNNER C
RELAY RUNNER D
RELAY RUNNER E
Messages for Elimination
DON'T BE A LITTERBUG
MISSISSAUGA
HAPPY CANADA DAY
MERRY CHRISTMAS
SMOG ALERT TAKE TRANSIT
LEST WE FORGET
HAPPY HOLIDAYS
HAPPY NEW YEAR

Appendix 2

The graph below outlines the religious affiliation of Mississauga residents based on the census in 2011.

- Overall, 84.7% of Mississauga residents identified an affiliation with six religions.
- A further 14.9% indicated no religious affiliation.
- This covers 99.6% of the population.



Source: Statistics Canada, National Household Survey 2011.

City of Mississauga

Corporate Report



Date: 2016/09/27

Originator's files:

To: Chair and Members of Diversity and Inclusion Advisory Committee

From: Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Meeting date:
2016/10/19

Subject

Mississauga Citizenship Program

Recommendation

1. That a working group consisting of members of the Diversity and Inclusion Advisory Committee and staff be created to provide input into the Mississauga Citizenship Program.
2. That the Diversity and Inclusion Advisory Committee provide direction regarding the criteria for Canadian Citizenship for citizen appointments.

Background

The Strategic Plan sets out vision and the strategic priorities for the City. Under the Belong pillar, one of the priorities is "Getting involved in local government" and states that "newcomers need to be educated on opportunities available in local government such as the ability to serve on various boards and committees." The Action Plan that accompanies the Strategic Plan identifies specific action items required to achieve the vision and includes the following action under the Belong Pillar:

Action 14: Engage newcomers by establishing a Mississauga citizenship program.

We will establish a Mississauga citizenship program, providing orientation for new residents on civic engagement opportunities.

The program will provide new immigrants with a better understanding of the inner workings and impact of local government. New immigrants will be recruited to serve on municipal agencies or committees, boards and commissions, just one of the ways they can be major contributors to the success of Mississauga.

The 2016 – 2018 Business Plan & 2016 Budget for Legislative Services, included budget to create a Mississauga Citizenship program for implementation in 2017 to better prepare residents for the opportunities available on City Council, committees, boards and authorities following the 2018 Municipal Election and into the future.

Comments

The proposed program is intended to provide residents with the opportunity to become more knowledgeable about local government and learn how they can become involved, especially in how they might potentially serve on Council, municipal boards, committees and authorities.

In reviewing other municipalities, no similar programs could be found. The Region of Peel offers 'Immigration Peel' that focuses on services such as; housing, health care and jobs. The City of Mississauga Library Services offer citizenship and settlement information sessions and services for newcomers but does not provide specific information regarding citizen engagement in municipal government. Both the Region of Peel and Mississauga Libraries expressed an interest in sharing any information the City could provide with their clients. In discussing the proposed program with other social service agencies it was found that they would all be interested in this type of information and would share it with their clients.

The content of the proposed program would include:

- Information related to the election process, both how to vote and how to become a candidate;
- Information related to potential citizen involvement opportunities on municipal boards, commissions and committees of Council;
- Speakers who could share the information with interested individuals, groups, organizations, etc.

It is recommended that a working group be established consisting of members of the Diversity and Inclusion Advisory Committee and staff to provide input into the program materials and best practices related to sharing the information.

Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities states that eligible citizen members of committees must be a Canadian citizen. The requirement for Canadian citizenship aligns with the Municipal Elections Act which states that candidates seeking office and voters must be Canadian Citizens. Direction is needed to determine whether Canadian citizenship should continue to be a requirement to serve. A review of other municipalities found some that required Canadian Citizenship was required while others did not have this as a requirement.

Strategic Plan

See Background Section of this report.

Financial Impact

Projected expenses associated to this program would be covered through the Council approved Budget of \$10,000.

Conclusion

The proposed Mississauga Citizenship program is an opportunity to encourage residents to gain an understanding of local government and especially how they might get involved on Council, local boards, committees of Council and authorities. The involvement of a working group of DIAC members to provide input on the materials and how to share the information with residents is recommended. Staff requests direction regarding Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities regarding eligibility requirements related to Canadian Citizenship.

Attachments

Appendix 1: Corporate Policy 02-01-10 Citizen Appointments to Committees, Boards and Authorities



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Diana Rusnov, Manager, Legislative Services/Deputy Clerk

Corporate Policy and Procedure



Policy No. 02-01-01^{8.2}
Page 1 of 5
Effective Date 2014 09 10
Supersedes 2013 04 10

TAB: MUNICIPAL GOVERNMENT
SECTION: COUNCIL AND COMMITTEES
SUBJECT: CITIZEN APPOINTMENTS TO COMMITTEES, BOARDS
AND AUTHORITIES

POLICY STATEMENT Council appoints citizen members to the City's committees, boards, and authorities.

PURPOSE Citizen appointments allow Council to utilize the knowledge and skills of the citizens of Mississauga. This policy establishes eligibility criteria and outlines the application and appointment process.

SCOPE This policy applies to citizen appointments to any of the City's committees, boards, and authorities, unless Council directs that an alternate appointment process be undertaken.

For the purposes of this policy, "committee" means committee, board, and authority.

ELIGIBILITY Citizen members of committees must be:

- Canadian citizens;
- a minimum of 18 years of age at the time of application; and
- either a resident of Mississauga or a citizen who owns a business in Mississauga.

Employees of the City of Mississauga or the Regional Municipality of Peel are not eligible.

Citizen members of committees will be required to provide, as a condition of appointment, confirmation that they do not have a criminal record for which a pardon has not been granted.

Corporate Policy and Procedure



Policy No.	02-01-01 ^{8.2}
Page	2 of 5
Effective Date	2014 09 10
Supersedes	2013 04 10

A citizen member who ceases to be eligible must submit his or her resignation to the committee.

APPLICATION PROCESS

Public Notice

The Office of the City Clerk, Corporate Services Department, arranges for a public notice to be placed on the City's web site and in newspaper(s) having general circulation in Mississauga, advising of citizen positions available on the various committees of Council. The public notice is usually placed in the fall of each election year, and appears for three consecutive weeks.

Information Sessions

The public notice advises that an information session will be held for all committees. Citizens interested in serving on any of the committees may attend the information session. The Office of the City Clerk arranges the information session.

Application Form

Application forms are available on request from the Office of the City Clerk, at the information session and on the City's web site. Incumbents must reapply each term.

The application form will require applicants to provide information about their interests/experience as it relates to the committee to which they are applying. Applicants for all positions will be asked the same questions to ensure consistency and fairness in the evaluation process.

The application must be completed and submitted to the Office of the City Clerk by an established deadline. No applications will be accepted after the deadline.

Application Process for Election Campaign Finances Committee

The application process for the Election Campaign Finances Committee differs from that of other committees in that a public notice is placed on the City's web site and in newspaper(s) having general circulation in Mississauga in the spring, immediately prior to an election, rather than the fall, and no information

Corporate Policy and Procedure



Policy No.	02-01-01 ^{8.2}
Page	3 of 5
Effective Date	2014 09 10
Supersedes	2013 04 10

session is held.

APPOINTMENT PROCESS The appointment process will be undertaken in two phases, one for boards, authorities and quasi-judicial committees in the fall or early winter of the election year, and one for advisory committees early the following year.

Screening Process All applications received by the established deadline will be screened by the Office of the City Clerk in order to short list those candidates whose interests/experience align with the mandate of the committee they are applying for.

Nominating Committee A Nominating Committee is established for each committee having citizen members. The review panel of each Nominating Committee will be comprised of a minimum of two members of the newly-elected Council who are appointed to, or previously sat on, the applicable committee.

Each Nominating Committee is responsible for reviewing the short list of applicants and, with the support of staff from the Office of the City Clerk, conducting interviews.

Selection Following the interview process, potential appointees are selected by each Nominating Committee. The recommendations are consolidated by the Office of the City Clerk in a report to Council, in closed session, for their consideration and final approval.

The Office of the City Clerk notifies all applicants, in writing, of Council's decision and retains all applications on file.

Term of Office Citizen members serve a term concurrent with that of Council, and retain office until their successors are appointed.

The Office of the City Clerk will canvass citizen members of

Corporate Policy and Procedure



Policy No.	02-01-01 ^{8.2}
Page	4 of 5
Effective Date	2014 09 10
Supersedes	2013 04 10

committees at mid-term to confirm that they wish to carry out the balance of their term.

While there are no specific term limits for citizen members of committees, Council may give preference to qualified applicants who have not had a previous opportunity to serve, over those who are seeking re-appointment after serving two consecutive terms.

Appointment Process for Election Campaign Finances Committee

The appointment process for the Election Campaign Finances Committee differs in that there is no Nominating Committee. Council will appoint a panel of staff to interview applicants. The staff panel will make a recommendation to Council with respect to the appointees to this committee. Citizen members of the Election Campaign Finances Committee are appointed prior to the election, and serve for the term of office that commences following the municipal election. All other requirements with respect to the appointment process apply to the Election Campaign Finances Committee.

FILLING VACANCIES DURING TERM OF COMMITTEE

Vacancies are not filled after March 31 of an election year.

When a vacancy needs to be filled, the previous applications will be submitted to the applicable Nominating Committee for consideration.

If there are no previous applicants who are suitable and available to serve, the City Clerk repeats the application and appointment process described above (with the public notice appearing for two weeks, rather than three).

EXPENSES

Citizen members of committees may be eligible for the standard City of Mississauga car allowance. See Corporate Policy and Procedure – Business Expenses - Car Allowance.

Corporate Policy and Procedure



Policy No.	02-01-01 ^{8.2}
Page	5 of 5
Effective Date	2014 09 10
Supersedes	2013 04 10

Business cards are not provided to citizen members of committees.

REFERENCE:

GC-0300 – 2006 04 26
GC-0585-2010 – 2010 09 15
GC-0187-2013 – 2013 04 10 - citizens who owns a business in Mississauga may become Citizen members of committees
GC-0388-2014 – 2014 09 10 – revised citizen appointment process; applicant must be 18 and over.

LAST REVIEW DATE:

September, 2014

CONTACT:

For more information, contact Support Services, Legislative Services - Office of the City Clerk, Corporate Services Department.

City of Mississauga



Memorandum

To: Chair and Members of the Diversity and Inclusion Advisory Committee

From: Stephanie Smith, Legislative Coordinator

Date: October 12, 2016

Subject: 2016 Diversity and Inclusion Advisory Committee Meeting Dates

The 2017 meeting dates for the Diversity and Inclusion Advisory Committee (DIAC) have been scheduled as follows:

Wednesday, February 15, 2017
Wednesday, May 17, 2017
Wednesday, September 13, 2017
Wednesday, December 6, 2017

Unless otherwise advised, all meetings will be held at 6:00 PM at the Mississauga Civic Centre in the Hearing Room – 300 City Centre Drive, Mississauga L5B 3C1

Meetings may be cancelled at the call of the Chair due to insufficient agenda items or lack of quorum.

Please kindly contact the Legislative Coordinator in advance of the meeting if you will be absent or late so that quorum issues can be anticipated and dealt with accordingly.

Stephanie Smith
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