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| TO: | CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MAY 27, 2014 |
| FROM: | CATHY SAUNDERS CITY CLERK |
| SUBJECT | REQUEST FOR AMENDMENTS LONDON DIVERSITY & RACE RELATIONS ADVISORY COMMITTEE TERMS OF REFERENCE |

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| RECOMMENDATION |
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That, on the recommendation of the City Clerk, the attached amended Terms of Reference for the London Diversity & Race Relations Advisory Committee (LDRRAC) (Appendix "A") BE APPROVED; it being noted that the changes from the current Terms of Reference include:

- a) changing the term "equal" to "equitable";
- b) removing reference to the "French Committee Services, AFCO de London Sarnia and changing to "an individual who is primarily French-speaking";
- c) reflecting non-voting membership from sectors, rather than from specific organizations; and,
- d) clarifying the qualifications for appointment process to reflect change in non-voting membership as noted in c) above.

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| PREVIOUS REPORTS PERTINENT TO THIS MATTER |
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Item #5 – Community and Protective Services Committee – October 7, 2013

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| BACKGROUND |
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Municipal Council, at its meeting on October 22, 2013, resolved that:

"...the following actions be taken with respect to the 8th Report of the London Diversity and Race Relations Advisory Committee (LDRRAC), from its meeting held on September 19, 2013:

- a) *clause 1 BE REFERRED to the Civic Administration to review and comment; clause 1 reads as follows:*

"1. That the London Diversity and Race Relations Advisory Committee (LDRRAC) Terms of Reference BE AMENDED as per the red-lined document; it being noted that the LDRRAC reviewed and received its Policy and Planning Subcommittee minutes from its meeting held on August 6 and September 5, 2013; and"

The following table summarizes the changes that the LDRRAC is seeking to its Terms of Reference and the Civic Administration's position with respect to the requested changes:

| Section Reference | Proposed Change | Civic Administration comments |
|-----------------------------------|--|--|
| Mandate – end of third bullet | Change the word “equal” to “equitable” | The term is used within the context of providing “equal” or “equitable” opportunity for members of the London’s diverse populations with respect to human resources matter. The term “equal” general refers to something that is the same or as great as something else, whereas the term “equitable” deals more with the concept of “fairness” or “just and right”. The Civic Administration has no concerns with the change in terminology from “equal” to “equitable”. |
| Voting Members | Change the words “French Committee Services, AFCO de London Sarnia” TO “the Francophone community”. | Although the Civic Administration has no concerns with the request, it is recommended that in order to provide clarity, that the wording be as follows: “an individual who is primarily French-speaking”. |
| Non-Voting Members | Remove the words “One representative from each of the following will be available to attend advisory committee meetings when necessary” TO “Representatives of organizations within the following societal sectors will serve in the capacity of non-voting resource members:” | The Civic Administration recommends that a requirement for “one” representative remain in place. We understand the purpose of the requested amendment is to seek representatives for specific sectors and not necessarily from a specific organization. The Civic Administration recommends that the term “sectors” be used, rather than “societal sectors” as the list is not limited to “societal sectors”. We also recommend that the term “non-voting member” be used instead of “non-voting resource member”. |
| Non-Voting Members | Remove references to specific organizations and instead reference more broadly based sectors | The Civic Administration has no concerns with this request. |
| Sub-committees and Working Groups | Remove the following sentence: “The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee,” | The Civic Administration recommends that the Chair of a sub-committee continue to be a voting member of the Advisory Committee. As the sub-committee is tasked to undertake work on behalf of the Advisory Committee, it is important that the Chair be a voting member of the Advisory Committee to bring the sub-committee reports to the table of the Advisory Committee. |
| Appointment Policies | Reword to read as follows: “Appointments for voting and resource members shall be in keeping with Council Policy.” | The Civic Administration recommends the following wording: “Appointments for voting members shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students’ Council, Western University. Other non-voting members shall be appointed in keeping with Council Policy.” |

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| <p>Qualifications</p> | <p>Remove the wording in its entirety and replace it with the following word: “Any London resident who brings understanding, expertise and experience of the principles of diversity and inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations which fall within the stipulated societal sectors may request membership and representation in the capacity as a non-voting resource member to the Committee.”</p> | <p>The Civic Administration recommends the following wording: “Any London resident who brings understanding, expertise and experience of the principles of diversity, inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations which fall within the stipulated sectors, may submit the name of an individual for appointment as a non-voting member of the Advisory Committee.</p> <p>Non-voting Post-Secondary Students shall be current students at either Fanshawe College, Western University, Brescia University College, Huron University College or King’s University College.”</p> |
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This report contains the following attached Appendices:

- Appendix “A” - Civic Administration’s recommended revised Terms of Reference
- Appendix “B” – the current Terms of Reference showing the proposed changes being requested by LDRRAC
- Appendix “C” – the current Terms of Reference showing the changes being proposed by the Civic Administration

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| <p>PREPARED BY:</p> |
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| <p>CATHY SAUNDERS CITY CLERK</p> |

Attachments

APPENDIX “A”

Terms of Reference London Diversity & Race Relations Advisory Committee

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory Committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

Mandate

The London Diversity & Race Relations Advisory Committee reports to the Municipal Council, through the Community and Protective Services Committee. The London Diversity & Race Relations Advisory Committee is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London.

The London Diversity & Race Relations Advisory Committee (LDRRAC) shall be responsible for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to work actively with police services, education, community groups, municipal organizations, social services, business, labour and government agencies in order to facilitate a stronger understanding of the needs of the City's (London's) diverse populations;
- to advise the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide equitable opportunity for members of London's diverse populations;
- to initiate and participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information on community resources available to assist those who have enquiries regarding issues of discrimination. This includes but is not limited to complaints of acts of prejudice, racism and hate.

Composition

Voting Members

- ten members-at-large
- an individual who is primarily French-speaking

Non-Voting Members

One representative from organizations within each of the following sectors will serve in the capacity of non-voting members:

- ethno-cultural and linguistic community organizations
- police, justice and legal services
- age-based organizations/services
- health care services
- educational institutions/organizations/services
- immigrant settlement services

- income support organizations/services
- employment-related agencies/organizations
- faith-based community groups
- LGBT groups
- gender-based groups
- aboriginal community groups/agencies
- persons with disabilities groups/agencies
- race, anti-racism or anti-hate groups/organizations
- post secondary student

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide secretariat support to these sub-committees or working groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

Term of Office

Appointments to Advisory Committees shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term. In the case of the Non-Voting Post-Secondary Student Member, the term shall be for one year, commencing March 1 of each year and ending on February 28 or, in the case of a leap year, February 29 of the following year.

Appointment Policies

Appointments for voting members shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University. Other non-voting members shall be appointed in keeping with Council Policy.

Qualifications

Any London resident who brings understanding, expertise and experience of the principles of diversity, inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations who fall within the stipulated sectors may submit the name of an individual for appointment as a non-voting member of the Advisory Committee.

Non-voting Post-Secondary Students shall be current students at either Fanshawe College, Western University, Brescia University College, Huron University College or King's University College.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of subcommittees or working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory Committee members shall serve without remuneration.

APPENDIX “B”

Terms of Reference London Diversity & Race Relations Advisory Committee as proposed by the London Diversity & Race Relations Advisory Committee

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council’s Strategic Plan principles. Advisory Committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to Advisory Committees, and also in keeping with the Council Procedure By-law.

Mandate

The London Diversity & Race Relations Advisory Committee reports to the Municipal Council, through the Community and Protective Services Committee. The London Diversity & Race Relations Advisory Committee is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London.

The London Diversity & Race Relations Advisory Committee (LDRRAC) shall be responsible for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to work actively with police services, education, community groups, municipal organizations, social services, business, labour and government agencies in order to facilitate a stronger understanding of the needs of the City’s (London’s) diverse populations;
- to advise the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide **equal equitable** opportunity for members of London’s diverse populations;
- to initiate and participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information on community resources available to assist those who have enquiries regarding issues of discrimination. This includes but is not limited to complaints of acts of prejudice, racism and hate.

Composition

Voting Members

- Ten members-at-large
- One representative of ~~French Committee Services, AFCCO de London Samia~~ **the Francophone community**

Non-Voting Resource Group

~~One representative of each of the following will be available to attend advisory committee meetings when necessary.~~ **Representatives of organizations within the following societal sectors will service in the capacity of non-voting resource members:**

- ~~London Police~~
- ~~Thames Valley District School Board~~
- ~~London District Catholic School Board~~

- ~~University of Western Ontario~~
- ~~Fanshawe College of Applied Arts & Technology~~
- ~~London Cross Cultural Learner Centre~~
- ~~Association for the Elimination of Hate~~
- ~~Council for London Seniors~~
- ~~Ministry of Citizenship & Immigration of Ontario~~
- ~~City's Human Resources Division~~
- ~~Ethnocultural Council of London~~
- ~~London Urban Services Organization~~
- ~~Homophile Association of London Ontario~~
- ~~London & Middlesex Housing Corporation~~
- ~~Ontarians with Disabilities Committee~~
- ~~Department of Canadian Heritage~~
- ~~Oneida Nation Administration~~
- ~~London Bahai'i Community~~
- ~~N'Amerind (London) Friendship Centre~~
- ~~United Way~~
- ~~One Post-Secondary Student~~

- **Ethno-cultural and linguistic community organizations**
- **Police, justice and legal services**
- **Age-based organizational services**
- **Health care services**
- **Educational institutions/organizations/services**
- **Immigrant settlement services**
- **Income support organizations/services**
- **Employment related agencies/organizations**
- **Faith-based community groups**
- **LGBT groups**
- **Gender-based groups**
- **Aboriginal community groups/agencies**
- **Persons with disabilities groups/agencies**
- **Race, anti-racism or anti-hate groups/organizations**

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. ~~These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary.~~

Term of Office

Appointments for voting and resource members to Advisory Committees shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term. In the case of the Non-Voting Post-Secondary Student Member, the term shall be for one year, commencing March 1 of each year and ending on February 28 or, in the case of a leap year, February 29 of the following year.

Appointment Policies

Appointments for **voting and resource members** shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University.

Qualifications

~~Any citizen interested in race relations and/or employment equity is eligible for appointment to the Advisory Committee. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.~~

Any London resident who brings understanding, expertise and experience of the principles of diversity and inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations which fall within the stipulated societal sectors may request membership and representation in the capacity as a non-voting resource member to the Committee.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of subcommittees or working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory Committee members shall serve without remuneration.

APPENDIX “C”
REDLINED TERMS OF REFERENCE
LONDON DIVERSITY & RACE RELATIONS ADVISORY COMMITTEE

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council’s Strategic Plan principles. Advisory Committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to Advisory Committees, and also in keeping with the Council Procedure By-law.

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Composition

Voting Members

- Ten members-at-large
- ~~One representative of French Committee Services, AFCO de London-Sarnia~~ **an individual who is primarily French-speaking**

~~Non-Voting Resource Group~~ Non-Voting Members

- ~~One representative of each of the following will be available to attend advisory committee meetings when necessary~~ **representative from organizations within each of the following sectors will serve in the capacity as non-voting members:**
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 - ~~Thames Valley District School Board~~
 - ~~London District Catholic School Board~~
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- ~~London Cross Cultural Learner Centre~~
- ~~Association for the Elimination of Hate~~
- ~~Council for London Seniors~~
- ~~Ministry of Citizenship & Immigration of Ontario~~
- ~~City's Human Resources Division~~
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- ~~Department of Canadian Heritage~~
- ~~Oneida Nation Administration~~
- ~~London Bahai'i Community~~
- ~~N'Amerind (London) Friendship Centre~~
- ~~United Way~~
- ~~One Post-Secondary Student~~

- **ethno-cultural and linguistic community organizations**
- **police, justice and legal services**
- **age-based organizations/services**
- **health care services**
- **educational institutions/organizations/services**
- **immigrant settlement services**
- **income support organizations/services**
- **employment related agencies/organizations**
- **faith-based community groups**
- **LGBT groups**
- **gender-based groups**
- **aboriginal community groups/agencies**
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- **race, anti-racism or anti-hate groups/organizations**
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Appointment Policies

~~Appointments shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University.~~

Appointments for voting members shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University. Other non-voting members shall be appointed in keeping with Council Policy.

Qualifications

~~Any citizen interested in race relations and/or employment equity is eligible for appointment to the Advisory Committee. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.~~

Any London resident who brings understanding, expertise and experience of the principles of diversity and inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations which fall within the stipulated sectors may request membership and representation in the capacity as a non-voting resource member to the Committee.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of subcommittees or working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory committee members shall serve without remuneration.