

## **Terms of Reference**

### **Diversity Inclusion and Anti-Oppression 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 Diversity Inclusion and Anti-Oppression Advisory Committee reports to the Municipal Council, through the Community and Protective Services Committee. The Diversity Inclusion and Anti-Oppression Advisory Committee is to provide leadership on matters related to diversity, inclusivity, equity, anti-oppression, and the elimination of discrimination in the City of London.

The Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) 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**

Representation from organizations within each of the following sectors will serve in the capacity of non-voting members. While there could be room to have more than one agency per sector, it is important to ensure there is a proper balance among all sectors:

- 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
- Indigenous community groups/agencies
- Indigenous community groups/agencies (Alternate)
- persons with disabilities groups/agencies
- race, anti-racism or anti-hate groups/organizations

- youth (16-25)

### 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.

### Absenteeism:

As per the general advisory committee manual, members are considered resigned if they have missed 25% of the meetings in a calendar year. At the third absence, the Chair will connect with the member-at-large to see if they need to step down from the advisory committee. Resource members are asked to attend as many meetings as they can.

### Vacancy

In the event a member-at-large needs to step down, a replacement will be found within sixty days of the member's resignation. There will also be a formal outreach within the community for individuals to submit new applications.