

INCLUSIVITY ADVISORY COMMITTEE MINUTES – NOVEMBER 27, 2013 – ITEM 3
AMENDED TERMS OF REFERENCE

Denise Anderson provided an overview of the revisions in the IAC's Terms of Reference. The Chair thanked the members of the Subcommittee involved in the revision process being Denise Anderson, Farrah Bacchus, Rob Hums and Ranji Singh for their efforts in producing the document.

There was consensus that the Terms of Reference be forwarded to Council for consideration as the Terms of Reference for the Inclusivity Advisory Committee during the next term of Council.

Moved by Denise Anderson
Seconded by Mohammad Khan

The Inclusivity Advisory Committee recommends to Council:

THAT the revised Inclusivity Advisory Committee Terms of Reference as attached be considered as the Terms of Reference for the 2014-2018 Inclusivity Advisory Committee.

CARRIED

TERMS OF REFERENCE
2013-Oct-03: Proposed changes

Inclusivity Advisory Committee

Background

In the fall of 2008, the Council of the Town of Newmarket ("Council") ~~sought to decide to establish~~ an ~~advisory group~~ Inclusivity Advisory Committee (IAC) to serve as a resource for Council and the community. ~~The Committee was officially introduced first implemented in January 2010 where it is the first Terms of Reference was adopted.~~

~~The IAC envisions Newmarket to be an inclusive community where differences are welcome and celebrated and where its mosaic of citizens are renowned for showing mutual courtesy, dignity and respect.~~

~~To realize the above vision, the IAC has three primary objectives:~~

- ~~1. To provide input and advice to Council and/or Town of Newmarket staff ("staf") upon request of Council and/or staff~~
- ~~2. To provide opinions on current policies and practices of the Town of Newmarket as it relates to inclusiveness~~
- ~~3. To promote inclusivity through selected events and communications~~

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Alignment with Corporate Strategic Plan:

The Corporate Strategic Plan for the Town of Newmarket articulates the organization's goal to support a sustainable human services strategy that creates a safe, healthy and engaged community.

The Strategic Plan also articulates goals to:

1. Support a positive community fabric
2. Forge partnerships with key community stakeholders

~~The Inclusivity Advisory Committee is an advisory group that provides input and advice to the Council of the Town of Newmarket by reviewing current policies and practices of the Town. This includes making recommendations to Council on how to create an inclusive environment where all residents of the Town of Newmarket experience a barrier-free inclusive community that they feel connected to and a part of.~~

~~The Committee envisions Newmarket to be an inclusive community where differences are welcome and celebrated and where its mosaic of citizens are renowned for showing mutual courtesy, dignity and respect.~~

Governance

The governance plan for the Inclusivity Advisory Committee shall be as follows:

Role	Responsibilities	Assignment
Sponsor	<ul style="list-style-type: none">Accountable to the Public to meet the inclusivity goals established by Mayor and Council.Sponsor of the Inclusivity Advisory Committee Program and responsible for the allocation of	Members of Council

Role	Responsibilities	Assignment
	<ul style="list-style-type: none"> the budget and resources for the Program Council Members participate as Members on the Committee and also provide a communication link between the Committee and Council Sponsors must provide leadership and treat all committee members with respect 	
Administration	<ul style="list-style-type: none"> The overall administration of the Inclusivity Advisory Committee through the various resources of the corporation in accordance with the priorities and directions of Council 	Chief Administrative Officer
Committee Chair	<ul style="list-style-type: none"> Chair meetings, facilitating group discussion and, in cooperation with the Administration and Staff Resources, ensure an open, productive and barrier free environment exists to meet mandate. Chair or Chair's delegate is authorized to attend community events on behalf of the committee, and when called upon by the Town's resources. 	Citizen Member elected by the membership of the committee at the first committee meeting for a two-year term.
Committee Vice-Chair	<ul style="list-style-type: none"> Fulfill the duties of the Chair in his/her absence. 	Citizen Member elected by the membership of the committee at the first committee meeting for a two-year term.
Staff Resource Person	<ul style="list-style-type: none"> Administration of Inclusivity Advisory Committee consultation meetings on at least a monthly basis and on an as needed basis as required by Council. Liaise with the Committee and the community at large with respect to the development of an inclusivity statement and to review progress towards those plans. Provide presentations and information on the current standards and issues relating to the goals of the Town with respect to embracing inclusivity. Provide opportunities for constructive input into barriers preventing Inclusivity agenda Liaise with and advise Members of Council and Advisory Committee Members as necessary Cooperate and work in partnership with institutions and voluntary organizations to promote mutual trust and respect among Newmarket's racial and ethno cultural groups, diversity and inclusivity Encourage local groups, businesses, agencies and institutions to engage in programs for the improvement of racial and ethno cultural relations and diversity and Inclusivity issues 	<p>Organizational Fit - TBD</p> <p>Various Departments as needed</p> <p>And</p> <p>Clerks Office – administrative support</p>

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Role	Responsibilities	Assignment
Inclusivity Advisory Committee	<ul style="list-style-type: none"> • Provide input and advice to Council and/or Town of Newmarket staff ("staff") upon request of Council and/or staff (example: establishment of a new mosque) • Provide opinions on current policies and practices of the Town of Newmarket as it relates to inclusiveness and exclusiveness (example: street and park naming) • Promote inclusivity through selected events and communications (example: sponsorship of, or visible participation in, a flagship cultural celebration) • Create, review, and update a work plan on a continuous basis (see below for definition of "work plan") • Provide advice and insights to Council and the Staff Resource Person with regard to the services, policies, and procedures and programs pertaining to community residents • To act as a resource on issues to Council and Town staff with respect to residents not feeling a part of the community • Acting as a source of perspectives and ideas to assist the Town in achieving its goals. • Provides access to volunteer support for the implementation of related special events or programs as approved by Council • Participation by stakeholders that can bring knowledge and creativity to the program shall be encouraged. • Adopting and sharing information and best practices on inclusivity with other community organizations and related advisory Committees • Maintaining a dialogue with the Committee Council representatives about its mandate, priorities and accomplishments 	<p>Mayor as ex officio and 2 Members of Council</p> <p>9 Resident Volunteers from the community appointed by Council representing various cultural, ethnic and other groups</p> <p>York Regional Police representative as Non-voting member (Council – Jan 23/12)</p>
Sub-committees	<ul style="list-style-type: none"> • Based upon the work plan, the committee may establish sub-committees from the membership of the Inclusivity Advisory Committee as needed to consider specific issues. Sub-committees are not required to be approved through Council. Sub-committee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. 	
Communication and Reporting Relationships	<ul style="list-style-type: none"> • Staff and Members of Council serving with this group are responsible to communicate the views and recommendations to Council and to provide feedback regarding Council's disposition of the Committee's business. 	Council Representative if applicable and Assigned Staff Resource Persons

Comment [AU1]: These bullets focus specifically on our mandate so therefore are copied from the top of page 1 but with examples provided with an additional reference to the work plan.

The examples are thought starters; they can be edited, replaced, or enhanced.

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Term

The Inclusivity Advisory Committee will be appointed for a term coinciding with the term of Council subject to the approval of Council~~provided that the continuation of the program will be subject to the review of Council in the creation of annual Corporate Business Plans.~~

If the Chair resigns before the completion of his/her term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected. If the Vice Chair resigns before the completion of his/her term, the Committee will elect a new Vice Chair from its citizen members.

Recruitment

The Town will seek individuals who are eligible electors in the municipality, if available, to serve as members on this group that exhibit:

Knowledge and interest in the subject area;
Skills functioning as members of a team;
Problem solving skills, interpersonal communication skills;
Facilitation skills;
Interest in the community

Work Plan

The Staff Resource Person is responsible for the conduct of the consultative process involving the Advisory Committee and for the implementation of any programs approved by Council that are related to Inclusivity issues (for example: review municipal policies to ensure Inclusivity is considered)

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Work Plan

The IAC, in partnership with the Staff Resource Person, is responsible for the creation of a work plan to document the priorities of the committee. The work plan will include items supported by the IAC and corresponding action items, human resources, and timelines. The work plan is reviewed on a continuous basis for status (e.g., updates, applicability, completion, etc.).

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Support Services

The Clerks Department shall provide administrative support services in accordance with budget for the program.

Program Budget

TBD

Meetings

The Inclusivity Advisory Committee shall meet as a whole and conduct monthly meetings with the Member representatives of Council and the Sponsor and Staff Resource Person to receive information regarding the service levels, policies, procedures, practices and proposals of the Town and to provide input regarding same. An annual schedule of monthly meetings will be planned excluding July and

August. Generally, meetings will be held at the Municipal Offices after regular business hours and completed within two hours.