

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>INCLUSION, ACCESSIBILITY AND DIVERSITY ADVISORY COMMITTEE</b>	

**AUTHORITY:** The Cities Act, SS 2002, c C-11.1, Section 55  
*“A council may establish council committees and other bodies and define their functions.”*

**MEETINGS:** Monthly – First Tuesday commencing at 5:30 p.m. (excluding July and August)

**QUORUM:** Simple majority (50% plus 1)

**ADMINISTRATIVE RESOURCES:** Director of Parks and Recreation Services and Transportation Services Manager

**SECRETARY:** City Clerk’s Office

**AGENDA PREPARATION:** Bylaw No. 5176, Procedure Bylaw

### **RESPONSIBILITIES:**

- Identify and liaise with local stakeholders to establish partnerships and collaboration related to improving access, diversity and inclusion.
- Review Federal and Provincial directives, regulations and legislation relating to accessibility, diversity and inclusion and identify implications for the City.
- Advise City Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Moose Jaw residents.
- Advise on the development, implementation and evaluation of guiding principles, policies and strategies to position Moose Jaw as a model community for the inclusion of all residents, including persons experiencing disability, newcomers, Indigenous Canadians and the LGBTQ2+ community.
- Provide advice on public awareness campaigns to promote the City’s efforts to make its services, facilities, and infrastructure accessible and barrier-free.
- Provide community engagement opportunities for people that experience disability or exclusion to raise issues and concerns with decision makers.
- Advise City Council on the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives.
- Advise City Council on matters relating to employment and employee awareness policies, initiatives and civic programs.

## **EXPECTATIONS:**

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

## **COMPOSITION:**

The Inclusion, Accessibility and Diversity Advisory Committee will consist of 14 voting members consisting of the following:

- (1) City Council representative.
- (2) citizen representatives who are individuals that experience disability.
- (3) citizen representatives who are parents or caregivers of children that experience disability.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (1) citizen representative of the First Nations community.
- (1) citizen representative of the Metis community.
- (1) citizen representative of the LGBTQ2+ community.
- (1) citizen representative who is a visible minority or newcomer to Canada.
- (2) additional citizen representatives.

### **Non-Voting Resource Members**

- City Administration, clerical staff or public delegations.

## **MEETINGS:**

- The Inclusion, Accessibility and Diversity Advisory Committee will meet on the first Tuesday of each month at 5:30 p.m.
- The City Clerk's Office shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Parks and Recreation Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

## **APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

## **PREFERRED QUALIFICATIONS:**

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset.
- Sound general knowledge of the City of Moose Jaw and area and its potential accessibility, diversity and inclusion issues. Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Accessibility, Diversity and Inclusion Advisory Committee must be residents of Moose Jaw.

## Resource Documents

*The Cities Act*  
Bylaw No. 5176, Procedure Bylaw