

Terms of Reference

Clarington Diversity Advisory Committee

Background

To promote community engagement, create an inclusive community and celebrate the unique characteristics of our residents, an Advisory Committee comprised of Clarington residents, staff and a Council liaison will provide advice, host events and foster awareness of diversity in our community.

Mandate

The Clarington Diversity Advisory Committee (“the committee”) shall provide advice, comments and recommendations on issues affecting diversity in our community in an effort to foster awareness, reduce barriers, promote inclusion and engage our residents. The committee will also facilitate opportunities to educate and celebrate the different aspects of diverse cultures and traditions through outreach activities.

Scope of Activities

- Serve as a liaison between the community and the Municipality on matters pertaining to diversity and inclusion;
- Provide advice, comments and recommendations on issues concerning diversity in our community;
- Serve as a resource to staff as they identify and work to remedy potential and existing barriers within programs, services and policies;
- Foster a greater understanding of cultural and diversity issues in the community;
- Consult with other community groups and committees on issues of mutual interest;
- Provide the opportunity to meet with various community partners to raise awareness and address barriers surrounding diversity;
- Build relationships with diverse community groups to understand their needs and perspectives;
- Facilitate opportunities to educate and celebrate the different aspects of diverse cultures and traditions; and
- Involve all community groups in the activities of the committee, especially those representing diverse communities.

The Committee will provide an update to Council on their activities through an annual report.

Committee Composition

The committee shall be comprised of eight voting members, all Clarington residents, including two youth (ages 16 to 24 years) and one Member of Council to provide continuity between the committee and Council. Appointments shall run in 4 year terms, with the exception of 4 members of the inaugural committee who will serve a 2 year term. This staggering will ensure continuity on the committee. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad range of the community including representatives of diverse groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age, etc).

The committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Diversity Advisory Committee's responsibilities; research issues relevant to the Committee's responsibilities as required; work with staff to implement Council's decisions relevant to the committee's responsibilities, and commit to attend regular meetings throughout the year.

Other stakeholder groups including community partners and representatives of diverse groups could attend meetings as needed to provide expertise related to a specific topic, or provide additional information regarding a topic of discussion.

The committee will also request participation, as required, from groups such as:

- Diversity and Immigration – Region of Durham;
- Durham Regional Police Services;
- Clarington Public Library;
- PFLAG Durham;
- Visual Arts Centre of Clarington;
- Active 55+ (Clarington);
- Other organizations as needed; and
- Other municipal departments as required.

Subcommittees

Subcommittees may be formed to complete tasks and address specific issues, but must report through this committee. These subcommittees may draw upon members from the committee as well as outside resource members (such as community partners, school boards, etc.) as deemed necessary. The Chairperson of a subcommittee and/or working group shall be a voting member of the committee.

Staff Support

Community Services staff will liaise and attend Committee meetings; assisting in any way they are able.

Chairperson

A Chairperson and Vice Chairperson will be elected from committee members on an annual basis at the first meeting of the new year to preside over meetings and committee business. The Council representative shall Chair the first meeting of the committee. The Chairperson, or their designate, will be responsible for setting meeting agendas and recording meeting minutes, which will be forwarded for inclusion in Council Agendas.

Frequency of Meetings

The committee will meet monthly and the meeting schedule shall be established by the committee at its inaugural meeting. Additional meetings may be required based on the event planning and other work of the committee.

All meetings of the Committee shall be open to the public. As a formal advisory committee to Council, the committee will be subject to the Municipality of Clarington Procedural By-Law.

Quorum

A quorum shall consist of not less than 4 of the voting members.

Committee meetings may be held without a quorum present; however, a quorum will be required for voting purposes.

Decision Making and Voting

Where possible, decisions will be made by consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of the members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed by Council.

Budget

The Community Services Department shall oversee the Diversity Advisory Committee budget. The committee will prepare and present a draft budget on an annual basis to staff for inclusion in the budget process.

The participation of the citizen members of the Diversity Advisory Committee and community partners is strictly voluntary and remuneration will not be provided.

Reporting and Communications

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff.

Reports regarding matters related to the mandate of the committee will be made to the General Government Committee through the Community Services Department. The committee, in cooperation with Community Services Department staff, will prepare an annual report to Council with an update of the activities of the committee.

Conflict of Interest

Committee members are expected to perform their task with a high sense of personal and professional integrity. Accordingly, it is incumbent upon them to reveal any potential or perceived conflict of interest in their role as a committee member and to excuse themselves or abstain from participation if necessary. Municipal conflict of interest requirements as defined by legislation will apply to the committee members.

Council Role

Council will review submissions and appoint committee members. Council can, with or without the advice of the committee, make changes to membership composition to ensure the committee's effectiveness.