

## **TERMS OF REFERENCE – 2021**

### **The Mayor's Task Force on Inclusiveness, Diversity and Accessibility**

#### **PURPOSE:**

The Mayor's Task Force on Inclusiveness, Diversity and Accessibility (MTFIDA) is a Select Committee that has been initiated by the Mayor of the City of Chilliwack.

The purpose of the MTFIDA is to focus on the enhancement of accessibility, inclusivity and diversity for Chilliwack residents. The task force will provide advice to Council on strategies to reduce social, physical and psychological barriers that prevent people from fully participating in all aspects of community life. The MTFIDA will strive to make recommendations that nurture inclusivity and not divisiveness.

The MTFIDA will:

- Identify programming and services currently available in the community that promote accessibility, inclusiveness and diversity, and identify gaps for consideration;
- Review the City's Neighbourhood Grant Program, looking for opportunities that promote the purpose of the Task Force;
- Explore opportunities for public art that promote the purpose of the Task Force, working with the Public Art Advisory Committee;
- Review barriers to accessibility, including providing comment on the City's Pedestrian Plan development;
- Additional tasks identified by Council.

The task force will report its findings and opinions to Council.

#### **COMPOSITION:**

The three Council representatives will Co-Chair the Task Force. The Co-Chairs, with assistance from a COC staff liaison, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of the MTFIDA shall consist of three (3) elected officials representing Council as Co-Chairs, and up to eleven (11) voting members appointed by Council. Consideration should be given to having representation from the following communities: youth, seniors, immigrants, LGBTQ2S, First Nations, people with disabilities, and members of faith groups.

The MTFIDA may also consist of non-voting members, including:

1. Liaison COC staff members; and
2. others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of the MTFIDA shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of the task force.

Council may, at any time, remove any member of the MTFIDA and any member may resign at any time upon sending written notice to the Mayor. In the event of a vacancy occurring during a regular term on the task force, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

**PROCEDURES:**

1. The Mayor will coordinate with the other Council reps regarding who will Chair each meeting.
2. The meetings shall be held as determined by the Co-Chairs on an 'as needed' basis.
3. In the event that a Co-Chair is not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Co-Chair.
4. A quorum of the MTFIDA will be greater than 50% of its members. If a quorum is not present the Co-Chair leading the meeting, at his/her discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the task force.
5. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
6. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
7. An Agenda package shall be provided to Task Force members at least three (3) days in advance of the meeting date.
8. Responsibility for the items appearing on the Agenda will rest with the Co-Chairs in communication with the staff liaison assigned to support the Task Force. The MTFIDA members are encouraged to submit items for inclusion on the Agenda.
9. The MTFIDA will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Co-Chair leading the meeting may entertain a general discussion and where appropriate, the item will be referred to the next regular task force meeting for full discussion and recommendation.
10. In addition to items raised by the Co-Chairs and the MTFIDA members, the task force will also address matters referred by Council.
11. Minutes of the meeting shall be prepared by City of Chilliwack staff, subsequently signed by the Co-Chair who lead the meeting, and forwarded to Council. MTFIDA will report to Council through its minutes and by making recommendations for Council's consideration.

12. The MTFIDA will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the task force may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
13. The MTFIDA may hold public meetings to obtain feedback from the community and to relay information to the community.
14. The MTFIDA may appoint sub-committees of its members to review and provide recommendations on specific issues to the task force.
15. The MTFIDA may invite or entertain delegations that are either directly related to, or have a peripheral interest in, development matters to receive their comments and recommendations with respect to specific issues.
16. The MTFIDA will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
17. The MTFIDA will consider, as appropriate, Council's objectives and strategies as contained within the City of Chilliwack Annual Report when making recommendations to Council.
18. If a task force member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Mayor.

**CONFLICT OF INTEREST:**

Members of the Mayor's Task Force on Inclusiveness, Diversity and Accessibility must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a task force member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.