

Council Report

DATE: Tuesday, December 12, 2023

WARD(S): ALL

**TITLE: ANTI-HATE, DIVERSITY AND INCLUSION ADVISORY
COMMITTEE – MEMBER RESIGNATION AND RECRUITMENT**

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To inform Council of a vacancy on the Anti-Hate, Diversity and Inclusion Advisory Committee, due to a member resignation, and seek Council's direction with respect to recruitment.

Report Highlights

- Ruchi Punjabi has resigned from the Anti-Hate, Diversity and Inclusion Advisory Committee.
- The Anti-Hate, Diversity and Inclusion Advisory Committee recommends filling the vacancy with a member of the public.
- Council's direction is required with respect to recruitment.

Recommendations

1. That the resignation of Ruchi Punjabi from the Anti-Hate, Diversity and Inclusion Advisory Committee be received; and
2. That the vacancy be filled with a member of the public, and that Council provide direction with respect to the recruitment process:

Option 1: Choose from within the most recent pool of applicants (Confidential Attachment 1), or

Option 2: Initiate the standard recruitment process.

Background

At its meeting on December 4, 2023, the Anti-Hate, Diversity and Inclusion Advisory Committee was advised of a member resignation, and the following recommendations were made:

1. That the resignation of Ruchi Punjabi was received; and
2. That the vacancy be filled with a member of the public.

The Anti-Hate, Diversity and Inclusion Advisory Committee was established by Council at the Committee of the Whole meeting of December 12, 2022. Its mandate is to provide support to staff in the implementation of the Diversity, Equity and Inclusion Plan, and provide a forum for consultation, feedback and discussion on matters of diversity, equity, inclusion, belonging and anti-hate in the City.

The Terms of Reference was approved at the Committee of the Whole meeting of May 9, 2023. It indicates Membership, as follows:

- a. Two Members of City Council will serve as Chair (Councillor Ainsworth and Councillor Martow have been appointed by Council);
- b. The Mayor will serve as an ex-officio member of the advisory committee; and
- c. Up to 10 citizen members

Public members are appointed for a four-year term, coinciding with the term of Council.

The initial recruitment for advisory committees was recently completed. The Office of the City Clerk worked in conjunction with the Corporate and Strategic Communications department to facilitate the recruitment process, and utilize communication tactics, such as public service announcements, Council communication packages, Council eNews, corporate social media channels, City website, graphics on digital signs throughout the city-wide network, and newspaper ads, to engage applicants.

The application period was from May 17, 2023 to June 14, 2023, and nine citizen members were appointed to the Anti-Hate, Diversity and Inclusion Advisory Committee at the Council meeting of June 20, 2023. With the member resignation, there are currently eight citizen members on this Advisory Committee.

Previous Reports/Authority

[NON-STATUTORY COMMITTEES FOR THE 2022-2026 TERM OF COUNCIL](#)

(Item 23, Report No. 26 of the Committee of the Whole, December 13, 2022)

[2022-2026 TERM OF COUNCIL NON-STATUTORY COMMITTEES' TERMS OF REFERENCES AND UPDATE](#)

(Item 15, Report No. 23 of the Committee of the Whole, May 16, 2023)
APPOINTMENTS TO NON-STATUTORY COMMITTEES FOR THE 2022-2026 TERM
OF OFFICE

[\(Minute No. 93, Addendum No. 2 of the Council meeting of June 20, 2023\)](#)

[\(Report, Addendum No. 2 of the Council meeting of June 20, 2023\)](#)

Analysis and Options

The Office of the City Clerk is seeking Council direction with respect to the recruitment process:

Option 1: Choose from within the most recent pool of applicants.

As an extensive recruitment process was recently completed, Council may choose to appoint a member from within the most recent pool of applicants. Confidential Attachment 1 includes all applications received for the Anti-Hate, Diversity and Inclusion Advisory Committee from May 17, 2023 to June 14, 2023, exclusive of those already appointed, which may be considered.

Option 2: Initiate the standard recruitment process.

Alternatively, Council may direct the Office of the City Clerk to initiate the standard recruitment process, which will include advertising through various Corporate and Strategic Communications channels, and report back to a future Committee of the Whole meeting with all applications received, for consideration.

Financial Impact

No new funds are required as the expenses are covered within the current operating budgets.

Operational Impact

Staff resources from those departments listed within the Terms of Reference have been informed of the vacancy. Additional engagement with the Corporate and Strategic Communications department and staff resources may be required if a decision is made to initiate the standard recruitment process.

Broader Regional Impacts/Considerations

N/A

Conclusion

A member resignation was received by the Anti-Hate, Diversity and Inclusion Advisory

Committee, and a recommendation made to fill the vacancy. The Office of the City Clerk is seeking Council direction with respect to filling the vacancy and the recruitment process, and provided two options:

Option 1: Choose from within the most recent pool of applicants (Confidential Attachment 1), or

Option 2: Initiate the standard recruitment process.

If Option 2 is selected, a report will be forwarded to a future Committee of the Whole meeting with applications for consideration.

For more information, please contact: Todd Coles, City Clerk, ext. 8281.

Attachments

1. Applications from June 2023 Recruitment (Confidential)

Prepared by

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Approved by



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