

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 29, 2020

Item 11, Report No. 40, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on September 29, 2020, as follows:

By approving that the names of the citizen members appointed to the Diversity and Inclusion Task Force be made public upon adoption.

11. DIVERSITY AND INCLUSION TASK FORCE – APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT OF MEMBERS

The Committee of the Whole recommends:

- 1) That Councillor Carella be appointed Chair, and that Councillor Shefman be appointed Vice Chair of the Diversity and Inclusion Task Force;**
- 2) That the Terms of Reference for the Diversity and Inclusion Task Force be approved;**
- 3) That consideration of the appointment of citizen members to the Diversity and Inclusion Task Force be referred to the September 22, 2020 Committee of the Whole (Closed Session) meeting; and**
- 4) That the report of the Deputy City Manager, Administrative Services and City Solicitor dated September 22, 2020, be received.**

Recommendations

- 1. That Council approve the Terms of Reference and revised name for the Diversity and Inclusion Task Force (Attachment 1); and**
- 2. That Council give consideration to applications received for the appointment of citizen members to the Diversity and Inclusion Task Force (Confidential Attachment 2).**

Committee of the Whole (2) Report

DATE: Tuesday, September 22, 2020

WARD(S): ALL

**TITLE: DIVERSITY AND INCLUSION TASK FORCE – APPROVAL OF
TERMS OF REFERENCE AND APPOINTMENT OF MEMBERS**

FROM:

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

ACTION: DECISION

Purpose

To seek approval of the Terms of Reference, to review the applications received for the appointment of citizen members to the Diversity and Inclusion Task Force.

Report Highlights

- Staff have worked with the Chair and Vice-Chair to compile a draft Terms of Reference for the Diversity and Inclusion Task Force as contained in Attachment 1 of this report.
- Recruitment of citizen members commenced on August 31, 2020 by the Office of the City Clerk with support from Corporate and Strategic Communications.
- Deadline for receipt of applications was Friday, September 18, 2020.
- Applications received are contained in Confidential Attachment 2 of this report.

Recommendations

1. That Council approve the Terms of Reference and revised name for the Diversity and Inclusion Task Force (Attachment 1); and
2. That Council give consideration to applications received for the appointment of citizen members to the Diversity and Inclusion Task Force (Confidential Attachment 2).

Background

At its meeting on October 2, 2019, Council adopted Item 14, Report No. 27 of the Committee of Whole, titled “2018-2022 Term of Council Priority Task Forces”. In so doing, Council approved:

1. That the following Members of Council be appointed to the following task forces:
 1. Economic Prosperity Task Force: Chair: Sandra Yeung Racco, Ward 4 Councillor; Vice Chair: Mario Ferri, Deputy Mayor, Local and Regional Councillor.
 2. Diversity and Citizen Engagement Task Force: Chair: Alan Shefman, Ward 5 Councillor; Vice Chair: Marilyn Iafrate, Ward 1 Councillor.
2. That the City Manager identify the appropriate staff representation for each task force and that staff meet with the Chair and Vice Chair at their earliest convenience to commence work.
3. That the City Clerk be requested to work with each task force to prepare terms of reference and commence recruitment pursuant to the membership and selection criteria identified by the Chair and appropriate staff as part of the development of the terms of reference of the task force.

Previous Reports/Authority

[Member’s Resolution 2018-2022 Term of Council Priority Task Forces, dated October 2, 2019.](#)

Analysis and Options

In consultation with the Chair and Vice-Chair, it is proposed that the task force be renamed as “Diversity and Inclusion Task Force” with the following mandate:

1. serve as a forum for the discussion of ways for improving the inclusion of all ethno-cultural, national, racial and religious groups among residents, businesses and other stakeholders.
2. identify ways to further engage these communities in City programs and services.

3. provide more opportunities for community groups to network and co-ordinate efforts with each other and with the City of Vaughan.
4. align the work of the taskforce members with the Council-approved priorities identified in the 2018-2022 Service Excellence Strategy Map.
5. share with the broader Vaughan community any information, presentations, advice or recommendations made to the Task Force, culminating with a final report of recommendations to Council no later than the end of 2021.

In developing the Terms of Reference, staff from the Office of the City Clerk, Office of the Chief Human Resources Officer and Corporate and Strategic Communications, worked with the Chair and Vice Chair to outline the membership and selection criteria for the task force. The City's Diversity and Inclusion Staff Committee also provided input to ensure the task force's mandate aligns with the City's Diversity and Inclusion Action Plan and York Region's Inclusion Charter. The proposed Terms of Reference for the Task Force is included as Attachment 1 of this report.

Recruitment for citizen members is done through the City's social media channels, website and Council eNews. The deadline for receipt of applications was noon on Friday, September 18, 2020. Applications received are included in Confidential Attachment 2 of this report.

Members shall include members of Council, citizens and stakeholders, as follows:

- Councillor Shefman, Chair and Councillor Carella, Vice Chair.
- A minimum of nine (9) and a maximum of nineteen (19) citizen-stakeholder members who will be chosen with the intention of having a membership that is reflective of Vaughan's diversity: ethno-cultural, national, racial, religious, or other.
- The Mayor will serve as an ex-officio member of the task force.

Financial Impact

There are no financial impact associated with the report.

Broader Regional Impacts/Considerations

There are no broader regional impact associated with this report.

Conclusion

It is appropriate that Council approve the Terms of Reference and give consideration to the applications received for appointment of citizen members to the Diversity and Inclusion Task Force.

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

Attachments

1. Diversity and Inclusion Task Force Terms of Reference
2. Applications for the Diversity and Inclusion Task Force (Confidential Attachment for Mayor and Members of Council distributed after September 18, 2020)

Prepared by

Isabel Leung, Deputy City Clerk, extension 8190.

Approved by



Wendy Law
Deputy City Manager
Administrative Services &
City Solicitor

Reviewed by



Jim Harnum, City Manager



Diversity and Inclusion

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





Diversity and Inclusion Task Force



TERMS OF REFERENCE

MANDATE/OBJECTIVES

The overall goal of the Diversity and Inclusion Task Force is to provide guidance to the City of Vaughan in the development of policies that promote fairness, mutual respect and an undoubted sense of inclusion among the diverse individuals, communities and stakeholder groups that compose its population. The City is committed to Service Excellence and will continue to ensure the safety and well-being of all citizens through Mayor Maurizio Bevilacqua and Members of Council's approved priorities that promote active, safe and diverse communities we serve. The City strives to foster a culture that is inclusive and respectful where all citizens, employees, businesses and visitors are valued. The City is proud to have diverse communities and values the significant contributions they make to the cultural, economic and social achievements of our wonderful civic life. Vaughan citizens speak more than 105 languages and come from all over the world for a promising future in our world-class city. The City will continue to embrace human differences through its commitment to fostering equality, inclusiveness, respect and acceptance for everyone.

Diversity can be defined as the presence of a wide range of human qualities and attributes within an individual, group or organization such as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, gender identity and expression and educational background and expertise. Inclusion as it relates to municipalities/organizations, focuses on the collective and on creating a culture that appreciates and encourages people to contribute with their unique differences, strengths, talents, weaknesses and perspectives in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.

THE TASK FORCE SHALL MAKE RECOMMENDATIONS TO COUNCIL TO IMPROVE:

- the delivery of equitable programs and services reflective of the diverse needs of its residents
- the diversity of the community as reflected in municipal hiring and tendering practices

TO THESE ENDS, THE TASK FORCE WILL:

- review current policies and practices
- review inclusion-related documents from other public agencies
- review best practices from other communities
- explore current institutional practices through a diversity lens
- assess any evidence of systemic racism, embedded prejudice, etc.
- invite input by way of deputations and/or presentations by citizen-stakeholders and others, including subject-matter experts
- actively foster greater inclusion of less-responsive stakeholder groups in its processes
- identify short-, mid- and long-term recommendations for Council's consideration

THE TASK FORCE SHALL STRIVE TO:

1. serve as a forum for the discussion of ways for improving the inclusion of all ethno-cultural, national, racial and religious groups among residents, businesses and other stakeholders.
2. identify ways to further engage these communities in City programs and services.
3. provide more opportunities for community groups to network and co-ordinate efforts with each other and with the City of Vaughan.
4. align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.
5. share with the broader Vaughan community any information, presentations, advice or recommendations made to the task force, culminating with a final report of recommendations to Council no later than the end of 2021.

TERM

The term of this task force shall be from September 2020 to the end of 2021.

MEMBERSHIP

Members shall include Members of Council and citizen-stakeholders, as follows:

- a) Two (2) members of Council appointed by Council to act as Chair and Vice-Chair
- b) The Mayor in an ex-officio capacity
- c) A minimum of nine (9) and a maximum of nineteen (19) citizen-stakeholder members who will be chosen with the intention of having a membership that is reflective of Vaughan's diversity—ethno-cultural, national, racial, religious, or other. To that end, as part of the process of populating the task force, applicants will be asked to list those groups (whether ethno-cultural, national, racial, religious, or other) with whom they identify.

MEETING PROCEDURES

Task force meetings are intended to be structured in a manner that encourages maximum flexibility and open, honest debate.

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force Chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following the conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined, or at the call of the Chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The Chair of the task force may call special meetings.
4. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

NOTICE OF MEETINGS

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

QUORUM

1. Quorum shall be calculated as a majority of the total number of persons appointed to the task force.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the Task Force but will be counted as a member present when in attendance.

STAFF RESOURCES

The role of staff is to act as a resource to the task force, but not to be members of the task force, or to deliberate or draft the findings of the task force. The following staff will provide advisory and technical support specific to the mandate and objectives of the task force:

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the giving of procedural advice and the recording of proceedings of the task force.
2. The Corporate and Strategic Communications department will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate Senior Leadership Team portfolio(s).

AUTHORITY

The task force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council.

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

Only Council can approve any amendment to and/or expansion of the Terms of Reference.