

Burlington Inclusivity Advisory Committee

Terms of Reference

NAME:	Burlington Inclusivity Advisory Committee (Citizen Advisory Committee)
REPORTS TO:	City Council through the Community & Corporate Services Committee
CLERK:	Committee Clerk
ESTABLISHED:	BP-43-07 Develop Terms of Reference for Burlington Inclusivity Advisory committee (July 3, 2007 – Staff direction)
OTHER ITEMS OF REFERENCE:	Inclusive Cities Report, Canada – Burlington March 2005

1. BACKGROUND

In April 2005, Council received and referred to staff the Inclusive Cities, Canada – Burlington report that was released in March 2005. Staff were directed to review the report to consider the recommendations presented and prepare a response for Council. In June 2006 (City Manager's Report CM 10/06, dated June 26, 2006) staff responded with a number of recommendations including that the Burlington Inclusivity Advisory committee be established. In June 2007 (Report D&I 07/07) staff provided Council with an update on the Inclusive Cities report work.

2. MANDATE

The Burlington Inclusivity Advisory Committee is established as an advisory committee to Burlington City Council to provide a monitoring and measuring role to help ensure that the City applies an inclusion lens to its policies, services and programs.

The committee will:

1. Provide advice and insights to Council and staff on the City of Burlington's policies, services and programs pertaining to community residents' inclusivity by:
 - Providing input and proactively identifying issues to / Responding to requests for comment for advice from Council and City staff.
 - Sharing information and best practices on inclusivity with community organizations and related City advisory committees.
 - Reviewing and commenting on inclusivity information provided to the city by community organizations such as Community Development Halton, Halton Multicultural Council and related City or Regional advisory committees
 - Reporting annually to Council on the status of inclusivity at the City of Burlington utilizing a standardized assessment tool

- Assisting City staff with the development and implementation of a community forum to gain greater understanding of inclusivity issues and to provide an educational venue for the Burlington community (every 4 years)
 - Maintaining ongoing dialogue with the Committee Council representative about the mandate, annual priorities and accomplishments of the Committee
2. Develop an annual work plan including a communications plan and budget to meet the mandate of the committee, with a focus on addressing concerns together.
 3. Participate in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keep current about City of Burlington policies that may impact the committee
 4. Liaise, on an as required basis, with the following groups in order to effectively and efficiently utilize resources and share information:
 - Burlington Accessibility Advisory Committee
 - Burlington Transit Advisory Committee
 - Burlington Mundialization Committee
 - Mayor's Senior Advisory Committee
 - Mayor's Youth Advisory Committee
 - Burlington Crime Prevention Committee
 - Halton Region's Diversity Advisory Committee
 - Staff and committee volunteers working on similar issues in the surrounding communities of Hamilton, Oakville, Halton Hills, Milton and Niagara

SUNSET/REVIEW DATE: Spring 2010

3. MEETINGS

An annual schedule of monthly meetings will be planned excluding July and August. Generally, meetings will be held at City Hall, during regular business hours and completed within 2 hours. Subcommittee meetings will be scheduled as required to complete the assigned work.

4. QUORUM

Quorum of the Committee is 50% +1 of the number of members, excluding the Council representative. At a meeting that has been scheduled in accordance with proper notice and agenda distribution, if quorum is not attained, the meeting will proceed as scheduled. The minutes of said meeting will include the notation that a quorum was not present at the meeting. At subcommittee meetings, a quorum is not required, but any minutes must document the attendees present at the meeting. Any minutes or action items will be sent to the Committee Clerk.

5. BUDGET CONSIDERATIONS

The fiscal year of the Committee will be January 1 to December 31 annually. The Committee will work with the assigned clerk to submit a budget request signed by the Chair that reflects their upcoming year's operating and capital needs, in keeping with budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies.

6. COMMUNICATIONS

The Committee is expected to prepare an annual communications plan so that their clerk can work with Corporate Communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Committee's annual budget allocation.

7. COMMITTEE COMPOSITION AND ORGANIZATION

Committee membership total: 16

Role	Position
Committee Member(s)	<ul style="list-style-type: none">• 5-6 citizens• 5-6 community /stakeholders representatives (examples of organizations that could be represented are listed below)
Council Representative	To be appointed
Administrative Support	Clerks Department
Departmental Resource/Support	<ul style="list-style-type: none">• P&R Diversity Supervisor/Coordinator• Human Resources Representative
External Resource	<ul style="list-style-type: none">• 1 Member of BAAC• Region of Halton Diversity Advisory Committee representative - citizen or staff

The Committee shall be comprised of citizens and community/stakeholder organizations representing groups within the City that could be experiencing inclusion barriers such as:

- Age: Senior, Youth
- Cultural, language, race, ethnicity that reflects the Burlington community's diverse demographics

- Gender
- Social-economic*
- Sexual orientation*
- Disability - Physical and mental ability*
- Faith*

* These areas would be represented by stakeholders since these demographic specifics are not asked for from citizen who apply for committee membership.

- Community/Stakeholder representatives could come from organizations such as:
 - The human services business community e.g. YMCA, Burlington Public Library
 - Social Services agencies e.g. Burlington Counselling and Family Services, Burlington Family Resource Centre, Halton Organization for Pride & Education (HOPE), Halton Women’s Place, Youth –Transitions for Youth and Nelson Youth Centres, Canadian Mental Health Association, Community Living Burlington, Halton Multicultural Council
 - Halton Regional Police
 - Community Development Halton
 - Faith based organizations e.g. Interfaith Council of Halton, Salvation Army

MEMBER SELECTION

Committee members will be selected through an application and interview process. All selected candidates must attend an orientation session offered by the Clerks Department. The interview panel will include the Committee Chair, the appointed Council representative or delegate, and a staff representative.

COMMITTEE MEMBER QUALIFICATIONS

Committee members will have the skills, knowledge, and experience to contribute effectively to the committee’s objectives. Committee members must be a Burlington resident, business owner or stakeholder and be generally familiar with:

- overall community issues
- issues facing inclusion and accessibility in the community and across the Greater Toronto/Hamilton area

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet as a whole with an elected Chair and Vice Chair as the only formally recognized positions. Based upon the work plan the committee may establish sub-committees.

The Chair and Vice Chair are committee members elected who are a citizen or stakeholder representative. They are elected by the membership of the committee at the first committee meeting of each calendar year. The Council Representative is not to hold the role of Chair or Vice Chair.

Sub-committees: The committee may establish sub-committees as needed to consider specific issues. Sub-committees are not required to be approved through Standing Committee and Council. Sub-committee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. The Chair of a Sub-Committee shall be a member of the Burlington Inclusivity Advisory Committee. Additional community volunteers may provide assistance on specific initiatives.

TERM OF OFFICE

Committee members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time. The committee list is prepared by the committee clerk and will include the names, contact information and term of office of each committee member.

Chair: One year from date of election. Committee members considered for election as Chair, must have one year of experience as a Committee member. An individual may serve a maximum of three consecutive years as Chair.

Vice Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Vice Chair.

Members of the Committee who have completed their term of office and wish to reapply for membership may indicate their interest by responding to public advertisements for membership.

If a member resigns before the completion of their term, a replacement may be appointed by a Committee majority vote at their monthly meeting. 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 to complete the term left vacant.