



City of
Delta

Council Committee Terms of Reference

DIVERSITY, INCLUSION AND ANTI-RACISM COMMITTEE

Type: Select Standing Task Force

Approved by Council: February 12, 2024

Council Approvals: February 12, 2024 Resolution No.: CL24/2-2

1.0 Purpose

- 1.1 The Diversity, Inclusion and Anti-Racism Committee recognizes that racism and discrimination exists in Delta and will listen, learn and recommend meaningful actions to Council, in collaboration with the community when appropriate.
- 1.2 The Diversity, Inclusion and Anti-Racism Committee will provide advice and recommendations to Council on:
 - a. actions to promote anti-racism in the community;
 - b. measures to improve diversity at the City of Delta;
 - c. initiatives to increase community engagement related to issues of diversity, inclusion and anti-racism; and
 - d. other matters as directed by Council.

2.0 Membership and Appointments

- 2.1 There will be two (2) representatives from Council, one of whom is appointed Chair and one of whom is appointed as Vice-Chair.
- 2.2 There will be at least six (6) Members at Large appointed by Council.
- 2.3 The Mayor is an ex-officio member of all Committees. The Mayor may attend meetings in a voting capacity to establish quorum in the event of a tie vote.
- 2.4 A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee is deemed to have resigned effective at the end of the third such meeting.

2.5 Council Committee appointments are held and reviewed annually. Following an election of a new Council, Committees are formed and members are appointed by Council as soon as reasonably possible. New Committee members may be appointed during an active term as required.

2.6 Recruitment of volunteers is managed by the Office of the City Clerk in keeping with the established procedures or as directed by the City Manager.

2.7 **Staff Resources**

The General Manager, Human Resources, a member of the Delta Police Department, and a member of the Delta Fire & Emergency Services Department may attend as a resource to the Committee.

2.8 **Staff Liaison**

The Corporate Social Planner is the staff liaison and is responsible for coordinating between the Chair and the City Clerk or designate, and staff on all Committee matters including meeting schedule, agendas, reports, and minutes.

3.0 Operations of the Committee

3.1 **Meeting Schedule**

At their first meeting, the committee will be provided with a draft meeting schedule for endorsement. The Committee may meet two times a year, except for August and December, and/or at the call of the Chair.

3.2 **Annual Reports**

At the request of Council, the Committee will present an annual report of achievements.

3.3 **Delegations**

Subject to approval of the Chair, the Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan approved by Council.

3.4 **Rules of Procedure**

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw No. 8330, 2023.

3.5 **Communications**

The media contact and all official representation of the Diversity, Inclusion and Anti-Racism Committee is through the Chair or their designate.

3.6 Termination

The Diversity, Inclusion and Anti-Racism Committee exists at the pleasure of City Council.

4.0 Resources

- 4.1 Council Committee members will serve without remuneration, but will be reimbursed for “out-of-pocket” expenses incurred in performing their duties.
- 4.2 Council Committee member expenditures must be pre-authorized by the City Clerk.

5.0 Applicable Bylaws, Resolutions and Legislation

- 5.1 The following bylaws, Council resolutions, and legislation apply to the Community Investment Committee:
 - a. *Community Charter*, sections 141 and 142;
 - b. Council Procedure Bylaw No. 8330, 2023; and
 - c. Council Committee Term Limits Policy established by Council Resolution 2016-02-22 and revised by Council Resolution 2016-03-07.