

TERMS OF REFERENCE

Community Mosaic Roundtable

The City of Port Coquitlam is committed to removing barriers and providing welcoming, inclusive, equitable and safe spaces, services, programs and opportunities for all members of our community including, but not limited to: Indigenous people, people of colour, 2SLGBTQI+ and gender diverse people, people with disabilities, neurodivergent individuals, immigrants, newcomers, people living in poverty, seniors, women, youth and those with lived intersectionality.

The Community Mosaic Roundtable (“CMR”) relies on Port Coquitlam community members to share their lived experience, ideas and perspectives and provide feedback in a focused, small group structure.

1. Community Mosaic Roundtable Mandate

The mandate of the CMR is to act as a resource for the City of Port Coquitlam (“the City”) on promoting diversity, eliminating discrimination and engaging in inclusive community dialogue and action. The CMR will represent a diverse cross-section of citizens whose lived experiences promote and enable a rich and deeper understanding and dialogue on important equity, diversity and inclusion issues and opportunities.

2. Roles, Responsibilities and Opportunities

- a) Act as a resource to Council and City staff on a variety of topics, issues, projects and initiatives concerning diversity, equity and inclusion in our community;
- b) Share feedback and provide input to Council and City staff on programs and initiatives that enhance equity, accessibility and inclusion;
- c) Members of the CMR act as the City’s Accessibility Committee as required under the Accessible BC Act;
- d) CMR priorities are developed each term to align with the City’s Business Plan, Council Priorities and resources;
- e) Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community;
- f) Identify opportunities to educate and inform the City’s residents, visitors and businesses about diversity, equity and inclusion, including anti-racism.

3. Membership

The CMR consists of a minimum of twelve (12) to a maximum of eighteen (18) members. Volunteer members are appointed by the Mayor for a term of two (2) years with the possibility of reappointment for additional terms, up to a maximum of three (3) terms total. The following will be considered when appointing members:

- a) Members represent equity-deserving groups such as, but not limited to:
 - Indigenous people
 - People of colour, racialized people
 - 2SLGBTQI+ and gender diverse people
 - Immigrants and newcomers
 - People living in poverty
 - People with disabilities
 - Neurodivergent individuals
 - Seniors
 - Women
 - Youth and
 - People with lived intersectionality.
- b) It is strongly preferred that members are Port Coquitlam residents, and/or attend school and/or represent local service organizations and businesses in Port Coquitlam;

- c) Members demonstrate personal and professional experience, such as:
 - Lived experience or knowledge of diversity, equity and inclusion matters;
 - Commitment as a change-agent in diversity, equity and inclusion matters in the community;
 - Experience working in teams, with community groups, boards or organizations.
- d) Current CMR members will have the opportunity to provide input on the CMR composition based on community issues and what lived experiences will be of value to ensure a broad range of diversity at the CMR. All members can encourage individuals who would be a good fit for the CMR to apply.

Reappointment:

- a) Members will have the option to put their name forward to be considered for re-appointment by the Mayor as part of the recruitment process for membership. In order to provide continuity, a minimum of forty percent (40%) of the total number of members will be considered for reappointment;
- b) Members in their second term of appointment will have the option to put their name forward, at the time of their re-appointment application, for co-chair positions which will be appointed by the Mayor;

4. General Terms and Code of Conduct

- a) Attend and actively participate in CMR meetings and any working group meetings as required. Members who are absent from three consecutive meetings, without reasonable cause or leave of absence, may be dismissed from membership to the CMR and not eligible for re-appointment;
- b) Members are not permitted to designate alternate representation at meetings. Notice is given to members at the beginning of the meeting if a guest is attending a meeting;
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the CMR's roles and responsibilities;
- d) Understand, respect and follow the mandate, roles and responsibilities of the CMR;
- e) Communication with the City is through the designated staff liaison;
- f) Abide by and subject to Federal, Provincial and Municipal laws and policies, including the City's Respectful Workplace Policy and Freedom of Information.
- g) All media or public communication requests must be directed to City staff to be passed on to the City's Communications Department for approval. CMR Members are not permitted to speak on behalf of the City;
- h) Adhere to the CMR Community Agreement:
 - RESPECT: that everyone in the group has different experiences and backgrounds. Not all diversity is visible. Avoid generalizing and be clear on whether you are speaking as 'I' or 'We';
 - CONFIDENTIALITY: Create and respect boundaries, accept and respect non-disclosure;
 - ACCOUNTABILITY: Be responsible for what you say. Be aware of opinion versus fact and assume best intentions from one another while being accountable to acknowledge impact;
 - HONOUR: names and pronouns. Everyone will display their pronouns;
 - TAKE SPACE, MAKE SPACE: Small groups will allow each person the opportunity and safe space to contribute. Be respectful of those who choose not to contribute if that is their wish. Be mindful of the length of your shares/contribution and the agenda;
 - PRESENCE: Listen and be present in conversation without interruption;
 - WE ARE ALL LEARNING: These are hard conversations and we are all in different places on the journey: be patient and kind with each other. Make space for mistakes and be open/willing to be gently corrected;
 - WE ARE HERE TO WORK TOGETHER: We want to understand barriers but look to solutions and what's possible. We are all on the same team. Remember that everyone is here because they want to learn and take action.

5. Meetings and Procedures

- a) The CMR will meet quarterly;
- b) Working groups and sub-committees, established on a project-by-project basis, shall meet as required;

- c) Minutes will be circulated after each meeting by the staff liaison;
- d) Records are in the custody and control of the City and are subject to the Freedom of Information and Protection of Privacy Act;
- e) The CMR's Terms of Reference will be reviewed, at minimum, every two terms by City staff representatives, the Mayor and CMR members.

7. Reimbursement:

- a) Members of the CMR are volunteers and will serve without remuneration;
- b) The City acknowledges the emotional and intellectual labour the members contribute and will recognize member's civic leadership and engagement as part of the City's volunteer recognition.

8. Staff Assistance

- a) The Chief Administrative Officer or their designate will appoint staff assistance from:
 - Staff of the Recreation Department – Cultural Development and Community Services Division; and
 - Other staff as required.
- b) City staff provide administrative, and technical support, act as staff liaison and support the chair or co-chair;
- c) City Staff will act as liaison to the Mayor and Chief Administrative Officer, including providing an update following each CMR meeting, and bringing items for discussion or decision-making, as required;
- d) Mayor, Council and City managers/directors may attend as required or upon invitation from the chair(s).

9. Definitions

The Canadian Centre for Diversity and Inclusion (CCDI) maintains a glossary with definitions of key concepts used within equity, diversity, inclusion, and accessibility. <https://ccdi.ca/glossary-of-terms/>

2SLGBTQI+: an acronym that stands for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and Intersex. A plus sign or asterisk added to any acronym indicates the inclusion of sexual orientations and gender identities not explicitly included in the acronym.

Accessibility/accessible: A building, facility, structure, program, activity, resource, product etc. that is readily usable, or the extent to which it is readily usable by a person with a disability.

Barrier: Obvious or subtle obstacle that prevents or restricts members of society from accessing, using, or doing something that others can readily access, use, or do. Can be physical, economic, financial, informational, and/or organizational policies/practices

Discrimination: Intentional or unintentional denial of equal treatment, civil liberties and opportunity to individuals or groups with respect to education, housing, health care, employment and access to services, goods, and facilities. Can occur based on ancestry, place of origin, ethnic origin, citizenship, creed, record of offences, race, colour, nationality, sex, age, religion, gender identity, gender expression, political affiliation, marital or family status, sexual orientation, and disability.

Diversity: Is about the individual. It is about the variety of unique dimensions, qualities, and characteristics we all possess, and the mix that occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives can make up individual diversity.

Equity: Where everyone is treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.

Equity-seeking groups/equity-deserving groups: Groups of people who have been historically disadvantaged and under-represented. These groups include but are not limited to the four designated groups in Canada – women, visible minorities, Aboriginal Peoples, and people with disabilities – and people in the LGBTQ2+ community/people with diverse gender identities and sexual orientations.

Gender identity: How someone internally, mentally, or psychologically perceives their gender. Someone's gender identity can align with or differ from the gender they were assigned at birth. Gender identity is distinct from biological sex.

Gender: The socially constructed ideas about the behaviour, actions, and roles performed by a particular sex. Gender is fundamentally different from biological sex

Inclusion: Creating a culture that embraces, respects, accepts, and values diversity. It is a mindful and equitable effort to meet individual needs so everyone feels valued, respected, and able to contribute to their fullest potential.

Indigenous: An umbrella term that encompasses the First Nations, Inuit, and Métis Peoples of Canada. Globally, Indigenous Peoples refers to the people who have occupied specific lands since time immemorial.

Intersectionality: Describes how social identities may overlap to create compounding barriers for individuals. It is described as a framework for approaching issues from multiple perspectives and understanding how multiple groups, or individuals with multiple identities, may be affected.

Neurodiversity/neurodiverse: The idea that different brains function differently, that neurological differences are normal variations, and that these variations add value to society and the workplace.

Racialized persons/racialized group: An alternative term for visible minority used to identify non-white racial groups. This term is preferred over visible minority as a racialized group is not necessarily in the minority, the term does not place "whiteness" as the default, and it acknowledges race as a social construct with negative effects.