City of Port Moody
Council Committee Terms of Reference

Date:	February 03, 2023	File No. 01-0360-20-61
Type:	Select	
Committee Name:	IDEA (Inclusion, Diversity, Equity, and Accessibility) Committee	

Approvals/Reviews/Amendments

Approval date: ~~**February 21, 2023**~~
September 9, 2025

1. Committee Purpose

To provide Council with advice and recommendations on inclusion, diversity, equity, and accessibility issues, strategies and initiatives as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- reviewing proposed or existing policies, programs, and bylaws related to services for, or relating, to accessibility in all its forms, newcomers to Canada and people from diverse backgrounds, and Reconciliation;
- reviewing short-, medium-, and long-term goals to accessibility and equity within municipal jurisdiction;
- opportunities for strengthening the City's existing recreation programs and services for all residents;
- opportunities for Reconciliation, anti-racism, and inclusion actions and programs;
- providing feedback on how to more meaningfully connect with communities and groups not always reached by traditional channels, with opportunities to act as liaisons where warranted;
- hearing and providing recommendations to delegations by community groups, social service agencies and others and makes recommendations to Council;
- reviewing proposed or existing policies, programs, and bylaws related to services for or relating to people experiencing homelessness or

housing precariousness that are not within the purview of the Tri-Cities Homelessness and Housing Task Force;
- considering other social planning issues as may be referred by Council; and
- any other matters referred by Council.

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

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be comprised of the following:
- two (2) Council representatives serving as Chair and Vice-Chair;
- a minimum of seven (7) members who identify as persons with disabilities, or who are individuals who support, or are from organizations that support, persons with disabilities;
- one (1) Indigenous member;
- one (1) Youth Seat member; and
- up to two (2) members-at-large;

for a total of no more than 13 members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the Committee.

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the Committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The Committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the Committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.