



City of Port Moody Agenda Inclusion, Diversity, Equity, and Accessibility Committee

May 24, 2023

7:00 pm

Electronic Webinar via Zoom

Pages

1. Call to Order

You can register as a Zoom Video Webinar participant at this [link](#).

You can view the meeting in the Parkview Room, City Hall, 100 Newport Drive, Port Moody

1.1 Territory Acknowledgement

The City of Port Moody carries out our business on the ancestral and unceded homelands of the kwikwəłəm (Kwkwetlem), səliiwətał (Tsleil-Waututh), xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), qíçəy (Katzie), q'wɑ:n' ɬ'ən' (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extends appreciation for the opportunity to work on this territory.

2. Adoption of Minutes

2.1 Minutes

3

Recommendation(s):

THAT the minutes of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee meeting held on April 26, 2023, be adopted.

3. Unfinished Business

4. New Business

4.1 Terms of Reference Overview

6

Procedure – Legislative Services Coordinator

Purpose – Manager of Human Resources

4.2 Introduction of Draft Work Plan

9

Verbal Report: Manager of Human Resources

5. Information

5.1 Staff Updates

6. Adjournment



City of Port Moody

Minutes

Inclusion, Diversity, Equity, and Accessibility Committee

Minutes of the meeting of the Inclusion, Diversity, Equity, and Accessibility Committee held on Wednesday, April 26, 2023, via Zoom.

Present

Councillor Diana Dilworth, Vice-Chair
 Darquise Desnoyers
 Allan Fawley (arrived at 7:04pm)
 Karen Hodge (arrived at 7:11pm)
 Audrey Jun
 Jeff Lynch
 Craig MacLean
 Nancy Owens
 Tracey Shaeffer
 Ramin Seifi
 Susan Bell
 Eunyoung Kwon

Absent

Councillor Amy Lubik, Chair

In Attendance

Mayor Meghan Lahti
 Brenda Beuthin, ASL Interpreter
 Vanessa Coley Donohue, ASL Interpreter
 Stephanie Lam – City Clerk and Manager of Legislative Services
 Angie Parnell – General Manager of Corporate Services
 Virgelene Rutherford – Manager of Human Resources
 Sophie Thomas – Research and Special Projects Coordinator
 Vanessa Washington – Legislative Services Coordinator

**Call to Order and
Territorial
Acknowledgement**

1. Call to Order

- 1.1 The Vice-Chair called the meeting to order at 7:00pm and provided the territorial acknowledgement.

Allan Fawley entered the meeting at this point.

Mayor Lahti provided an introduction and welcomed the Committee members to the Committee.

Karen Hodge entered the meeting at this point.

Committee members and staff introduced themselves and provided a brief overview of their experience.

2. Adoption of Minutes

3. Unfinished Business

4. New Business

**Committee
Orientation**

- 4.1 Order of Business:
 1. Mayor's Introduction
 2. 2023-2026 Council Strategic Plan
 3. Council Committee System Policy and Terms of Reference

The General Manager of Corporate Services gave a presentation on the "2023-2026 Council Strategic Plan" and referred to slides contained in the agenda package.

The Legislative Services Coordinator gave a presentation entitled "2023 Committee Orientation" and referred to slides contained in the on-table package.

5. Information

Staff Updates

- 5.1 There were no staff updates at this time.

**Participant
Introductions**

- 5.2 This item was addressed in item 1.1.

6. Adjournment

The Vice-Chair adjourned the meeting at 8:22pm.

Councillor Diana Dilworth,
Vice-Chair

Vanessa Washington,
Legislative Services
Coordinator



City of Port Moody

Council Committee Terms of Reference

Date: February 03, 2023

File No.

Type: Select

Committee Name: IDEA Committee – (Inclusion, Diversity, Equity, Accessibility)

Approvals/Reviews/Amendments

Approval date: February 21, 2023

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, New Comers 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 challenges, 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 or proposed 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 Will be appointed in accordance with the Council Committee System Policy as such: in addition to two (2) Council representatives serving as Chair and Vice-Chair, the committee will be comprised of:
- up to eleven (11) 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 approve 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.

Committee Workplan – Inclusion, Diversity, Equity and Accessibility Committee

Year:	2023	Chair:	Councillor Amy Lubik
Staff Liaison:	Virgelene Rutherford	Vice-Chair:	Councillor Diana Dilworth

Focus Areas:	<ul style="list-style-type: none"> ❖ Facilitate community well-being through programs and long-term planning. ❖ Provide recreation services and access to indoor and outdoor amenities for all ages and abilities. ❖ Incorporate our values, including diversity, equity, inclusion, Truth and Reconciliation, and climate action, into our policies, plans, and initiatives.
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Strategic Priority Area – Sustainable Core Services														
Committee Action	CSP Goal/Objective Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?
Organizational DEI Plan Implementation – gather Committee input.	Enhance community well-being									X	X			<input checked="" type="checkbox"/>
Truth and Reconciliation Phase 2 – gather Committee input.	Enhance community well-being							X		X				<input type="checkbox"/>

Strategic Priority Area – Healthy Community Development														
Committee Action	CSP Goal/Objective Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?
Provide foundational IDEA training for Committee Members (pending budget approval).	Enhance community well-being						X	X						<input type="checkbox"/>
Accessibility Plan and Response – develop a list of accessibility barriers and opportunities for consideration in the Accessibility Plan.	Enhance community well-being							X			X			<input type="checkbox"/>

Community Well-Being Guidelines – staff to share project information and to gather Committee input. Related additional Consideration noted below.	Enhance community well-being											X			<input checked="" type="checkbox"/>
Leisure Access Pass Review – gather Committee input.	Enhance community well-being											X			<input checked="" type="checkbox"/>

Strategic Priority Area – Resilient Natural Environment															
Committee Action	CSP Goal Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?	
Shoreline House Post Project – staff verbal update on project (D. Jain) and Blessing Ceremony June 21 st information.	Enhance community well-being						X							<input type="checkbox"/>	
Heritage Strategic Plan Update Scoping – information sharing and to gather Committee input.	Enhance community well-being											X		<input type="checkbox"/>	

Strategic Priority Area – Vibrant and Prosperous Community															
Committee Action	CSP Goal Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?	
Facility Accessibility Improvements – develop a list of facility accessibility improvements to share with the Community Services Department.	Enhance community well-being												X	<input type="checkbox"/>	
Additional Items (not in the Council Strategic Plan) – To be considered following Strategic Plan items, time and resources permitting															
Committee Action	CSP Goal Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?	
Discuss how to engage more effectively with underrepresented groups, and how the city can better be there to support work that groups are	Enhance community well-being												X	<input checked="" type="checkbox"/>	

already doing in the community and to feel more welcome.														
Coordinate a request for Tsleil-Waututh Nation representative(s) to attend a meeting to present their indigenous design guidelines.	Enhance community well-being											X		<input type="checkbox"/>
Coordinate a request to have staff from the City of Victoria attend a meeting to present on their Welcoming City Strategy and consider any related recommendations the Committee may wish to make to Council.	Enhance community well-being													<input type="checkbox"/>