

## **Terms of Reference Welcoming City Implementation Advisory Committee**

### **1. Purpose**

The purpose of the Welcoming City Implementation Advisory Committee is to participate in and oversee the execution of the Welcoming City Strategy and Welcoming City Action Plan in the first three years of implementation. Committee members will draw from their own expertise and lived experience and invite expertise and lived experience from the general public to inform City staff and Council as the Strategy and Action Plan roll out in, and with, the community.

The Welcoming City Action plan is a Victoria specific roadmap that provides a guide with community-determined benchmarks to develop stronger, more inclusive communities and to bridge the gaps between newcomers and long-time residents.

Inspired by the Welcoming America's Welcoming Standards, the Committee will focus on the City's achievement of the items in the City of Victoria's Welcoming City Action Plan, also organized around "Welcoming Standards" according to the following framework categories:

- Government Leadership
- Civic Engagement
- Equitable Access
- Education
- Connected Communities
- Economic Development
- Safe Communities

### **2. Composition**

The Welcoming City Implementation Advisory Committee will be comprised of up to twenty members of the public appointed by Council, representing diverse perspectives and with balanced gender representation, including:

VIRCS – 1 appointee

ICA – 1 appointee

Here Magazine – 1 appointee

La Société francophone de Victoria – 1 appointee

George Jay School Parent Advisory Council – 1 appointee

Chinese Community Services Society – 1 appointee

Bayanian Cultural Society – 1 appointee

Songhees Nation – 1 appointee

Esquimalt Nation – 1 appointee

Silver Threads – 1 appointee

Greater Victoria Public Library – 1 appointee

Greater Victoria Chamber of Commerce – 1 appointee

Victoria Police Department – 1 appointee

Members at large – 4 (must include a youth member and an international student)

The mayor and one councillor will serve as co-chairs.

City staff in the Equity, Diversity and Inclusion Office, the lead on implementation of the Welcoming City Strategy and Action Plan, will act as a resource to the committee.

### **3. Specific Responsibilities**

The Committee will

- Act as a hub / clearinghouse for all activities happening in the community and through community organizations that are related to action items in the Welcoming City Strategy and Action Plan. This will help City staff and Council to stay connected to diverse communities as the Action Plan is implemented.
- Create sub working groups as necessary to support the implementation of a specific action or actions.
- Support the implementation of the Strategy and the Action Plan by sharing information, engaging diverse communities, and making a deliberate effort to create strong links between newcomers and long-time residents.
- Support the implementation of the Strategy and Action Plan by aligning activities undertaken by organizations represented on the Committee with actions and outcomes in the Action Plan, where and as possible.

### **4. Meeting Frequency and Term**

- In the first year of implementation (October 2021-October 2022) the Committee will meet every two months.
- This should be re-assessed in October 2022 to align the meeting frequency to the actual needs at that time.
- The term of the Committee is October 2021 – October 2024.