

Appendix 1
Brampton Women's Advisory Committee (BWAC)
Terms of Reference

1. Purpose

As directed by Council (C068-2023 / CW099-2023), the Women's Advisory Committee (BWAC) will support the City of Brampton's commitment to creating ion of a gender-inclusive municipality and fostering meaningful participation of women across the organization BWAC aims to raise awareness, advise, and stimulate action to serve as a resource to Council on matters pertaining to women in the City of Brampton, and will consider the unique socioeconomic, political, and cultural barriers that women may face because of public policy mandates.

2. Mandate

The BWAC will be guided by the following principles:

- a. The full participation of all women in civic and community affairs by ensuring that City policies, programs, and services do not impose barriers to such participation;
- b. Increased civic and community awareness regarding women within the Brampton by promoting effective communication;
- c. Confronting barriers facing women;
- d. Promotion of equitable opportunity for the women of Brampton to voice their views by monitoring the effectiveness of the City policies, programs, and services.

The BWAC will provide advice and recommendations to Council on:

- a. Gender equity matters related to policies, priorities, and decisions, using a gender-equity lens;
- b. Mechanisms to engage and empower women to fully participate in the political process at the municipal level;
- c. Mechanisms to promote community leadership development for women in the municipality;
- d. Women's gender-based issues, including the use of Gender-Based Analysis Plus;
- e. Strategies designed to achieve the objectives of the BWAC; and
- f. Planning for International Women's Day programs and events by the City of Brampton.

Further, the BWAC shall advise business units, through the Chief Administrative Officer, in responding to gender-based issues and concerns of women when requested to do so by the Chief Administrative Officer.

3. Composition

The BWAC shall be comprised of at least 10 and no more than twelve (12) members, including:

- a. A minimum of two (2) members of Council.

- b. A maximum of 10 citizen members that self-identifies as women from different Equity Deserving Groups.
- c. Live or operate a business/organization in Brampton.

The members of the BWAC shall select a Chair and Vice-chair.

4. Terms Of Office

Appointments to the BWAC will be concurrent with the term of Council, ending November 14, 2026, or until successors are appointed.

5. Established by

Council Resolution C068-2023 (CW099-2023)

6. Meetings

Meetings will be scheduled on a quarterly basis, or at the call of the Chair and in conjunction with staff in the City Clerk's Office.

7. Reporting Structure

The BWAC reports to Committee of Council.

8. Support

Meeting management support and citizen appointments for the BWAC will be supported by the City Clerk's Office, in accordance with Council's Procedure Bylaw and Citizen-based Advisory Committee Procedure.

Subject matter, administrative, and strategic support to the BWAC will be provided by the Office of the Chief Administrative Officer and the Office of Equity, Diversity & Inclusion.

9. Non-Council Member Requirements, Qualifications and Commitment

Citizen members recommended for appointment to the BWAC must possess the following:

- a. Relationships with the Brampton community;
- b. Demonstrated interest or experience in dealing with women's issues;
- c. Proven organizational skills;
- d. Broad volunteer experience;
- e. Ability to regularly attend scheduled meetings;
- f. Ability to regularly contribute to activities and projects outside of BWAC meetings;
- g. Ability to be involved in activities and events during evenings or weekends; and
- h. Ability to remain respectful and professional in all meetings and activities,

and must meet some of the following criteria:

- a. Governance, communication and negotiation skills and experience;
- b. Connection to championing issues surrounding women's empowerment;
- c. Leadership, advocacy and community organization skills and experience;

- d. Commitment to mentoring and empowering; and
- e. Experience working or advocating within the business, education and/or social sectors.
- f. Involvement in, or demonstrated interest or experience relevant to, City of Brampton programs relating to women, including City initiatives such as Action to End Gender-based violence, Women in Health, Women in Sports, Women in Arts, GBA+ training, women empowerment etc.

All members must take GBA+ training prior to sitting on the BWAC.

10. Remuneration

- 1. Membership is voluntary (members will not be remunerated).
- 2. Reimbursed for any necessary expenses incurred.
- 3. Mileage will be paid in accordance with the City of Brampton corporate rate when members are required to travel on BWAC business.

11. Conflict Of Interest

At the beginning of each meeting, members will be asked if they have any declarations of interest under the *Municipal Conflict of Interest Act*. If any such conflicts are declared, actual or perceived, the member(s) will not participate in voting related to the item and may be asked to leave the meeting for any related debate and discussion.

12. Dates of Approval, Review & Revision

The Terms of Reference should be reviewed every four years, in tandem with the term of Council, or as needed. Changes to the Terms of Reference shall be prepared by staff in the Office of Equity, Diversity & Inclusion, reviewed by the Committee where possible, and approved by City Council.