

Town of Tillsonburg

**Equity, Diversity and Inclusion Internal
Committee**

Draft Terms of Reference



1.0 Background

A corporate culture of inclusion is a vision for the present and our future. The Equity, Diversity and Inclusion Internal Committee will propel how our values positively impact the services we provide and promote equity and inclusion in a diverse and welcoming workplace.

Through employee-driven initiatives, we will increase the competence of our staff and corporation and will influence well-informed decision making.

This Committee will provide an efficient point of contact for diversity and inclusion matters that represent the entire organization.

2.0 Purpose

The purpose of the Equity, Diversity and Inclusion Internal Committee is:

- To implement various Equity, Diversity and Inclusion (EDI) activities that align with corporate objectives (priorities)
- Development of a Town EDI Strategy
- To build awareness, educate and sustain a positive working environment
- Coordinate EDI related social activities
- Establish regularly convened forums to announce (or change) initiatives that promote EDI
- Develop an “EDI Lens” to identify and make recommendations to remove existing, potential or systemic barriers in policies, processes and procedures;
- Create resources and tools for staff around the various elements of workplace EDI; and
- Provide guidance and feedback to the senior leadership team.

3.0 Roles and Responsibilities

3.1 Members

The Equity, Diversity and Inclusion Internal Committee will be comprised of staff from all levels within the Corporation from various departments, and will help advance the purpose of the Committee, be agents of change from within their respective department, and influence positive attitudes toward all dimensions of diversity.

Members will apply to put their name forward as a Team Member, with permission from their direct supervisor/Department Head.

Team membership should consist of 5-7 members and should include:

- One management representative
- One Human Resources representative
- Staff that represent a cross-section of municipal business units in a variety of roles

- Staff that represent various dimensions of diversity (national origin, language, race, colour, ability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status and family structures)

Specific roles and responsibilities of members include implementing actions including:

- Representing their department as a liaison for EDI-related activities;
- Championing EDI within their department and/or relevant groups or teams by creating and participating in activities that raise awareness about diversity, equity and inclusion;
- Participating in regular meetings;
- Sharing accessibility, equity, diversity and inclusion related resources and knowledge with other members

3.3 Chair responsibilities

In addition to those identified in 3.1, specific roles and responsibilities of the Chair include:

- Chairing meetings including, but not limited to, setting up and leading meetings, guiding the discussion and bringing them to a conclusion or next step, organizing guest presenters, providing agendas and meeting materials, providing resources, and saving documents in Laserfiche
- Liaising with Committee members to identify discussion topics of interest and need.
- The Chair will be established by a vote of the Committee; and the term will be one year, at which point another vote will be held.

3.4 Vice-Chair responsibilities

In addition to those identified in 3.1, specific roles and responsibilities of the Vice-Chair includes:

- When called upon to support the Chair position, may take on the same responsibilities identified in 3.3;
- Chair and Vice-Chair work together to create the agenda; and
- May act as the minute taker.
- Vice-chair will be established by a vote of the Committee members; and the term will be one year, at which point another vote will be held.

3.5 Minute Taker responsibilities

In addition to those identified in 3.1, specific roles and responsibilities of the minute taker include:

- Recording minutes of the meeting in a manner so as to ensure issues or matters of interest are captured and recommendations are recorded;
- Ensuring minutes are distributed to the Committee following each meeting;
- May provide support to the Chair and Vice-Chair as required;
- If there is interest from multiple members, this role will rotate each meeting.

4.0 Meeting Schedule/Format

Meetings of the Committee will be conducted at least once every two months or at the call of the Chair. Decisions will be made by majority vote.

5.0 Confidentiality

Committee members will be requested to comply with the Town's current Confidentiality Agreement.

6.0 Evaluation and Review

The Terms of Reference will be reviewed annually.

A successful implementation of the Town's EDI Strategy will be reflected in the accomplishment of the following proposed objectives:

- The development of a "report card" that celebrates successful EDI activities and acknowledges milestones achieved;
- EDI Lens – Update and maintain a formal framework that would act as a lens when reviewing all documents/policies/processes/programs to decrease/eliminate barriers to participation by all and promote inclusion in the workplace;
- Development and implementation of a Corporate Diversity and Inclusion Statement with guiding principles;
- Communication schedule for staff (e.g. Town Halls, monthly emails, etc).
- Chair and Vice-Chair to meet with SLT quarterly to provide updates and seek direction.
- Annual update report to Council and promote the report to staff at a Town Hall.