

DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE

1. Official Name

The Committee will be known as the Diversity and Inclusion Committee and may be referred to as the Diversity Committee.

2. Members/Composition

The Committee will consist of ten(10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

All Councillors and resident members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a term specified in the Policy establishing the Committee. Members are eligible for reappointment.

Resident members are chosen through a public process and recommendation to Council. Selection will include consideration of, but not exclusive to, gender, disabilities and geography.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

Committee members are expected to share information and consult with organizations and communities they are representing.

The Diversity Committee may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of the Committee, without good reason accepted by the Committee Chair be dismissed from the Committee.

3. Goals

The goal if the Diversity Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

4. Deliverables

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- Create and implement an action plan to eliminate racism, discrimination and social marginalization within the Municipality.
- Determine and educate the public about where and how racism, discrimination and social marginalization occurs within the Municipality.
- Recommend and monitor effectiveness of policies, programs and practices designed to eliminate racism, discrimination and social marginalization.
- Provide an annual report to Council of projects and their progress.

5. Jurisdiction

On July 28, 2020 Municipal Council approved the creation of a Diversity and Inclusion Committee as an advisory committee in accordance with Section XX of the Municipal Government Act. The Committee was included in the Meeting and Committee Procedural Policy as a Committee of Council.

The Committee's duration is indefinite, based on Council's continued support of the above Goals and Deliverables.

6. Resources/Budget

Diversity Committee resident members are remunerated in accordance with the Councillor Remuneration Policy and included in the annual operating budget.

The Committee will prepare an budget for consideration during the the annual budgeting process.

Municipal staff will provide administrative support to the Committee, such as but not limited to:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes; and
- provide reports or status updates on identified projects or applications.

7. Governance

The Diversity Committee meetings will generally take place **the morning of the second Wednesday of the month** in **February, April, September and November** but additional meetings may be called by the Chair on an as-needed basis or as directed by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed voting members at the time of the meeting.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a one-year term. The Chair acts as the liaison with Council.

Orders and rules of conduct for debate for the Diversity Committee meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

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8. Communications

Committee members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of the Diversity Committee meetings are available to the public and will be approved at the next meeting.

All Diversity Committee meetings are open to the public, except as specified in Section 22 (2) of the Municipal Government Act.

9. Related Policies, Procedures and Legislation

- Meeting and Committee Procedural Policy, RCOGE-003.00
- Councillor Remuneration Policy, RCOHR-001.00
- Code of Conduct of Elected Municipal Officials Policy, RCOHR-002.00

Approved by: _____

Committee Chair

Adoption	
Notice to Council:	Not Applicable
Approval:	<i>Date</i>
Description:	