

Diversity, Equity and Inclusion - Terms of Reference

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Diversity, Equity and Inclusion - Terms of Reference

Preamble

The City of Thorold's Diversity, Equity and Inclusion Committee is a volunteer committee that advises Council on matters relating to equity, inclusion, and removing discrimination barriers.

Mandate

To address the negative impacts of bias and discrimination on individuals' quality of life, safety, and inclusion. The DEI Committee will work with council, staff, and the community to make Thorold a diverse and welcoming community where everyone's voices and opinions are heard.

Goals and Purpose

The committee's goals and purposes include:

- Addressing bias and discrimination within the City of Thorold;
- Developing and promoting the City of Thorold as a welcoming city to all residents;
- Provide knowledge and perspectives that encourage diverse decision making and an inclusive City;
- Advise and provide policy recommendations to Council that foster diversity, equity and inclusion within the community;

Reporting Structure

The Diversity, Equity and Inclusion Committee will report directly to City Council.

Membership

Composition

The Committee shall consist of the following members:

- At-large members (8)
- Councillors (Minimum of 2)

Committee members shall represent a diverse demographic with lived experience, knowledge, or skills in the following areas:

- Faith-based Diversity
- Linguistic Diversity
- Immigrants and refugees
- Indigenous peoples
- LGBTQ2+ members
- Persons with disabilities

Terms of Reference: DEI
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- Persons with low income
- Racialized people
- Undocumented individuals
- Vulnerable seniors
- Women

The City Clerk (or designate) will support the committee as the City of Thorold's staff liaison.

Term

Committee appointments shall be held for the term of Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters

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- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committee's attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The City's Clerks department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

Regular meetings shall be held every month. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

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Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Diversity, Equity and Inclusion Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

Discrimination: Treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex, or other personal characteristic.

Diversity: The presence in an organization or a community, of a wide range of people with different backgrounds, abilities and attributes including ethnicity, race, colour, religion, age, gender and sexual orientation.

Equity: To give everyone equal access to opportunities and benefits in society. Equity includes treating some people differently, to take into consideration some people's particular needs and situations.

Inclusion: Appreciating and using our unique differences, strengths, talents, weaknesses and frailties in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.