

# **Community Diversity, Equity and Inclusion Committee Terms of Reference (Updated June 2023)**

Oshawa City Council approved the City's Diversity and Inclusion Plan in November 2017. The Plan includes an action for Oshawa to "establish a Community Council to support the implementation and on-going development of diversity and inclusion projects".

## **1. Mandate**

The Community Diversity, Equity and Inclusion Committee will provide support to staff in the implementation of the Diversity and Inclusion Plan and shall provide a forum for consultation, feedback and discussion on matters of diversity, equity and inclusion in the City of Oshawa.

The Community Diversity, Equity and Inclusion Committee is not a committee of Council.

## **2. Goals and Objectives**

The goals and objectives of the Committee are as follows:

- Provide support to the City staff to implement actions outlined in the Diversity and Inclusion Plan;
- Provide input to City staff on various issues and initiatives concerning diversity, equity and inclusion in our community;
- Provide input to City staff on the elimination of barriers within City programs, services and policies for the diverse population of our community;
- Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community through community partnerships;
- Facilitate opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Oshawa; and,
- Engage community groups and leaders in the activities of the Committee.

## **3. Guiding Principles**

The Committee will:

- Reflect the diversity of the equity seeking groups in the City of Oshawa;
- Develop and promote a vision of inclusion based on the City of Oshawa's Diversity and Inclusion Plan;
- Be committed to operating with effective, respectful and inclusive communication;
- Promote and operate through a consensus decision-making process;

- Foster intentional collaboration and partnerships;
- Inject intersectionality into strategies to build bridges between communities; and,
- Be responsive to community's needs.

#### **4. Membership Composition**

Membership will be a minimum of (12) and maximum of fifteen (15) members from the community representing a broad range of under-served and equity seeking groups such as, but not limited to:

- Indigenous Peoples
- Faith-based groups
- LGBTQ
- Newcomers, new Canadians
- Persons living in poverty
- Persons with disabilities
- Racialized people, people of diverse ethnic or cultural origin
- Seniors
- Women
- Youth

The Director, Innovation & Transformation and the Diversity, Equity and Inclusion Officer, or their designates will attend all meetings.

#### **5. Member Qualifications**

Members must be Oshawa residents, and/or individuals who work for organizations that provide services to Oshawa residents.

The following qualifications will be considered for appointing members to the Community Diversity, Equity and Inclusion Committee:

- Experience working in teams, with community groups, boards or organizations,
- Knowledge, living or lived experience with diversity, equity and inclusion matters, and
- Commitment as a change-agent in diversity, equity and inclusion matters in the community.

Community participation is key to the success of diversity, equity and inclusion initiatives. Additional City staff and representatives of diverse groups would be invited to attend meetings as needed to provide expertise related to a specific project.

## **6. Frequency and Location of Meetings**

The Committee will meet eight (8) to ten (10) times a year in City facilities. The Committee at its inaugural meeting shall establish the meeting schedule. All meetings of the Committee shall be open to the public. Agendas and Meeting Summary Notes will be posted to the City's website.

Working groups, established on a project-by-project basis, shall meet as required.

## **7. Term of Appointment and Remuneration**

Members shall be appointed for two (2) years. They may be re-appointed upon application for a total of two (2) consecutive terms.

A Chair and Vice Chair shall be elected by the members for a one (1) year term. There are no term limits on the role of Chair or Vice-Chair.

Members of the Community Diversity, Equity and Inclusion Committee are volunteers and will serve without remuneration.

## **8. Vacancies and Resignations**

The following describes the measures which shall be taken in the event of a membership vacancy or resignation:

- a) Appointments will take place if there is a need to fill vacant seats or to fill the balance of an appointee's term.
- b) City Staff will advertise Community Diversity, Equity and Inclusion Committee vacancies on the City of Oshawa's website, social media pages and other various media channels.
- c) Candidates shall be required to complete and submit an application form available on the City's website. If the applicant cannot complete the application form for any reason of disability, special provision shall be made.
- d) A selection committee consisting of the current Community Diversity, Equity and Inclusion Committee Chair, two (2) current Community Diversity, Equity and Inclusion Committee members, and two (2) City staff members will review and appoint new members.
- e) Appointed Members shall provide written notice of resignation to the appropriate City staff and the Community Diversity, Equity and Inclusion Committee Chair.

## **9. Attendance Management**

After two (2) consecutive absences by any member of the committee at regularly scheduled meetings, City staff shall contact the absent member to determine if they

plan to attend the next regularly scheduled meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance.

If no reasonable or compassionate response is provided, staff will inform the absent member that if they are absent from the next regularly scheduled meeting (the third meeting), the Community Diversity, Equity and Inclusion Committee may declare their seat vacant and the recruitment and selection process will be initiated.

## **10. Duties and Conduct**

Members shall reflect a professional and courteous manner when interacting with the public. Should a member of the committee exhibit a pattern of inappropriate conduct, the committee or the administration may rescind the member's appointment.

### **10.1 Committee Chair**

The Committee Chair is expected to:

- Preside over all Committee meetings and ensure smooth functioning of the meetings, with support from the Diversity, Equity and Inclusion Officer;
- Prepare agendas for meetings in consultation with City staff;
- Participate as an active member, encouraging participation by all Community Diversity, Equity and Inclusion Committee members;
- Provide leadership to manage potential conflict in the committee towards respectful resolution with support of the Diversity, Equity and Inclusion Officer;
- Direct decision making processes using a consensus model to ensure that minority voices are included in actions and decisions;
- Be the point of contact with City staff with respect to Community Diversity, Equity and Inclusion Committee matters.

### **10.2 Committee Vice Chair**

The Committee Vice Chair is expected to:

- In the absence of the Committee Chair, preside over Committee meetings and ensure smooth functioning with the support of the Diversity, Equity and Inclusion Officer;
- Preside over meetings where the Committee Chair is not present within the first ten (10) minutes of the start of a meeting.

### **10.3 Assume the responsibilities of the Committee Chair in the event that they are unable to fulfil their duties for an extended period of time. Roles and Responsibilities of the Committee Members**

The Committee members are expected to:

- Attend and actively participate in all Community Diversity, Equity and Inclusion Committee meetings and any working group meetings as required;
- Attend City of Oshawa and other community events and initiatives, where appropriate and available;
- Contribute time, knowledge, skill and expertise to the fulfillment of the Committee's responsibilities;
- Understand their role and expectations;
- Understand and follow the mandate of the Community Diversity, Equity and Inclusion Committee;
- Undertake work necessary to implement the committee work plan;
- Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork, creativity and a sense of humour are valued;
- Maintain a high degree of professionalism;
- Respect the individual worth and dignity of other members and, at all times, work together to achieve a common vision for the community, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage;
- Challenge ideas and not people, creating a climate where it is okay to disagree;
- Communicate directly, concisely and honestly, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code;
- Work effectively with staff to provide excellent service to residents and customers, recognizing the professional obligations of staff as an employee of the City of Oshawa and not intervening in administrative practices;
- Refrain from criticizing individual members of staff in a way that casts aspersions on their professional competency and credibility; and,
- Respect all decisions made by the Community Diversity, Equity and Inclusion Committee.

#### **10.4 Staff**

Staff have three (3) principle functions with regard to the Community Diversity, Equity and Inclusion Committee: Secretariat role, policy advice role and supporting staff role. Staff will prepare the agendas in consultation with the Committee Chair and distribute to Committee members.

Staff will take minutes of all meetings for approval at the following meeting.

## **11. Operating Procedures**

### **11.1 Quorum**

Quorum shall be a simple majority of the total existing committee members, including any vacancies. In the case that quorum is not met committee members can continue the meeting, but no decisions will be enacted until quorum is met.

### **11.2 Conduct of Business**

The following applies to the Community Diversity, Equity and Inclusion Committee:

- a) If the Chair is not present within the first ten (10) minutes of a Committee meeting or has previously sent their regrets, the Vice Chair will preside for the duration of the meeting. If the Vice Chair is unavailable, members present shall appoint, by consensus, another member as Acting Chair.
- b) Decisions will be made by consensus. If consensus cannot be reached, simple majority vote by the members present shall be followed.
- c) The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum and deciding all questions relating to the orderly procedure of the meetings.
- d) Meeting agendas will be available to members a minimum of one (1) week prior to the upcoming meeting. Meeting agendas will be posted on the City of Oshawa's website.

Meeting Summary Notes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Meeting Summary Notes will be approved by the Committee at the next meeting.

## **12. Budget**

Any requirement for funds to deliver projects will be included in the Innovation and Transformation Branch Operating Budget and is subject to approval of the budget by Council.

## **13. Media and Communications**

All media contact shall be made through the Director, Innovation & Transformation.

The actions and recommendations of the Community Diversity, Equity and Inclusion Committee are subject to the policies and administrative practices of the City, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.

If a member of the Community Diversity, Equity and Inclusion Committee wishes to communicate to Council, City staff or the public, they shall be expected to provide a disclaimer stating that “the opinions reflected by the member are their own personal comments and are not endorsed by or representative of the Community Diversity, Equity and Inclusion Committee”.