

Town of Minto Diversity, Equity and Inclusion Committee (DEI)

Terms of Reference

1.0 GOAL

To advise and assist Staff, Council and the citizens of the Town of Minto on matters related to diversity, equity and inclusion ensuring that Minto lives up to its commitment to be a welcoming and inclusive rural community.

2.0 PRINCIPLES

Principles that guide the work of the DEI Committee include:

- Reflect the diversity of equity seeking groups within the Town of Minto;
- Develop and promote a vision of inclusion;
- Be committed to operating with effective, respectful and inclusive communication;
 - Share responsibility for including all voices in the conversation.
 - Listen respectfully
 - Be open to changing your perspectives based on what you learn from others.
 - Understand that we are bound to make mistakes in this space.
 - Understand that your words have effects on others.
 - Understand that others will come to these discussions with different experiences from yours.
 - Understand that there are different approaches to solving problems.
- 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 the community's needs.

3.0 MANDATE

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

The Diversity, Equity and Inclusion Committee is a Sub-Committee of the Cultural Roundtable

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Town of Minto Diversity, Equity and Inclusion Committee (DEI) shall consist of 10 – 15 members appointed by Resolution of Council. This membership shall be composed of members of the public and one member of Town Council. To the greatest extent possible, members from the community will represent a broad range of under-served and equity seeking groups such as but not limited to:

- Indigenous peoples
- LGBTQ2S+
- Newcomers, new Canadians
- Persons living in poverty
- Persons with disabilities
- Racialized people, people of diverse ethnic or cultural origin

- Seniors
- Women
- Youth
- 3-5 Community Members working in allyship
- The Director of Economic & Community Development and the Marketing and Community Development Coordinator or their designates will attend all meetings.

4.1 Members must be Minto residents, and/or individuals who work for organizations that provide services to Minto residents. The following qualifications will be considered for appointing members to the DEI Committee:

- Experience working in teams, with community groups, boards or organizations
- Knowledge, living or lived experience with diversity, equity and inclusion matters, and
- Commitment to support and encourage diversity, equity and inclusion matters in the community.

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

4.2 Committee members are expected to:

- Attend and actively participate in all DEI Committee meetings and any working group meetings as required;
- Attend Town of Minto and other community events and initiatives, where appropriate and available;
- Contribute time, knowledge, skill and expertise to the fulfillment of the Committees responsibilities;
- Understand their role and expectations;
- Understand and follow the mandate of the DEI Committee;
- Undertake work necessary to create and 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;
- Respect all decisions made by the DEI Committee.

4.3 Members shall be appointed for the term of Council.

4.4 A Chair for the DEI Committee will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee for approval by Council.

4.5 All members will be expected to devote some time between meetings to work on matters before the Committee.

- 4.6 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the usual responsibilities and privileges assigned thereto.
- 4.7 By majority vote, the DEI Committee may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.8 By majority vote, the DEI Committee may recommend to Council, removal and/or replacement of any member who is not respecting the spirit of the Ontario Human Rights Code or following the principles of the Committee.
- 4.9 In considering new appointments to the Committee, the Committee may recommend new members to be approached to be on the Committee. If the recommended individual accepts the invitation the Committee would then make a recommendation to the Cultural Roundtable to appoint the new member to the Committee. The Committee may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.10 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.
- 4.11 Municipal employees do not have voting privileges.
- 4.12 Committee proceedings shall be governed by the Town of Minto Procedural By-law.
- 5.0 REPORTING**
- 5.1 The Town of Minto DEI Committee is a Sub-Committee of the Cultural Roundtable and is established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council.
- 5.2 The Town of Minto DEI Committee reports directly to the Cultural Roundtable under the signature of the Chair or designate. DEI Committee reports and communications will normally be directed to Council through the Cultural Roundtable minutes.
- 5.3 As part of its ongoing reporting requirements, the DEI Committee shall prepare an annual Status Report and Work Plan, which shall be submitted to Council in January of each year. The report shall, among other things:
- a. Summarize the activities and achievements of the DEI over the previous year.
 - b. Describe ongoing activities and issues and identify new priorities/concerns.
 - c. Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their

capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 FINANCING

- 6.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.
- 6.2 Committee members are not compensated for their time but do receive opportunities to participate in professional and personal development opportunities as they relate to the work of the Committee. If Committee members attend functions outside of Minto on behalf of the Committee they will be compensated for mileage at the Town of Minto staff mileage rate.

7.0 CONFLICT OF INTEREST

- 7.1 Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of DEI related communications and correspondence; arranging meetings and community consultations; ensuring DEI reports are included in the Cultural Roundtable agenda packages; and minor technical support as needed, such as photocopying. Additional support is to be requested by the Committee and not provided by staff until approved by Council.
- 8.2 The DEI budget is within the Cultural Roundtable budget and will be administered by the Town Treasurer with input from the DEI and Cultural Roundtable Committees.

9.0 MEETINGS

- 9.1 The Committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. Accommodation can be made for Committee members who are without transportation, have accessibility needs, need an interpreter or other needs.
- 9.2 The Committee may, from time to time, invite resource people to attend a meeting.
- 9.3 Quorum for a full Committee meeting will be 50% of the current membership plus one.
- 9.4 Subject to the provisions of the Town's Procedural By-law on matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

10.1 An agenda for the upcoming Committee meeting will be prepared by Staff for approval by the Chair and e-mailed and/or mailed to Committee members within one week in advance of their meeting.

10.2 Formal minutes of the Committee meeting will be prepared by Staff and e-mailed and/or mailed to Committee members two weeks following their meeting. These minutes will be considered draft until adopted by the Committee at their next meeting.

11.0 AMENDMENTS

11.1 The DEI Committee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

11.2 Amendments to the Terms of Reference can only be made by Council.

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