Terms of Reference

Equity, Diversity and Inclusion (EDI) Committee

Date Approved by Council: **February 27, 2023**

Sunset Date: **N/A**

Mandate:

The Equity, Diversity and Inclusion (EDI) Committee will serve as a main advisory body to Council on matters and issues related to equity, diversity and inclusivity in the Town. The Committee will consult externally with the community, with a focus on liaising with marginalized groups, groups that have historically experienced discrimination, and internally with staff, to progress EDI initiatives, which includes providing advice, feedback, and making recommendations to Town Council.

The Committee may also direct and monitor community working groups participating in specific projects or initiatives on behalf of the EDI Committee and per the Committee's approved work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular EDI Committee meeting.

Goals/Objectives:

- Advise on short-term, intermediate, and long-term EDI issues, matters and opportunities to increase the community's equity, diversity and inclusivity
- Develop a work plan to be approved by Council
- Provide advice, feedback and make recommendations to Council on issues and matters related to equity, diversity and inclusivity in the Town
- Identify best practices through research and raise awareness in the community
- Identify systematic and institutional barriers in the Town processes, services, programs or facilities
- Identify barriers in the community that impact the social, health and/or economic well-being of residents and propose solutions
- Provide advice on programs, services and processes from an EDI perspective

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

A total of up to nine (9) members representing diverse backgrounds and groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age, etc.).

- One Member of Council
- Up to 8 members of the public

Skills Requested

- Commitment to addressing equity, diversity, inclusion issues in the community
- experience working on diversity and inclusion issues and/or, lived experience as a member of a group that has historically been discriminated against. Committee members should reside, do business or volunteer in the community.

Administration Section:

Department Linkage and Staff Support:

Corporate Services Department, Human Resources Division and Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Quarterly or at the call of the Chair