

Municipality of North Perth Diversity, Equity, and Inclusion (DEI) Advisory Committee

Terms of Reference

1. Authority

The Diversity, Equity, and Inclusion (DEI) Advisory Committee is an advisory committee that provides Council guidance and recommendations on matters relating to diversity, equity, and inclusion within the Municipality of North Perth and will assist staff in local diversity, equity, and inclusion initiatives/functions.

2. Mandate

The Diversity, Equity and Inclusion Advisory Committee is an advisory committee of Council with the mandate to provide feedback, guidance, and support to improve diversity, equity, and inclusion within the Municipality of North Perth.

To accomplish its mandate, the DEI Advisory Committee will:

- Provide advice to staff on the development of a Diversity, Equity, and Inclusion Strategy
- Provide support to staff to implement actions outlined in the Diversity, Equity, and Inclusion Strategy
- Provide input to staff on various issues and initiatives concerning diversity, equity, and inclusion in our community
- Provide input to staff on the elimination of barriers within programs, services, processes, and policies to improve diversity, equity, and inclusion
- Foster a greater understanding and awareness of diversity, equity, and inclusion matters within the community through community partnerships and education
- Facilitate opportunities to educate and celebrate the diverse social, cultural, and traditional elements that make up North Perth
- Engage community groups and leaders in the activities of the Committee
- Provide advice on communication regarding diversity, equity, and inclusion activity in the Municipality
- Provide a forum for discussion to foster greater understanding and awareness of diversity, equity, and inclusion across North Perth

3. Principles

Principles that guide the work of the DEI Advisory Committee include:

- Reflect the diversity of equity seeking groups within the Municipality of North Perth.
- Develop and promote a vision of inclusion.
- 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.
- Be responsive to the community's needs.

4. Committee Composition

The DEI Advisory Committee shall consist of 5-12 members appointed by Resolution of Council. This membership shall consist of members of the community and one member of Municipal 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 with a low income
- Persons with disabilities – physical and mental health
- Racialized people, people of diverse ethnic or cultural origin
- People over 55
- Women
- Youth
- People who are allies for equity and anti-racism
- Designated staff from the Strategic Initiatives and Programs Department and the North Perth Public Library (non-voting)

As per the North Perth Procedural By-law, the Head of Council is “Ex Officio” a member of the Committee. The Head of Council will not be considered part of the Committee quorum. The Head of Council is able to participate fully in Committee meeting procedures, including voting.

Members must be North Perth residents, and/or individuals who work for organizations that provide services to North Perth residents. The following qualifications will be considered for appointment members to the Committee:

- Experience working in teams, with community groups, boards or organizations;
- Knowledge, living or live 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 Municipal staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project.

Members shall be appointed for the term of Council.

5. Role and Responsibilities

The Chair and Vice Chair will be elected from the Committee members at least once per Council term, in accordance with the Municipality of North Perth Procedural By-law.

The expenditure of any municipal funds is to be approved by Council in accordance with the Municipal Procurement By-law and current budget.

All members, including the Chair and Vice Chair, are responsible to:

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Work diligently to complete assigned activities.
- Agree to describe, process, and resolve issues in a professional and respectful manner.
- Provide input to help identify future projects or strategic priorities for future years' work.
- Communicate activities of the Advisory Group to the community.
- Attend Municipality of North Perth and other community events and initiatives, where appropriate and available.
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code.
- Respect all decisions made by the Advisory Committee.

By majority vote, the DEI Advisory 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.

6. Meetings

- The Committee shall meet a minimum of five (5) times per year in an accessible location. The Committee will establish a meeting schedule. A quorum of a majority of members is required to hold a meeting.
- Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chair. Agendas and minutes will be posted to the Municipality of North Perth website.
- The Committee shall follow the Municipality of North Perth Procedural By-law. All meetings of the Committee will be open to the public, except as provided in the Procedural By-law and/or Municipal Act, 2001 and any other applicable legislation.
- Members wishing to have items included on the agenda must provide items to the Chair, Manager of Strategic Initiatives or designate on or before the Wednesday preceding the agenda going out.

- Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
- Minutes shall be kept of all meetings. Adoption of meeting minutes will be included on the agenda of the next meeting and then posted to the Municipality of North Perth website.
- Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- For consistency of messages, media inquiries should be directed to the Committee chair or Manager of Strategic Initiatives.

7. Staff Support

The Committee is accountable to Council. Staff support will be provided by the Strategic Initiatives Department and Legislative Services Division. Other staff will be involved as needed. All communications and reports will be directed through the Strategic Initiatives Department. Staff are non-voting members.

8. Reporting and Accountability

The Advisory Committee is responsible for providing advice and recommendations to Council with support from the Manager of Strategic Initiatives. All recommendations must be approved by resolution of the Committee before going to Council. All members have equal vote. To have quorum, the Committee shall have a majority of members present during a meeting.

9. Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting members.

10. General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings.