



## **Inclusion, Diversity, Equity and Access**

### **Advisory Committee (IDEA AC)**

**Draft - Terms of Reference – June 7, 2021**

### **Background**

The Municipality of Kincardine has committed to developing an Inclusion, Diversity, Equity and Access Strategy to ensure the organization strengthens diversity in the workforce and implements inclusive processes, policies, programs and services to improve community well-being.

A motion was made on May 10, 2021 by Mayor Glover to begin this work:

THAT Council direct Staff to bring back a report regarding the development of a Diversity, Inclusion and Equity Committee with a mandate to provide guidance in diversity, inclusion and equity initiatives within the Municipality of Kincardine. On June 7, 2021 a staff report was presented to Council.

### **Purpose**

The Inclusion, Diversity, Equity and Access Advisory Committee (IDEA AC) is an advisory committee of Council with a mandate to provide feedback, guidance and support to improve diversity, inclusion and equity within the Municipality of Kincardine.

To accomplish its mandate, the Community Advisory Committee will:

- Provide advice to staff on the development of an Inclusion, Diversity, Equity and Access Strategy
- Provide support to staff to implement actions outlined in the Inclusion, Diversity, Equity and Access Strategy
- Provide input to staff on various issues and initiatives concerning inclusion, diversity, equity and access in our community
- Provide input to staff on the elimination of barriers within programs, services, processes and policies to improve inclusion, diversity, equity and access.

- Foster a greater understanding and awareness of inclusion, diversity, equity and access 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 Kincardine.
- Engage community groups and leaders in the activities of the Committee and working groups.
- Provide advice on communication regarding inclusion, diversity, equity and access activity in the Municipality
- Provide a forum for discussion to foster greater understanding and awareness of inclusion, diversity, equity and access across Kincardine.

### **Our approach to this work**

- Diversity is a strength
- Everyone holds unconscious bias and beliefs
- Recognition that racism is present in our systems, processes and work
- Learn the history and lean into discomfort that comes with the awareness
- This is a journey and we will listen and adapt as we have new understandings
- Engage in meaningful, intentional collaboration and partnerships
- Meet people where they are at, and remove barriers for full participation
- Inject care, compassion and empathy into our approach and actions

### **Membership Composition**

Membership will be up to (12) twelve members from the community representing a broad range of equity seeking residents such as, but not limited to:

- Indigenous peoples
- LGBTQ2S
- Newcomers, new Canadians
- People living with disabilities – physical and mental health
- Racialized people, people of diverse ethnic or cultural origin
- People living with a low income
- People over 55
- Youth
- People who are allies for equity and anti-racism
- One Council Member
- Mayor of Kincardine (ex-officio)

## **Roles and responsibilities**

A Chair and Vice Chair will be elected annually from the Working Group members, in accordance with the Municipality of Kincardine Procedures By-law.

The key responsibilities of the Chair are to:

- Facilitate meetings and ensure that everyone is heard.
- Ensure that meetings run efficiently and effectively.

It is the role of the Vice Chair to facilitate meetings in the absence of the Chair and to perform any other duties delegated.

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

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration.
- Working diligently to complete assigned activities.
- Agreeing to describe, process and resolve issues in a professional and respectful manner.
- Providing input to help identify future projects or strategic priorities for future years' work.
- Communicating activities of the Advisory Group and Working Groups to the community.

Additional working groups, will be established to advance the actions in the Strategy and will meet as required. In order to engage more people in the actions, members for working groups will be recruited from residents and community partner organizations as well as from the Advisory Committee.

## **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 an equal vote. In order to have quorum, the Committee shall have a majority of members present (50% plus 1) during a meeting.

## **Support Services**

Staff support will be provided by Strategic Initiatives and Clerks. Other staff will be involved as needed. Staff are non-voting members.

## **Meetings**

- A quorum is required to hold a meeting (50% plus one) of members present during a meeting.
- Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson.
- The Committee shall follow the Municipality of Kincardine Procedure By-law and all meetings shall be open to the public, except as provided in the Municipality's Procedure By-law and/or the 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 meeting.
- 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.
- The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
- Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting. Adoption of meeting minutes will be included on agenda of next meeting and then posted on the Municipality of Kincardine website as well as included on Council consent agenda.
- 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 a designated staff member.
- Electronic participation at meetings is permitted following the procedures set out in the Municipality of Kincardine Procedure By-law

## **Frequency and Location of Meetings**

The Committee will meet six (6) times a year in accessible locations. The Committee will establish the meeting schedule. All meetings of the Committee will be open to the public. Agendas and Meeting Summary Notes will be posted to the Municipality of Kincardine's website.

Working groups, will be established to advance the actions in the Strategy and will meet as required. In order to engage more people in the actions, members for working groups will be also recruited from residents and community organizations.

**Term**

Members will be appointed for the term of Council and the chair is elected from amongst the members annually.

**Privacy**

The meetings of Community Diversity, Inclusion and Equity Advisory Committee are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

**Committee Procedures**

The Community Diversity, Inclusion and Equity Advisory Committee shall be guided by and comply with the current Municipality of Kincardine Procedure By-law.

**Amendments to the Terms of Reference**

The Terms of Reference should be reviewed and refined at a minimum of every two years to ensure that they remain current and meaningful. Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Council and the CAO and shall take effect only upon the approval of Council.