

Township of Centre Wellington
Terms of Reference
Diversity, Equity, and Inclusion Advisory Committee

Background

The Township of Centre Wellington Municipal Council directed Staff to engage Centre Wellington's community to help develop a Diversity, Equity, and Inclusion Strategy, and to develop a Diversity, Equity, and Inclusion Advisory Committee to provide recommendations to Council to ensure the Township applies a diversity, equity, and inclusion lens to its services, celebrations, events, programs and policies.

The Diversity, Equity, and Inclusion Advisory Committee of Council recognizes the Township of Centre Wellington's multicultural heritage and the mix of national, ethnic, and racial origins which exist in our population.

Mandate

The Diversity, Equity, and Inclusion Committee is committed to the promotion of equity, racial acceptance, and multicultural education where citizens are empowered to achieve their full potential in our community. Further, the Committee is committed to creating safe spaces for all persons to voice their opinions and to work collectively to promote inclusion in Centre Wellington.

This Committee will provide support to staff in the development and implementation of a Diversity, Equity, and Inclusion Strategy and shall provide a forum for consultation, feedback, and discussion on matters of diversity, equity, and inclusion in the Township of Centre Wellington.

This Committee is to promote and foster inclusion and to address issues of discrimination based on:

- Race
- National or ethnic origin, and new immigrants
- Colour
- Religion of faith forms of conscientiously held beliefs,
- Sex
- Sexuality
- Language and linguistic origin
- Gender identity and gender expression
- Age (children, youth, adult, seniors)
- Mental or physical disability
- Family status (including marital status)

- Socioeconomic Status, and
- For those persons who identify as First Nations with or without status, Metis and/or Inuit and Rights holders living in the boundaries of the treaty lands and territory of the Mississaugas of the Credit First Nation, as well as the traditional territory of the Haudenosaunee.

The Committee works from a Decolonization and Anti-Oppression Framework. A glossary of terms to assist with this understanding have been provided at the end of the Terms of Reference.

Scope of Activities include:

The Committee will:

1. Advise and provide support to staff in the drafting and implementation of a Diversity, Equity, and Inclusion Strategy and provide a forum for consultation, feedback, and discussion on matters of diversity, equity, and inclusion in the Township of Centre Wellington.
2. To work with staff and Council towards membership with the *Coalition of Inclusive Municipalities* through the Canadian Commission for UNESCO.
3. To develop an annual workplan including budget requirements for consideration by Council.
4. To work with staff to develop and recommend to Council, policies and programs which will create an atmosphere conducive to harmonious community relations within the Township of Centre Wellington.
5. To act as a visual lead agent on communicating and recommending to Council any actions needed to ensure the Township is fully compliant with the *Ontario Human Rights Code*.
6. To assist marginalized, under-represented, and under-served groups through its appropriate sub-committees to develop programs for the improvement of diversity, equity, and inclusion at the Township of Centre Wellington.
7. To make recommendations regarding municipal programs and services provided by the Township, to provide equitable access to all residents.
8. To encourage and assist in the education and cultural awareness of Township of Centre Wellington Council, staff, and the community.
9. To make recommendations regarding municipal policies and programs to pursue employment equity.
10. Reporting annually to Council on the status of Diversity, Equity, and Inclusion in the Township of Centre Wellington.

Committee Membership (Voting)

- Council recognizes, many persons may be a member of more than one of the marginalized, under-represented, and under-served groups, which brings a

unique perspective. Further, Council understands, one person cannot speak for a group as a whole and actively work against tokenism.

- It is recognized, this Committee needs appropriate Council representative, and it needs to provide recommendations consistent with the direction of the Township's other advisory committees.
- The Committee shall be comprised of a minimum of seven (7) voting members up to a maximum of ten (10) voting members from the community, representing a broad range of marginalized, under-represented, and under-served groups. Best efforts will be made to achieve intersectional representation.
- At least one member should have Indigenous ancestry, whether they have status or non-status.
- The membership will generally represent the diversity of the Township including geographical and gender balance and individuals with lived experience related to one or more of the following areas:
 - Ethnocultural and linguistic diversity
 - Racialized communities or People of Colour
 - New immigrants
 - Indigenous communities
 - LGBTQ2S+ individuals
 - Individuals living with low income/homeless
 - Faith-based diversity
 - A member of the Youth population (post secondary)
 - A member of the senior population
 - A member of the community with a disability

Other Committee Members (Non-Voting)

The Committee shall also include non-voting members from Council, Township staff and the following agencies/organization, where applicable:

- Two (2) members of Township Council and the Mayor ex officio;
- Manager of Community Development
- Additional Township staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project.
- Representatives from various applicable County of Wellington Committees and/or County staff.

Membership Qualifications

- Members must be residents of the Township of Centre Wellington, rights holders living in the boundaries of the the treaty lands and territory of the Mississaugas of the Credit First Nation, as well as the traditional territory of the Haudenosaunee, and/or individuals who work for organizations that provide services to Centre Wellington residents.

- The following qualifications will be considered for appointing members to the Diversity, Equity, and Inclusion Advisory Committee of Council.:
 - Experience working in teams, with community groups, boards, or organizations,
 - Knowledge of diversity, equity, and inclusion matters,
 - Living or lived experience as a member of the identified groups, and
 - Commitment as a change-agent in diversity, equity, and inclusion matters in the community.
- Unlike the other Advisory Committees of Council, the Diversity, Equity and Inclusion Advisory Committee of Council has an age requirement of fifteen (15) years to allow for Youth representation.
- Unlike the other Advisory Committees of Council, the Diversity, Equity, and Inclusion Advisory Committee Application will encourage persons to voluntarily self-identify.

Chair & Vice-Chair

- The Chair and Vice Chair will be elected from among the members of the Committee at the first meeting of each year. The Council representatives to the Committee shall not be the Chair or Vice-Chair. The Chair should be able to devote time between meetings to work informally with Township staff when circumstances warrant.
- No Committee member may serve as Chair for more than two consecutive terms.

Selection of Members

- Council will be responsible for the appointment of all members of the Committee.
- The Municipal Clerk is responsible for administering the recruitment, selection and appointment process of members.
- A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement.

Terms of Office

- Members will be appointed for four (4) years that corresponds with the Term of Council, expiring on November 14th of the year the municipal election is held, unless provided otherwise in their Terms of Reference or by a resolution of Council.
- Recruitment shall take place as early as possible, following the municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.
- A member may serve two consecutive terms after which they must take a leave of one term before reapplying. This requirement may be waived if there are insufficient number of members, or it is in the best interest of the committee.

Meetings

- The Committee will meet monthly on the first Thursday of the month in Council Chambers.
- The Committee may establish working groups for specific topics, issues or proposals as required on an ad-hoc basis. Working groups will report back to the full Committee and may include non-member Committee members when additional expertise is required. Working groups will cease when the issue has been reported on or resolved.
- Minutes will be taken at each Committee meeting by staff from Legislative Services.
- Meetings are open to the public and may be held electronically as required.

Agendas/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair and/or Vice-Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying materials to all Committee members by the Friday prior to the meeting.
- The agenda and meeting minutes will be posted on the Township website.
- Legislative Services shall keep accurate minutes and records of its meetings and shall have copies of all documents relating to the business of the Committee.
- The Committee shall forward copies of the meeting minutes and records to all members of the Committee, the Municipal Clerk, and the Chief Administrative Officer, as soon as possible after each meeting.

Delegations

- The Diversity, Equity, and Inclusion Advisory Committee of Council welcomes participation from the community through delegations to provide information and/or input to the Committee and/or specific initiatives.
- Delegations must register with Legislative Services and provide written and electronic documentation (if possible) relating to the matter to be discussed. Information must be submitted for circulation with the agenda.
- Delegations will be allowed ten (10) minutes for individuals or groups, as per the Township's Procedure By-law.

Closed Meetings

Advisory Committees of Council do not usually consider business of a "closed" nature; however, if circumstances arise, there must be strict compliance with the Municipal Act and the Township's Procedure By-law.

Committee Procedures

- The Township's Advisory Committees and Local Boards are governed by the Council adopted Terms of Reference, Procedure By-law and the Code of Conduct.
- Quorum will be the majority of the members, excluding Township Staff.
- Consensus is preferred for Committee decisions; however, a simple majority will suffice for decisions where consensus is not possible.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations will be provided to the Committee of the Whole through the Manager of Community Development in a timely manner.
- The Committee will develop a workplan identifying projects and items (including timelines) that will be worked on over the course of their term and provide regular communications on this workplan to Council.
- The Committee will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the Committee. When the public and media approaches of the Committee, members should distinguish whether they are speaking on behalf of the Committee or presenting their personal view.

Expenses

No member shall receive payment for any works or services performed for the Committee or Centre Wellington, except that, with the approval of the Committee, reimbursement may be for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid to the Township of Centre Wellington employees in effect at the time expenses are incurred.

Conflicts of Interest

All members of the Committee shall adhere to the Township's Conflict of Interest Policy approved by the Township of Centre Wellington Council.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obligated to disclose same at the meeting. Members may not participate in any decisions or recommendations in which they or their immediate family has any financial interest.

Glossary of Terms

The Canadian
Charter of Rights
and Freedoms

All human rights legislation must follow the Canadian Charter of Rights and Freedoms, passed in 1982. Section 15(1) of the Charter (1982) states: "Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the

law without discrimination and in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.” (Canadian Centre for Diversity and Inclusion – Overview of Human Rights Codes by Province and Territory in Canada (January 2018)

<https://www.justice.gc.ca/eng/csj-sjc/rfc-dlc/ccrf-ccd/>

Ontario Human Rights Code

The Ontario Human Rights Code, enacted in 1962, prohibits actions that discriminate against people based on a “protected ground” in a “protected social area.” The Code is administered by the Ontario Human Rights Commission, Canada’s oldest commission (Ontario Human Rights Commission, n.d.).

What does it cover?

Protected areas

The Code (2016) prohibits discrimination and harassment in the following protected areas:

- » Accommodation (housing)
 - » Contracts
 - » Employment
 - » Goods, services and facilities
 - » Membership in unions, trade or professional associations
- (Canadian Centre for Diversity and Inclusion – Overview of Human Rights Codes by Province and Territory in Canada (January 2018)

<https://www.ohrc.on.ca/en/ontario-human-rights-code>

Accessibility

A general term for the degree of ease that something (e.g., device, service, physical environment, and information) can be accessed, used and enjoyed by persons with disabilities. The term implies conscious planning, design and/or effort to make sure something is barrier-free to persons with disabilities. Accessibility also benefits the general population, by making things more usable and practical for everyone, including older people and families with small children. (Ontario Human Rights Commission)

Anti-Racism

An active and consistent process of change to eliminate individual, institutional and system racism as well as the oppression and injustice racism causes. (Ontario Human Rights Commission)

Anti-Oppression

Strategies, theories and actions that challenge social and historical inequities and injustices that are systemic to our systems and institutions by policies and practices that allow certain groups to

dominate over other groups (Canadian Race Relations Foundation, Glossary of Terms).

Barrier	Anything that prevents a person from fully taking part in all aspects of society, including physical, architectural, information or communications, attitudinal, economic, and technological barriers, as well as policies or practices. (Ontario Human Rights Commission)
Bias	A predisposition, prejudice or generalization about a group of persons based on personal characteristics or stereotypes. (Ontario Human Rights Commission)
Community	A group of people having common goals, rights, responsibilities, and privileges which enables them to communicate effectively and openly in order to work together toward goals identified as being for their common good. It means respecting, valuing, and harnessing the richness of ideas, backgrounds and perspectives that are unique to each individual (Town of Ajax, 2021 Diversity and Community Engagement Plan)
Culture	The customs, beliefs, behaviours and/or achievements of a particular time and/or people; behaviour with a particular group (Ontario Human Rights Commission)
Decolonization	Is the work of supporting Indigenous sovereignty and land repatriation, abolishing slavery, and dismantling imperialism. (Town of Cobourg Equity, Diversity, and Inclusion Advisory Committee Terms of Reference)
Disability	<p>There are two common ways of looking at what disability is.</p> <p>One way is to see a disability as a medical condition that a person has. From this perspective, disability covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental, cognitive and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities and other conditions.</p> <p>A newer way of looking at disability is that it is not something a person has. A person with a medical condition is not necessarily prevented (or disabled) from fully taking part in society. If society is designed to be accessible and include everyone, then people with medical conditions often don't have a problem taking part. From this point of view, disability is a problem that occurs when a</p>

	person's environment is not designed to suit their abilities. (Ontario Human Rights Commission)
Discrimination	Treating someone unfairly by imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex, or other personal characteristics (Note: this is not a legal definition) (Ontario Human Rights Commission)
Diversity	The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. (Building Bridges... A Diverse and inclusive Lethbridge Inclusive Lethbridge, Community Action Plan 2011-2021)
Equal opportunity	Aims to ensure that all people have equal access, free of barriers, equal participation and equal benefit from whatever an organization has to offer. Note that equal opportunity extends beyond employment. (Ontario Human Rights Commission)
Equity	Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals and using this understanding to achieve substantive equality in all aspects of a person's life. (Ontario Human Rights Commission)
Ethnicity	Sharing a distinctive cultural and historical tradition often associated with race, place of origin, ancestry or creed. (Ontario Human Rights Commission)
First Nation(s) First Nations People	This term became common use in the 1970s to replace the word "Indian." Although the term First Nation is widely used, no legal definition exists. The term has also been adopted to replace the word "Band" in the naming of communities. Many people today prefer to be called "First Nations" or "First Nations People" instead of "Indians." Generally, "First Nations People" is used to describe both Status and Non-Status Indians. The term is rarely used as a synonym for "Aboriginal Peoples" because it usually does not include Inuit or Métis people. (Ontario Human Rights Commission)
Gender	The social classification of people as masculine and/or feminine. (Ontario Human Rights Commission)

Gender identity	A person's conscious sense of maleness and/or femaleness. This sense of self is separate and distinct from one's biological sex. (Ontario Human Rights Commission)
Immigrant	Refers to a person who is or has been a landed immigrant/permanent resident. A landed immigrant/permanent resident is a person who has been granted the right to live in Canada permanently by immigration authorities. Immigrants are either Canadian citizens by naturalization (the citizenship process) or permanent residents (landed immigrants) under Canadian legislation. Some immigrants have resided in Canada for a number of years, while others have arrived recently. Most immigrants are born outside of Canada, but a small number are born in Canada. (Statistics Canada)
Inclusion	Appreciating and using our unique differences – strengths, talents, weaknesses and frailties – in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization. (Ontario Human Rights Commission)
Oppression	Is the use of power or privilege by socially, politically, economically, culturally dominate group (or groups) to empower (take away or reduce power), marginalize, silence, or otherwise subordinate one social group or category. (Town of Cobourg Equity, Diversity, and Inclusion Advisory Committee Terms of Reference)
Race	There is no such thing as race – instead, it is a “social construct.” This means that society forms ideas of race based on geographic, historical, political, economic, social and cultural factors, as well as physical traits, even though none of these can legitimately be used to classify groups of people. (Ontario Human Rights Commission)
Systemic Oppression	Consists of practices, policies, laws, and standards that disadvantage a particular group or category of people. (Town of Cobourg Equity, Diversity, and Inclusion Advisory Committee Terms of Reference)
Tokenism	Is the practice of making only a perfunctory or symbolic effort to do a particular thing, especially by recruiting a small number of people from underrepresented groups to give the appearance of sexual or racial equality within a workforce, institutions, society, committees, and structures. (Town of Cobourg Equity, Diversity, and Inclusion Advisory Committee Terms of Reference).