



Diversity, Equity, and Inclusion Committee Terms of Reference

Mandate:

The mandate for the committee will be to advise Council and continue the work of the Anti-Black Racism, Racism and Discrimination Task Force, as noted in their recommendations brought forward to Council on October 5, 2020. The committee will make recommendations and provide a monitoring and measuring role to help ensure that the Town of Shelburne applies a diversity, equity and inclusion lens to its policies, services, and programs.

1. Provide insight, advice, and make recommendations to Council relating to the following:
 - emerging equity or diversity issues or trends arising in the Town;
 - initiatives to combat racism, acts of prejudice or hate in the Town;
 - identifying systemic barriers faced in accessing Shelburne services, information, programs, and facilities;
 - identifying systemic barriers to participation in public life and achievement of social, cultural, and economic wellbeing of residents;
 - strategies for building connections and fostering a deeper sense of inclusion and belonging especially for marginalized groups;
 - proposed Town of Shelburne initiatives, services, and policies to meet changing needs of a diverse community;
 - employment and employee awareness policies, initiatives, and programs.
2. Liaise with organizations and stakeholders, particularly those from marginalized groups including but not limited to Black, Indigenous, People of Colour, and 2SLGBTQI+ community members to facilitate discussions that promote broader understanding and engagement between residents of diverse backgrounds and abilities.

3. Provide recommendations on opportunities for education and awareness programs on anti-racism, diversity, equity, and inclusion in consultation with Town of Shelburne Administration and within the budget allocated by Council.
4. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy which shall include an annual work plan with clear actions and measurable goals and objectives that move to identify and eliminate systemic discrimination and create an inclusive organization and community.
5. In cooperation with Town Staff, the committee will provide regular updates to Council that monitor and measure the Town's success in applying a diversity, equity and inclusion lens resulting in implementing real changes to policies, services, and programs.

Composition:

The Diversity, Equity and Inclusion Committee is composed of the following members:

- Committee Chair – To be selected annually from within the committee, with members of Council not eligible to hold the position
- Community Members – 8 members appointed from the community
- Council Representation – 3 members of Council
- Town of Shelburne Staff Liaison – 1 member of Administration staff, non-voting member
- Town of Shelburne CAO – ex-officio, non-voting member

Selection Process:

Community Members will be selected through an application and interview process. The interview panel will include the appointed Council members and a staff representative. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate. Committee members must be a Town of Shelburne resident, business owner or stakeholder who has an understanding of the impacts of racism and systemic discrimination on marginalized people and meet the following general qualifications:

- be familiar with overall community issues and concerns
- have demonstrated knowledge around diversity, equity, and inclusion
- be able to build meaningful relationships and connections within the community

Council shall strive to ensure Committee membership reflects the diversity of the community with particular focus given to marginalized groups who have traditionally faced systemic discrimination including but not limited to Blacks, Indigenous peoples, people of colour, and people who identify as 2SLGBTQI+.

Subcommittees and Working Groups:

The Diversity, Equity, and Inclusion Committee may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.

Subcommittees may also invite community volunteers and stakeholders to participate in specific initiatives.

Remuneration:

Committee members are volunteers and shall serve without receiving remuneration.

Term of Office:

The Committee members shall be appointed for the Term of Council (4 years).

Meetings:

The committee will meet monthly or at the call of the Chair.

Quorum:

Committee quorum requires that the majority (50% plus 1) of voting members be present. If quorum is not attained within the first 10 minutes, the formal meeting cannot proceed, and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.

Conflict of Interest:

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain.