

**Diversity, Equity and Inclusion  
Community Advisory Committee  
Terms of Reference**

**Mandate:**

The mandate for the committee will be to advise County Council, make recommendations and provide a monitoring and measuring role to help ensure that the County applies a diversity, equity and inclusion lens to its policies, services and programs.

1. Provide insight, advice, and make recommendations to County Council relating to the following:
  - emerging equity or diversity issues or trends arising in the community;
  - initiatives to combat racism, acts of prejudice or hate in the community;
  - identifying systemic barriers faced in accessing county 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 County of Dufferin 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 the County Administration and within the budget allocated by County 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.
5. In cooperation with County Staff Diversity and Inclusion Committee provide regular updates to County Council that monitor and measure the County’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:

<b>Role</b>	<b>Member</b>
Committee Chair	To be selected annually from within the committee
Community Members	8-10 members appointed from the community
Council Representation	3 members of Council
County of Dufferin Staff Liaison (non-voting)	2 members from the Staff Diversity and Inclusion Committee
Support Staff (non-voting)	Support staff as required

**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 County of Dufferin 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
- 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 Community Advisory 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 & Expense Reimbursement:**

Committee members shall serve without receiving remuneration. Reimbursement for mileage or transportation costs to meetings will be provided in accordance with County policy.

**Term of Office:**

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

**Meetings:**

The committee will meet a minimum of 4 times per year or at the call of the Chair.

**Quorum:**

Committee quorum requires that the majority 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.