



Equity, Diversity and Inclusion Advisory Committee

Terms of Reference

Mandate

The Petawawa EDI Advisory Committee will provide advice and recommendations to Council related to equity, diversity and inclusion in the Town of Petawawa. The Petawawa EDI Advisory Committee will also advise the Town on actions that can be taken to build an inclusive community in Petawawa, which is respectful, inclusive, and safe, where everyone has an equal opportunity to take part.

Goals and Objectives

The Petawawa EDI Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing and implementing an Equity, Diversity and Inclusion Action Plan for the Town of Petawawa, to address inclusivity and diversity barriers faced by members of the municipality;
- Anti-racism and Anti-discrimination initiatives;
- Various issues and initiatives concerning equity, diversity and inclusion in our municipality;
- Elimination of barriers within Town programs and services for the diverse populations of our municipality;
- Reviewing Town policies and procedures with an inclusionary lens;
- Developing new policies and procedures related to equity, diversity and inclusion;
- Fostering a greater understanding and awareness of equity, diversity and inclusion matters within the municipality through community partnerships;
- Facilitating opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Petawawa;
- Identifying resources and community outreach activities; and
- Engaging community groups and leaders in the activities of the Petawawa EDI Advisory Committee.

Petawawa EDI Advisory Committee Composition

Membership

- The Petawawa EDI Advisory Committee will consist of a maximum of six (6) public members and two (2) members of Council.
- Members of the public appointed to this Committee shall represent a broad range of under-served and equity seeking groups such as, but not limited to:
 - Indigenous peoples;

- Faith-based groups;
- Racialized people, people of diverse ethnic or cultural origin;
- Newcomers, new Canadians;
- LGBTQ2S+;
- Other;
- At least one (1) member of the public appointed to the Petawawa EDI Advisory Committee shall be a young person (under age 21).
- The member of Council appointed to this Committee shall act as the Chair.

Qualifications

Members of the Petawawa EDI Advisory Committee must be Town of Petawawa residents.

The following qualifications will be considered for appointing members of the public to the Petawawa EDI Advisory Committee:

- Experience working in teams, with community groups, boards or organizations;
- Knowledge, living or lived experience with equity, diversity and inclusion matters; and
- Commitment as a change-agent in equity, diversity and inclusion matters in the municipality.

Community participation is key to the success of an Equity, Diversity and Inclusion Action Plan. Additional Town staff and representatives of diverse groups will be invited to attend meetings as required to provide expertise.

Petawawa EDI Advisory Committee Appointment Process

Appointments would run concurrent with the term of Council and interested participants would make application for available representation to be reviewed and endorsed by Council. Successful applicants who are required to vacate their seat (no longer resident of Petawawa etc.), would do so by written notice and staff would then advertise the vacancy in order to solicit other interested applicants. If a member is absent from three (3) consecutive regularly scheduled meetings the Committee may declare their seat vacant and the recruitment and selection process will be initiated.

Applicants will be evaluated based on the above noted qualifications, their ability to participate fully in the Petawawa EDI Advisory Committee, and their ability to meet any ancillary obligations determined by the Committee.

Members of the Petawawa EDI Advisory Committee are volunteers and will serve without remuneration.

Roles and Responsibilities

Chair

- Presides at all Petawawa EDI Advisory Committee meetings, and exercises authority and performs duties as required.

- Provides guidance and leadership to the Committee in the completion of its mandate.
- Ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice-Chair

- The Vice-Chair will preside over meetings and committee business in the absence of the Chair.

All Members

Committee Members are expected to:

- Attend and actively participate in all Petawawa EDI Advisory Committee meetings.
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives, and responsibilities.
- Attend Town of Petawawa and other community events and initiatives where appropriate and available.
- Understand their role and expectations.
- Develop and maintain a climate where mutual respect, support, trust, courtesy, teamwork, creativity, and a sense of humour are valued.
- Maintain a high degree of professionalism and confidentiality.
- Respect the individual worth and dignity of other members and staff, and at all times work together to achieve a common vision for the municipality, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage.
- Challenge ideas, not people, creating a climate where it is okay to disagree.
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code.
- Respect all decisions made by the Petawawa EDI Advisory Committee.
- Be cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally and shall disclose accordingly.

Meetings

Meetings will take place as determined by the Committee in a manner that ensures the most consistent participation of the members is possible. Meetings will be held at the Town of Petawawa Municipal Office, 1111 Victoria Street, unless otherwise noted. Meetings may be held in alternative formats in accordance with the Town of Petawawa Procedural By-law. Meetings will be as frequent as necessary to address the scope of activity proposed for discussion, but will be limited to a maximum of one meeting per calendar month.

As necessary, and deemed by the Petawawa EDI Advisory Committee, ad hoc working groups may be formed to address specific actions.

Quorum

A quorum of this Committee shall constitute a majority of members. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Chair of the meeting or the Recording Secretary may discharge the members present and may cancel or reschedule the meeting, and notice for same shall be given.

Recording Secretary (non-voting position)

The Clerk shall be the recording secretary for the Petawawa EDI Advisory Committee and shall book meetings, circulate agendas, and record and circulate minutes.

Financial Implication:

During 2023 budget deliberations, Council allocated \$5,000.00 funding in the budget for the creation of an Equity, Diversity and Inclusion Action Plan for the Town of Petawawa.

Members of the Petawawa EDI Advisory Committee are volunteers and will serve without remuneration.

The Clerk's Department will absorb any funds associated with staffing, creating and issuing agendas, office supplies etc.