

Terms of Reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC)

Background

This document shall constitute the terms of reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC).

Mandate

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

Goals and Objectives

The IDAC's goals and objectives are to provide advice and make recommendations to Council on:

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

Meeting Schedule and Location

The IDAC shall meet four (4) times per year. Meetings will be held on the first Monday of January, April, July and October, each year. Meetings take place in the Town Council Chambers. Meetings may be held in alternative formats in accordance with the Town of Arnprior Council Procedural Bylaw.

Organization

Membership

- The IDAC will consists of a maximum of six (6) public members and one (1) member 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 ethic or cultural origin;
 - Newcomers, new Canadians;
 - LGBTQ2S+;
 - BIPOC Community Members;
 - Other
- At least one (1) member of the public appointed to the IDAC shall be youth
- The Member of Council appointed to this Committee shall act as the chair.

Qualifications

Members of the IDAC must be Town of Arnprior residents.

The following qualifications will be considered for appointing members of the public to the IDAC:

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

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

Duties and Responsibilities

Chair

- Presides at all IDAC 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.

All Members

Committee Members are expected to:

- Attend and actively participate in all IDAC meetings;
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives and responsibilities;
- Attend Town of Arnprior 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;
- Respect the individual worth and dignity of other members and staff, and at all times work together to achieve a common vision for the community, 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 IDAC; and
- 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.

Term

Public members shall be appointed to the Committee for a period of four (4) years, coincident with the term of Council.

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.

Administrative Support Staff

Recording Secretary (non-voting position)

One staff member of the Clerk's Department, as selected by the Clerk, shall attend meetings to serve as Committee Secretary. The Committee Secretary shall book meetings, circulate agendas, and record and circulate minutes.