



## **Appendix A: Terms of Reference Template**

### **Equity, Diversity and Inclusion (EDI) Committee Terms of Reference**

**Date Approved by Council:**

**Sunset Date: N/A**

**Mandate:**

The EDI Committee (“Committee”) of the Town of Orangeville will serve as a main advisory body to Council on matters and issues related to equity, diversity and inclusivity in the Town. The Committee will consult externally with the community, with a focus on liaising with marginalized groups/groups that have historically experienced discrimination, and internally with staff, to progress EDI initiatives, which will including providing advice, feedback, and making recommendations to Town Council.

**Goals/Objectives:**

- To advise on short-term, intermediate and long term EDI issues, matters and opportunities to increase the communities equity, diversity and inclusivity
- Develop a work plan to be approved by Council
- Provide advice, feedback and make recommendations to Council on issues and matters related to equity, diversity and inclusivity in the Town
- Identify best practices through research and raise awareness in the community
- Identify systematic and institutional barriers in the Town processes, services, programs or facilities
- Identify barriers in the community that impact the social, health and or economic well-being of residents and propose solutions
- Provide advice and input on matters related to:
  - Equity, diversity and inclusion of all citizens in the community
  - Addressing systemic and institutional bias
- Provide advice on programs, services and processes from an EDI perspective

**Reporting to Council:**

The Committee will report to Council through the distribution of minutes as well as the submission of an annual report

**Enabling Legislation, By-Law or Staff Report:**

Resolution No. 12 passed by Council on May 27, 2019

### **Committee Composition:**

A total of eight members representing diverse backgrounds and groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age, etc.). Membership on the Committee should be reflective of a commitment to EDI.

- One Member of Council
- Seven citizens who reside in, work or volunteer in the area of the Town
- Up to two non-voting members of staff

### **Skills Requested**

Committee members should have experience working on diversity and inclusion issues and/or, lived experience as a member of a group that has historically been discriminated against. Committee should reside, do business or volunteer in the community.

### **Administration Section**

Department Linkage: Corporate Services

Staff Support:

Meeting Frequency:

The Committee shall meet at least three times per year or at the call of the Chair.