

Diversity Advisory Committee Terms of Reference

Purpose/Mandate:

The purpose and mandate of the Diversity Advisory Committee is to provide advice and recommendations to the City's Planning and Development Committee related to diversity, equity, and inclusion in Pembroke, and to advise the City on actions that can be taken to ensure Pembroke is a welcoming, safe, and diverse city for all.

Definition(s):

Diversity: In the context of the Diversity Advisory Committee, diversity is defined as the inclusion of people from a range of different ethnic and cultural backgrounds and of different ages, genders, sexual orientations. This includes but is not limited to Black, Indigenous, and people of colour (BIPOC), and members of the lesbian, gay, bisexual, transgender, queer, and two-spirited (LGBTQ2+) community.

Report to:

Planning and Development Standing Committee of Council.

Duties and Responsibilities:

The Pembroke Diversity Advisory Committee shall provide advice and make recommendations to the Planning and Development Committee on the following:

- The development and creation of new policies, procedures, and by-laws related to diversity, equity, and inclusion;
- The identification and implementation of community outreach activities, which further diversity, equity, and inclusion in the municipality. This includes providing assistance with and support for the implementation of education programs and for special events relating to diversity, equity, and inclusion matters;
- Education and/or outreach to the public regarding diversity, equity, and inclusion and the work of the Diversity Advisory Committee and the City of Pembroke relating to diversity, equity, and inclusion;
- Addressing incidents of racism, homophobia, transphobia and discrimination in the municipality, and advising the municipality on how to best deal with such incidents;
- Additional measures to address racism, homophobia, and transphobia including any plans, studies and initiatives related to diversity, equity, and inclusion;
- The development and updating, as required, of a Diversity, Equity, and Inclusion Action Plan;
- Assisting the City with applying a diversity, equity, and inclusion lens to a range of municipal activities;
- Other related matters as referred to the Committee by Council.

Composition and Terms of Appointment:

The Pembroke Diversity Advisory Committee shall be composed of the following members:

- Up to six (6) citizen appointments;
- One (1) representative from the Algonquins of Pikwakanagan First Nation appointed by the Chief and Council;
- One (1) representative from the Local Immigration Partnership, or similar organization that works towards forwarding the goals of inclusion and diversity in Pembroke;
- Up to two (2) members of Council, one (1) of which is a member of the Pembroke Police Services Board;

The following are resource appointments, which will help guide the Diversity Advisory Committee, but not be members of the Committee. These individuals will be invited to meetings on a case-by-base basis, depending on the agenda for each meeting:

- One (1) representative from the Renfrew County District School Board;
- One (1) representative from the Renfrew County Catholic District School Board;
- A staff resource person to be assigned from the City's Economic Development, Culture and Tourism Department;
- One (1) representative from the Association canadienne-française de l'Ontario (ACFO) Champlain, or similar organization that works towards forwarding the goals of the francophone community;
- One (1) representative from Algonquin College Pembroke Campus that works with International students at the College;

Members of the Diversity Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council and to be reviewed with every new Council to determine the membership and if the Committee should remain in place.

All persons appointed to the Diversity Advisory Committee shall be required to adhere to the established by-laws, policies and procedures of the Corporation of the City of Pembroke that pertain to the Diversity Advisory Committee.

Membership Selection:

At the beginning of each Council term, the City of Pembroke shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the City of Pembroke. Council may also consider applications from individuals who reside outside the municipality who, in the opinion of Council, are in a position to contribute positively to the betterment of the community.

Applicants shall be required to submit a written expression of interest.

Individuals who self-identify as Black, Indigenous, and persons of colour (BIPOC), and members of the lesbian, gay, bisexual, transgender, queer, and two-spirited (LGBTQ2+)

community are strongly encouraged to apply to the Committee. Organizations granted resources appointments are encouraged to nominate people within their organization that self-identify as BIPOC, and/or a member of the LGBTQ2+ community, and/or have intercultural competency training.

Meetings of the Diversity Advisory Committee:

A Chairperson, whose responsibility will be to chair the meetings generally in accordance with the City's procedural by-law, shall be selected by the Committee at the start of each Council term. A Vice-Chairperson may also be selected for the same term as the Chairperson and may act as chair when the Chairperson is absent or unable to fulfill their duties.

Meeting dates and times shall be determined by the Committee. Meetings shall occur at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the Municipal Act, notice of meetings shall be posted on the municipal website.

A member of the Economic Development, Culture and Tourism Department's staff shall act as a recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas.

All meetings of the Committee shall be open to members of the public, subject to closed meeting provisions of the City's Procedural By-Law.

A simple majority of appointed members shall constitute quorum.

The Diversity Advisory Committee shall be empowered to appoint ad-hoc working groups of its members to address any specific question, study, or issue. The purpose of such ad-hoc working groups shall be to make recommendations on a particular issue to the Diversity Advisory Committee.

Decisions of the Diversity Advisory Committee shall be made by consensus.

Code of Conduct:

All members will be required to sign and abide by the Code of Conduct for City of Pembroke Council and Local Board Members.

Attendance Policy:

Each member of the Diversity Advisory Committee shall assume an active role in the Committee's activities. After three consecutive absences, the chairperson or a staff member of the Clerk's Department shall follow up with the absent member to determine the cause of the absences. Members who miss the three consecutive meetings without reasonable cause and/or who are not fulfilling their respective responsibilities as determined by the Committee, may be asked to relinquish their membership.