

DIVERSITY AND INCLUSION TASK FORCE - TERMS OF REFERENCE

Purpose

A Welcoming and Inclusive Community initiative is no longer an option, it is a necessity. Not only to comply with legal requirements, but municipalities must also now focus on diversity and inclusion principles for our long-term sustainability. As the population changes and as immigration becomes the main source of growth, local governments that undertake welcoming and inclusive initiatives will be more competitive and prepared for the future. Attraction and retention strategies can help with growth. Prepared communities that make everyone feel welcome and included will flourish.

Commitment

The City has chosen to ensure this program receives top attention in the organization and as such it will reside within the City Managers Office until the Task Force has completed their report with recommendations to Council. The City has placed an importance on developing a more inclusive community that celebrates our diversity both internally to City functions as well as the greater community.

Terms of Reference

Mandate

The Diversity and Inclusion Task Force (DAITF) will provide recommendations, advice and information to the Mayor, City Council and Senior Staff on the following:

- Removing barriers to inclusion for all residents in our community.
- Achieving a greater understanding of the many diverse communities in Wetaskiwin and their vision for our city to help build cohesion among diverse populations.
- Review the updated City policies through a diversity lens to ensure they are executed with an emphasis on improving all forms of diversity and fostering greater inclusion of all residents and stakeholders and that they meet the needs of all residents and businesses in the community.
- Ensuring more effective outreach on diversity matters.

- Facilitating discussions with community groups to promote broader understanding and engagement between residents of diverse backgrounds and abilities.
- Develop an Inclusion Plan with success measures to ensure all goals of the Task Force are met.

Guiding Principles

The Task Force will:

- Reflect the diversity of the equity-seeking groups in the City of Wetaskiwin.
- Develop and promote a vision of inclusion based on the City of Wetaskiwin's Diversity and Inclusion Plan that this Task Force will help create.
- Be committed to operating with effective, respectful, and inclusive communication.
- Promote and operate through a consensus decision-making process.
- Foster intentional collaboration and partnerships.
- Inject intersectionality into strategies to build bridges between communities.
- Be responsive to the community's needs.

Membership Composition

Membership will be a minimum of (12) and maximum of fifteen (15) members from the community representing a broad range of under-served and equity seeking groups such as, but not limited to:

- Indigenous peoples
- Faith-based groups
- LGBTQ2+
- Newcomers, new Canadians
- Persons living in poverty
- Persons with disabilities
- Racialized people, people of diverse ethnic or cultural origin
- Seniors
- Women
- Youth
- 2 Council Members (plus Mayor as ex officio)

Advisors will attend meetings as required to support the discussion in a non-voting capacity. Their attendance will be determined per each meeting's

agenda items and may include City of Wetaskiwin staff and other stakeholder groups, as necessary.

Community participation is key to the success of diversity, equity, and inclusion initiatives. Additional City staff and representatives of diverse groups would be invited to attend meetings as needed to provide expertise related to a specific project.

Workplan

The Task Force members will work with City of Wetaskiwin staff to set out a work plan for the Task Force and outline their objectives. The Task Force will report to the Council Committee of the Whole on a regular basis and will present its yearly accomplishments to a regular Council meeting by November 30, 2021.

The main objectives include but are not limited to:

1. Infrastructure and Land Use - The City of Wetaskiwin infrastructure is inclusive and accessible. Land use planning takes into account the health, economics, and history of all residents.
2. Social and Community Services - The City of Wetaskiwin provides high quality social and community services that address the needs of diverse communities and individuals. For example, the City's recreation facilities offer services that are tailored to certain limited abilities or cultural practices.
3. Employee Engagement and Education - The City of Wetaskiwin employees will continue to receive training and support to enable them to respond to the needs of a diverse public and to foster an inclusive workplace. Employee perspectives inform planning and decision making.
4. Procurement - Procurement processes will provide equal opportunities for under-represented businesses, such as Aboriginal, newcomers and women-owned companies. External business partners and contractors conform to municipal equity and inclusion standards.
5. Human Resource Policies and Practices - Policies and practices that promote equitable recruitment and retention ensure that the City of Wetaskiwin workforce is representative of the diversity of the community and that employee diversity is respected and supported.
6. Planning, Implementation and Measurement - The Task Force will formulate and apply strategies that are diversity focused.

7. Citizen and Community Engagement - Inclusive processes such as community engagements will engage residents in the City of Wetaskiwin decision making and promote participation in community life. The City of Wetaskiwin resources will be used to strengthen the capacity of existing community initiatives that promote equity and inclusion.
8. Leadership and Accountability - Leadership will continue to be involved and accountable for the purpose of validating the issue and demonstrating commitment to building inclusion and equity.
9. Other Municipal Services - The City of Wetaskiwin provides other services that address the needs of diverse communities and individuals. For example, the Specialized Transit Service provides an easy and safe way of public transportation for persons with disabilities and seniors.

Vacancies and Resignations

The following describes the measures which shall be taken in the event of a membership vacancy or resignation:

- Appointments will take place if there is a need to fill vacant seats or to fill the balance of the initial term.
- City Staff will advertise Community Diversity, Equity and Inclusion Task Force vacancies on the City of Wetaskiwin's website, social media pages and other various media channels.
- Candidates shall be required to complete and submit an application form available on the City's website. If the applicant cannot complete the application form for any reason of disability, special provision shall be made.
- A selection committee consisting of the current Community Diversity, Equity, and Inclusion Task Force Chair, two (2) current Community Diversity, Equity, and Inclusion Task Force members, and two (2) City staff members will review and appoint new members.
- Appointed Members shall provide written notice of resignation to the appropriate City staff and the Community Diversity, Equity, and Inclusion Task Force Chair.

Attendance Management

- The Diversity and Inclusion Advisory Task Force will meet monthly, or as determined by Task Force members, at the call of the Chair, or at the direction of General Task Force.

- The dates of the meetings will be confirmed upon agreement of the Task Force members at the inaugural meeting.
- The Chair of Task Force, in consultation with the City Manager, may cancel a meeting if it is determined there are insufficient items to discuss until further work is done.

Duties and Conduct

Members shall reflect a professional and courteous manner when interacting with the public and each other. Should a member of the task force exhibit a pattern of inappropriate conduct, the task force or the City Manager may rescind the member's appointment.

Task Force Chair

The Task Force Chair is expected to:

- Preside over all meetings and ensure smooth functioning of the meetings, with support from the City Manger.
- Prepare agendas for meetings in consultation with City staff.
- Participate as an active member, encouraging participation by all Community Diversity, Equity, and Inclusion members.
- Provide leadership to manage potential conflict in the task force towards respectful resolution with support of the City Manager.
- Direct decision-making processes using a consensus model to ensure that minority voices are included in actions and decisions.
- Be the point of contact with City staff with respect to Community Diversity, Equity, and Inclusion Task Force matters.

Roles and Responsibilities of the Task Force Members

The Task Force members are expected to:

- Attend and actively participate in all Community Diversity, Equity, and Inclusion meetings and any working group meetings as required.
- Attend City of Wetaskiwin and other community events and initiatives, where appropriate and available.
- Contribute time, knowledge, skill, and expertise to the fulfillment of the Task Force's responsibilities.
- Understand their role and expectations.
- Understand and follow the mandate of the Community Diversity, Equity, and Inclusion Task Force.

- Undertake work necessary to implement the Task Force work plan.
- Develop and maintain a climate where mutual support, trust, respect, 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, 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 and not people, creating a climate where it is okay to disagree.
- Communicate directly, concisely, and honestly, listening without interruption, and be open-minded, allowing a variety of opinions to be heard.
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Alberta Human Rights Act.
- Work effectively with staff to provide excellent service to residents and customers, recognizing the professional obligations of staff as an employee of the City of Wetaskiwin and not intervening in administrative practices.
- Refrain from criticizing individual members of staff in a way that casts aspersions on their professional competency and credibility.
- Respect all decisions made by the Community Diversity, Equity, and Inclusion Task Force.

Staff

- Staff have three (3) principle functions with regard to the Community Diversity, Equity, and Inclusion Task Force:
 - Secretariat role, policy advice role, and supporting staff role.
- Staff will prepare the agendas in consultation with the Task Force Chair and distribute to members.
- Staff will take minutes of all meetings for approval at the following meeting.

Quorum

Quorum shall be a simple majority of the total existing members, including any vacancies. In the case that quorum is not met Task Force members can continue the meeting, but no decisions will be enacted until quorum is met.

Conduct of Business

The following applies to the Community Diversity, Equity, and Inclusion Task Force:

- If the Chair is not present within the first ten (10) minutes of a meeting or has previously sent their regrets, the members present shall appoint, by consensus another member as Acting Chair, who will preside for the duration of the meeting.
- Decisions will be made by consensus. If consensus cannot be reached, simple majority vote by the members present shall be followed.
- The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum and deciding all questions relating to the orderly procedure of the meetings.
- Meeting agendas will be available to members a minimum of two (2) business days prior to the upcoming meeting. Meeting agenda's will be posted on the City of Wetaskiwin website.
- Meeting Summary Notes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Minutes will be approved by the Task Force at the next meeting.

Budget

A small fund has been created for the operations of the meetings and is subject to approval of the budget by Council, members will agree on how the funds are used to help support meetings and initiatives to achieve the plans required.

Media and Communications

- All media contact shall be made through the City Manager who will determine who is the best person to respond.
- The actions and recommendations of the Community Diversity, Equity, and Inclusion Task Force are subject to the policies and administrative practices of the City, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.
- If a member of the Community Diversity, Equity, and Inclusion Task Force wishes to communicate to Council, City staff, or the public, they shall be expected to provide a disclaimer stating that "the opinions reflected by the member are their own personal comments and are not endorsed by

or representative of the Community Diversity, Equity, and Inclusion Task Force”.