

## **DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE**

**Committee:** COMMUNITY SERVICES Diversity & Inclusion Committee

**Committee Co- Chairs:** Ken Block and Judy Smith

**Date Adopted:** January 26, 2018 (amended Sept. 18, 2018)

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### **Purpose and Mission:**

The COMMUNITY SERVICES Diversity and Inclusion Committee will:

1. Provide leadership in promoting and supporting the implementation of plans and activities within the COMMUNITY SERVICES Department that address the four goals of the Diversity and Inclusion Framework:
  - Goal 1 – Have a workforce broadly reflective of the community
  - Goal 2 – Identify and address barriers within organizational systems
  - Goal 3 – Attract and retain a talented workforce skilled at working in an inclusive and respectful manner with one another and with the community
  - Goal 4 – Create processes, policies, plans, practices, programs and services that meet the diverse needs of those we serve
2. Facilitate support to supervisors and staff in incorporating the Corporate Diversity and Inclusion Framework in their work
3. Identify common challenges and opportunities that need to be addressed for resolution
4. Promote awareness of diversity and inclusion initiatives and training opportunities relevant to the four goals of the Diversity and Inclusion framework

### **Key Responsibilities (Scope of Authority):**

1. As delegated by the Department Management Team, the COMMUNITY SERVICES Diversity and Inclusion Committee is responsible for implementing recommendations contained in the City's Diversity and Inclusion Framework and Implementation Plan.
2. The committee will develop an annual work plan to address and identify priorities and issues to ensure that the outcomes support the City's Diversity and Inclusion Framework and Implementation Plan
3. Document and track diversity and inclusion activities occurring in the department and report information to Diversity and Inclusion Consultants on a regular basis to include in regular reports to CLT/City Council
4. Supervisors and staff demonstrate actions that reflect the values in the Diversity and Inclusion Framework and the City's Leadership Principles
5. Share information on diversity and inclusion to staff using appropriate communication channels and process in their work areas
6. Establish Diversity and Inclusion as a standing item on meeting agendas in the Branches and Sections to monitor progress, address challenges and identify areas/staff deserving recognition
7. Participate actively and regularly in committee meetings
8. Be a role model for respectful and inclusive practice in their workplace.
9. Consider and recommend training on diversity and inclusion for staff and promote the use of the diversity and inclusion lens for communications in daily work.

### **Terms & Structure**

1. Updates from the COMMUNITY SERVICES Diversity and Inclusion Committee should be communicated through the department so all employees have an opportunity to provide input which should then be brought back to the committee
2. Details of membership requirements and time commitments should be provided to all staff in advance so committee members are well informed of expected duties and responsibilities
3. Criteria for determining membership/individuals:
  - a. Representatives with a range of perspectives, experience, skills and knowledge

- b. Representatives from a range of functions, duties and levels within the department
  - c. Potential representation from Corporate Communications
  - d. Human Resources Strategic Advisor representative
  - e. Branch Manager representative
  - f. Have the capacity to facilitate successful completion of duties and responsibilities
  - g. Provided with the necessary leadership support for participation in committee meetings and completion of work stemming from meetings.
4. The department leadership team may appoint committee membership
  5. Appointment is for a period of two calendar years
  6. Preferred that a Branch Manager will be the committee chairperson
  7. Members are expected to treat each other with respect and dignity
  8. Members may be removed from the committee/subcommittee if uninvolved and do not respond to committee requests
  9. Members of subcommittees will report to the larger committee about activities and/or decisions
  10. A member of the committee/subcommittee whose period of service has expired shall be eligible for reappointment with approval from the department leadership team
  11. Agendas set by the chair with input from committee members and Diversity and Inclusion Consultant
  12. Possible representation from the Indigenous Relations Office
  13. Members should demonstrate good discretion when disclosing confidential information

**Meetings, Decision Making Process & Resources:**

- The City of Edmonton’s Cultural Commitments will be incorporated for discussion in the Diversity & Inclusion Meetings.
- The expected number of meetings is one meeting every two months on the 3<sup>rd</sup> Tuesday of the month with each meeting lasting no longer than two hours. These conditions can be extended if agreed upon by members of the committee
- Meetings will be scheduled on a recurring basis, with a date to be determined by majority
- Members unable to attend will be requested to send a replacement member representative of similar duties, level and function as contributed by member
- The chair should appoint a committee co-chair who can assume all the responsibilities of the chair in case of an absence
- Agenda to be set by the chair with input from committee members and Diversity and Inclusion Consultant
- Meeting minutes responsibilities will be assigned on a rotating basis
- Decisions will be made by using Gradients of Agreement. (See Appendix A) or by consensus
- Committee members may be asked to engage additional support from their departments for information gathering and for the formation of sub-committee groups
- Meeting refreshments are the responsibility of the department. Lunch may be provided if the meeting takes place over the lunch hour.
- Remunerations for guest speakers and workshop facilitators will be provided by the City of Edmonton.

**Committee Chair:**

**Signature:**

**Print Name:**

**Date:** \_\_\_\_\_

## Appendix A: Gradients of Agreement

Endorsement	Endorsement with a Minor Point of Contention	Agreement with Reservations	Abstain	Stand Aside	Formal Disagreement but Willing to Go with Majority	Formal Disagreement, with Request to be Absolved of Responsibility for Implementation	Block
<i>"I like it"</i>	<i>"Basically I like it."</i>	<i>"I can live with it."</i>	<i>"I have no opinion."</i>	<i>"I don't like this, but I don't want to hold up the group."</i>	<i>"I want my disagreement noted in writing, but I'll support the decision."</i>	<i>"I don't want to stop anyone else, but I don't want to be involved in implementing it."</i>	<i>"I veto this proposal."</i>

This is the Community At Work *Gradients of Agreement* Scale.

This scale makes it easier for participants to be honest. Using it, members can register less-than-whole-hearted support without fearing that their statement will be interpreted as a veto.

## Appendix B: Excerpts from the Diversity & Inclusion Framework & Implementation Plan

The first steps in creating the Diversity and Inclusion Framework were to define diversity and inclusion, create a vision of what the City hopes to accomplish and articulate values to guide achieving this vision. Senior Management Team identified the corporate diversity and inclusion vision and established the corporate Working Group tasked with developing the Diversity and Inclusion Framework and Implementation Plan.

The Diversity and Inclusion Framework outlines how the City of Edmonton will achieve its vision and goals to be a municipality respectful and inclusive of human difference.

**Diversity:** The City of Edmonton defines diversity as the range of human difference. Each person has layers of diversity which make his/ her perspective unique.

**Inclusion:** The City of Edmonton defines inclusion as involving and valuing human differences and viewing such differences as strengths.

It's not enough to employ a workforce of individuals with varying backgrounds and views. We need to include their experiences and views when working with each other and when developing programs and services. This way we ensure respect and consideration of the diverse needs and perspectives of all Edmontonians when creating municipal programs and services.

**Inclusion and diversity go hand in hand.**

### Purpose, Vision and Values

**Purpose:** To integrate diversity and inclusion values and practices into existing corporate processes and enable progress and results to be measured departmentally and corporately.

**Vision – our ideal future state:** To have a respectful and supportive workplace that attracts and retains a talented workforce broadly representative of the citizens and communities we serve. We want an organization which leverages our own diversity to create programs and services which meet the diverse needs of those we serve and enable their full inclusion in the life of their city. We seek an innovative organization that works smart and is instrumental in maintaining our City's competitive advantage.

## **Values – How we'll conduct ourselves to achieve our vision**

### **We value Diversity by ...**

- Accepting, respecting and valuing individual differences
- Capitalizing on the diverse backgrounds and experiences of our staff and community members.

### **We value Inclusion by ...**

- Identifying, addressing and removing barriers in processes, policies, plans, practices, programs and services
- Facilitating opportunities that result in effective and meaningful participation
- Creating ideas and solutions built upon a range of perspectives.

### **We value a Corporate Culture in which ...**

- People are treated with dignity, respect and fairness
- Harassment and discrimination are not tolerated
- Individuals are encouraged to take action and be creative when resolving problems
- Self-awareness and personal accountability are expected.

## **The 4 Goals**

### **The vision includes tangible goals:**

1. Have a workforce broadly reflective of the community.
2. Identify and address barriers within organizational systems.
3. Attract and retain a talented workforce skilled at working in an inclusive and respectful manner with one another and with the community.
4. Create processes, policies, plans, practices, programs and services that meet the diverse needs of those we serve.