

TERMS OF REFERENCE
Equity Diversity and Inclusion Roundtable
July 2021

The City of Port Coquitlam is committed to removing barriers and developing welcoming, inclusive, equitable and safe policies for the City's diverse populations, including, but not limited to: Indigenous people, Black, people of colour, LGBT2SQ+ and gender diverse people, people with disabilities, immigrants and newcomers, people living in poverty, seniors, women and youth.

1. Equity Diversity and Inclusion Roundtable Mandate

The mandate of the Equity, Diversity and Inclusion Roundtable ("Roundtable") is to act as a resource for the City of Port Coquitlam ("the City") on promoting diversity, eliminating discrimination and engaging in community dialogue and action. The Roundtable will represent a diverse cross-section of citizen stakeholders whose lived experiences will promote and enable a rich and deeper understanding and dialogue on important equity, diversity and inclusion issues and opportunities.

2. Roles, Responsibilities and Opportunities

- a) Act as a resource to City staff on City priorities concerning diversity, equity and inclusion in our community;
- b) Share feedback and provide input to City staff on the elimination of systemic barriers;
- c) Roundtable priorities will be developed each year to align with the City's strategic plans and resources;
- d) Promote the creation of inclusive opportunities that celebrate diversity through programs, events, services and policies;
- e) Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community;
- f) Identify opportunities to educate and inform the City's residents, visitors and businesses about diversity, equity and inclusion including anti-racism;
- g) Engage community groups and leaders in the activities of the Roundtable.

3. Membership

Volunteer members are appointed by the Mayor for a term of one (1) year with the possibility of reappointment for additional terms. The following will be considered when appointing members:

- a) Members represent under-served and equity seeking groups such as, but not limited to:
 - Indigenous people
 - Black, including Black Canadians
 - People of colour
 - LGBT2SQ+ and gender diverse people
 - Immigrants and newcomers
 - People living in poverty
 - People with disabilities
 - Seniors
 - Women
 - Youth
- b) It is strongly preferred that members are Port Coquitlam residents, and/or attend school and/or work in Port Coquitlam;
- c) Member demonstrate personal and professional experience, such as:
 - Lived experience or knowledge of diversity, equity and inclusion matters;
 - Commitment as a change-agent in diversity, equity and inclusion matters in the community;
 - Experience working in teams, with community groups, boards or organizations.

Reappointment:

- a) Members will have the option to put their name forward to be considered for re-appointment by the Mayor as part of the annual recruitment process for membership. In order to provide continuity, a minimum of 40% of the total number of members will be considered for reappointment;
- b) Members in their second term of appointment will have the option to put their name forward at the time of their re-appointment application for co-chair or secretary. Positions will be appointed by the Mayor;
- c) A working group of members will be assembled near the end of the one-year term to provide input on Roundtable composition and numbers based on community issues and what lived experiences will be of value to ensure a broad range of diversity at the Roundtable. All members can encourage individuals who would be a good fit for the Roundtable to apply.

4. General Terms and Code of Conduct

- a) Attend and actively participate in Equity, Diversity, and Inclusion Roundtable meetings and any working group meetings as required. Members who are absent from three consecutive meetings, without reasonable cause or leave of absence, may be dismissed from membership to the Roundtable and not eligible for re-appointment;
- b) Members are not permitted to designate alternate representation at meetings. Notice is given to members at the beginning of the meeting if a guest is attending a meeting;
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the Roundtable's roles and responsibilities;
- d) Understand, respect and follow the mandate, roles and responsibilities of the Roundtable;
- e) Communication with the City is through the designated staff liaison;
- f) Abide by and subject to Federal, Provincial and Municipal laws and policies, including the City's Respectful Workplace Policy and Freedom of Information.
- g) All media or public communication requests must be directed to City staff to be passed on to the City's Communications Department for approval. Members of the Roundtable are not permitted to speak on behalf of the City;
- h) Adhere to the Roundtable Community Agreement:
 RESPECT: that everyone in the group has different experiences and backgrounds. Not all diversity is visible. Avoid making generalizations and be clear on whether you are speaking as 'I' or 'We';
 CONFIDENTIALITY: Create and respect boundaries, accept and respect non-disclosure;
 ACCOUNTABILITY: Be responsible for what you say. Be aware of opinion versus fact and assume best intentions from one another while being accountable to acknowledge impact;
 HONOUR: names and pronouns. Everyone will display their pronouns;
 TAKE SPACE, MAKE SPACE: Small groups will allow each person the opportunity and safe space to contribute. Be respectful of those who choose not to contribute if that is their wish. Be mindful of the length of your shares/contribution and the agenda;
 PRESENCE: Listen and be present in conversation without interruption;
 WE ARE ALL LEARNING: These are hard conversations and we are all in different places on the journey: be patient and kind with each other. Make space for mistakes and be open/willing to be gently corrected;
 WE ARE HERE TO WORK TOGETHER – we want to understand barriers but look to solutions, and what's possible. We are all on the same team. Remember that everyone is here because they want to learn and take action.

5. Meetings and Procedures

- a) The Roundtable will meet six (6) to eight (8) times a year;
- b) Working groups and sub-committee's, established on a project-by-project basis, shall meet as required;
- c) Minutes will be circulated after each meeting by the staff liaison or volunteer secretary;
- d) Records in the custody and control of the city are subject to the Freedom of Information and Protection of Privacy Act;
- e) The Roundtable's Terms of Reference will be reviewed, at minimum, every two years by City staff representatives, the Mayor and Roundtable members.

7. Reimbursement:

- a) Members of the Equity Diversity and Inclusion Roundtable are volunteers and will serve without remuneration;
- b) The city acknowledges the emotional and intellectual labour the members contribute and will recognize member's civic leadership and engagement as part of the City's volunteer recognition.

8. Staff Assistance

- a) The Chief Administrative Officer or their designate will appoint staff assistance from:
 - Staff of the Recreation Department – Cultural Development and Community Services Division; and
 - Other staff as required.
- b) City staff provide administrative, and technical support, act as staff liaison and support as chair or co-chair;
- c) City Staff will act as liaison to the Mayor and Chief Administrative Office, including providing an update following each Roundtable meeting, and bringing points for discussion or decision-making, as required;
- c) Mayor, Council, City managers and directors may attend upon invitation from the chair or co-chair.

9. Definitions

Diversity refers to the variety of similarities and differences among people, often called diversity dimensions, including, but not limited to: gender, sex, gender identity and expression, ethnicity, race, native or indigenous identity/origin, age, generation, disability, sexual orientation, culture, religion, belief system, marital status, parental status, pregnancy, socio-economic status/caste, appearance, language and accent, mental health, education, geography, nationality, work style, work experience, job role and function, thinking style, and personality type.

Intersectionality refers to complex ways in which individuals hold many marginal group affiliations at the same time. These identities can combine, overlap, or intersect in a person or group resulting in multiple, interdependent systems of discrimination or oppression.

Privilege: the set of social and economic advantages, including power, that people have by virtue of their race in a system characterized by racial inequality.

Equity is about fairness and justice. It is about taking deliberate actions to remove systemic, group, and individual barriers and obstacles that hinder opportunities and disrupt well-being. Equity is achieved through the identification and elimination of policies, practices, attitudes, and cultural messages that create and reinforce unfair outcomes. The difference between equality and equity must be emphasized. Although both promote fairness, equality achieves this through treating everyone the same, regardless of need and circumstances. Equity achieves this through treating people differently dependent on need, circumstance and consideration of historical and systemic inequities.

Inclusion is a dynamic state of feeling, belonging, and operating in which diversity is leveraged and valued to create a fair, healthy, and high-performing organization or community. An inclusive culture and environment ensure equitable access to resources and opportunities for all. It also enables individuals and groups to feel safe, respected, heard, engaged, motivated, and valued for who they are.

Definitions from the following sources:

Global Diversity, Equity & Inclusion Benchmarks Standards for Organizations Around the World
[merriam-webster.com/dictionary](https://www.merriam-webster.com/dictionary)