



## **Equity, Inclusion, Diversity and Anti-Racism (EIDA-R) Committee Terms of Reference (Approved June 3, 2022)**

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### **Preamble**

Diversity, inclusion and equity are key elements of our service philosophy, strategic plan and organizational culture. Our Agency is committed to creating an environment and culture in which all people are safe, respected, included and equal. The following definitions apply:

- Diversity encompasses acceptance, respect and the understanding that each individual is unique, and recognizes individual differences. It is about understanding and valuing each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.
- Inclusion is a sense of belonging, feeling respected and valued for individuality. The process of inclusion engages people by helping them feel valued and essential to the success of the organization. Inclusion is the degree to which an agency actively seeks, welcomes and collaborates with its diverse community.
- Equity is when people are treated fairly and appropriately regardless of who they are, what they have, and where they live.

We recognize and affirm that our clients, stakeholders, community partners and employees have both innate and learned differences. We strive to recognize these differences, to treat people with respect in regards to how they define their identity, to learn from them about how they view our mutual differences, and to celebrate diversity and difference as strengths.

### **Purpose**

As an organizational standing committee, the purpose of the Equity, Inclusion, Diversity and Anti-Racism (EIDA-R) Committee is to:

1. Provide energy and leadership that facilitates consciousness raising and awareness through generative discussion and open dialogue.
2. Organize the delivery of education and training to support positive change within our organization and community.
3. Make recommendations to the Leadership team regarding opportunities for change and improvement.
4. Engage employees, student, volunteers and other key stakeholders to gather input into work being done.
5. Evaluate the work of the Committee.

## **Committee Principles**

Recognizing that the work of the EIDA-R Committee is a journey of learning and change, not a final destination, the principles that this Committee will use are found in the Agency policy of Diversity, Inclusion and Equity, the Agency Code of Conduct and within the Agency Values.

## **Membership**

Committee membership should be comprised of six individuals, including:

- NOSP Executive Director (1)
- NOSP Administrative Manager (1)
- One (1) Clinical Services Manager (CSM)
- Four (4) employees, representing the diversity within the Agency and from a variety of disciplines, teams and programs

## **Roles and Responsibilities**

The EIDA-R Committee has the following responsibilities:

1. Establish an annual work plan to guide the work of the EIDA-R Committee.
2. Provide energy and leadership that facilitates consciousness raising and awareness through generative discussion and open dialogue.
3. Organize the delivery of education and training to support positive change within our organization and community.
4. Make recommendations to the Leadership team regarding opportunities for change and improvement.
5. Review the Agency website and any publications intended for distribution, through a lens of diversity, equity and inclusion, and provide recommendations for change to the Executive Director, Leadership team and/or those employees responsible for the development and distribution of the same.
6. Engage employees, students, volunteers and other key stakeholders to gather input into work being done.
7. Evaluate the work of the Committee.

## ***Committee Chair***

The EIDA-R Committee Chair will have the following additional responsibilities:

- Leading meetings.
- Ensuring the maintenance of unbiased viewpoints.
- Arranging meeting agendas.
- Reviewing previous meeting minutes and meeting materials prior to scheduled meetings.
- Notifying Committee members of meeting dates, times and location (delegated to the Administrative Assistant).
- Scheduling meeting space and/or setting up invitations for virtual meetings (delegated to the Administrative Assistant).

The EIDA-R Committee will be chaired by the Executive Director during its first year of functioning, following which the Chair role will be filled by another (existing) member of the Committee.

## ***Employer***

The Employer will have the following additional responsibilities:

- Ensuring a EIDA-R Committee is established and maintained within the Agency.
- Providing support and cooperation to enable the EIDA-R Committee to be successful within its function.
- Providing the EIDA-R Committee with any relevant updates to legislation, etc., which will, in turn, inform new policy development or the need to reflect upon existing and future practices within the Agency.
- Consulting with the EIDA-R Committee around Agency practices.
- Providing the EIDA-R Committee with feedback reports from the Canadian Centre for Accreditation, as it related to Diversity, Inclusion and Equity, along with a proposed work plan to address feedback received.

## ***Guests***

Guests can be invited to attend a meeting of the EIDA-R Committee, at the advance request of Committee members. Guests attending meetings of the Policy Committee must only be present for the purpose of:

- Delivery training.
- Making a presentation.
- Consultation.

## **Terms of Reference**

The EIDA-R Committee will ensure that a written Terms of Reference is developed and implemented to guide and govern the functioning of the Committee and that these Terms of Reference are reviewed annually, generally during the April meeting of each calendar year.

## **Membership Terms**

EIDA-R Committee members will hold three-year terms, with terms typically starting in April, unless otherwise stepping into a position left vacant by a departure. The exception to the three-year term is upon launch of this Committee (2022), in which case at least two employee representatives will hold a four-year term so as to allow for staggered turnover which, in turn, will allow for continuity of knowledge and expertise.

## **Compensation**

Participation in activities of the EIDA-R Committee is considered a component of the member's work day and, as such, NOSP employees will be compensated at their regular hourly rate for the time contributed to meetings and assigned work in anticipation of and/or in follow-up from meetings.

## **Orientation and Training**

### ***Orientation***

The EIDA-R Committee Chair will ensure all new members to the Committee receive an orientation to the Committee Terms of Reference, including a detailed overview of the

responsibilities of Committee members. Orientation to the EIDA-R Committee will occur prior to a member's first scheduled meeting.

### ***Training***

Training related to Diversity, Inclusion and Equity will be supported by the Agency, as it becomes available and contingent upon Agency resources at the time.

### **Agendas, Meetings and Minutes**

#### ***Meetings***

The EIDA-R Committee will meet monthly, with a minimum of eight (8) meetings in a one-year period, in order to accomplish the required work.

Every effort should be made to schedule the year's meetings during the April meeting. Dates and times should be recorded in the minutes of this same meeting.

The EIDA-R Committee will be chaired by the Executive Director during its first year of functioning, following which the Chair role will be filled by another member of the Committee.

Meetings will occur either in-person or virtually.

#### ***Agendas***

Agendas will be prepared by the EIDA-R Committee Chair, based on the established schedule for policy review and with input from the Committee who may, in turn, receive input from NOSP employees, students and volunteers and/or clients around topics for discussion and inclusion. Agendas will be distributed typically one week in advance of a scheduled Committee meeting.

#### ***Minutes***

The NOSP Administrative Assistant will record minutes of scheduled meetings of the EIDA-R Committee. Upon completion of draft minutes, the Administrative Assistant will forward the same to the Committee Chair for review.

Meeting minutes will be placed on the agency shared network drive (z/COMMITTEES/EQUITY INCLUSION DIVERSITY ANTI-RACISM/EIDA-R COMMITTEE/[Meeting Date]) within ten (10) business days of regularly scheduled meetings.

#### ***Other***

Each year, by April 30<sup>th</sup>, the EIDA-R Committee will have developed an annual work plan for the upcoming year.

Each year, by March 31<sup>st</sup>, the EIDA-R Committee will produce an annual report on the work accomplished in relation to their plan.

### **Decision Making**

Every effort will be made to arrive at consensus when it comes to decision making as it relates to Diversity, Inclusion and Equity.