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Mental Health, Developmental & Community Services
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Diversity, Equity and Inclusion Committee Terms of Reference

Committee: Diversity, Equity and Inclusion Committee

Committee Co-Chairs: Jesse Murray

Date adopted: January 15th, 2021

1. Purpose

The purpose of the Diversity Equity and Inclusion Committee (DEIC) is to guide Lumenus Community Services as we strive to be reflective of, and accessible to the communities we serve. The DEIC will provide support to the agency in the development and implementation of the diversity, equity and inclusion (DEI) plan/framework, and act as an ongoing forum for consultation, feedback, recommendations and leadership on matters of DEI.

2. Objectives

- To support the Director, Diversity, Equity and Inclusion in the development, implementation and monitoring of the Lumenus DEI work plan and framework
- To monitor progress of all identified DEI goals and objectives, and to evaluate the effectiveness of the work plan
- To highlight strengths and needs at a various levels including but not limited to individuals, families, staff, programming, organizational, and community with regards to DEI, as related to the organization's policies, services and practices.
- To ensure that the DEIC maintains diverse membership and engagement that is reflective of the organization and the people it serves.
- To continue to foster partnerships with diverse community stakeholders in order to share knowledge, skills and resources, and to increase the quality and accessibility of services.
- Foster a culture of learning and support the provision/creation of internal and external learning opportunities where possible
- Identify DEI barriers that impact recruitment, retention and advancement, training, and key assignments
- Support the creation of content and DEI messages to be delivered to Lumenus staff and community stakeholders where possible
- Act as change agents and DEI ambassadors for the organization
- Provides support and guidance for employee resource groups (ERGs) and sub-committees

3. Composition

The DEIC will be comprised of a minimum of 12 members who reflect the diversity and areas of service offered across the organization. Membership should include joint representation from frontline staff and management staff. The DEIC must maintain a minimum of 60% membership representation of frontline staff. The co-chairs will monitor the composition of the committee.

The composition of the DEIC will also include the following:



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- A Board of Directors representative (as required).
- Input and consultation from community representative(s).
- Input and consultation from program participants/families.

3.1 Co-chair and Committee Membership:

The Diversity Committee will be co-chaired by the Director, Diversity, Equity and Inclusion and one (1) elected Lumenus Community Services staff member. The term of the elected Lumenus staff co-chair will be two years with the opportunity for a new co-chair to be appointed at the end of the term. In recognition of the potential for challenges and extenuating circumstances, a new co-chair may be appointed by request of the elected staff member with three (3) months' notice.

Committee members will be asked to identify their desired term of commitment. The following term commitment options will be provided for all new members:

1. One year term
2. Two year term

Members may be reappointed at the end of their term. Committee members are asked to provide three (3) months' notice if they wish to leave the committee. The expectation is that committee members attend meetings regularly, and support the objectives of the committee. Meetings for the year will be scheduled in advance. In the event that a member misses more than two (2) consecutive meetings, without notice, the co-chairs will meet with them to discuss possible obstacles and review of the individual's ability to participate. Minute taking will be rotated among committee members.

3.2 Committee Co-Chair Responsibilities

- 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
- Scheduling committee meetings
- Reviewing of previous minutes
- Requesting and documenting agenda items
- Developing the agenda with the chair.
- On-going communication with committee members
- Tracking of attendance and committee composition

4. Operating Procedures

The following applies to the DEIC:

- A. If a committee Chair is not present within the first ten (10) minutes of a committee 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.

- B. Decisions will be made by consensus. All decisions must be made with a minimum of 60% committee members present. If consensus cannot be reached, simple majority vote by the members present shall be followed.
- C. Meeting agendas will be available to members a minimum of one (1) week prior to the upcoming meeting.
- D. Meeting minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Minutes will be approved the committee at the next meeting.

4.1 Meeting Frequency:

The committee will have a minimum of one (1) quarterly meeting. Meeting frequency may be increased based on committee projects, tasks and work plans.

4.2 Quorum

Quorum shall be 60% of the committee. In the event that quorum is not met, committee members can continue the meeting, but no decisions will be enacted until quorum is met.

4.3 Gradients of Agreement

The DEI Committee will use the following scale as general guideline on voting items. This scale will allow for consideration of the many degrees of agreement/disagreement and irresolute responses across the participatory decision making spectrum.

General Articulation	Formal Vote
‘I like it’	Endorsement
“I basically like it”	Endorsement with a Minor Point of Contention
“I can live with this”	Agreement with Reservations
“I have no opinion on this”	Abstain
“ I don’t like this, but I do not want to hold up the group”	Stand Aside
“I want my disagreement noted in writing, but I will support the decisions”	Formal Disagreement but Willing to Go with Majority
“I don’t want to stop anyone else but I don’t want to be involved in implementing this”	Formal Disagreement, with Request to be Absolved of Responsibility for Implementation
“I veto this proposal”	Block

Howard, N. (1997). Kaner, Sam with Jenny Lind, Catherine Toldi, Sarah Fisk and Duane Berger. Facilitator's guide to participatory decision-making. Counterpoise, 1(1), 22.



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4.4 Budget

Any requirement for funds to deliver projects will be included in the Diversity, Equity and Inclusion budget, and is subject to the following organizational approval processes and policies:

1. Approval Authorization Policy
2. Procurement Policy
3. Corporate Credit Card Policy
4. Travel, Meals & Hospitality Policy

5. Reporting Responsibility

The Diversity Committee will act in a consultative capacity to Director, Diversity, Equity and Inclusion.

6. Definitions

Diversity: Lumenus Community Services understands diversity as the existence of human difference or uniqueness within any setting, space, system, organization or geography. The dimensions of diversity take into account all elements of human identity.

Equity: Lumenus Community Services understands equity as the fair and respectful treatment of all people. Equity is achieved through a commitment to identify and mitigate barriers to access, advancement and full participation for all people.

Inclusion: Lumenus Community Services understands inclusion as the intentional and meaningful involvement of individuals/groups recognizing the inherent strength and value of diversity. Inclusion also describes the creation and maintenance of an environment where all individuals/groups feel valued, empowered and supported as full participants.

Committee Chair

Signature:

Print Name:

Date: