

Equity, Diversity and Inclusion Advisory Council (EDIAC)

Terms of Reference

1. Purpose

To advise and mobilize support for appropriate strategies, policies, plans and actions related to issues of diversity and inclusion within Empower Simcoe including recruitment, advancement and retention of underrepresented groups. The Empower Simcoe Equity, Diversity and Inclusion Advisory Council (EDIAC) reports to the Chief Executive Officer of Empower Simcoe (Executive Sponsor).

2. Rationale for Formation

The EDIAC seeks to foster and encourage concepts of equity, diversity and inclusion into the learning and working environment of Empower Simcoe to better reflect its vision, mission, and values, thereby improving upon services and supports to the people supported, employees, volunteers and the community.

3. Mandate

The EDIAC shall provide advice, comments and recommendations on issues affecting diversity in our organization in an effort to foster awareness, reduce barriers, promote inclusion and engage our stakeholders (people supported and their families, employees, volunteers). The Advisory Council will also facilitate opportunities to educate and celebrate the different aspects of diverse cultures and traditions through outreach activities.

4. Scope of Activities

- Provide advice, comments and recommendations on issues concerning diversity and inclusion in Empower Simcoe
- Serve as a resource to Empower Simcoe as it identifies and work to remedy potential and existing barriers within programs, services, practices, and policies;
- Foster a greater understanding of cultural and diversity issues
- Consult with other community groups and committees on issues of mutual interest to Empower Simcoe
- Suggest opportunities to meet with various community partners to raise awareness and address barriers surrounding diversity and inclusion
- Recommend ways to build relationships with diverse groups to understand their needs and perspectives
- Facilitate opportunities to educate and celebrate the different aspects of diverse cultures and traditions
- Develop work plan (accountable action items) to further the equity, diversity and inclusion mandate

5. Membership

The Advisory Council will be by invitation only and will include members from Empower Simcoe, People supported, Families, and community stakeholders/partners

There shall be no fewer than seven and no more than twelve Advisory members

The Advisory Council may invite individuals with subject matter knowledge or expertise to attend meetings and share their insights to the Group, as appropriate

The Equity, Diversity and Inclusion Advisory Council's Executive Sponsor is the Chief Executive Officer of Empower Simcoe with non-voting rights

6. Term of Membership

Membership for the Advisory Council has no expiry term. Membership in the council will continue until a member notifies the committee of their intent to terminate membership.

7. Meetings and Communications

The Equity, Diversity and Inclusion Advisory Council will meet four times a year for a minimum of two hours. Meetings will be held in September, November, March, and May.

The Council may, at its discretion, add additional meeting(s) if all members agree and there is a specific rationale.

8. Chair

The Council membership will choose a chair and vice-chair who will each serve a one-year term following the first year. The CEO of Empower Simcoe will chair in the first year.

9. Resources and Budget

Resources are limited to facilitating teleconferencing, video-conferencing, refreshments and meeting space, as appropriate. All additional resources may include travel expenses for in-person meetings, special events, expert speakers (i.e. Workshops), etc. No expenses are to be incurred without prior approval of the CEO of Empower Simcoe.

10. Code of Conduct

All members of the advisory group will agree to abide by Empower Simcoe's vision, mission, values, and Code of Conduct.

Approved: October 2020

Reviewed: October 2021

Revised: September 2024