

# **Smiths Falls For All**

## **Supporting Equity Diversity & Inclusion Terms of Reference**

*Adopted via Bylaw 10457-2023 (June, 2023)*  
*Amended via Bylaw 10501-2023 (December, 2023)*

### **PREAMBLE**

The Council of the Town of Smiths Falls and Town staff are dedicated to building a sustainable and vibrant community that is welcoming and inclusive to all members of society.

The formation of this committee is the result of a recommendation of the former Racism and Discrimination Task Force. This committee supports the principals of further developing a community where racism, discrimination, prejudice, and bias will not be tolerated and are silenced by overwhelming support for an equitable, diverse, and welcoming environment.

### **PURPOSE**

This committee will be responsible for advancing the Town's efforts to further develop a diverse and inclusive community that provides equity to all its citizens.

This committee will make recommendations designed to enhance immigration into our community, to develop actions that will diminish prejudice, racism and discrimination and help advance Smiths Falls as a welcoming, diverse, and inclusive community.

### **MANDATE**

Year One: Mandate and Workplan

This committee will work with Town Council and staff to research and prepare a mandate and feasible work plan that outlines the priorities/objectives, ways to reach the objective, prioritization of the tasks, assignment of a pillar and the proposed timeframe for completion (i.e., Year 1, Year 2, etc..).

The workplan will include the following four pillars of the sustainability framework (as per the Coalition of Inclusive Municipalities: Small and Rural Municipalities:

1. Economic Sustainability
2. Environmental Sustainability
3. Social Sustainability
4. Cultural Sustainability

Town Council believes it is important that the membership with lived experience be empowered to comment on and determine the mandate of the committee.

#### Year 2 through 5

The committee will work through the listing of objectives with bi-annual reports to Council. The Task Force shall prepare a final report to Council outlining recommendations for the future.

#### **MEMBERSHIP**

Committee members will be appointed by Council, the term of which shall coincide with the term of Council. Members of the committee will remain members until new members are appointed via resolution when a new term commences.

- a) A maximum of two (2) Council members, and a minimum of three (3) citizen members shall be appointed to represent the Town of Smiths Falls.

- b) Although not a requirement, ideally, there would be representation from the health sector and social services.
- c) Up to eight (8) citizens members representative of minority groups within our community including those identifiable by nationality, race, religion/spiritual, sexual orientation, and socio-economic status.
- d) Up to two (2) youth members (age 16 or 17). Youth members shall be sought at the beginning of the Term of Council or when there is a vacancy for a youth member(s). Youth membership shall expire before the age of 18 is reached. Upon successful recruitment of new youth(s), the committee is delegated authority to appoint new youth members as they deem appropriate.
- e) One member of the Smiths Falls Police Service shall be appointed.

NOTE: Preference will be given to property owners and renters within Smiths Falls but not prohibit membership from interested citizens outside our borders who use Smiths Falls as their commercial, health and social service hub.

- f) Additional citizen members may be appointed to the committee throughout the duration of the Term of Council up to the maximum membership prescribed.

### **Administration**

- a) All members of the committee appointed by Council shall be considered voting members.
- b) The membership will appoint one voting member as Chair for the term of the committee.
- c) A majority of members (inclusive of the youth membership) shall constitute quorum.

### **STAFF RESOURCE**

The Town Clerk or designate will act as a non-voting resource and liaison to the committee. The Staff Resource shall provide

clerical, administrative and technical assistance to the Committee. The staff resource shall provide the following resources to the Committee:

- Preparing and forwarding meeting materials to members
- Preparation of meeting minutes and correspondence
- Professional advice on matters within the mandate of the Committee
- Assist the Committee administratively in participating in events and activities related to its mandate.
- Coordinating the participation of subject matter experts (including municipal staff and external) in the work of the committee where needed.

The Staff Resource is provided only to assist the committee in undertaking their purpose. Additional requests of the staff resource shall be at the discretion of the Chief Administrative Officer. Time restraints, budget and workload will be taken into consideration.

## **MEETINGS**

### **Regular Meetings**

The committee will meet on a regular basis as determined by the group with at least one meeting per quarter. Special meetings may be held, as required, at the call of the Chair.

All meetings will have a formal agenda. Agenda packages will include the meeting agenda, minutes from the previous meeting, staff reports and applicable reference materials and will be circulated to members in accordance with the Procedural By-law.

Members are encouraged to contribute to the preparation of agenda packages by recommending agenda items to the Chair and the staff liaison in advance of agenda circulation. A “roundtable” item will be included on each agenda to facilitate the free exchange of ideas between appointed members.

Meetings should be under two (2) hours in length; however, it is acknowledged that special circumstances may arise when this time limit is exceeded.

### **WORKING GROUP**

The committee may appoint a Working Group to advance a particular purpose in accordance with the committee's mandate. A Working Group must consist of a minimum of three (3) appointed members from the committee.

As a Working Group, formal agenda packages are not required; however, working groups are responsible for reporting their proceedings to the committee. Any direction, motion or recommendation related to expenditures or responsibilities within the Working Group's mandate can only be done at the direction of the committee.

### **REPORTS TO COUNCIL**

Smiths Falls For All committee will communicate its findings and recommendations to Council based on its mandate. The advice and recommendations solicited from the committee as well as any other correspondence will be provided to Council on a regular basis via the following processes:

- a) Meeting minutes or motions included in or appended to staff reports;
- b) Reports to Committee of the Whole; or,
- c) Council representative reports and updates in accordance with the Procedural By-law;
- d) Through Director Updates or correspondence items to Committee of the Whole.

### **BUDGET**

The committee's budget will be determined and approved by Council annually. Recommendations adopted by Council will be

incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer.

### **COMMITTEE REMUNERATION**

Membership in the committee is a volunteer position. Where budget is available, and where pre-approved by the Chief Administrative Officer or designate, conferences, workshops and other Working business that allows for the continued education and training of members may be reimbursed as per established Town By-laws and policies and as applicable to the committee's mandate.

### **CODE OF CONDUCT**

Council of the Corporation of the Town of Smiths Falls established a Code of Conduct for Members of Council and its local boards (By-law 9973-2018).

The Town of Smiths Falls is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy and safe work environment that is free from any form or harassment or violence.

All Committees of Council are also subject to the Policy Respecting the Appointment of Citizen Members for the Town of Smiths Falls Boards and Committees. Youth members shall be subject to all of the Code of Conduct provisions.

### **MONITORING**

Prior to the end of each term of Council, the Terms of Reference for Smiths Falls for All committee will be reviewed, with updates, if necessary adopted by Council resolution.