Developmental Services Equity, Diversity, and Inclusion Community of Practice
Terms of Reference
March 2022

Background:

Inclusive communities will only be achieved by fully embracing intersectional, anti-racist and anti-oppression approaches. Inclusive communities are engaged with respect to all facets of anti-oppressive practice, including culture, race, class, religion, ethnicity, ability, age, sexuality, and gender. The prioritization of EDI in our communities has created a need for a collective approach to development, implementation of EDI policy and practices. Also required is a need to support EDI practitioners and organizations. A community of practice can help build further capacity in the sector.

Statement of Intent:

The aim of our Community of Practice (COP) is to bring together committed representatives of Ontario's Developmental Services Sector who have a desire to work collaboratively to build knowledge and resources in equity, diversity, and inclusion. We believe disrupting the status quo and dismantling current systems comes from sharing information, challenging current practices, and driving change.

Purpose:
We believe a Community of Practice is a safe space to:
- Exchange ideas and resources
- Have open discussion in exploration of issues
- Review recent resources, research, and ideas
- Provide peer support
- Engage in disruption for meaningful and measurable systemic change in our sector

The objectives of the Community of Practice are:
- Provide a system of support and encouragement for leaders in EDI in Developmental Services
- Keep up to date on emerging ideas and practices in EDI
- Identify potential areas for research and impact
- Build capacity to support EDI in Developmental Services- share information with the sector through knowledge exchange.
- Identify, measure and report disruption and meaningful and measurable change in sector

Frequency of Meetings
- Meetings will be held virtually the fourth Friday of every month from 1-2:30pm. This schedule will be reviewed annually.

Membership criteria:
- Applicants to the COP will submit an Expression of Interest indicating how they can engage and support the work of COP and reflect the membership criteria.
- Diverse and equitable representation in the COP will be actively pursued. Including: culture, race, class, religion, ethnicity, ability, age, sexuality, gender and geography, agency size
- Membership applications will be reviewed semi-annually in May and December.
- Applicants must demonstrate active participation in EDI in their organization and be supported by their agency to participate.
- Member agencies have committed to EDI as part of their organizational values and practices.
- Member commit to active attendance and participation in the COP, bringing forth ideas and engaging in the discussion and work of the COP
- Membership must be approved by the current members of the COP.

Key Roles:
- Chair
  - Organize agendas
  - Serve as a contact point for outside parties
  - Term 2 years. (Initial term 1 year)
- Vice Chair
  - Support Chair and prepare to be Chair (2-year term)
- Minute taker:
  - The Chair and Vice will identify a minute taker in advance of each meeting. The role will be shared by members of the COP as needed. Keep a record of the discussion and share notes with the committee and post the record to the shared files.

Process:
- Each meeting will start with a Land Acknowledgement & Declaration of intentions to support a safe space that fosters learning and growth.
- The COP will seek to reflect EDI values in decision making.
- Consensus will be the goal for decision making with majority being the default when consensus is not possible

Sub-committees of practice:
- There may be topics that Community Members would like to explore deeper. Small sub-communities maybe formed for that purpose and report back to the Community Practice with key ideas.
- External COP resources can be invited (i.e., SME's or other sector professionals) to serve on sub-committees

Resource Sharing and Management:

- Internal communication will be shared through Teams.
- A process for sharing information externally will be determined.

Key Principles:

- Privacy and confidentiality to be maintained within the COP to encourage free and open discussion.
- Discussion will be rooted in respect and non-judgement with a spirit for learning and growth.
- Views expressed are to be respected as those of individual practitioner members and not to be attributed to the group unless an official statement is issued by the Chair or delegated committee member.

Evaluation

- The Terms of Reference will be reviewed by members annually.
- Effectiveness of the COP will be assessed every 6 months in the first two (2) years by discussion at the COP monthly meeting.
- The following will be assessed:
  - Diversity of participants/ perspective.
  - Level of participation.
  - Member satisfaction with the Community and the perceived value over the stated Period.