**CENTRAL REGION**

**ANTI-RACISM, DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

**TERMS OF REFERENCE**

**Approved March 3, 2022**

**Purpose:**

Central Region developmental services agencies are committed to building and fostering a more inclusive, diverse, equitable, anti-racist, accessible, and respectful environment for people with developmental disabilities, employees, and board members.

On behalf of the Regional Planning Table, the Anti-Racism, Diversity, Equity, and Inclusion Committee is charged with developing a framework for action across the six communities in Central Region to enable a more equitable experience using anti-Black racism and racial equity lenses.

**Objectives:**

1. Promote learning and lasting change across Central Region regarding anti-racism, diversity, equity, and inclusion for individuals, leaders, and broader communities.
2. Promote safe spaces for open, honest, and sustained dialogues about anti-racism, diversity, equity, and inclusion.
3. Promote actions that influence change in the near and long-term to combat anti-racism and promote diversity, equity, and inclusion.
4. Promote use evidence-based decision making to identify opportunities for action and areas of improvement.

**Deliverables:**

1. Identify, develop, and distribute resources and training across Central Region to promote education, knowledge transfer and increase capacity for people served, staff and board members.
2. Gather data and identify trends, including race-based data, to ensure agencies understand the communities where they deliver services, the people who deliver and receive services.
3. Recommend changes to policies and procedures which are of a generic nature and influence expectations for people served, staff and board members.
4. Recommend changes to policies and procedures which influence recruitment and hiring.
5. Develop and/or gather resources and tools which demonstrate best and promising practices for adoption across Central Region.

**Administration:**

1. **Governance, Reporting, and Review**
   1. This committee is a sub-committee of the Regional Planning Table in Central Region.
   2. Two Co-Chairs will come from the membership for a one-year term and will provide leadership to the committee.
   3. The Co-Chairs will report regularly to the Regional Planning Table to keep them apprised of the work of the committee.
   4. The Co-Chairs will present a status report at each Regional Planning Table meeting, or as needed.
   5. The Terms of Reference will be reviewed on an annual basis for continued relevancy.
2. **Meetings**
   1. Meetings will be held virtually on a monthly and/or on an hoc-basis, depending on need and availability. Meeting frequency will be revisited as needed.
   2. The meeting series will be managed by the Co-Chairs.
   3. Meetings will be 90 minutes in length and will be facilitated by the Co-Chairs.
   4. Meeting agendas, notes and appropriate materials will be shared electronically with all committee members via email by the Co-Chairs at least 2 business days notice prior to the next meeting.
3. **Membership and Member Responsibilities**
4. Membership will reflect representation from across Central Region.
5. Members may send a delegate if they are unable to attend a meeting.
6. Ad-hoc members may be identified to work on specific activities of the committees as needed.
7. Members are expected to be willing contributors, sharing challenges and lessons learned as well as successes.
8. Members are expected to create an environment of trust and safe space that fosters insightful, non-threatening and critical discussions and sharing of ideas and experiences.
9. Members take responsibility for stewarding the success of the committee, including prioritizing time in calendars to attend meetings and review materials, notetaking, contributing to agendas, materials, and discussions.
10. A list of members and their contact info is found in Appendix A.
11. **Decision Making**
    1. A collaborative approach towards decision making will be used to build consensus and find common ground.
    2. Decisions are to reflect diversity of perspective, consideration and mitigation of risks and communication tone.
    3. Decisions are to include clarity and responsibility of next steps.
12. **Agendas**
    1. Members are to contribute to development of the agenda.
    2. Agenda items (and any accompanying material) are to be submitted to the Co-Chairs at least 5 business days prior to the next meeting.
    3. The Co-Chairs will prepare the agenda and distribute to the committee along with other meeting materials 2 business days ahead of the next meeting.
13. **Notes, Notetaking and Land Acknowledgement**
    1. Notes will be recorded for each meeting and approved at the subsequent meeting.
    2. Notes are to include action items and applicable lead where follow up is necessary.
    3. Responsibility for notetaking will be on a rotational basis across all committee members. A roster for notetaking at each meeting is included in Appendix B.
    4. Notes (and other meeting materials) will be shared 2 business days prior to the next meeting by the Co-Chairs.
    5. Responsibility for acknowledging the lands upon which this committee meets will be on a rotational basis across all committee members. A roster for Land Acknowledgement at each meeting is included in Appendix C.
14. **Workplan and Report Back**
    1. A fiscal workplan will be developed based on priorities set by this committee and the ministry.
    2. A year-end report back will be completed and shared with the Regional Planning Table and the ministry.

**Appendix A: Membership**

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| **Name** | **Position** | **Organization** | **Email** |
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| Vanessa Dorion | Director, Human Resources | CLH-Developmental Support Services | [vanessa.dorion@clhmidland.on.ca](mailto:vanessa.dorion@clhmidland.on.ca) |
| Heather Drakes | Program Manager | Meta Centre | [hdrakes@metacentre.ca](mailto:hdrakes@metacentre.ca) |
| **Tara Hyatt - Chair** | Regional Manager, CNSC | Central West Specialized Developmental Services | [thyatt@cwsds.ca](mailto:thyatt@cwsds.ca) |
| Annie Knight | Marketing and Development Manager | Community Living Guelph Wellington | [AnnieKnight@clgw.ca](mailto:AnnieKnight@clgw.ca) |
| **Nazeem Lahashmi**  **Co-chair** | Director of Services | Community Living Oakville | [Nazeem.Lahashmi@oakcl.org](mailto:Nazeem.Lahashmi@oakcl.org) |
| Sophiann Lewin | Development Support Worker | Community Living Dufferin | [slewin@cldufferin.ca](mailto:slewin@cldufferin.ca) |
| Katherine Loveys | Chief Executive Officer | Parents for Community Living | [kathyl@pclkw.org](mailto:kathyl@pclkw.org) |
| Trevor Lumb | Chief Operating Officer | The Bob Rumball Canadian Centre of Excellence for the Deaf | [tlumb@bobrumball.org](mailto:tlumb@bobrumball.org) |
| Lilit Mirzoyan | Program Supervisor | Central Region, MCCSS | [Lilit.Mirzoyan@ontario.ca](mailto:Lilit.Mirzoyan@ontario.ca) |
| Sumeet Shergill | Behaviour Consultant | Mackenzie Health | [Sumeet.Shergill@mackenziehealth.ca](mailto:Sumeet.Shergill@mackenziehealth.ca) |
| Tammy Takacs | Human Resources Supervisor | Community Living Dufferin | [ttakacs@cldufferin.ca](mailto:ttakacs@cldufferin.ca) |
| Bobbi Wilson | Program Supervisor | Central Region, MCCSS | [Bobbi.Wilson@ontario.ca](mailto:Bobbi.Wilson@ontario.ca) |
| PJ Wilson | Program Supervisor | Community Living Association for South Simcoe | [pjwilson@class.on.ca](mailto:pjwilson@class.on.ca) |
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**Updated June 2023**