



Town of Riverview

Equity, Diversity, and Inclusion Committee

Terms of Reference

Name:

The Town of Riverview Equity, Diversity, and Inclusion Committee

Purpose:

The Equity, Diversity, and Inclusion Committee (the Committee) reports to the Riverview Town Council (the Council), and is responsible for identifying, researching, strategizing, and making recommendations to the Council on issues that improve equity, diversity, and inclusion in the Town of Riverview.

Roles and Responsibilities:

Chairperson: Appointed annually by the Mayor. The responsibilities of the Chairperson include:

- Developing meeting agenda items.
- Preparing and circulating agendas (including supporting documentation) in advance of meetings.
- Chairing meetings.
- Assigning tasks.
- Following-up with members assigned to carry out tasks.
- Guiding members in achieving goals and objectives.
- Encouraging members to participate.
- Signing the approved minutes.
- Listening while remaining objective.
- Consulting with the Mayor, Council, and Chief Administrative Office as deemed necessary.

Vice-Chair: The Committee will appoint executive positions as deemed appropriate.

The responsibilities of the Vice-Chair include:

- Performing the responsibilities of the Chair when the Chair is not available.
- Any other responsibilities as requested by the Chair.

Secretary: Appointed annually by the Chair.

The responsibilities of the Secretary include:

- Recording minutes of the meeting.
- Sharing the minutes with the Chair in a timely manner.

Members: Appointed annually by the Mayor.

The responsibilities of members include:

- Attending meetings.
- Completing tasks as assigned by the Chairperson and/or the Committee.
- Engaging in discussions with Committee members.

Committee:

The responsibilities of the Committee include:

- Responding to issues brought to it by the Council or the public by reviewing the issue and making a recommendation to the Council, if appropriate.
- Proactively reviewing and researching ideas and strategies to nurture a sense of belonging that will strengthen the community and enhance excellence, innovation, and creativity in all aspects of the community.
- Making recommendations to the Council that may improve the quality of life for all community members.
- Advising the Council on issues that affect its ability to create an inclusive community¹ by:
 - Fostering a community that embraces equity, diversity, inclusion, and belonging.
 - Providing environments that are free of discrimination and harassment, and inclusive of all individuals.
 - Ensuring the inclusion of perspectives and voices of underrepresented groups in decision-making.

¹ Inclusive communities are welcoming to diverse groups of people, including, but not limited to, Indigenous peoples, persons identifying as LBGTQ2+, immigrants and newcomers, persons of colour, persons with disabilities, persons experiencing mental health challenges, seniors, and low-income populations.

Logistics:

Membership:

The Committee shall be composed of two representatives from the Council, one employee representative from the Parks and Recreation Department, one employee representative from the Human Resources Department, and 10 to 12 Town of Riverview residents (with priority given to young residents for 2 to 3 of resident member seats).

Term of Appointment:

Members shall be appointed by the Mayor for a term of two (2) years. They are permitted to remain as members following the two (2) years.

Agenda:

Agendas will be circulated to the members at least 48 hours in advance of meetings. Items may be added to the agenda by Committee majority agreement before or at the beginning of meetings.

Meetings:

Meetings will be held monthly.

Quorum:

As the Committee is mainly a discussion and advisory group, a quorum is not required to hold a meeting.

Terms of Reference:

The Terms of Reference may be amended by a motion of Riverview Town Council.

Observers and Guests:

Guests may be called upon to attend or present, by Committee majority agreement, at any meeting of the Committee.

Budget:

No budget has been allocated to the Committee by the Council.

Sub-Committees:

The EDI Committee may establish sub-committees to support its mandate. It currently has the following sub-committees:

Advisory on Disabilities Committee

The terms of reference for this committee are found in Appendix A.

**Terms of Reference
Advisory on Disabilities Committee/Accessibility Advisory Committee**

Vision Statement:

The Accessibility Advisory Committee strives to reduce and prevent barriers to cultivate inclusion in the community.

Mandate:

These community volunteers, appointed by the Mayor, help identify, remove, and prevent accessibility barriers in town facilities, programs, and services.

The Committee:

The responsibilities of the committee shall:

1. Provide recommendations to Council on identifying, preventing, and eliminating barriers for persons with disabilities in municipal programs, services, initiatives, and facilities. The Committee plays a pivotal role in helping the municipality become a barrier-free community.
2. To advise and assist Council to facilitate and promote the access and accessibility of all citizens to their community. Accessibility for this purpose means the removal of all barriers confronting citizens with disabilities including attitudinal barriers.
3. To work toward the elimination of physical and attitudinal barriers facing persons with a disability by advising council on issues and concerns brought forth by citizens.
4. To increase civic and community awareness regarding the disability community within Riverview by promoting effective communication.
5. Attend meetings of the EDI Committee as needed to collaborate with members and bring forth recommendations.

Definitions:

1. Barrier

Barrier means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.

2. Disability

Disability includes a physical, mental, intellectual, learning, or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

Approved by Riverview Town Council at the Regular Council Meeting of

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