



# **LOYALiST COLLEGE**

**EQUITY, DIVERSITY  
& INCLUSION (EDI)  
COMMITTEE**

**TERMS OF REFERENCE**

January 2025



# LAND AFFIRMATION



Loyalist College is built upon the lands governed by the Dish with One Spoon wampum agreement. We affirm and thank the Haudenosaunee, Anishinaabeg, and Huron-Wendat nations for their continued caretaking of the land. We offer respect to Indigenous people from all nations who call this area home. We honour elders and traditional knowledge keepers, past, present, and future.



## PREAMBLE

The equity diversity and inclusion committee will be a grassroots committee representing diverse members of the Loyalist College community who support the advancement of institutional equity, diversity and inclusion.

Guided by Loyalist College values of being caring, creative, engaging, inclusive and accountable, the EDI Committee will serve as a sustainable way to continuously monitor and improve outcomes related to equity (meaning fairness) diversity (meaning representation of the communities we serve) and inclusion (meaning anyone can belong and thrive here).

The Vice President, Human Resources (VP HR) is the executive sponsor for the EDI Committee and represents the committee's interests at the College Executive Team (CET). By providing advice, insight and recommendations to the VP HR, the committee plays a crucial role in driving positive change at Loyalist College.

## MANDATE

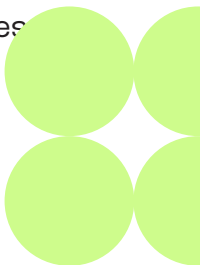
Year 1 of the Committee will focus on identifying issues and making recommendations; when possible, the Committee will also address concerns that can be easily or quickly remedied. Year 2 will increase capacity and assist with implementation of solutions. Year 3 the Committee will review how this model is working and adjust, as necessary.

## ORGANIZATION

A Co-Chair model comprised of three individuals who represent diverse groups of staff and students shall be instilled; the three may decide which among them is best suited to serve as the lead if necessary.

Sub-committees will generally be closed to members of the EDI Committee, representation on sub-committees will be agreed by EDI Committee members, and sub-committees will be struck by EDI Committee members on an as-needed basis, with the exception of the Accessibility (sub) committee, which will become a permanent subcommittee and require election of a chair or co-chair for that subcommittee.

The EDI Committee will be supported by staff from Human Resources' EDI Initiatives branch.



## CRITERIA FOR MEMBERSHIP

Members will have a demonstrated commitment to EDI and understanding of barriers faced by members of equity-deserving groups, preferably through direct lived, professional, or academic experience in these areas. Such commitment and experience may be in areas such as labour and employment matters, educational equity, inclusive pedagogy, emancipatory approaches to research and knowledge building, social justice and human rights advocacy and activism, or previous experience working on related College committees.

## ESTABLISHING THE MEMBERSHIP

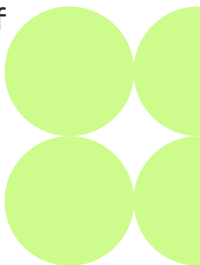
There will be no more than 20 members with a comparable number of each student, staff, and faculty. Of this membership there should include a representative from each of the student, staff, and faculty union/association. Ideally the membership will reflect diverse lived experience as well as a wide range of constituencies and experiences on campus. Ideally, there will be representation from each of the four academic schools.

## PROCESS TO SELECT NEW MEMBERS OPEN CALL

The EDI Committee each year will strike a nominations sub-committee to establish the criteria for membership as well as the process to select new members. The nominations subcommittee should not contain members whose terms are up and will be reapplying. Note this process to complete in advance of the winter term (December).

## TERMS OF MEMBERSHIP

The term of membership is 2 years (but may also be 1 year in some circumstances for individual members only). Individual members and organizational members may serve an indefinite number of terms but are subject to the nominations process. Inaugural appointed members who were not elected are eligible to serve for 2 years in order to provide continuity and knowledge transfer. This will serve to appropriately stagger appointments with a goal of ensuring an appropriate mix of experienced and new members.





Members who have been absent for 3 meetings or more, without sending regrets will be contacted to confirm if the member wishes to continue as a member or vacate the position.

Each member is expected to participate on one subcommittee (if applicable) during their term.

Organizational members will act as information ambassadors between the EDI Committee and the organization they represent

## PROCEDURES

### **Co-Chairs:**

The Nominations Sub-Committee recommends candidates for Co-Chair to the VP HR for approval and appointment. The Chairs will provide an update on Committee activities to the VP HR in meetings scheduled once in the Fall academic term and once in the Winter academic term.

The Chairs will identify EDI priorities, plan activities to support priorities, prepare agendas for meetings, and advise on any related issues that arise on campus.

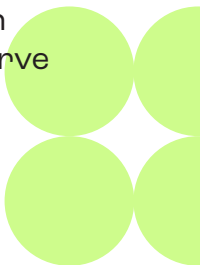
Prior to beginning their chairship, co-chairs will be required to disclose any relationship that would result in a real or perceived conflict of interest or structurally unequal relationship among them including but not limited to; family ties or intimate relationship, teacher/student relationship, supervisor/direct or indirect report relationship etc. The nominations committee and/or the VP HR reserves the right to make changes to the co-chair composition to ensure equitable and non-conflicting structure.

### **Meetings:**

The Chairs will convene an orientation meeting for new members in January. Members will typically meet monthly or quarterly as a Committee between October and May. Meeting dates will be fixed and publicized at the beginning of each year. Monthly meetings are open, and observers are welcome to attend and participate fully in discussion. The Committee will meet with the VP HR at least once a year to discuss activities.

### **Sub-committees:**

Sub-committees are convened to focus on particular themes or issues that may vary over time. The Accessibility committee will be a permanent subcommittee. Their membership is constituted with an objective to balancing inclusion, familiarity with the issue of concern and workable size; they may include members who do not serve on the Committee but who have particular knowledge or interest in the group's



work. Where possible, a member from Equity, Diversity & Inclusion will be assigned to provide expertise as well as programming and administrative assistance to each working group. The subcommittees will examine and discuss the identified issues and report back to the Committee with their recommendations or analysis.

**Decision making:**

The Co-Chairs will test for consensus among all in attendance and determine if a vote is required. If it is not possible to achieve consensus, voting members will be asked to vote and decisions will be made by a 2/3 majority. These terms of reference may be amended by a 2/3 majority of voting members at a committee meeting subject to approval from the Executive Director EDI.

**Accountability:**

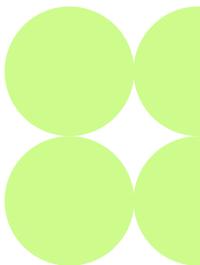
The EDI Committee's mandate, priorities, and meeting minutes will be posted on the College's internal website, together with annual reports. Reports will be provided annually to the VP HR and other relevant College bodies. The EDI Committee also maintains an electronic mailing list that informs of meeting dates, initiatives, and sponsored events.

**Review of Procedure and Progress:**

Attention to the Committee's role and effectiveness is important. Accordingly, when developing the annual report, members will reflect on a) outcomes achieved: efficacy in moving agenda items forward in the College and in fostering productive discussion; b) processes engaged: their inclusiveness, manageability within members' time constraints, adequacy of supports (staff time, budget); and c) suggestions and recommendations for change.

**Resources:**

Programming and administrative support are provided by staff from Equity, Diversity & Inclusion (who attend Committee meetings as non-voting members and participants).





# LOYALIST COLLEGE

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