LOYALiST COLLEGE

TERMS OF REFERENCE

Equity, Diversity and Inclusion (EDI) Committee

Last revised: Aug. 2026

1. Purpose and mandate

The Equity, Diversity and Inclusion (EDI) Committee at Loyalist College is responsible for providing guidance and recommendations to advance equity, diversity and inclusion for students, employees and visitors. The committee works to support the identification and removal of systemic barriers and to foster an inclusive college environment.

Over the current planning cycle, the committee will play a central role in supporting the development of the college's EDI Action Plan (EDIAP), establishing priorities, identifying systemic barriers and recommending actions that promote equitable outcomes across the institution.

The committee aligns with Loyalist College's broader commitment to equity, diversity and inclusion and operates in accordance with the Ontario Human Rights Code and related legislation.

1.1 Background

Equity, diversity and inclusion work at Loyalist College is grounded in principles of fairness, representation and belonging. The EDI Committee serves as a formal mechanism to guide institutional priorities, elevate community perspectives, and support continuous improvement in EDI outcomes.

1.2 Committee's key responsibilities

A. **EDI Action Plan (EDIAP) development:**

- Establish goals, priorities and implementation strategies for the development of the college's inaugural EDIAP.
- Collaborate with relevant college departments and committees to ensure alignment with institutional priorities.

B. **Policy and institutional recommendations:**

- Advise the college's leadership on policy enhancements, initiatives and institutional changes that advance equity, diversity and inclusion.
- Identify opportunities to address systemic barriers and strengthen inclusive practices across the institution.

C. **Monitoring progress and institutional readiness:**

- Provide consultation on the Anti-Hate and Anti-Discrimination annual report, which reports on the efficacy of the ADMIN 127 Harassment and Discrimination policy and procedures and guides the institution's ongoing efforts to strengthen prevention, response and accountability measures.
- Review available data from reports and feedback forms to inform priority-setting and future evaluation.

D. **Reporting and accountability:**

- Prepare an annual report documenting the college's progress toward equity and inclusion, serving as a foundation for continued improvements and future planning.

E. **Community engagement and consultation:**

- Gather input from students, employees and community members to ensure diverse perspectives are reflected in annual program planning.
- Identify common themes and emerging concerns from consultation activities and provide practical, community-informed recommendations to support institutional decision-making.

F. **Advocacy and awareness:**

- Serve as a champion for equity, diversity and inclusion by being present at EDI events and learning opportunities.
- Demonstrate a commitment to continuous learning and development related to equity, diversity and inclusion principles and practices.
- Help foster an inclusive campus culture by being an upstander against microaggressions, harassment, discrimination or hate-driven actions.
- Ensure ADMIN 127 Harassment and Discrimination policy is upheld and liaise with policy experts where necessary.
- Provide guidance and act as a resource on equity-related matters across the college.

G. **Collaboration with other committees and initiatives:**

- Work alongside other college committees, such the Accessibility Steering Committee, to integrate EDI considerations into broader institutional efforts.

2. Reporting and accountability

- The committee reports to the **Vice-President, Human Resources, Equity, Diversity and Inclusion**, the executive sponsor.
- Once the EDIAP has been developed, an **annual report** will be prepared one year after implementation, outlining progress on goals, challenges and recommendations. This report will be submitted to the executive sponsor by **June 30** of each year.
- Key updates will be shared on the EDI webpage, and meeting agendas will be posted on the Human Resources portal under the Equity, Diversity and Inclusion section to ensure transparency. Meeting minutes will be recorded and maintained on a private Teams channel accessible to all current committee members.

3. Membership composition

The **EDI Committee** will be composed of volunteers from various departments/service areas at the college. The ideal composition of the committee is **ten (10) members** with personal and/or professional experience related to equity-deserving communities, including individuals with lived experience of marginalization, systemic barriers and inequities, as follows:

- **Co-chairs:** Two (2) co-chairs who have previously served as committee members.
- **Academic representatives:** Two (2) academic members. These members can be faculty, academic coordinators, counsellors or academic leaders.
- **Employee representatives:** Two (2) members. Ideally, with representation from Support and Administrative employee groups.
- **Union representatives:** Two (2) members, with one representative from the Support Staff and Academic Staff bargaining units. Representatives must hold a leadership role within their respective unions and may not hold another

representative role on the EDI committee concurrently (example: a Support Staff member who is serving as an employee representative on the EDI committee cannot also serve as the Support Staff union representative).

- **Student representatives:** Two (2) students.

In addition, a committee secretary will be appointed by the executive sponsor. This individual will:

- Assist the executive sponsor with the election process
- Support the co-chairs in organizing meetings, taking minutes and preparing any necessary communications to share information with college community members and partners.

The committee secretary is not a voting member of the committee.

4. Election process

A. **Call for volunteers:**

- The committee secretary will issue a Call for Volunteers annually or as needed to fill vacant positions.
- The annual call for volunteers will be launched on March 15 (or Monday immediately following this date, should it fall on a weekend) and will be open for a period of two (2) weeks.
- Employees and students will be invited to submit their interest in volunteering via an online form submission.
    - Employees are encouraged to discuss their interest with their manager to confirm they have the capacity to take on committee responsibilities.
    - Students are encouraged to consider their academic workload and, when necessary, consult their academic coordinator to ensure they can fully commit to committee work.
- If volunteer submissions are low and/or do not represent a wide variety of areas within the college, as described in *Section 3 - Member composition* of this Terms of Reference, then the executive sponsor reserves the right to request

department leaders to recommend individuals from their team to maintain fair representation of as many college groups as possible.

B. **Volunteer self-nomination and selection:**

- Volunteer self-nominations must be submitted in writing, including a brief statement of interest and any relevant experience.
- Student representatives will be selected through consultation with student leadership. Students must remain in good academic standing, as described within the ACAD 202 policy, Section 6.1, for all semesters in which they serve on the committee.
- Employee representatives may be appointed by their respective departments or through a selection process overseen by the executive sponsor.

C. **Co-chair selection:**

- Co-chairs will be selected through the following process when the preceding co-chairs have completed their terms:
    - **Self-nomination:** Members interested in serving as co-chair must submit their nomination in writing to the committee secretary. The call for self-nomination will be launched 4 weeks prior to the last day of the current co-chairs' term.
    - **Eligibility:** Only current and active committee members are eligible to nominate themselves and stand for election.
    - **Voting:** Each committee member in good standing may cast one vote per co-chair position. Voting will be conducted via confidential ballot during a scheduled committee meeting or through a secure electronic platform, as determined by the co-chairs.
    - **Majority requirement:** A candidate must receive a majority of votes cast to be elected. If no candidate achieves a majority, a runoff vote will be held between the two candidates with the highest number of votes.

D. **Tie-breaking:**

- In the event of a tie after the runoff vote, the current co-chairs (or, if vacant, a CET representative) will cast the deciding vote.

E. **Vacancies:**

- If a member resigns or is unable to fulfill their term, a replacement will be selected through the same nomination and election process outlined above.

5. Term of office

- A 'Committee Term' will run from **September 1 until April 30** (8 months).
    - Sub-committee work can continue between May 1 – August 31 as needed.
    - Co-chairs may meet for planning purposes at any time.
- Co-chairs will serve **two (2) committee terms**, with staggered elections to ensure continuity.
- Employee (Administrative, Support and Academic) committee members will serve **two (2) committee terms**, with the possibility of renewal.
- Student committee members will serve **one (1) committee term**, with possibility of renewal provided they remain enrolled in studies at Loyalist College and in good academic standing (ACAD 202) for the duration of the subsequent term.
- A committee member may serve a **maximum of two (2) consecutive committee terms**.

6. Co-chair responsibilities

The co-chairs of the EDI Committee are responsible for:

- Setting meeting agendas and facilitating discussions.
- Ensuring meetings are inclusive, structured and productive.
- Guiding the committee's strategic direction and ensuring alignment with the college's EDIAP and the Ontario Human Rights Code.
- Representing the committee in communications with senior leadership and external partners.
- Ensuring that reports, recommendations and EDI initiatives are effectively documented and advanced.

- Support the development of subcommittees as needed.

7. Member responsibilities

A. Committee members are expected to:

- Maintain regular attendance, actively participate in meetings and contribute to discussions.
- Provide insights and recommendations based on their expertise, lived experience or departmental role.
- Assist in identifying systemic barriers and proposing actionable solutions.
- Engage with and gather feedback from their respective constituencies (e.g., students, faculty, support staff, administrative staff, etc.).
- Support the planning and implementation of EDI-related initiatives, events and/or training.
- Attend and participate in EDI-related events and activities at the college, subject to *reasonable* scheduling constraints.
- Maintain confidentiality regarding sensitive discussions and uphold principles of respect and inclusivity.

B. If a member misses three (3) or more consecutive meetings and/or does not demonstrate active engagement with committee responsibilities, including participation in EDI-related events and activities at the college, the following process may occur:

- **Initial outreach:** The co-chairs will contact the member to confirm continued interest, discuss and address (where feasible) barriers to participation.
- **Follow-up:** If a member continues to miss meetings or is unable to participate meaningfully, the co-chairs will issue a formal reminder of the committee's participation expectations and discuss whether the member wishes to continue in the role. Members may choose to step down at any time, and doing so will be respected without judgment, penalty, or negative repercussions.

- **Removal:** Should the lack of participation persist despite outreach and follow-up, the co-chairs reserve the right to remove the member from the committee and appoint a replacement to ensure the committee's effective functioning.

8. Meeting frequency and quorum

- The committee will meet **at least four (4) times** per Committee Term (i.e. twice in the Fall semester; twice in the Winter semester), with the flexibility to meet more frequently as needed to set goals, action initiatives and reach decisions. A Committee Term is defined as described in *Section 5 – Term of office* within this document.
- Subcommittees may be established for specific projects, such as focus groups, data collection or training initiatives. These groups may meet as often as necessary to accomplish their set goals.
- A quorum for conducting a meeting will consist of **50% of the total committee membership**, including at least one co-chair.
- At any meeting with quorum, motions may be introduced by members and will be presented if they are seconded. A motion will pass when **50% + one (1) of the members present**, ***including at least one co-chair*****, vote in favour***.*

9. Review and amendments to the Terms of Reference

- The Terms of Reference will be reviewed **every two years** to ensure continued alignment with the college's EDI goals and the Ontario Human Rights Code.
- Changes may be proposed by committee members and must be approved by the co-chairs and the executive sponsor.