

# **EQUITY, DIVERSITY AND INCLUSION ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **Composition**

The Equity, Diversity and Inclusion Advisory Committee (“Advisory Committee”), of the Association of Justice Counsel (“the Association”) shall consist of at least three (3) and up to eight (8) GC members. In addition, the Advisory Committee shall have the authority to form subcommittees of Regular Members as needed.

The Governing Council shall appoint to the Committee members who demonstrate:

- commitment to equity, diversity and inclusion principles;
- experience and competency considerations in equity, diversity and inclusion;
- knowledge of the collective agreement;
- availability and willingness to contribute to the workload; and
- understanding of the Association’s governance structure, roles and responsibilities of the Governing Council, Executive Committee, Association Staff and various subcommittees.

When appointing members to the Advisory Committee, the GC shall also consider:

- regional representation
- linguistic diversity
- gender diversity, racial diversity and other minority voices
- employer organization (DOJ, PPSC, ATSCC, etc.)

In addition, the Governing Council shall, in appointing members to the Committee, prioritize the appointment of those members who have lived experience as part of equity-seeking groups.

The GC shall also appoint the Chair of the Advisory Committee, including an alternate Chair, as appropriate. The Chair shall be appointed for a maximum duration of two (2) consecutive two-year terms. The term of the appointed Chair in 2020 will be shorter than two (2) years to coincide with the 2022 election cycle.

Members of the Advisory Committee shall be appointed for two-year terms. The term of the appointed members for 2020 to coincide with the 2022 general election cycle.

### **Purpose and Authority**

The purpose of the Advisory Committee is to combat discrimination on prohibited grounds including, but not limited to, race, ethnicity, disability, sex, sexual orientation, gender identity or expression, religion and family status.

To this end, the Advisory Committee shall provide recommendations and advice to the Governing Council, the Executive Committee and Association Staff, as may be required from time to time. Advisory Committee members may also contribute to the development of policies, programs, and initiatives of the Association.

The goals, objectives, and purpose of the Advisory Committee will be contained in one or more of the following: the Advisory Committee's terms of reference, the work plan, a by-law or a GC resolution.

In addition, the Advisory Committee may also engage in the following (this is not an exhaustive list):

1. Raise awareness of systematic discrimination among the Association membership, department and agency stakeholders, the GC, the Executive, and Association Staff to help combat all forms of discrimination such as racism, ableism, and sexism within the Public Service;
2. Engage with departmental and agency stakeholders, including senior management, who have a mandate to eliminate discriminatory practices, notably anti-Black racist practices;
3. Advocate for fair, just and equal treatment of equity seeking groups including: Black counsel, Indigenous counsel, other counsel of colour and counsel with disabilities employed in the Public Service;
4. Challenge current departmental and agency practices in the areas of career planning, talent management, professional development, distribution of work assignments, staffing, retention and promotion, which adversely impact Black counsel, Indigenous counsel, other counsel of colour, counsel with disabilities, and female counsel;
5. Provide technical expertise or advice on employment equity, diversity and inclusion matters that are connected to the Association's overall mission, vision statement and strategic plan to Association staff, GC or relevant subcommittee as may be required from time to time;
6. With the approval of the GC, help spearhead special projects or initiatives from planning to completion;
7. Provide an independent sounding board for the GC, Executive Committee, all GC subcommittees and Association Staff, as appropriate;
8. Serve as an equity, diversity and inclusion advocate within the Association and for the benefit of the Association's membership having regard to the current oversight responsibilities of the Association's Executive and relevant subcommittees;
9. Make Advisory Committee subcommittee appointments to enable Association members from various backgrounds to contribute by sharing their knowledge, experience and expertise on matters relating to equity, diversity and inclusion. Association members may also be engaged informally without the need to form a subcommittee.

The Advisory Committee will also:

1. Reporting to the Governing Council at least quarterly or more often as required on its activities.
2. Review the Terms of Reference at least every two (2) years.

### **Chair of the Advisory Committee**

The Chair shall be responsible for chairing the meetings, reporting Committee activities to the Governing Council, ensuring that the meetings move forward efficiently and provide periodic updates on its activities to the GC as appropriate.

## **Meetings**

Meetings will be convened on an as-needed basis but no less than quarterly. Meetings may be held in person, by telephone, or by electronic means.

## **Quorum**

Quorum shall be a majority of the membership of the Advisory Committee.

## **Governance**

Recommendations and decisions of the Advisory Committee, to the extent that decisions may be rendered, shall be made by consensus.

The Advisory Committee or its Chair, as the case may be, shall collaborate with the Executive Committee prior to submitting formal recommendations to the GC to ensure that operational requirements and challenges are properly considered by the Executive Committee before tabling such recommendations to the GC for decision, if applicable.

## **Record-Keeping of Decisions**

The Chair shall ensure that a record of all decisions and recommendations of the Advisory Committee is maintained. The Chair may appoint a recording secretary as appropriate.

## **Communications**

The Chair shall also be responsible for providing the Communications Committee and Director of Communications with essential information about equity, diversity and inclusion related activities so that it may be communicated to the membership.

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*Related By-Laws/Resolutions Consulted in Preparation of this Document*

**AJC General By-laws: section 8.3 Committees**

**GC Resolutions**

**GCG-18-06-2020-5** *The Governing Council approves the creation of an Equity Working Group and the attached Terms of Reference be adopted forthwith.*

**GCG-17-09-2020-4** *The Governing Council approves: 1. establishing a Governing Council subcommittee to address employment equity, diversity and inclusion matters that fall within the scope of AJC's mandate; 2. that the Equity Working Group's mandate has been extended in order to prepare and propose terms of reference for such subcommittee for Governing Council approval at the October Governing Council meeting; and, 3. the training recommended in the report.*