



TERMS OF REFERENCE
DIVERSITY, EQUITY AND INCLUSION TASK GROUP
(APPROVED BY THE EXECUTIVE COMMITTEE: March 5, 2021)

The College's 2020-2023 Strategic Plan identifies increasing diversity, equity and inclusion as one of four strategic priorities. The broad objectives within this overarching priority reference the need to enhance equity and inclusion across organizational processes, resources and materials.

In December 2020, Council discussed the Executive Committee's decision, at its November 18, 2020 meeting, to create a Diversity, Equity and Inclusion Task Group, which would reflect the College's commitment to operationalizing this strategic priority.

Policy B-024: Committees and Task Group Policy states that task groups are established by the Executive Committee or Council to address specific short-term strategic priorities. Task groups are to be discontinued when tasks are completed.

Mandate

The College's ongoing mandate is to protect the public interest through the regulation of social work and social service work. Its role as regulator with respect to the important issues of diversity, equity and inclusion must be carefully considered and reflected upon.

Within its mandate, the College has a key role in providing guidance and resources to its members to support them in using sound clinical and ethical judgment, and in making decisions that will benefit the individuals, families and communities they serve. Members' practice considerations should include issues related to diversity, equity and inclusion.

The College also has a deep commitment and an ethical responsibility to examine its policies and processes carefully, and to make necessary changes to eliminate systemic and structural racism, discrimination and/or bias in its work.

The Diversity, Equity and Inclusion Task Group will provide recommendations to, and advise Council on, the following:

- The potential for, and/or existence of, systemic and structural racism, discrimination and/or bias within the College's statutory, regulatory and governance policies and processes (including registration and membership, complaints, discipline, professional practice, etc.) which could negatively impact Black, Indigenous and people of colour communities, and others experiencing systemic oppression, including but not limited to LGBTQ2S+ communities, persons living with disabilities, and women;
- Strategies, including bylaw and policy amendments, standards, guidelines and other tools to address any identified issues. These may include, among other things, recommendations regarding:

- the enhancement of educational resources to support College members in practising ethically and professionally, with a focus on considerations related to equity, diversity and inclusion;
 - the collection of race-based data, and further consideration of an appropriate approach to implementation, including consultation with Indigenous, Black and people of colour as well as other communities, and the development of an ethical protocol addressing the collection and use of such data; and
 - areas of focus for Council education.
- an approach to the development of partnerships with Indigenous communities to begin to implement the Truth and Reconciliation Commission of Canada's calls to action within the regulatory sector; and
 - the engagement of community groups and leaders in the activities of the Task Group.

The Task Group may engage a consultant and other subject matter experts to assist in its work.

The Task Group will be discontinued when it has made recommendations to Council regarding issues and areas described to Council.

The Task Group is accountable to Council.

Guiding Principles

Task group members shall attend and be prepared for meetings, and comply with the Code of Conduct for Council members as well as the following principles:

- Respect for diverse perspectives, values and knowledge;
- A commitment to including diverse voices and communicating respectfully;
- Consensus decision-making, wherever possible, and support for collaboration and the expression and working through of dissenting opinions. Where consensus is not possible, decisions will be made by majority vote;
- Intentional collaboration and partnerships; and
- Respect for confidentiality. The work of the Task Group will not be discussed nor will documents be shared without the explicit consent of the Task Group and of Council.

Membership Composition:

The Task Group will be comprised of up to twelve (12) members, as follows:

- the Council President;
- seven (7) members, including the President, who are members of Council, and the three sectors should be equally represented, whenever possible; and
- up to five (5) non-Council members who are members of the College. Priority will be given to members from Black, Indigenous and people of colour communities, and/or others from groups experiencing systemic oppression, including but not limited to LGBTQ2S+ communities, persons living with disabilities, and women.

The Executive Committee will determine criteria for the selection of Council and non-Council members.

Vacancies on the Task Group will be filled by the Executive Committee using the same principles and criteria above.

Staff support will include the Registrar, Deputy Registrar and Executive Assistant to the Registrar.

Appointment of Task Group Members

College staff will circulate a Call for Expressions of Interest to Council members and a separate call to non-Council College members. Interested parties must include with their expressions of interest a brief letter outlining their strengths, knowledge, and potential contribution to the Task Group. The selection of Council and non-Council members and Co-Chairs will be decided upon by the Executive Committee.

Of the two Co-Chairs of the Task Group, one will be a Council member, and the other will be a non-Council member of the College. The Council President may not be a Co-Chair.

Membership on the Task Group will be one (1) calendar year, with a yearly option to renew. If at any time during the course of the appointment, a member of the Task Group wishes to resign, written notice will be provided to the Co-Chairs.

A member of the Task Group ceases to be a member if they are no longer a member of the College.

Members who are absent for more than three meetings per year, without prior agreement with the Chairs, automatically forfeit their place on the Task Group.

Meetings

Meetings will be held both virtually and in-person. The meetings will be held during regular office hours Monday to Friday and are not open to the public. Quorum consists of 50% of the Task Group members.

Record Keeping

College staff will record and retain minutes from each meeting. The minutes are not required to be approved at subsequent meetings. All minutes, records or reports are to be maintained by College staff.

Terms of Reference Review

The Terms of Reference are subject to review from time to time as deemed appropriate by the Executive Committee or Council.