

# Diversity, Inclusion, & Belonging Committee

## Terms of Reference

### 1. Committee Name:

The LO Diversity, Inclusion, & Belonging Committee is the official board-approved name of Landscape Ontario's Diversity, Inclusion and Belonging (DIB) committee.

### 2. Mandate

The LO DIB Committee has the mandate of:

- Providing input, support, and regular review of the Landscape Ontario Diversity, Inclusion and Belonging (DIB) strategy
- Directing and guiding development of DIB policies, programs, initiatives, plans and system-wide change to the Landscape Ontario Board and members;
- Advancing emergent DIB issues and trends so that Landscape Ontario will continuously improve and meet the needs of its current and future stakeholders; and
- Upholding the Landscape Ontario inclusivity statement:
  - Landscape Ontario is a not for profit, volunteer-driven trade association. Dedicated to the advancement of the landscape/ horticultural profession. We strive to ensure that we are a collaborative and inclusive organisation where people of all genders, races, religions, nationalities, cultures, sexual orientations, languages, and abilities are welcomed and can feel comfortable, respected, and valued.

The DIB committee will review and provide advice on proposals, reports and data related to implementation of Landscape Ontario DIB programs, events and initiatives but will not be responsible for their development. It is an advisory committee which through its composition and commitment to education and self-development, will enhance the board's knowledge in the area of DIB.

The DIB committee was created in response to events in the external environment, requests and a shared desire from our stakeholders to respond to these events and a need to lead Landscape Ontario into the future from a workforce development perspective. The committee will assist Landscape Ontario realize its vision by promoting diversity, inclusion, and belonging in its landscape and horticulture community. The committee will serve as a safe place for ideas to be shared without judgement and for those ideas to evolve into constructive action that advances DIB at Landscape Ontario.

### 3. Composition and Operations

The Committee consists of a minimum of 5 members:

- 1 chair – appointed
- up to one “past” chair
- 1 Executive Director of Landscape Ontario (Ex Officio)
- The majority of the committee shall be comprised of volunteers representing their member company with the remainder comprised of LO / CNLA staff
  - To strive for volunteer representation, each member of the committee should represent at least one sector or one chapter with contribution from staff. To start, members can represent both a sector and chapter.
- All members and chairs serve two (2) year terms, effective September 1, 2022.
- Chairs may serve an additional two (2) year term as a “past” chair to support the transition of a new chair.
- Membership is voluntary and sector members are not paid for their time or services.
- In accordance with the LO Travel Policy, members are reimbursed for travel and accommodation expenses to attend in-person meetings.
- Representatives and external advisors may be invited as observers or resources on a temporary or ongoing basis.

#### **4. Committee Member Skills and Qualifications**

Committee members and external advisors should have at a minimum interest working on diversity, inclusion issues that affect Landscape Ontario and, ideally, lived experience as a member of an equity-deserving group. Members should have a commitment to DIB, continuous learning, self-education and openly discussing complex and challenging DIB issues.

#### **5. Roles and Responsibilities of the Chair**

As it pertains to DIB, the roles and responsibilities of chair include:

- ensuring the Committee adhere its mandate and members fulfill their roles and responsibilities;
- establishing topics of discussion and working groups in consultation with members;
- developing meeting agendas, approving minutes and reports;
- chairing meetings;
- ensuring all members are heard, engaged, and respected;
- ensuring recommendations are supported with empirical data where applicable;
- reporting progress and recommendations to Landscape Ontario Board;
- appointing a Nominating Committee chair; and,
- serving as spokesperson for the Committee.

#### **7. Roles & Responsibilities of Nominating Committee**

A standing Nominating Committee will assist in the recruitment of DIB committee members in accordance with the Landscape Ontario (LO) principles, bylaws and DIB Mandate, as outlined in this Terms of Reference Document.

The Nominating Committee is responsible for:

- Overseeing the information distributed about the nominations process shared via email and on the LO website.
- Soliciting recommendations for future members from DIB Committee and independent nominations from LO members.
- Providing a slate of candidates for DIB Committee discussion and approval at the May DIB Committee Meeting.
- Providing recommendations on whether to fill each vacated seat in the event of DIB Committee member resignation during the 2-year term.
- Developing a succession plan for the upcoming DIB Committee during each two-year term.

The Nominating Committee chair, appointed by the DIB Committee Chair, is responsible for:

- Proposing members of the Nominating Committee
- Organizing any Nominating Committee meetings
- Delivering the recommended slate of the upcoming DIB Committee to the DIB Committee

## 8. Working Groups

The Committee may form ad hoc working groups on specific DIB topics as required. Working groups determine their membership, meeting schedule, mechanism and timeline for reporting back to the Committee.

## 9. Meetings, Member Responsibilities & Decision Making

DIB Committee Meetings will adhere to the following guidelines:

### Meetings

- Virtual meetings take place on the second Monday of each month from 4pm – 5pm EST via video conference.
- Members are expected to be present at an annual in person meeting
- All meetings will begin and end at the scheduled times. Participants who arrive late will catch up as opportunities allow.
- All meetings will commence with the reading of the Landscape Ontario Land Acknowledgment and Inclusion Statement.
- Agenda will be prepared and distributed in the week before the committee meeting.
- Meeting minutes will be prepared and distributed in the week of the committee meeting.
- A majority, 50% + 1, of those committee members who attend the meeting, including the chair, shall represent a quorum.
- Meetings will be held with or without quorum.
- Unless explicitly advised due to confidentiality, members may and are encouraged to discuss Committee initiatives with their organizations and colleagues.

As it pertains to meeting responsibilities, all members are expected to:

- Come to meetings prepared to discuss items on the agenda.
- Review relevant meeting materials on a timely basis and provide timely feedback.
- Communicate with respect and candour before, during and after the meeting.
- Allow each person to have an opportunity to speak, without interruption.

#### Decision Making

- Ideally, committee decisions are made by consensus.
- Information shared by members becomes part of the formal and public proceedings of the Committee upon consensus of the members.
- If consensus cannot be reached, decisions are made by vote. A quorum is required for a vote to take place.
- Once decisions are made, members will work to honour those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by the Chair.

### 10. Reporting

The Committee reports to the Landscape Ontario Board with a summary of its progress and recommendations. The Committee determines a schedule and format for ongoing reporting, but may include the following:

- Activity report for LO's Annual Report
- Activity report for each LO Board of Directors meeting

### 11. Resources & Budget

Resources available/required for the committee?

Expense handling? As per LO's expense reimbursement policy

### 12. Terms of Reference Review

The DIB Committee Terms of reference will be reviewed annually by the chair and Executive Director of Landscape Ontario and presented to the committee for approval.

### 13. Effective Date

These terms of reference are in effect as of January 1, 2023.

Committee approved: January 23, 2023