

TERMS OF REFERENCE

Lakehead University President's Task Force on Equity, Diversity, and Inclusion

Interpretation

1 (1) In these Terms of Reference:

“Action Plan” means the Accessing Excellence Together: Lakehead University's Equity, Diversity, and Inclusion Action Plan 2019-2024.

“Director” means the Director of Human Rights and Equity.

“Equity-seeking Groups” means persons with characteristics protected under the Ontario *Human Rights Code*, RSO 1990, c. H.19, including sexual orientation and gender identity.

“Institutional Lead” means the responsible Lakehead University department or governance body as set out in the Accessing Excellence Together: Lakehead University's Equity, Diversity, and Inclusion Action Plan 2019-2024.

“OHRE” means the Office of Human Rights and Equity.

“President” means the President and Vice-Chancellor of Lakehead University.

“Task Force” means Lakehead University President's Task Force on Equity, Diversity, and Inclusion.

“Under-represented Groups” means “designated groups” (women, Aboriginal peoples, persons with disabilities, and members of visible minorities) as defined under s. 3 of the *Employment Equity Act*, SC 1995, c. 44.

“University” means Lakehead University.

Purpose

- 2** (1) The purpose of the Task Force is to oversee the implementation of the Action Plan under the authority of the President, including:
- (a) to monitor the implementation of the Action Plan by:
 - (i) developing systems and processes to monitor the progress of the proposed Goals, Activities/Strategies, and timelines as set out in the Action Plan;
 - (b) to evaluate the implementation of the Action Plan by:
 - (i) developing systems and processes to evaluate the intended Impact/Success of the Goals and Activities/Strategies as set out in the Action Plan;
 - (c) to report on the implementation of the Action Plan by:
 - (i) providing the President with an annual progress report; and
 - (ii) developing a communications plan to report on the implementation of the Action Plan to the University community;
- (2) Subject to subsection (1), the Task Force may recommend revisions to the Action Plan to the President and the Executive Team as appropriate.

Composition

- 3** (1) The President shall appoint members to the Task Force based on recommendations of the Director, subject to the provisions set out in this Section.
- (2) The Task Force shall be composed of no less than seven (7) members of Under-represented Groups and Equity-seeking Groups. All proposed members of the Task Force shall complete an anonymous self-identification survey.
- (3) The Task Force shall be composed of the following members:
- (a) the Director or delegate;
 - (b) one (1) representative of Aboriginal Initiatives;
 - (c) one (1) representative of Human Resources;
 - (d) one (1) representative of Lakehead University International;
 - (e) one (1) representative of Institutional Planning and Analysis;
 - (f) one (1) representative of Lakehead University Faculty Association;
 - (g) two (2) representatives of Lakehead University Student Union one (1) from the Thunder Bay campus and one (1) from the Orillia campus;
 - (h) one (1) representative of Research & Innovation; and
 - (i) two (2) representatives of the University community to serve as members at large.
- (4) At least one (1) of the Task Force members set out in subsection (3) shall be from the Orillia campus.

Term

- 4 (1) Members of the Task Force shall serve for a term of three (3) years, from the date of the first meeting of the Task Force (the “Term”). The Task Force may extend the Term as appropriate.

Meetings

- 5 (1) The Task Force shall meet no less than four (4) times per year, on a quarterly basis. The Task Force may schedule additional meetings as appropriate.
- (2) The quorum for any meeting is a majority (50%+1) of the total number of Task Force members.
- (3) The Task Force shall record minutes for every meeting. The minutes shall be maintained by the OHRE.

Chair

- 6 (1) The Director shall serve as Chair of the Task Force.
- (2) The Director may appoint a delegate to serve as Chair.

Voting

- 7 (1) Any resolution of the Task Force requires a two-thirds (2/3) vote of members present at a duly-constituted meeting of the Task Force.
- (2) Resolutions that require voting include:
- (a) Approval of the minutes of a previous meeting;
 - (b) Approval of any external communications sent on behalf of the Task Force;
 - (c) Approval of any external reports sent on behalf of the Task Force; and
 - (d) Adjournment of the meeting.

Reporting

8 (1) The Task Force shall submit an annual progress report to the President by July 1st of every year of the Term.

(2) The Director shall provide a report to the Executive Team on a semi-annual basis during the Term.

(3) The Report shall be based on the provisions as set out under Section 2(1) of these Terms of Reference, including the progress of the Goals, Activities/Strategies, and Impact/Success as set out in the Action Plan.

Confidentiality and Privacy

9 (1) All written and oral communications shared between members of the Task Force are strictly confidential and may not be disclosed to other parties except as is required under these Terms of Reference or by law.

(2) Any personal information collected, used, or disclosed by the Task Force is subject to the provisions of PART III of the *Freedom of Information and Protection of Privacy Act*, RSO 1990, c. F.31.