



DUFFERIN COUNTY EQUITY COLLABORATIVE (DCEC) TERMS OF REFERENCE

1.0 PURPOSE

The DCEC represents a strategic partnership of a broad base of stakeholders with a shared mandate to increase social prosperity and decrease inequities for the Dufferin population affected by economic hardship. Working together in collaboration, the membership will jointly set strategic direction, identify evidence informed priorities that can be actioned locally, and capitalize and enhance existing systems and programming.

2.0 GUIDING PRINCIPLES

The DCEC will be guided by:

- A collective impact approach that supports and actively seeks out the inclusion of a wide range of demographic groups and sectors that work together around a common goal.
- An evidence informed planning process for planning all activities/projects/programs/initiatives that work to reduce inequities.
- Contextualization of those with lived experiences when establishing strategic direction/priorities and decision making.

3.0 DECISION MAKING PROCESS

The DCEC will strive for utilizing a consensus process as the primary decision-making framework for all issues or choices presented. Member organizations must be present in order to participate and shall have one vote each. At the call of the co-Chairs, wherever the use of the consensus process is found to be inappropriate or a decision by consensus is unattainable on a specific issue, conflict or situation, a majority vote decision-making process will be used. In such cases, approval of a decision or passed motion requires a 2/3 majority vote of the DCEC members present. Members are responsible for their participation in the decision making process.

If a time sensitive decision is required between member meetings, the DCEC may use electronic voting.

4.0 MEMBERSHIP

Membership will reflect the multiple dimensions of the population affected by economic hardship and comprised of decision makers, front line staff and community leaders as well as and as appropriate residents impacted by the mal-distribution of resources.

Organizations and individuals that support the purpose, mission and goals of the DCEC, interested in becoming a member of the DCEC will be at the invitation of the co-Chairs as guests. The guest(s) will then indicate a willingness to join and subsequent to the meeting a vote will be taken on whether or not to increase the membership.



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5.0 ROLE OF MEMBERS

Following a collective impact approach which calls for inclusion of a wide range of demographic groups and sectors to work together around the common goal of equity, Members of the Collaborative will:

- Operate in a manner that demonstrates a system perspective, supportive of inclusivity and respect for diversity of opinions.
- Participate actively and constructively and provide leadership within respective organizations and across Dufferin.
- Enable a culture of openness where it is encouraged to speak up and offer a forum for new ideas and generative thinking.
- Share local opportunities and emerging needs.
- Bring subject matter expertise and leadership in support of the Work Group mandate and associated priority areas.
- Use a collaborative-based approach to informing advice and recommendations.
- Champion improvements to create a better integrated system of local services.
- Attend meetings fully prepared (i.e. read required documents etc.)
- Notify the co-Chairs in advance when unable to attend a meeting and make every effort to send a delegate.
- Declare conflicts of interest as required.
- Update and inform their agency and its work as a result of DCEC participation.

6.0 CO-CHAIRS

Selection of Co-Chairs

- DCEC shall have 2 Co-Chairs.
- One *Permanent* Co-Chair will be the Director of Community Services at the County of Dufferin and will be an active member of "DCEC".
- One *Fixed-Term* Co-Chair will serve a one year term and will be an active member of "DCEC".
- The members may volunteer or be nominated for the Fixed-Term Co-Chair position.
- Fixed-Term Co- Chair will be voted in by a 50% plus 1 vote.

Responsibilities of Co- Chairs

- Attend and preside over "DCEC" meetings in conjunction with the DC MOVES Coordinator.
- Be a voting member of the "DCEC".
- Establish the "DCEC" meeting agenda with DC MOVES Coordinator.
- Facilitate "DCEC" meetings in a focused, encouraging, inclusive, respectful and timely manner.
- Follow-up with members who are not attending.
- Establish work groups/task forces/sub-committees as may be required.
- Be cognizant of the areas, ideas and perspectives that may not be represented on the committee, and suggest where appropriate, that the perspectives of those areas be sought.
- Represent the committee in public presentations/communications as may be required.



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7.0 ROLE OF THE COORDINATOR

The Coordinator will be a project management accountability mechanism for the DCEC and will be responsible for:

- Providing administrative support to chairs, and coordination duties as required, namely the preparation of agendas, minutes of meetings etc.
- Undertake research tasks as requested and report back to the collaborative in a timely manner.
- In consultation with the collaborative, produce the Strategic Plan, Road Map and Annual Reports to the DCEC for community dissemination.
- Maintain accurate and current membership list.
- As directed by the co-Chairs, represent the committee in public presentations and communications.

8.0 CONFLICT OF INTEREST

All meeting agendas will include "Declaration of a conflict of Interest". Any voting representative, either on his or her own behalf, or while acting for, by, with or through another, has a pecuniary interest, direct or indirect, real or perceived, in any matter and is present at the meeting at which the matter is the subject of consideration shall disclose the interest, when conflicts of interest are declared, and may not discuss or vote on the matter. Declarations will be recorded in the minutes.

9.0 MEETINGS

At a minimum, meetings will take place quarterly with the possibility of more frequent meetings for the first year at the call of the Chairs. Meetings will be conducted in locations that are accessible and conducive to conducting a business meeting. At least 75% of members are required for quorum and individual members need to maintain attendance to a minimum of 75% of meetings.

Actions and outcomes from each meeting will be recorded and shared a minimum of one-week in advance of the next meeting, together with an agenda and relevant materials.

The objective of the meeting is to make effective and efficient use of time, as a result, if individuals miss a meeting they will be accountable for reviewing minutes and remaining current of actions and decisions made. In addition, in the event that a delegate is used, it is the responsibility of the member to ensure that individual is briefed and debriefed prior to and following a meeting.

Revision history	Draft date	Approved date	Adopted date
Original	September 13, 2018	October 10, 2018 via email vote	December 13, 2018
First revision to amend co-chair section 6.0	July 29, 2021	October 27, 2021 via voting in the Zoom meeting	October 27, 2021



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DEFINITIONS

- Collective Impact approach
 - o Common agenda
 - o Shared measurement
 - o Mutually reinforcing activities
 - o Backbone organization
 - o Communication

EQUITY means that all people can reach their full potential and are not disadvantaged from attaining it because of their race, ethnicity, religion, gender, age, social class, socioeconomic status or other socially determined circumstance (OPHS, page 20).