

Woolwich 2SLGBTQ+ Ad-hoc Working Group

Terms of Reference

1. Name

The Ad-hoc Working Group will be called the “Woolwich 2SLGBTQ+ Ad-hoc Working Group”.

2. Purpose/Mandate

The purpose and mandate is to provide advice to Council on steps the Township should take to be more inclusive and make recommendations on specific initiatives identified by Council, including a rainbow crosswalk, community events or an EDI Committee with a broader mandate.

3. Operation

The Ad-hoc Working Group operates recognizing the Township’s commitment to create a safe, welcoming, and inclusive community for all residents and rejects all discrimination and hate directed towards any person or group of people guaranteed protection under the Ontario Human Rights Code.

4. Committee Composition

The Ad-hoc Working Group will be comprised of 4-12 members appointed by the Senior Management Team on basis of lived experience and interest. The majority of members should be residents of Woolwich. Members shall serve in a volunteer capacity, with no remuneration.

Council may appoint 1 or more members of Council to sit on the Ad-hoc Working Group. The Mayor, as an ex-officio member, may attend any meeting of the Ad-hoc Working Group.

Members will choose a chair among the members at their first meeting. The duties of the Chair shall be as set out in the Township’s Procedural By-law with necessary modifications.

One Woolwich Township staff support person will schedule meetings, act as a liaison with Township administration and provide other support to the Ad-hoc Working Group.

5. Meeting Frequency

The Ad-hoc Working Group will meet as needed to fulfill their mandate with 2-4 meetings expected.

6. Term of Office

Members will be appointed until their mandate is completed or the end of the term of Council, whichever is sooner.

7. Meeting Procedures

The Ad-hoc Working Group will follow the Township’s Procedural By-law with necessary amendments, including public observers must pre-register to observe meetings. Agendas will be prepared by the staff support, posted online and circulated to members before to the meeting. Minutes will be prepared by the staff support and provided to Council for information.