

**TOWN OF NORMAN WELLS**

**BY-LAW NO. 21-02**

**APPENDIX 'A'**

**Advancement of Equity and Inclusion Committee  
TERMS OF REFERENCE**

**1. RESPONSIBILITY OF THE COMMITTEE**

The committee shall advise Council on policies and procedures that may cause a lack of equity and inclusion for all residents and the development of community programs.

**2. DUTIES OF THE COMMITTEE**

- a) The committee shall determine community needs, ensure proper planning and take appropriate action, within its guidelines, and where necessary recommend appropriate action to Council.
- b) The committee shall promote and assist in the coordination of programs and services maintaining liaison with all organizations within the community. The committee will strive to ensure the equitable availability and maximum impact to the residents of the community.
- c) The committee shall ensure year round, balanced and varied programs for all community residents by encouraging, assisting and/or advising groups to provide programs, and, where necessary, carry out certain programs upon Council approval.
- d) The committee shall promote the benefits of equity and inclusion; and encourage community residents to take part in programs as participants, leaders and organizers. The committee will strive to participate and assist in programs and community events.
- e) With respect to community:
  - i) The Advancement of Equity and Inclusion Committee shall be responsible for making recommendations on programming and scheduling of events of an equality and inclusive nature in partnership with the recreation committee within all municipally owned recreation facilities.
- f) At Council's specific request, the committee will advise and assist with the initial planning for procedures and policies.
- g) The committee chairperson shall report the committee's ongoing activities and recommendations to Council at each regular business meeting of Council.
- h) The committee shall promote training and development of community volunteers.
- i) The committee shall perform such other duties as Council may, from time to time, request.
- j) Neither the committee, nor any member of the committee shall commit to or have the power to authorize any expenditure to be charged against the committee or Council.
- k) The committee shall educate themselves on equity and inclusion using reference documents like "Advancing Equity and Inclusion: A Guide for Municipalities" published by City for All Women Initiative.

- l) The committee is a working group and will go through all current and future policies, procedures and by-laws to ensure the advancement of equity and inclusion is adhered to.

### 3. COMMITTEE STRUCTURE

- a) THE COMMITTEE SHALL CONSIST OF A MINIMUM OF FIVE (5) MEMBERS.
- b) Two (2) members, being the chairperson and alternate chairperson, shall be of Council and appointed by the mayor. Other members of the committee shall be appointed by Council from the community at large.
- c) Committee members shall represent, as far as possible, a wide range of diverse communities.
- d) The Chairperson and two (2) members, voted upon by the current committee, will form the base of the committee following an election of a new council to ensure stability and allow for continued momentum of advancing equity and inclusion in the Town of Norman Wells.
- e) The Governance Director shall not be considered a member of the committee but is responsible for providing knowledge and expertise to Council, the committee and any individual or group in the municipality requiring assistance or information on equity and inclusion matters.
- f) Members of the committee shall be officially appointed by Council after each municipal election.
- g) In the event of a vacancy occurring on the committee, Council shall appoint a replacement, on recommendation from the committee, who shall remain a member until the next municipal election.

### 4. COMMITTEE PROCEDURES

- a) The chairperson and alternate chairperson shall be appointed by the mayor after each municipal election or as may be required during the Council's term of office.
- b) The chairperson will be responsible to ensure that a recording secretary is available for all committee meetings.
- c) Regular meetings of the committee shall be held at least once a month, the time and place to be determined by the committee.
- d) An agenda for meetings shall be made and communicated to all members before each meeting by the Governance Director.
- e) A majority of members present shall make up a quorum at any regular or special meeting of the committee.
- f) Any member of the committee who is absent for three (3) consecutive meetings without prior committee approval shall give up their seat.
- g) Minutes shall be kept on file of all regular and special meetings of the committee. Copies of all minutes shall be presented to Council and will be available for public review if requested.
- h) Special meetings may be called on twenty-four hour notice by the chairperson or at the request of any two (2) members of the committee.
- i) All meetings of the committee shall be open to the public.
- j) Only Minutes pertaining to agenda items will be recorded as personal information cannot and will not be disseminated to anyone outside the committee.

### 5. DUTIES OF THE CHAIRPERSON

- a) The chairperson shall preside over meetings and general committee procedures, appoint sub-committees, represent the committee at public events, and shall, in all ways possible, uphold the committee's community responsibility as outlined in section 1 and 2 of this document.
- b) The alternate chairperson shall act on behalf of the chairperson in his/her absence and take on other mutually agreed upon duties.
- c) The chairperson shall ensure that all correspondence is presented to the committee, the necessary replies are sent and that all minutes and correspondence are kept on file for two (2) years.

**6. DUTIES OF COMMITTEE MEMBERS**

- a) Each committee member shall take an active part in the direction of the committee's program, serve in whatever capacity he/she may be called upon to fulfill, and in all ways possible uphold the committee's community responsibility as outlined in sections 1 and 2 of this document.
- b) The committee members shall represent the committee at public events, and shall in all ways possible, uphold the committee's responsibility as outlined in section 1 and 2 of this document.
- c) All Committee members will adhere to the "Community Agreement" shown in schedule A.
- d) All Committee members must actively participate in all training workshops to have a full understanding of intersectionality, equity and inclusion.

**7. SUB-COMMITTEES**

- a) The committee shall appoint sub-committees as are deemed necessary.
- b) Sub-committees may not be limited to committee members, but the chairperson of any sub-committee shall be a member of the committee.
- c) Sub-committees may include responsibility for programs and activities, special events and publicity.
- d) Sub-committees will report directly to the Advancement of Equity and Inclusion committee.

## Schedule 'A'

### Committee Community Agreement

1. **Speak from the "I" perspective:** Avoid speaking for others by using "we," "us," or "them."
2. **Listen actively:** Listen to understand, not to respond. Sometimes we are tempted to begin formulating what we want to say in response, instead of giving 100 percent of our focus to the speaker. So let's make sure we are listening 100 percent.
3. **Step up, step back:** If you usually speak up often or you find yourself talking more than others, challenge yourself to lean in to listening and opening up space for others. If you don't usually talk as much in groups and do a lot of your thinking and processing in your own head, know that we would love to hear your contributions, and challenge yourself to bring your voice forward in the conversation.
4. **Respect silence:** Don't force yourself to fill silence. Silence can be an indication of thought and process.
5. **Share, even if you don't have the right words:** Suspend judgment and allow others to be unpolished in their speaking. If you are unsure of their meaning, then ask for clarification.
6. **Uphold confidentiality:** Treat the candor of others as a gift. Assume that personal identities, experiences, and perspectives shared in this space are confidential unless you are given permission to use them.
7. **Lean in to discomfort:** Learning happens on the edge of our comfort zones. Push yourself to be open to new ideas and experiences even if they initially seem uncomfortable to you.

## TOWN OF NORMAN WELLS

### BY-LAW NO. 21-02

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**BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF A COMMITTEE FOR THE ADVANCEMENT OF EQUITY AND INCLUSION, PURSUANT TO THE CITIES, TOWNS AND VILLAGES ACT, R.S.N.W.T. 2003, C-22.**

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**WHEREAS** it is deemed desirable to envision a society that celebrates the equality and inclusion of all people no matter gender, orientation, race, and ability; and one that respects and embraces diverse experiences, perspectives, skills, and knowledge in all spheres of society.

**NOW THEREFORE**, the Council for the Town of Norman Wells in session duly assembled enacts as follows:

**1. SHORT TITLE**

This by-law shall be cited as the “**Advancement of Equity and Inclusion By-law**”.

**2. DEFINITIONS**

- a) ‘COUNCIL’ means the Council of the town of Norman Wells.
- b) ‘TOWN’ means the town of Norman Wells.
- c) ‘Advancement of Equity and Inclusion Committee’ OR ‘Committee’ means a Committee of Council appointed by and responsible to the Council of the Town of Norman Wells.

**3. RESPONSIBILITIES**

- a) Council will assume overall responsibility for the provision of equity programs and services.
- b) Council will evaluate community needs, set priorities and establish programs and services to meet the identified needs.
- c) Council will promote the benefits and values of equity programs and encourage community participation in such programs.
- d) Council will deliver programs either directly or through local groups or organizations.
- e) Council will ensure that an annual budget will be set as part of the overall budgeting process.

**4. DISCHARGE OF RESPONSIBILITY**

To ensure that the above responsibilities are properly discharged, Council will appoint an Advancement Equity and Inclusion Committee to act as an advisory body to Council, whose terms of reference are outlined in Appendix ‘A’ which is attached to and forms a part of this by-law.

INTRODUCED & READ A FIRST TIME THIS 19<sup>th</sup> DAY OF January , 2021, A.D.

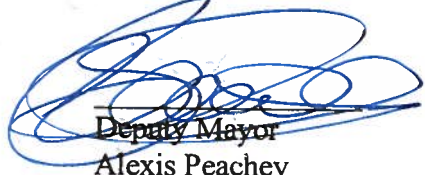


Deputy Mayor  
Alexis Peachey

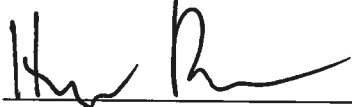


Acting Senior Administrative Officer  
Hugo Pabke

READ A SECOND TIME THIS 19<sup>th</sup> DAY OF January, 2021, A.D.



Deputy Mayor  
Alexis Peachey

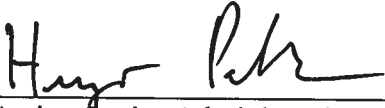


Acting Senior Administrative Officer  
Hugo Pabke

READ A THIRD TIME AND FINALLY PASSED THIS 19<sup>th</sup> DAY OF January , 2021, A.D.

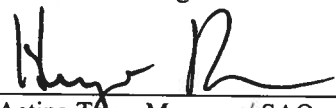


Deputy Mayor  
Alexis Peachey



Acting Senior Administrative Officer  
Hugo Pabke

It is hereby certified that this By-Law No. 21-02 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.



Acting Town Manager / SAO  
Hugo Pabke