

Red Deer Welcoming and Inclusive Communities Network Terms of Reference

The Red Deer Welcoming and Inclusive Communities Network is a community-driven circle of individuals interested in diversity and inclusion and reducing racism and discrimination. The Network builds on The City of Red Deer's Diversity and Inclusion Vision: "The City of Red Deer is a vibrant, healthy and diverse organization that supports a welcoming and inclusive community where everyone feels safe and can fully participate in community life." The Network also supports The City in addressing the Ten Common Commitments outlined by The Canadian Coalition of Municipalities Against Racism and Discrimination:

The Ten Common Commitments are divided into 3 areas of municipal responsibility:

1. the municipality as a guardian of the public interest;
2. the municipality as an organization in the fulfillment of human rights;
3. the municipality as a community sharing responsibility for respecting and promoting human rights and diversity.

The 10 Common Commitments

1. Increase vigilance against systemic and individual racism and discrimination.
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination.
3. Inform and support individuals who experience racism and discrimination.
4. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.
5. Provide equal opportunities as a municipal employer, service provider and contractor.
6. Support measures to promote equity in the labour market.
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.
8. Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
9. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning.
10. Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.

Objectives

With enthusiasm and energy, we will create connections through a spirit of invitation that truly reflects the entire public. The Red Deer Welcoming and Inclusive Communities Network is a safe, non-judgemental group focused on social justice and radical hospitality that will:

- Provide education and awareness to decrease institutionalized racism and discrimination by actively connecting with organizations and employers;
- Promote, implement, and practice an open-heartedness to develop empathy and compassion and encourage personal accountability in the community;
- Build a safe environment where people have an equitable voice by including them and asking how they want to be represented;
- Focus on the positive emphasizing, highlighting and celebrating good practises and contributions

Membership

Membership is on a voluntary basis. Each member attends as a representative of the diversity of our community. Members can represent community organizations/agencies or attend as a community member.

How We Work Together

Any events or other opportunities offered through or in the name of the WIC Network are expected to be inclusive of all members and their respective interest groups and networks.

Term of Membership

Ongoing membership and commitment by all individuals, agencies and organizations is welcome. Agency/organization members commit to always having a representative on The WIC Networks, sending someone in their place if they are not able to attend.

Should a member representing an agency leave that organization, the member is welcome to continue their involvement on the WIC Network as a community member for continuity's sake and the agency/organization may send another representative.

Should a member miss 3 consecutive meetings in a row they will be removed from the Red Deer WIC Network Membership List and be added to the WIC Network Supporters contact list.

Membership Duties

Members will:

- Attend monthly meetings and send an alternate if unable to attend to ensure that the work of The WIC Network continues to move forward. Continuity in membership is important as members are working on addressing priorities identified in the 2016 Needs Assessment Report in the 2017 – 2018 Action Plan.
- Members are responsible for reading the meeting notes from any meetings they have missed to ensure they are kept up to date with the work being done.
- Provide expertise and input into monthly meetings.
- Report back to their respective agency/organization/networks on meeting outcomes and progress in order to promote The Network's work.
- Actively participate in the completion of action items as outlined in the 2017 – 2018 Action Plan to help achieve The WIC Network's objectives.
- Assist with the recruitment of new members through actively promoting The WIC Network's activities.

Structure

Network Co-Chairs

Two Network Co-Chairs will be elected annually for a one-year term to keep order, call meetings, represent The Network in front of City Council, report directly to City Council on behalf of The WIC Network, lead decision making to a consensus. The Co-Chairs will also be media spokespersons in consultation with the WIC Network Facilitator and City of Red Deer Communications Department.

WIC Network Facilitator

The City of Red Deer's Human Resource Specialist – Diversity and Inclusion will facilitate and coordinate meetings. The Specialist will arrange and facilitate the needs assessment, action plan and implementation strategy development and support The Network's Co-Chairs by drafting meeting agendas, booking meeting rooms and equipment, taking notes and distributing them to all members, sending meeting reminders, and completing related tasks.

WIC Network as a Whole

The WIC Network will decide on objectives and major action items, make all final decisions, approve action plan, address action plan items, engage stakeholders, explore funding opportunities, and promote The WIC Network.

Decision Making

All decisions will be made by consensus, led by the Co-Chairs with the understanding that we are all working towards the same goal: a welcoming and inclusive community.

Frequency

Meetings are held the third Thursday of each month from 9:00 am to 11:30 am primarily at the Red Deer Museum and Art Gallery Stewart Discovery Studio with the Red Deer Public Library Snell Auditorium as the alternate location. Meetings will be suspended over the summer months (July/August) unless members feel it is necessary or beneficial to continue having meetings at this time.

Ongoing Awareness, Information Collection and Analysis

The WIC Network considers any previous diversity and inclusion work completed by the municipality or community-based organizations, as well as census data and data from Statistics Canada to obtain information and information gathered in the needs assessment, community conversations, etc., related to the Ten Common CMARD Commitments.

Implementation and Impact Assessment

Goals and success indicators will be included in the action plan and implementation strategy.

Resources

Our work will be completed using the following resources:

- **Host municipality:** The City of Red Deer is committed to supporting the Red Deer Welcoming and Inclusive Communities Network to accomplish its objectives. The Human Resource Specialist – Diversity and Inclusion will facilitate The Network's meeting and planning needs.
- **Grant applications:** potential grant opportunities will be explored, and funding proposals completed, by Network members. These members will also assist with following up with, and providing any required reports to, funders.
- **In-kind support from Network members:** meeting spaces, equipment and volunteers to assist with projects and / or events.

Evaluation

The WIC Network will undergo an annual review in May of each year to determine if objectives have been achieved and to highlight any areas for improvement. The Terms of Reference will also be reviewed each January to ensure they are still relevant. They will be updated as needed.

Reporting

Each December members will be invited to provide feedback on their involvement on the WIC Network to The City of Red Deer's Human Resource Specialist – Diversity and Inclusion. This

feedback will be included in the "Year in Review" report the Specialist will present to The City's Corporate Leadership Team in February or March. This report also includes the work being done internally at The City and will be share with City staff and the community as well.

An Action Plan update report will be shared with WIC Network members, Red Deer City Council and Administration and the public on an annual basis in June of each year. City Council and Administration will receive a written report presented by the WIC Network Co-Chairs. The report will then be shared with the public and made available on the municipal website. An overview of results will also be shared with the local media.

Date Adopted: February 15, 2018

Co-Chairs: 

Sadia Khan



Kareen Lambert

Also adopted by Red Deer Welcoming and Inclusive Communities Network Members listed on next pages.

Signature	Print Name	Organization (If Applicable)
	Andrea LaCoursiere	REDDEER MAG
	Jason Steele	Hub on Ross
	Lindley Hrabak	SELF Advocate
	ERIN PEDEN	ORDICE
	Vicki Fox Smith	CMHA
	Randi Clegg	Catholic social service
	Kevin Cunningham	Turning Point
	Heidi Panamenny	Hello Neighbour.
	Pamela Taylor	Red Deer Catholic School
	Anindita Bhattacharya	Golden Circle
	Jodi Gulka	Alberta Health Services
	Patricia Orango	CASASC
	CHRISTINE CURTIS	UWCA
	Kathie Wallace	—
	Maris Edey	Interfaith Network
	Nicole Lorrain	Alberta Labour
	Shelly Carrier Lewis	Community Social Service
	Dawn Ammerschmidt	CAPABILITIES CONNECTIONS OF CENTRAL ALBERTA Access for all People
	Joanne Marcotte	Alberta Health Services
	SERGE GIUGRAS	ACFA Red Deer.
	Delores Coghill	Red Deer Cultural Heritage Society

