

Terms of Reference

2SLGBTQ+ Reference Group

Purpose

This document supports the administration and provides direction on the operation of the 2SLGBTQ+ Reference Group. The Group will provide expert advice to Ivy + Dean Consulting on the design and implementation of the **2SLGBTQ+ Communities Engagement Project** with the City of Regina. The Group serves in an advisory capacity only and does not have decision making authority.

Scope

This document guides the selection and implementation of the Group including; composition, roles and responsibilities, qualifications, time commitment, membership term length, honorarium, quorum, decision making, and confidentiality.

Reporting

The Group shall report to Ivy + Dean Consulting.

Composition

The Group is composed of up to 15 members.

- **Chairperson** - The Lead Consultant of the project will chair the Group
- **City Member(s)** - Between one and three members of the Group shall be City staff members, at least one of whom must be within scope
- **Organizational Members** - Shall include one member representative of each of the following community organizations: UR Pride Centre, Queen City Pride, TransSask, GLCR, Newo Yotina Friendship Centre's 2SLGBTQ+ Support Group
- **Community Members** - Between three and six members of the Group shall be community members based in Regina. Community members will be chosen to represent a variety of experience within touching on items listed in Appendix A.

Roles & Responsibilities

All members will be expected to:

- Sign the Reference Group Member Agreement;
- Abide by the City of Regina's Code of Conduct;
- Maintain confidentiality of the Reference Group;
- Prioritize the dignity and spirit of the project;
- Be honest and transparent while working towards consensus and compromise on decisions

The **Chairperson** is a non-voting member and is responsible for keeping the Group on task, providing context and information of the project expectations and ensuring decisions are made in consideration of the goals of the project. The Chairperson will facilitate Group Member selection, oversee the scheduling of meetings, and the preparation of documentation.

The **City Member(s)** are voting members who are responsible for providing informed insight into the experiences of 2SLGBTQIAP+ people who work at the City of Regina, and for providing feedback about how the project can meaningfully engage with 2SLGBTQIAP+ people who work or may work in the future at the City of Regina.

The **Organizational Members** are voting members who are responsible for providing informed insight into the experiences of the 2SLGBTQIAP+ people they serve in Regina, and for providing feedback about how the project can meaningfully engage with 2SLGBTQIAP-serving organizations in Regina.

The **Community Members** are voting members who are responsible for providing informed insight into the intersection of their specific field of expertise and the experiences of 2SLGBTQIAP+ people.

Qualifications

All Group Members shall:

- Be eighteen years of age or older, self identify as 2SLGBTQIAP+, and be based in Regina or the surrounding area;
- Have good communication and interpersonal skills; and
- Have the ability to analyze information and participate in making recommendations through Group consensus.

City Members shall:

- Be currently employed by the City of Regina;

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- Have understanding of workplace barriers for 2SLGBTQIAP+ people at the City of Regina; and
- Be supported by their manager to participate on this Group as part of their existing role.

Organizational Members shall:

- Be endorsed by the organization they represent at the Group;
- Have a broad understanding of the experiences and needs of 2SLGBTQIAP+ people the organization serves; and
- Have authority to make decisions regarding the participation of the organization in the project.

Community Members shall:

- Have professional expertise related to one or more of the following:
 - Human Resources;
 - Social work with youth;
 - Social work with families;
 - Indigenous social work;
 - Community work with Indigenous communities;
 - Community work with BPOC communities;
 - Recreation and sport;
 - Facilities and maintenance;
 - Gerontology or work with seniors;
 - Law;
 - Fund development; and/or
 - Community-led research.
- Have understanding of 2SLGBTQIAP+ communities and issues.

Time Commitment

The Group will meet a minimum of six (6) times from October 2022 to March 2023. The length of the meetings will be dependent on discussions held. The Group will also be expected to review and provide feedback on documentation or project work outside of meetings. Administration may schedule additional meetings as required.

Membership Term Length

The length of the term on the 2SLGBTQ+ Reference Group shall be from October 2022 to March 2023.

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Honorarium

The **Chairperson** and **City Members** shall not be remunerated for their time on the Group.

Organizational Members shall be provided with an honorarium of \$50 per meeting, payable to the Organization they represent.

Community Members who are receiving employment earnings to take part in the Group are not eligible for an honorarium. If a Community Member is self-employed or is not receiving employment earnings to take part in the Group shall be provided with an honorarium of \$50 per meeting.

Quorum

Quorum is achieved when 50% + 1 members of the Group are present. Final decisions and recommendations made by the Group, however, cannot be made unless all Group Members have had an opportunity to review those recommendations and have their input considered.

Group Members who are not in attendance of meetings shall be expected to provide feedback within two (2) business days of receiving notice of the proposed recommendations.

Confidentiality

- All deliberations, discussions, and preliminary decisions of the Group are confidential
- No decisions of the Group shall be communicated to any parties until they are made public by Ivy + Dean Consulting or the City of Regina.
- Any questions regarding confidentiality or questions from the public regarding the Group deliberations and decisions must be forwarded to the Group Chairperson.

Decision Making

Group Members are expected to work together to come to a consensus on recommendations or decisions.

If a decision cannot be reached, a simple vote of Group Members may be called at the discretion of the Chairperson.

Resignation

Group Members must provide signed letters of resignation should they be unable to complete their role as a Group member for whatever reason.

Removal

The Chairperson may dismiss a member of the Group if it is deemed that they are not abiding by these Terms of Reference.

Vacancies

Depending on the timing and number of vacancies, the Chairperson shall determine whether to proceed with the number of existing Group Members or to solicit new members to the Group.