WCC - EDI Committee Form

Terms of Reference

Approved by: Board of Directors
Effective Date:
Review Cycle: Every three (3) years

1. Institutional Commitment

Western Community College acknowledges that its Surrey campus is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples, including the Katzie, Kwantlen, and Semiahmoo First Nations. The College recognizes its responsibility to contribute meaningfully to reconciliation in alignment with the Truth and Reconciliation Commission of Canada's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, and British Columbia's Declaration on the Rights of Indigenous Peoples Act.

Western Community College is committed to fostering a respectful, inclusive, and equitable learning and working environment. The College affirms that equity, diversity, and inclusion are essential to academic quality, student success, institutional integrity, and community trust.

The work of the Equity, Diversity and Inclusion (EDI) Committee is guided by principles of anti-racism, intersectionality, accessibility by design, trauma-informed engagement, evidence-based practice, and shared institutional accountability.

2. Purpose

The Equity, Diversity and Inclusion (EDI) Committee is a standing advisory committee established to support the College in advancing equitable policies, inclusive practices, and culturally responsive engagement across all areas of operation.

The Committee supports institutional accountability and quality assurance including monitoring progress against institutional EDI goals and providing annual recommendations for improvement in accordance with applicable legislation, including the British Columbia Human Rights Code, and aligns with governance expectations under the Degree Authorization Act and Degree Quality Assessment Board (DQAB) standards.

3. Mandate

The Equity, Diversity and Inclusion (EDI) Committee is a standing advisory committee of Western Community College. The Committee supports the College's commitment to fostering a learning and working environment grounded in dignity, equity, respect, belonging, and reconciliation. Also, The Committee ensures that EDI considerations are embedded as a core component of institutional decision-making and aligned with the College's Strategic Plan, Academic priorities, and quality assurance obligations.

The Committee's mandate is to:

- Promote equitable access, participation, and advancement for students, faculty, and staff.
- Identify and address systemic barriers, discrimination, and bias within institutional policies, practices, and culture.
- Provide strategic advice and recommendations to College leadership on EDI-related priorities, initiatives, and policies.
- Advance Indigenous engagement and reconciliation in partnership with Indigenous communities where appropriate within the College's academic, operational, and community frameworks.
- Foster a culture of inclusion that reflects the diversity of the College community and the broader region.

The Committee operates in alignment with applicable provincial and federal legislation, including the British Columbia Human Rights Code, the Declaration on the Rights of Indigenous Peoples Act (BC), the Accessible British Columbia Act and with the College's strategic priorities.

4. Scope of Responsibilities

The Committee serves in an advisory and consultative capacity. Its responsibilities include:

Strategic Guidance and Policy Review
Providing recommendations to leadership on policies, procedures, and institutional practices to ensure alignment with equity and human rights principles. The Committee

may identify gaps and propose enhancements to advance inclusive excellence across academic and administrative units.

Campus Climate and Engagement
Supporting the assessment of campus climate through consultation, dialogue, or voluntary feedback mechanisms. The Committee may identify emerging issues affecting members of equity-deserving groups and recommend appropriate institutional responses.

Education and Capacity Building
Encouraging awareness and learning opportunities related to equity, anti-racism, accessibility, reconciliation, and inclusive practices. This may include recommending workshops, speaker events, resource development, or partnerships with external organizations.

Data-Informed Recommendations
Where appropriate and in accordance with privacy legislation, supporting the responsible collection and review of aggregate data to monitor representation and equity outcomes over time.

Community Collaboration
Promoting collaboration across departments and programs to embed EDI principles into teaching, student services, recruitment, and community engagement initiatives.

Indigenous Engagement and Reconciliation

Supporting institutional initiatives that advance meaningful reconciliation. This may include encouraging respectful integration of Indigenous perspectives where academically appropriate, promoting Indigenous student access and success, supporting cultural safety awareness, and fostering relationships with local First Nations and Indigenous communities.

The Committee does not replace formal complaint or investigative processes, nor does it adjudicate individual cases. Nothing in this mandate supersedes principles of academic freedom or the authority of established governance bodies.

Risk and Compliance Monitoring:

The Committee may identify emerging EDI-related risks and advise Senior Leadership on mitigation strategies to support institutional integrity and compliance.

Strategic Priorities

The Committee may establish multi-year EDI priorities, including institutional maturity assessment, inclusive student success, accessible practices, and Indigenous engagement outcomes.

5. Composition and Membership

The Committee shall reflect the diversity of the College community and include representation from faculty, staff, students, and administration. Members are appointed by Senior Leadership through a transparent nomination or expression-of-interest process, with consideration given to ensuring a breadth of perspectives and lived experiences.

Membership Transparency: Where feasible, vacancies may be supported through an open call for expressions of interest. Selection will consider commitment to EDI and diverse perspectives.

Appointments shall seek to ensure diverse representation, including consideration of Indigenous perspectives and other equity-deserving groups, while maintaining appropriate governance and institutional balance.

The Committee consists of a Chair, a Vice-Chair selected from among its members, faculty representatives, staff representatives, student representatives, and a designated member of Senior Leadership serving in an ex-officio capacity.

Faculty and staff members normally serve two-year terms, renewable once. Student members normally serve one-year terms. Appointments are staggered where possible to promote continuity.

Service on the Committee is recognized as institutional service.

6. Roles and Responsibilities

The Chair provides leadership to the Committee, establishes meeting agendas, facilitates inclusive dialogue, and serves as liaison to Senior Leadership and the Board of Directors. The Chair ensures that recommendations are documented and communicated appropriately.

Champion Role: Members will serve as EDI champions within their respective areas, supporting awareness and engagement aligned with Committee priorities.

Members are expected to participate actively and respectfully, maintain confidentiality where required, declare any conflicts of interest, and contribute from an institutional perspective. Members serve the interests of the College as a whole rather than as delegates of specific groups.

Role	Number	Appointment Authority	Term
Chair	1	Appointed by Senior Leadership	2 years
Vice-Chair	1	Selected from Committee Members	2 years
Faculty Representatives	Up to 15	Appointed	2 years
Staff Representatives	Up to 5	Appointed	2 years
Student Representatives	Up to 5	Appointed	1 year
Senior Leadership Representative (Ex-officio, non-voting)	2	Designated	Ongoing

7. Meetings and Decision-Making

a) All meetings of the Committee shall be chaired by the Committee Chair. In the absence of the Chair, the Vice-Chair shall assume this responsibility.

b) The Committee shall meet at least quarterly during the academic year, or more frequently as required. Meetings shall be convened by the Chair at a time and in a format (in-person, virtual, or hybrid) determined by the Chair, with notice normally provided at least one week in advance.

i) Additional meetings may be requested by Committee members through communication with the Chair. The Chair shall determine the necessity and scheduling of such meetings.

c) Quorum for the transaction of business shall consist of fifty percent (50%) of voting members.

d) The Committee shall endeavor to reach decisions by consensus. Where consensus cannot be achieved, matters may be determined by a simple majority vote of members present.

e) Members must declare any actual or perceived conflicts of interest at the beginning of each meeting and recuse themselves from related decisions where appropriate.

f) The Vice-Chair shall be responsible for the preparation and distribution of meeting agendas and the recording of minutes. This includes:

i) Circulating agendas and supporting materials to members in advance of meetings, normally no fewer than three (3) days prior;

ii) Including provision for other business on the agenda, where appropriate;

iii) Preparing minutes that accurately record deliberations, recommendations, and action items;

iv) Ensuring minutes are retained in accordance with institutional record-keeping policies;

v) In the absence of the Vice-Chair, the Chair shall designate a member to record the minutes for that meeting.

Minutes shall be reviewed for accuracy and approved at a subsequent meeting or confirmed electronically, as determined by the Committee.

f) The College shall provide reasonable administrative and logistical support to enable the effective functioning of the Committee, including access to meeting space and institutional communication channels where required.

g) Guests may attend meetings at the invitation of the Chair or with the approval of the Committee. Guests may participate in discussion but shall not have voting rights.

H) Working Groups: The Committee may establish time-limited working groups to advance specific initiatives. These groups will report to the Committee.

8. Reporting and Accountability

The Committee shall provide an annual written report outlining key activities, recommendations, progress indicators, and identified institutional priorities to Senior Leadership and shall provide a summary of activities and recommendations to the Board of Directors. An annual report may be shared with the College community to promote transparency and accountability.

These Terms of Reference shall be reviewed every three years to ensure continued alignment with legislative requirements, DQAB standards, and institutional priorities.

Leadership Response Protocol: Senior Leadership will normally provide a formal response to major Committee recommendations within a reasonable timeframe to support transparency and continuous improvement.

9. Definitions

For the purposes of this document:

Equity refers to fairness achieved through proactive measures that address systemic barriers and historical disadvantages.

Diversity refers to the range of identities, backgrounds, experiences, and perspectives within a community.

Inclusion refers to the active, intentional, and ongoing efforts to ensure all individuals feel welcomed, respected, supported, and able to participate fully.

Indigenous Peoples refers to First Nations, Métis, and Inuit Peoples of Canada, recognizing the distinct histories, rights, and cultures of each.

Reconciliation refers to sustained institutional actions that address historical and ongoing inequities experienced by Indigenous Peoples and advance respectful, reciprocal relationships.

Equity-deserving groups refers to individuals and communities who experience systemic barriers due to race, ethnicity, Indigenous identity, gender, disability, sexual orientation, religion, socioeconomic status, or other protected characteristics under applicable human rights legislation.

10. Approval

These Terms of Reference are approved by Western Community College and take effect upon ratification. They may be amended by agreement of the Committee and College leadership.

Members commit to respectful dialogue, psychological safety, appropriate confidentiality, and shared responsibility in advancing EDI.

For Office Use Only
Sign offs required prior to implementation as per Western Community College Policy.

Form Approval	
Last updated by: Daren Hancott	**Date Created:**
Accountability: Vice President of Academics	**Date Last Updated:**
Name of Approver: Daren Hancott	**Date Approved**: