

Pride Toronto - Implementation/Policy Advisory Committee

Terms of Reference

Background

In June 2010, Pride Toronto appointed a Community Advisory Panel (CAP) to provide the Board of Pride Toronto (PT) with high level strategic recommendations to protect and advance the overall objectives of Pride and to ensure that those objectives are reflective of the community's priorities while recognizing and valuing diversity, equity, and respectful expression.

The Community Advisory Panel undertook a comprehensive community consultation process and on February 17, 2011, released its findings that included 133 recommendations. The Board of Pride Toronto has in principle fully endorsed the report and its recommendations. One of the recommendations included the establishment of an implementation / policy advisory committee to guide Pride Toronto in the realization of the panel recommendations. The Committee's first meeting was held on March 15, 2011. The following outlines the terms of reference for that committee.

Purpose

The overall purpose of the implementation/policy advisory committee is to provide strategic advice and expertise to the board of Pride Toronto in order to successfully manage the implementation of the CAP recommendations.

Overall Objectives

The following outlines the overall committee objectives:

- Provide strategic advice, input, and direction regarding the implementation of the CAP recommendations
- Develop a strategic implementation workplan that appropriately structures a prioritized approach to the implementation of the recommendations. The workplan will be structured in four broad categories namely community relations, board governance, financial management and day-to-day operations. The workplan will also identify timelines, assign leadership responsibilities and other such information as the committee deems appropriate
- Where appropriate, action the implementation of specific recommendations within its purview and expertise
- Liaise and utilize relevant community, public, private, governmental expertise to advance and ensure the effective implementation of the workplan
- Establish an accessible, manageable mechanism to monitor and report on progress to the Board, PT membership and broader community
- Establish an effective communication plan to support the work of the committee including reviewing and approving relevant communications materials to ensure appropriate messaging

Committee Composition

Given the importance of timely implementation and mandate of this committee, members will have relevant experience and expertise in strategic planning, policy development and organizational management. The members will be selected and appointed by Pride Toronto who will strive to reflect the diversity of the LGBTQ communities and will also include two designated PT Board members who will act as a liaison between the implementation advisory committee and the Board of Directors.

The Committee itself is advisory in nature and will assign workplan activities and various deliverables to sub-committee leads. As it sees fit the Committee will approach other community members, subject matter experts, and key informants to assist in the implementation of the recommendations and the workplan.

Timeline

Initially, the committee in its current mandate will operate for a ten (10) month term with a particular focus on supporting Pride to achieve the 2011 festival, establish the implementation workplan and hire a skilled Executive Director. There may be the need to evolve the roles and responsibilities of the committee based on the workplan, and longer term priorities and strategies. The decision to extend the term or modify the mandate will be done in consultation with the committee and the PT Board.

Governance and Accountability

The Board of PT must ensure that it is able to meet its mandate and obligations as a non-profit community based organization. The committee is appointed by the Board and the Board reserves the right to accept or reject recommendations from this committee. The board will delegate decision-making for defined areas of work to the committee with the understanding that the committee reports to and makes recommendations to the Board.

Committee members may or may not be representing individual, community, or organizational perspectives. They will govern themselves in the spirit of community accountability, ethical decision-making, fiscal responsibility and in the best interests of advancing the viability and stability of the Pride Festival and the interests of the diverse Pride communities. It is expected that members will at all times act in good faith and not undermine the efforts of the committee.

If for whatever reason a member is no longer able or willing to serve they should inform the committee and the Chair of the Board of Pride Toronto in writing that they need to step down. The Board PT in consultation with the committee will determine a replacement strategy.

Decision-Making

The committee may or may not be able to reach consensus on various matters, in these circumstances members are expected to provide their best advice and it will be up to the Board to decide which course of action it will take. Where decision making has been delegated to the committee, decisions will be made through consensus and in cases where consensus cannot be achieved then committee members will formally prepare summary reports that outline the divergent recommendations including rationale and it will be up to the board to determine the course of action they deem appropriate.

In the spirit of community accountability and transparency, members are not expected to keep implementation matters in confidence, unless the committee determines the matters involve personnel or labour relations matters; litigation or potential litigation; sensitive financial information; or advice that is subject to solicitor-client privilege, including communications for that purpose.

Staff Support

The Interim - Executive Director of Pride Toronto will act as staff support to the committee.

Meeting Frequency

The committee will meet initially on a weekly basis until the workplan is approved and monthly thereafter until the conclusion of the project.