

**BrainsCAN: Brain Health for Life  
Equity, Diversity, and Inclusion  
Committee  
Terms of Reference**

**DATE OF LAST COMMITTEE APPROVAL: July 12th, 2021**

**NEXT MANDATORY ANNUAL REVIEW DATE: July, 2022**

## **1. Background**

BrainsCAN is a multidisciplinary and cross-sectoral program supported at Western University (Western) by the Government of Canada's Canada First Research Excellence Fund (CFREF). The CFREF program aims to help Canadian postsecondary institutions excel globally in research areas that create long-term economic advantages for Canada. BrainsCAN was competitively selected for funding through this program for seven (7) years starting in September 2016.

Western's BrainsCAN initiative received \$66 million investment from the CFREF - providing a significant boost to ongoing research in cognitive neuroscience and imaging at Western. Western will partner with researchers at McGill University, who also received CFREF funding, to leverage complementary expertise to better understand disorders such as Parkinson's, Alzheimer's, traumatic brain injury, and schizophrenia. BrainsCAN's goal is to reduce the burden of brain disorders, which affect nearly 3.6 million Canadians, diminishing quality of life and creating an enormous burden on society and on our health-care system. Neurological and psychiatric disorders together account for \$22.7 billion per year in health-care costs in Canada.

## **2. Mandate**

The BrainsCAN Equity, Diversity, and Inclusion (EDI) Committee is a sub-committee of the Executive Committee. The Committee provides a forum for developing high level advice to the BrainsCAN Executive Committee on all matters of significance related to equity, diversity and inclusion issues that impact on service provision, outcomes and the reputation of the project.

The committee is tasked with translating EDI principles and regulations into clear policies and action plans. The action plans should specify how objectives have been identified and progressed, outcomes tracked, and risks managed.

BrainsCAN is committed, through its EDI Committee, to ensure that the impact and outcomes of the actions are accurately and consistently measured, monitored, and reported.

## **3. Key Responsibilities**

The EDI Committee:

1. Develops an EDI Strategic Plan, including an implementation plan and risk assessment plan, for BrainsCAN.
2. Provides a forum for the identification and consideration of equity and inclusion issues, intended to enhance diversity.
3. Advises on equity aspects warranting attention in BrainsCAN strategic, functional and operational plans and develops broad position statements to assist in this regard.

4. Advises on the equity implications of BrainsCAN policies and practices and on responses to policy initiatives by the institution, Government and other external agencies.
5. Provides an annual equity report to the Executive Committee, which includes agreed performance requirements.
6. Addresses other equity matters as directed by the Executive Committee.

#### **4. Membership**

The BrainsCAN EDI Committee is Co-chaired by representatives from the BrainsCAN Executive Committee (EC) and/or BrainsCAN affiliated faculty members as approved and confirmed by the BrainsCAN Executive Committee. Membership consists of a maximum of nine (9) members including the Co-Chairs:

1. BrainsCAN Co-Scientific Director (1) Co-Chair
2. BrainsCAN Executive Director (1)
3. Faculty Representative (3)
4. Trainee Representative (1)
5. Research Staff Representative (1)
6. BrainsCAN Metrics Analyst (1)
7. BrainsCAN Administrative Officer (1)

The agenda and related material will be sent to Committee members a minimum of one week before each meeting. Accurate minutes of the meeting are taken and duly circulated at the next meeting for approval. The membership may request *ad hoc* representation from individuals with specialized expertise, at which time they may sit as observers at the invitation of the Co-Chair.

#### **5. Conflict of Interest**

Members should not be in a position of direct or indirect personal or financial gain from BrainsCAN. Conflicts of interest will be declared at every meeting. A member considered in real or potential conflict of interest shall declare this to the Co-Chair and recuse themselves from the meeting when related matters are discussed and/or voted on. This should be recorded in the minutes of the meeting.

#### **6. Terms of Office**

Committee members outside of the BrainsCAN management and administration (e.g. Co-Scientific Director) roles will serve for a maximum of 1 year.

#### **7. Meetings**

The Committee will meet at least 4 times a year on a date set by the Chair including at least two face-to-face meetings per year, with members able to participate by teleconferencing if necessary. The agenda should be prepared by the Chair.

## 8. **Quorum**

A simple majority of members constitutes quorum. Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the Chair may proceed with voting. Each voting member has one (1) vote. In the case of a tied vote the person acting as Chair of the Committee shall be entitled to a second or casting vote.

## 9. **Recording Board Decisions**

A written record of the decisions arising at each meeting will be duly documented in official meeting minutes, which will be available for audit upon request.

### ***Equity & Diversity Committee Terms of Reference Review History:***

**First approved** at the BrainsCAN Executive Committee meeting of March 2020

**Revision approved** by the BrainsCAN Executive Committee, July 12th 2021