



Town of Shelburne
Shelburne Diversity Equity and Inclusion
June 17, 2021 | 6:30 pm
Committee Meeting - Agenda
Virtual Town Hall – 203 Main Street East

Minutes

Members in attendance:

Marcia Murdock, Chair
David Egbert, Vice-Chair
Karen Lang
Jonathan Lemoine
Tonja McFarlane
Alethia O'Hara-Stephenson
Soha Soliman
Harleen Toor

Councillors:

Deputy Mayor Anderson
Councillor Wegener

Staff Present:

Denyse Morrissey CAO Town of Shelburne
Carol Maitland Economic Development and Marketing Coordinator

Absent:

Councillor Fegan

1) Call to Order

Meeting called to order at 6:35 pm

2) One minute of reflection in remembrance of the 215 Indigenous children whose remains were found at the Residential School in Kamloops BC and the Muslim family of 4 who were senselessly murdered in London ON

3) Land Acknowledgement Statement

We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.

4) Disclosure of Pecuniary Interest

No Disclosures

5) Approval of May 20, 2021 minutes

Moved By Alethia O'Hara-Stephenson
Seconded By Councillor Wegener

THAT we approve the minutes from the meeting held May 20, 2021

CARRIED

6) Presentations:

A. Town of Shelburne Public Library, General Overview of Services-Rose Dotten, Chief Executive Officer, Jade Wyse, Young Adult and Technical Services Librarian

The Rose Dotten CEO and Jade Wyse provided a presentation and responded to questions from committee members.

Questions were asked and answered regarding:

- i. Programs that focus on Youth. The library posts a monthly calendar of events with various youth activities and is engaging with youth via social media weekly. The library is experiencing hyper engagement.
- ii. Waiving of late Fees. This program has been initiated by the Shelburne Public Library.

Comments:

Deputy Mayor Anderson commented on the openness of the library and their ability to provide services and collections that are representative of the community

B. Centre Dufferin Recreation Complex (CDRC), General Overview of Services – Kim Fraser, Facility Administration Manager, Chris Gerrits - Chair CDRC Board

Chris Gerrits and Kim Fraser provided a presentation of CDRC services.

Questions were asked and answered regarding:

- a) CDRC building accessibility. The building is fully accessible, there is an elevator within the building. The pool has a chair lift, wide stairs, and accessible change rooms. Ramps are in the arena. 2010 grant provided updates to the facility to address accessibility issues
- b) All year usage of the outdoor pool and enclosure. Currently the CDRC is not considering offering year-round pool usage. It is not seen as feasible due to operational and capital costs. Enclosing is not in the current 5-year capital plan.
- c) Expansion of CDRC facility to offer indoor basketball. CDRC has not had detailed conversations about expanding the facility to accommodate indoor basketball. The proximity of gyms that have proper floors (compared to an arena floor) that can be used/booked in local schools (Upper Grand School Board) was noted.
- d) Safe Space for Youth provided as recommended by Task Force. The CDRC Board is reviewing the task force recommendations.
- e) Diversifying the recreation opportunities within the community. CDRC is reviewing and open to suggestions. It was noted that for programing considerations and needs they would like to engage the DEI committee.
- f) Accessibility to the pool lift and usage. The pool lift can be accessed anytime. It is not used often.
- g) Meeting community programming needs of a diverse community like Shelburne. Summer Camp was noted as the only program affected by the increase in community size and unable to meet the needs of the community.
- h) Development of new or expanded indoor recreation facility. CDRC Board has not discussed any major renovations and it is not part of the 5-year capital plan.
 - i. Town staff noted the Town will be completing a parks and recreation master plan in 2021. It will be a very comprehensive initiative and involve community engagement with all

stakeholders, including the DEI committee. The community engagement will include hearing about the expectations and needs of residents.

ii. The Town will also complete a Service Delivery Review in 2021.

i) Programs for Youth. CDRC is currently not targeting this demographic, but this has been flagged by the program coordinator.

j) Cultural barriers to services and programs faced by the community and future changes.

i. Deputy Mayor Anderson noted the CDRC Board received and discussed the recommendations from the Anti-Black Racism and Racism and Discrimination Task Force. Additionally, the program coordinator has tasked herself with reaching out to community organizations to see what sort of programming would be suitable for the diverse needs of the community. He also reminded committee members that CDRC meetings are open to the public and if members of the community can demonstrate a programming need and that the program will be successful, he believes the CDRC board would consider the information and would be open to accommodating the program

ii. CDRC staff stressed the importance of the community involvement and communicating to the CDRC board what they would like

iii. CDRC board meeting. 4th Wednesday of each month and the meeting schedule is posted on the web site. DEI will be invited to attend a future meeting.

k) Has CDRC encountered cultural accessibility issues and how are they dealt with? CDRC Staff confirmed they are unaware of any situations and stated the program manager has suggested that publications be available in other languages

l) Clarification of demonstrating a program need. CDRC staff clarified that there are no policies that speak to demonstration of need but rather,

members of the community would work with the board towards a successful outcome

m) Conversion of the ice rink on temporary basis to meet the growing needs of youth in the community. CDRC will add to their agenda for discussion at their next meeting

n) Programing costs. There is a cost for most CDRC programming. Some programs are subsidized. There is no mechanism to waive fees, but the CDRC does try to maintain fees as low as possible

7) Message from the Chair – Marcia Murdock

Message from the chair was read – [Link to the Chairs Message](#)

8) Review of Posting of DEI meetings on You Tube

Town staff reviewed the original plan to not live stream recorded zoom meetings and to post edited video for public viewing.

Staff outlined issues:

- Challenging to edit zoom meeting video
- From accountability and transparency position, staff should not be making editing decisions
- The DEI committee is not procedurally allowed to have any part of the meeting as a camera meeting (and thereby not public)

Town staff provided 2 options to address the use of recorded meetings and You Tube video.

Options:

- i. Recorded DEI meetings, not live streamed, would be posted to YouTube, as is without edits
- ii. Live on zoom, no posting of the recorded video, members of the public could attend/follow meetings via zoom link and/or minutes posted to the website

Option 2 was selected.

- 9) Anti-Black Racism and Racism and Discrimination Task Force recommendations 6 to 24 months– review, work plan and priority setting

The DEI Chair suggested committee members review the Task Force recommendation (6-12 months) and look at prioritizing those recommendations at the next meeting.

The Chair has begun to develop the work plan with the recommendation populated and also suggested the develop of a matrix. The matrix will measure the committees progress on each the recommendation. The work plan will lay out the priorities and next steps.

Both will keep the committee accountable and provide transparency to the community.

The information will be posted on the Towns website. The Chair will develop the matrix and forward to committee members for input. The next meeting the committee will complete the matrix priorities.

- 10) Task Force Recommendations to Upper Grand District School Board (UGDSB) – general information update

Question to the Chair of the Task Force: Safe spaces for Youth. The Task force Chair indicated that UGDSB received the Task forces recommendation, and that follow-up will be required with regards to UGDSB action plan.

The DEI committee will add follow-up with UGDSB to the workplan

- 11) Diversity Audit from May 20, 2021. DEI committee meeting – other considerations to discuss such as a Gap Analysis

DEI Chair discussed the function and need for a gap analysis and recommended that this be done prior to an audit. Deputy Mayor Anderson updated the committee - Council approved the costs for the Diversity audit come from Town's budget and not the DEI committee's 2021 budget of \$20,000.

- 12) DEI training and education opportunities discussion for 2021
The DEI Chair shared training opportunity available – Association of Municipalities of Ontario: Municipal Leaders Human Rights and Equity Training

The committee discussed the importance of training and the ability to attend. Staff outlined the training session. The committee decided that the training would be attended by the Chair and Co-chair. DEI committee

members wishing to attend can respond to an email forwarded by Town staff - Municipal Leaders Human Rights and Equity Training information - The committee will be looking to other opportunities for training in the future.

Request: Town staff keep the committee up to date on any additional sessions provided by AMO

13) New Business

DEI Committee member asked:

- i. Is the DEI committee allowed to have their own social media account? Town staff advised that any information the DEI committee wishes to share with the public must go through the Town's social media sites. Information to be shared with the community can be sent to Town staff
- ii. Update: Statement regarding the Israeli Palestinian crisis. Deputy Mayor Anderson updated the committee on Council's decision. The committee discussed how Council communicates information with the DEI committee and how best to create statements that remain relevant

Recognition:

Jonathon Lemoine elected alternate to the Indigenous Equity Vice President for Indigenous workers in Canada - Canadian labor Congress

Staff suggested we amend the agenda to include announcements – DEI members can share general information

Development of a DEI Logo – Postponed to July 15, 2021 DEI meeting

14) Confirm Date & Time of Next Meeting – July 15, 2021

15) Adjourn

Meeting adjourned at 8:35 pm.