



Town of Shelburne
Shelburne Diversity Equity and Inclusion
March 17, 2022 | 6:30 pm
Committee Meeting - Minutes
Virtual Town Hall – 203 Main Street East

Minutes

Members in attendance:

David Egbert, Chair,
Alethia O'Hara-Stephenson, Vice-Chair
Stella Aluze-ele
Karen Lang

Councillors:

Deputy Mayor Anderson
Councillor Fegan
Councillor Wegener

Staff Present:

Denyse Morrissey CAO
Carol Maitland, Economic Development Officer

Absent:

Jonathan Lemoine

1. Call to Order
Chair Egbert - Meeting called to order at 6:35 pm
2. 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.
3. Disclosure of Pecuniary Interest
No Disclosures

4. Approval of January 20, 2022, Minutes

Motion # 1

Moved By: Alethia O'Hara-Stephenson

Seconded By: Karen Lang

BE IT RESOLVED THAT we approve the minutes from the meeting January 20, 2022

CARRIED

5. Follow-up summary: Current DEI Committee vacancies and process –
Denyse Morrissey noted the 3 options available to the committee regarding the 3 vacancies on the committee.

Option 1: Formal process as per nomination protocol with vacancies posted, interviews by Chair and Vice Chair, recommendation to DEI, and then DEI recommendations to Council for their approval. Process could take a month or more.

Option 2: Based on process used recently by one other committee, an individual can make their interest known and completes the application form. To save time, there would be no formal posting process. The DEI committee can also recommend interested person for the duration of the term and they

would be contacted to confirm their interest. The committee makes a recommendation to Council for their approval.

Option 3 - Do nothing and to remain the same with the existing committee members for the duration of the term and until October 2022.

Questions were asked regarding voting rights of new members on the committee and where the applicants would come from. Staff confirmed all committee members appointed by Council have voting rights. Staff recommended that committee members share the application information with persons in their network, who may be interested and or make recommendation to the Town staff, who will forward application information. Staff advised upcoming Council meetings are March 28 and April 11, 2022

Stella Aluze-ele arrived: 6:45 PM

The committee selected option 2 and suggested some potential members. Staff advised that the names of any additional people should be sent to the Clerk's department. Staff will contact those people and provide the nomination form.

Motion #2

Moved By: Deputy Mayor Anderson

Seconded By: Councillor Fegan

BE IT RESOLVED THAT the Diversity Equity Committee wishes to fill the vacancies using option #2 process, whereby there is no formal application process, and the DEI Committee members will make recommendations and/or person with interest will apply by application.

CARRIED

6. Follow-up: Website and Bang the Table – Carol Maitland
Staff advised the committee of the Town of Shelburne Cyber Security Policy and limitations that it imposed on the development of a DEI specific email address. Staff advised the committee would have a separate Gmail account

(shleburnedei@gmail.com) to receive all direct DEI specific communications from the public. Staff advised the account details would be shared with the committee after set-up was completed.

Staff provided follow-up of the Bang the Table (BTT) Program. All committee members can have access to the BTT DEI Page. Content on this page will be controlled by the members of the DEI committee.

The committee discussed the logistics and best practices for managing the page and who should have access to the BTT site. It was decided that only designated persons have access to the page and recommended Councillor Fegan and Stella Aluze-ele be the administrator of the DEI page.

Staff also suggested that the committee have forward-facing representatives on the BBT webpage. The committee decided David Egbert, Chair, Alethia O'Hara-Stephenson, Vice-Chair and Stella Aluze-ele would be the forward-facing DEI representatives. Staff will arrange for training on the BBT site and reminded the committee that the DEI page would not be completed until June 2022.

7. Discussion: New Awards for Highschool Students – Deputy Mayor Steve Anderson further discussed the New Awards for Highschool Students. He suggested the award start during the next calendar school year and that the award be called the Diversity and Equity and Inclusion Award, it would have the DEI logo on the award. He asked that his original request, to only include the high schools, be amended to also include grade 8 students. He opened for discussion, the possibility of more than 1 award and suggested a monetary amount accompany the award(s).

The committee discussed the new award(s), the criteria and monetary award amount. The awards include: 1 award for each of the 3 elementary schools and 1 for the high school located within Shelburne. Total of 4 separate awards.

The Chair recommended that a subgroup be formed to assist with the development of the award. Staff will forward a link to the local awards firm for the committee members to review. Deputy Mayor Anderson and the Chair will reach out to the schools for clarification with regards to whether they will purchase the perpetual awards plaque. The Chair suggested the budget for the award be deferred to the April 21, 2022, meeting.

Motion #3

Moved By: Councillor Fegan

Seconded By: Alethia O'Hara-Stephenson

BE IT RESOLVED THAT the Shelburne Diversity Equity and Inclusion Committee develop the Shelburne Diversity Equity and Inclusion Awards.

CARRIED

8. Follow-up: Museum of Dufferin February 27, 2022 – Alethia O'Hara-Stephenson provided an update on the event and video.
9. Update: Black History Month. Staff provided an update on the contest winners:
 - Sharron Peat
 - Eddie Riberio
 - Georgette Richards
 - 1 Unconfirmed

Motion #4

Moved by: Councillor Wegener

Seconded by: Alethia O'Hara-Stephenson

Recommendation: THAT the Diversity Equity and Inclusion Committee approve an increase of \$69.70 to the Black History Month marketing budget.

CARRIED

10. Committee Matrix – Update/Review
Sub-working Groups Reports and Updates

I. Accessibility update: Karen Lang provided an update on the accessibility committee and discussed their meeting schedule. Karen asked whether additional members could sit on the accessibility committee? Staff advised that the accessibility committee is a committee of Council and

Council determines who is appointed and that the accessibility committee has always met quarterly.

Staff advised the committee that the Canadian Centre for Diversity and Inclusion (CCDI) has fully recognizes that accessibility is a key part of DEI and that this mandate may be something the Shelburne DEI may wish to raise with Council.

Staff suggested a report be prepared for Council to look at Committee structure and possible opportunities to fold the accessibility committee into the DEI committee. Staff also noted that it is also critical to discuss options with the Accessibility committee and gauge their interest in the process.

The committee discussed potential options and next moves.

Staff outlined the nomination process and advised the committee that any changes to the committee's structure would occur during the next term of Council and any changes would not transition mid-way through the current term, which is done at the end of October 2022.

Motion #5

Moved by: Councillor Fegan

Seconded by: Councillor Wegener

Recommendation: THAT Staff prepare a report to examine the structure of the accessibility committee and potential opportunities to combine the accessibility committee with the Diversity Equity and Inclusion Committee

CARRIED

- II. DEI Logo: Councillor Fegan reviewed the DEI logo and previous request for changes to the logo. The committee discussed the logo design and recommended changes to include the addition Town name and American sign language for I Love You.

The logo contest winner confirmed and requested the gift certificate (prize) from Johnny's Pizza, Town staff will acquire the gift card from the business.

Deputy Mayor suggested that the Mayor present a certificate of appreciation along with the gift certificate to the logo contest winner - Staff will follow-up

Councillor Fegan will reach out to media to attend the event.

The committee discussed placing the DEI logo on a flag and acquiring banners and t-shirts with the DEI logo. The Chair will research the costs associated with creating all materials and share the information with the committee. The committee asked that a T-shirt also be given to the logo winner at the presentation ceremony.

The committee discussed using the logo as a standalone DEI letterhead. Staff advised the committee that there are strict protocols for corporate identification, the Town has official letterhead and there are no provisions for the DEI committee to have a separate letterhead. DEI committee would use the Town logo, as the letterhead, on official communications and the DEI logo could be placed within the body of the communication.

Councillor Fegan will forward the logo files to Town staff.

Motion #6

Moved by: Deputy Mayor Anderson

Seconded by: Councillor Fegan

Recommendation: THAT Staff prepare a certificate of appreciation to Kacineil Powell for the DEI logo.

CARRIED

III. DEI Matrix update – The Chair provided an update and briefly outlined future actions. Next subgroup meeting – March 31, 2022, at 6:30PM. Staff will forward a zoom link for the March 31, 2022, meeting

11. Review and Discussion: Town of Shelburne DEI Mission Statement – Chair David Egbert asked the committee review comments submitted by Karen Lang with regards to the structure of the mission statement. Discussion was deferred to the April 22, 2022, meeting.
12. New Business

13. Confirm Date and Time of the Next Meeting – April 21, 2022
14. Adjourn

Motion #7

Moved by: Deputy Mayor Anderson

Seconded by: Alethia O'Hara-Stephenson

BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair

CARRIED

Meeting adjourned at 8:15 pm