

Diversity, Equity and Inclusion (DEI) Action Coalition

Sept 18th, 2023

5:30 pm - 7:30 pm

OCAB Council Chambers Lounge

Minutes

Members in Attendance:	Joanne Mitchell, Patricia Marshal, Kashif Afsar Siddiqui, Tami Murray, Pauline Janke
Regrets:	Shawn Simpson (OPP), Heidi Becks (Woodstock Police)
Staff Support:	Ayesha Sajid (Oxford County – staff support), Julie Middleton (South-West Oxford – staff support)

1. Welcome

Ayesha Sajid called the meeting to order at 5:36 p.m. and a quorum was present (5 members). She thanked all members in attendance for taking the time to there. She provided the committee with a brief explanation regarding the recruitment and selection process for the Committee. The selection process for this committee introduced and included self-identification surveys at the County for the first time. All applicants completed the self-identification portion of the application process.

All members in attendance introduced themselves.

2. Ground rules

The Committee was asked to comment on any expectations and ground rules that they would like to see as part of meetings moving forward. It was suggested that the Committee consider and implement a 'community agreement' to provide guidelines and expectations moving forward with the Committee's work. **Pauline will provide the Committee with examples of a 'community agreement' for the next meeting for review and consideration.**

3. Electing the Chair & Vice-Chair

Members were asked if they had interest in acting as the Chair and Vice-Chair of the Committee as their work begins. Patricia Marshall expressed interest in acting as the Vice-Chair – Patricia is the Chair of the Town of Ingersoll DEI Committee. Julie Middleton advised that she would be willing to act as Chair until the end of 2023, to get the Committee started. This would allow other committee members to have more involvement in discussion items surrounding the committee's work. Julie is one of the staff supports to the DEI Action Coalition and one of the current co-leads for the Safe and Well Oxford Steering Committee (staff support).

Resolution No. 1 Moved by Tami Murray
 Seconded by Pauline Janke

RESOLVED that the Diversity, Equity and Inclusion Action Coalition appoint Julie Middleton as the Chair until January, 2024 in accordance with the Committee's Terms of Reference.

DISPOSITION: Motion Carried

Resolution No. 2 Moved by Tami Murray
 Seconded by Joanne Mitchell

RESOLVED that the Diversity, Equity and Inclusion Action Coalition appoint Patricia Marshall as the Vice-Chair until January, 2024 in accordance with the Committee's Terms of Reference.

DISPOSITION: Motion Carried

4. Review Terms of Reference (TOR)

The Committee spent ten minutes reviewing the DEI Action Coalition Terms of Reference. Ayesha led the Committee through a review of the Terms of Reference. Discussion took place and comments were made as follows:

- Discussion took place regarding what is meant by an "Inclusion Charter". **Julie will bring samples of other 'inclusion charters' that have been developed and adopted by other regional municipalities to the next meeting for the Committee to review and discuss.**
- It was noted that some terms were left out of the Committee's mandate, specifically: safety, human rights lens, impoverished, economically imbalanced, people with disabilities, gender, ableism, anti-racism strategy (provincial).
- Julie will follow up with the Town of Ingersoll to share information provided from the Human Rights Commission in relation to committee work from a human rights perspective.
- Training opportunities were discussed by the Committee. It was noted that training is a very important aspect of the mandate of the Committee. The committee will be relied on to provide advice and recommendations on training opportunities in relation to DEI for senior leaders, staff and elected officials within the County. The important and impact of personalization of training was discussed – stories from individuals with lived experience have great impact. These stories may be used to share as public education and awareness messaging for the general public as well.
- Consider looking into recruitment policies from an anti-oppressive lens. When we have individuals in the room that are different from us, we have greater innovation.

- Oxford Local Immigration Partnership – current recruitment and survey.
<http://lip.welcometooxford.ca/>
- What London Can Be – London Community Foundation
<https://www.lcf.on.ca/whatlondoncanbe>
- Public education and media campaigns – consider what already exists that we can help to promote and share? To be discussed further at our next meeting.

It was noted that the City of Stratford has a very good webpage in relation to Diversity, Equity and Inclusion. **Ayesha has been working on content for an Oxford County Diversity, Equity and Inclusion webpage. The draft material will come forward to the Committee for review and discussion at the next meeting.**

<https://www.stratford.ca/en/live-here/diversity-equity-and-inclusion.aspx>

It was also noted that Toyota has done a lot of work to promote and enhance diversity within their workplace locally.

<https://tmmc.ca/en/toyota-canada-careers/>

**The Committee took a ten-minute break at 6:42 p.m.*

Terms of Reference (continued)

The Committee discussed the need to enhance education and awareness for the general public within the County. The Committee will have more discussion in relation to what messaging should be developed and the best methods to share it – how will this information be disseminated (i.e., website, social media, newsletters).

Topics that may need to be considered by the Committee in relation to promoting education, awareness and safety include:

- Protection strategy for those involved in DEI work;
- Checklist for local businesses and organizations – Are you being inclusive?
- Resources to share for local businesses to enhance diversity and inclusion in their workplace;
- What is unconscious bias?
- Microaggressions;
- The importance of pronouns.

Resolution No. 3

Moved by Tami Murray
Seconded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition amend the Terms of Reference to include reference to ‘safety’ and work to be conducted from a ‘human rights focus’.

DISPOSITION: Motion Carried

5. Time Commitment: Date and Time of Next Meeting

The committee noted that this is volunteer work and that the majority of the members work full-time during the day. For accessibility purposes for volunteers and the general public the Committee agreed that evening meeting dates and start times will work best moving forward (5:30 to 7:30 p.m.).

The Committee agreed that **quorum will consist of 5 voting members**. Five (5) members of the Committee must be present within ten minutes of the meeting start time for meetings to proceed as scheduled.

The Committee agreed that if any member is absent for three consecutive meetings that their position on the Committee will be considered vacant and their position may be filled by another individual.

The Committee discussed adding a recurring item on meeting agenda to 'check-in' and 'check-out'. This recognizes that some topics discussed as part of the Committee work and mandate may be very personal to some members. Members are asked to be mindful of this going forward and respectful of each individual's perspective.

Resolution No. 4 Moved by Tami Murray
 Seconded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition will meet again on Monday, October 23rd, 2023 from 5:30 p.m. to 7:30 p.m. at the Oxford County Administration Building and that Zoom meeting link also be provided as an alternative to in-person attendance.

DISPOSITION: Motion Carried

6. Adjournment

Resolution No. 5 Moved by Tami Murray
 Seconded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition meeting adjourn at 7:19 p.m.

DISPOSITION: Motion Carried