

Diversity, Equity and Inclusion (DEI) Action Coalition

August 12th, 2024

5:00 p.m. - 7:00 p.m.

Oxford County Administration Building (Room 129)

Minutes

Members in Attendance: Pauline Janke (in-person), Joanna Mitchell (virtually), Tami Murray (in-person), Amy McKague (virtually).
Regrets: Kashif Afsar Siddiqui, Patricia Marshall, Tajay Tuner-Smith
Staff Support: Ayesha Sajid (Oxford County – staff support), Julie Middleton (South-West Oxford – staff support)
Guests:

1. Call the Meeting to Order (5:07 p.m.)

2. Land Acknowledgement and Statement of Reconciliation (Tami Murray).

3. Committee Member Check-In – Round Table

Committee members shared their thoughts and influences with them coming into the meeting this evening.

4. Approval of the Agenda of Monday, August 12th, 2024

Resolution No. 1 Moved By Joanna Mitchell
 Seconded By Ayesha Sajid

RESOLVED that the DEI Action Coalition approve the agenda for the Monday, May 27th, 2024 meeting.

DISPOTISION: Motion Carried

5. Approval of the Minutes of Monday, May 27th, 2024

Resolution No. 2 Moved By Pauline Janke
 Seconded By Joanna Mitchell
RESOLVED that the DEI Action Coalition approve the Monday, May 27th 2024 meeting minutes as presented.

DISPOTISION: Motion Carried

6. Discussion Items

i. **Inclusion Charter**

Sarah provided an update on the Inclusion Charter and the delegations she and Marcus provided to the Area Municipalities. She talked about the mixed responses from Area Municipalities' Councilors and surprisingly the resistance and the hesitancy to work on the Calls to Action stated in the Inclusion Charter especially doing it the wrong way. Area Municipalities like Woodstock, Ingersoll, South-West Oxford have endorsed the Inclusion Charter whereas Area Municipalities like East Zorra Township and Norwich have asked for a report from staff before any further decision on the Charter. Blandford-Blenheim and Tillsonburg didn't officially endorse the Inclusion Charter and have put it as "received and filed". Sarah and Marcus will be sending letters to these Townships and reiterate for endorsement within a month.

ii. **Draft DEI Rubric and Self-Assessment Tool**

Ayesha reviewed and expanded the content and circulated the draft to the Committee via Microsoft Teams. It was also an attempt to understand that Microsoft Teams would be a feasible platform for external members of the Coalition to use, add to, track changes, and share other documents that the Coalition has worked on. Ayesha also updated the Committee members that, for now, it is necessary that we put a pin to the DEI Rubric and stop working on further edits as, for now, it will be too much information for people who would instead benefit from receiving basic knowledge on DEI, Glossary, etc. Tami and other Committee members have suggested that they continue working on the DEI Rubric as it is something they see Municipalities using as a resource down the road. When that time comes, this resource will be ready for their use.

So, Action Coalition members will provide feedback on the DEI Rubric and email it to Ayesha with the suggested edits. Ayesha will then add a glossary and make changes to the draft accordingly. She can bring another draft to the next meeting if the feedback is timely.

iii. **2025 Budget**

Ayesha informed the Committee members about the County approaching its budget season soon and asked them about activities, events, and initiatives identified in the Inclusion Charter Calls to Action they would want to do in 2025, which would also require a budget. Regarding training suggested in the Inclusion Charter, the Committee members recommended going for Inclusion, Diversity, Equity, Accessibility, and Anti-Racism Training (IDEAA). The reason behind recommending this training

stems from the need to understand DEI better, what it entails, and its implementation. A training that would highlight and elaborate on topics already stated in the training list, like unconscious bias, diversity, and human rights in the workplace, should be experiential. They also suggested that the training should be half a day and should be made mandatory.

Committee members suggested different facilitators, such as training through the Human Rights Commission, utilizing Homewood Health training services, etc.

The issue of people not attending such training regardless of different days and times options was also highlighted. One option suggested is to utilize the Councilor's orientation day or a closed session in a Council meeting that would automatically ensure 100% attendance. Discussing and bringing this issue to Marcus's attention was also suggested.

Tami also suggested developing an Oxford County resource video to promote DEI down the road.

Regarding the County's role as a service provider, Tami also mentioned looking into hearing loops that translate and an assistive device for people who can't read.

In terms of Community partners, committee members discussed the possibility of utilizing the festivals and celebrations that usually take place, like Cultural Canvas at Downtown Woodstock, and take this opportunity to enhance the multi-cultural dynamic and create a visible safe space in those events for marginalized communities and collaborate with organizations affiliated with historically marginalized groups in Woodstock. Pauline and Tami will discuss this idea with the Oxford Caribbean Canadian Association and Oxford Pride and get back to the Committee. Tami suggested consulting Meredith from Tourism Oxford, and Kerry from the BIA for this; maybe inviting them to one of the meetings would be helpful.

- i.* Committee will review the DEI Action Coalition's Terms of Reference in terms of quorum in the next meeting as it has become difficult to have meetings monthly and pass a motion due to the lack of a quorum.
- ii.* Ayesha will contact the Muslim Association of Woodstock to have somebody replace Kashif on the Committee.
- iii.* It was decided to align the DEI Action Coalition Meetings with the Steering Committee meeting dates. So the meeting dates till November from 5 pm--7 pm are as follows:

Sept 23rd, 2024

Oct 28th, 2024

Nov 25th, 2024

7. Next Meeting Date – Monday, Sept 23rd at 5:00 p.m. Room 129.

8. Committee Member Check-out – Round Table

9. Adjournment

Resolution No. 3

Moved By Pauline Janke

Seconded By Joanna Mitchell

RESOLVED that the DEI Action Coalition meeting adjourn at 6:54 p.m.

DISPOSITION: Motion Carried