



Burlington Inclusivity Advisory Committee Meeting Agenda

Date: February 24, 2017
Time: 9:00 am
Location: 3800 Constable Henshaw Blvd. (Halton Regional Police Services)

Pages

1. Declarations of Interest:

2. Approval of Minutes:

- 2.1 Approve minutes from meetings held November 18, 2016 and January 20, 2017.

1 - 7

3. Delegation(s):

4. Regular Items:

4.1 2017 work plan

Confirm work plan and priorities for the year.

4.2 Subcommittees

Determine what subcommittees need to be created to reach work plan goals and who will participate on each subcommittee.

4.3 Report to Committee of the Whole - 2016 annual report and 2017 work plan

Review, provide comment and, reach consensus regarding the annual report to the Committee of the Whole.

5. Other Business:

Opportunity for members to share information regarding events, inclusivity related experiences / information, etc.

6. Adjournment:

**City of Burlington
Burlington Inclusivity Advisory Committee
Meeting No. 8-16**

Date of Meeting: November 18, 2016
Time of Meeting: 9:00 a.m.
Place of Meeting: Halton Regional Police Services 30 Division Station- 3800 Constable Henshaw Blvd.

Members Present: Gabriela Herrero (Chair), Kate Dunn (Vice Chair), Eric Schwab, Heather Wray (Burlington Public Library), Stephen Siomra (Halton Police Services) , Ancilla Ho-Young

Member Regrets: Councillor Blair Lancaster, Helen Donohoe, Mila Markovic, Kathy Brown, Farah Butt, Michelina Longo, Marcus Logan,

Others Present: Lisa Palermo (Clerk)

Minutes

Agenda Item	Discussion	Results/ Action
1. Declarations of interest and receipt of meeting notes		<ul style="list-style-type: none">• No declarations of interest.• Receipt of meeting notes from meeting held October 21, 2016.
2. Burlington's Charter Action Plan	<ul style="list-style-type: none">• Michelle Dwyer, the city's Corporate Public Involvement Consultant relayed information about the city's engagement charter, charter action plan and Charter Action Plan Team (ChAT), as they relate to citizens committees.• ChAT reports to council annually on citizen engagement in Burlington.• The committee is currently recruiting and asked BIAC members for advice on reaching diverse audiences.• Michelle has engaged with groups of youth throughout her work and provided some insight:	<ul style="list-style-type: none">• Consider partnership with ChAT when implementing Youth Engagement Project.• Michelle is willing to facilitate a planning session with BIAC if required.

	<ul style="list-style-type: none"> ○ Face to face contact recommended ○ Instagram and Snapchat – take advantage of current social media trends (Pokeman) ○ Provide a specific contact on materials not generic emails/phone numbers. ○ Go to where youth gather ○ Use interactive/tactical means of obtaining information ○ Giveaways/prizes/food ○ Youth really DO care about Burlington ○ Offer a call to action <ul style="list-style-type: none"> ● Members discussed the proposed youth engagement project and inquired about ChAT's support. 	
3. Engagement Forum	<ul style="list-style-type: none"> ● Subcommittee members met on November 1 to further discussion regarding the youth project. ● Subcommittee members continue to support youth engagement and endorse the approach to connect with youth directly. ● Youth is the future of Burlington – let's find out what they are thinking! ● connect and collaborate with the city's youth coordinator and millennial committee (have existing youth outreach workers and millennials facilitate the conversations on behalf of BIAC) ● connect youth conversations to the city's strategic plan goals and the city's commitment to keeping youth in the city to live and work ● start by going to where youth gather and talk to them. Follow by connecting with targeted groups of youth that represent the diversity in the community (connect with HEDR, school boards, poverty roundtable, etc. to identify the targeted diversity groups 	<ul style="list-style-type: none"> ● MOTION: Move ahead with the youth engagement project as outlined by subcommittee members at the November 18 BIAC meeting, and authorize the subcommittee to meet to discuss details, create the outreach plan with dates and resources required and report back to the full BIAC membership. Approved.

	<p>and to identify the places where youth are)</p> <ul style="list-style-type: none"> • connect with city facilitators and community librarians to establish appropriate questions and tools to gather youth feedback • Ask broad questions to elicit conversation, use probing questions to get more specific details and tie probing questions to the city's strategic plan goals. What is your goal for the future? What do you need to get there? What does a vibrant city look like to you? What does success mean to you? What do you need to be successful? • The overarching question is "What makes a great place to live?" Council is striving to keep youth in Burlington to live and work. The goal of the youth engagement is to provide Council with information to inform future decisions. 	
4. Canada 150 project	<ul style="list-style-type: none"> • Kate reviewed the concept of the Canada 150 project. "This is us" or "I am". Project name to be confirmed. • The Burlington Inclusivity Advisory Committee will invite individuals to submit an "item". • With a theme centered on 'I Am', individuals will be invited to explore their own identity in an effort to contribute to a deeper sense of what our individual and cultural identities look like, how they impact, shape and influence our community culture, where they originated and how they connect us together. • Items may include paintings, drawings, photography, posters, sculptures, jewelry, clothing, up-cycled or found objects. • The items will be compiled into a display and featured in various libraries, recreation centers, city centers and art facilities around Burlington. Details to be determined. 	<ul style="list-style-type: none"> • MOTION: move ahead with the Canada 150 project for 2017. Authorize a subcommittee to meet to discuss details, create the plan with dates and resources required and report back to the full BIAC membership. Approved.

<p>5. Other Business</p>	<ul style="list-style-type: none"> • Gabriela relayed information discussed at a meeting with the Director of HR. (Gabriela, Heather, Lisa and Councillor Lancaster attended): • HR does not have a problem attracting applicants for city jobs. HR has challenges attracting diverse applicants. It was recommended that HR staff connect with Halton Multicultural Centre, Halton Equity and Diversity Roundtable (HEDR), Newcomer Association and Merton Centre to seek guidance on attracting diverse applicants. • As an example, HR does not receive diverse applicants when recruiting for Fire Fighters. It was suggested that fire fighter may not be a desirable occupation depending on someone's cultural background (i.e. they come from a place where fire fighters are not well regarded as an occupation, or the demand for fire fighters is low due to a low number of wood structures, etc..) • BIAC reconfirmed their position that city staff should receive diversity training. • BIAC reconfirmed their position that the city identify an inclusivity champion within the organization. BIAC suggested that the city consider the creation of a diversity team – made up of department representatives who could champion inclusivity in their respective departments. Or other model that is appropriate? • Truth and Reconciliation – Calls to Action document was discussed. The call to municipalities to provide training in intercultural competency and anti-racism. It was suggested that the city consider Aboriginal Awareness training. It was suggested that the city investigate the "Walk a Mile Film Project". Could this be a training opportunity for staff? Could this be an opportunity to bring awareness to community through a public event? TBD. It was recommended that a rep from HR 	<ul style="list-style-type: none"> • BIAC to provide further comments / guidance to HR regarding attracting diverse applicants. • BIAC to recommend providers of diversity training for HR's consideration • Laura to discuss with her HR team and follow up with the City Manager regarding a diversity champion/diversity team. • Further discuss the opportunity to provide Aboriginal Awareness to staff/community. • BIAC to pass suggestions on to HR staff for consideration.
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	<p>attend the HEDR conference on Nov. 3 – the theme of the conference is Aboriginal Awareness.</p> <ul style="list-style-type: none"> • BIAC members suggested that newcomers require information and strategies on how to apply for a job. Newcomers would benefit from receiving information/education from the city. • BIAC members suggested that a statement be included on applications that “other country experience will be considered.” • BIAC members suggested the city create an program for newcomer youth and/or newcomer residents. Provide them with experience and professional development and succession planning opportunities. • Educate staff / business on the benefits of hiring diverse applicants/diversity. 	
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Adjournment: 11:10 a.m.

Next meeting date: December 9, 2016, location tad.



Burlington Inclusivity Advisory Committee Meeting

Minutes

Date: January 20, 2017
Time: 9:00 am
Location: 3800 Constable Henshaw Blvd. (Halton Regional Police Services)

1. Members Present:

Douglas Martin, Maroun Naser, Georgi Alishandemirof, Farah Butt, Jess Kiley (Positive Space Network), Stephen Siomra (Halton Police Services), Girish Parekh, Brian Wrixon

2. Member Regrets:

Gabriela Herrero (Chair), Katelan Dunn (Vice Chair), Heather Wray (Burlington Public Library), Eric Schwab, Imran Kamal

3. Others Present:

Councillor Blair Lancaster, Lisa Palermo (Clerk)

4. Declarations of Interest:

None.

5. Approval of Minutes:

5.1 Approve minutes from meeting held November 18, 2016

Approval of the minutes was deferred to the February 24, 2017 meeting.

6. Delegation(s):

None.

7. Regular Items:

7.1 Welcome new members and roundtable introductions

The Clerk welcomed new members to the committee, then each member introduced themselves.

7.2 Ice breaker activities

The Clerk led an ice breaker activity for existing and new members to learn more about each other .

7.3 Citizen committee orientation

The Clerk provided members with an overview of policies and procedures related to citizen committees and discussed various topics including roles, code of conduct and budgets.

7.4 Review 2016 activities and 2017 work plan

The Clerk reviewed BIAC's 2016 activities and proposed 2017 work plan. New members were interested in learning more about Burlington's Inclusion Lens. The work plan will be discussed in more detail at the February meeting where members will confirm the activities for 2017 and coordinate sub committees to meet goals.

8. Other Business:

9. Adjournment:

Chair adjourned the meeting at 10:45 a.m.