Burlington Inclusivity Advisory Committee Meeting
Agenda

Date: September 15, 2017
Time: 9:00 am
Location: 3800 Constable Henshaw Blvd. (Halton Regional Police Services)

Pages

1. **Declarations of Interest:**

2. **Approval of Minutes:** 1 - 4

   2.1 Approve minutes from meeting held June 16, 2017

3. **Delegation(s):**

   3.1 Kim Smith, Manager of Community Engagement, Halton Poverty Roundtable

   Kim will provide an overview of Halton Poverty Roundtable's role in the community.

4. **Regular Items:**

   4.1 Communication subcommittee

   An update on the *Creating more Inclusive Events Checklist*.

   4.2 Workplan update

   Discuss workplan / projects for the remainder of 2017.

   4.3 2018 Events

   Determine two or three events to participate in for the coming year.

5. **Other Business:**

   Recruitment, volunteer survey, chair/vice chair meeting, HEDR conference, next meeting's speaker

6. **Adjournment:**

Burlington Inclusivity Advisory Committee Meeting

Minutes

Date:	June 16, 2017
Time:	9:00 am
Location:	3800 Constable Henshaw Blvd. (Halton Regional Police Services)

1. Members Present:

Gabriela Herrero (Chair), Georgi Alishandemirof, Heather Wray, Susan Caughran (BSAC), Girish Parekh, Farah Butt, Maroun Naser

2. Member Regrets:

Eric Schwab, Brian Wrixon, Imran Kamal, Brenda Agnew (BAAC), Douglas Martin, Stephen Siomra, Jess Kiley (PSN)

3. Others Present:

Councillor Blair Lancaster, Lisa Palermo (Clerk)

4. Declarations of Interest:

None.

5. Approval of Minutes:

5.1 Minutes from the meeting held May 19, 2017, approved.

6. Delegation(s):

7. Regular Items:

7.1 Mobility Hubs

Phil Caldwell, from the city's mobility hubs team provided BIAC members with an overview of mobility hubs / primary growth areas in the city, answered questions and gathered feedback from committee members. Mobility hubs are located around the Aldershot, Appleby, Burlington Go stations and the downtown bus terminal. www.burlington.ca/mobilityhubs

Committee members provided the following remarks:

- consider senior population when thinking about modes of transportation.
- consider accessibility on streets, in buildings, # of units offered in new buildings, # of accessible parking spaces, in public spaces.
- obtain more feedback from younger populations, ie. young families, millenials, youth.
- obtain more feedback from diverse populations. suggest doing this via organizations, faith groups ie. mosque, Redleaf Cultural Integration, etc.
- will infrastructure keep up with development?
- affordable housing must be a consideration

ACTION: BIAC members to provide the mobility hubs team with a list of diverse groups, organizations, etc. for staff to connect with to obtain feedback.

7.2 Communications subcommittee

The subcommittee created a draft checklist intended for City of Burlington event organizer's to consider when planning events in Burlington. BIAC members reviewed the checklist and provided feedback at the meeting. It was suggested that:

- consideration be given to different modes of registering for events. ie. telephone for older adults.
- consideration be given to individuals of different socio-economic backgrounds. ie. events on transit routes, free parking, free entry, shuttles, ticket sponsorship. It may be expensive for some families to attend even by bus. Consider whether individuals can get to an event at no cost.
- Consider language barriers and reaching diverse audiences. Provide basic signage in a few different languages. What are the predominant languages spoken in Burlington? Advertisements and welcome signs could include these languages and wording such as "all are welcome". Welcome and invitation messages in different languages can be promoted via social media and shared with local organizations representing diverse groups.
- Events should include music, food, interactive activities that represent other cultures and diverse groups.

ACTION:

2

- the subcommittee will incorporate changes suggested by members and then circulate the draft checklist to local diverse groups for feedback. ie. CNIB, PSN
- members to suggest a small list of local groups to consult with over the summer
- the subcommittee will meet with city staff to discuss how the checklist can be incorporated into the city process.

7.3 Burlington events

Members discussed the BIAC's attendance at upcoming Burlington events. Farah, Girish and Maroun will attend the Ward 6 - Love my Hood event on behalf of BIAC. Lisa to connect with members after the meeting to gather volunteers for the Canada Day event on July 1 and the Children's Festival on August 20.

It was suggested that members consider co hosting an event? perhaps an Inspire Burlington event? This idea to be discussed further in the fall.

7.4 Youth engagement project

Lisa and Councillor Lancaster met with city staff to review the youth engagement project proposal. Parks and recreation staff at the city have already created a survey to go out to Burlington youth. BIAC was provided with the survey questions for review and feedback. As a result, the youth project will not be led by BIAC. BIAC will support staff if required. At the September BIAC meeting, members will discuss next steps with respect to fulfilling the terms of reference requirement to hold an engagement forum. Lisa to provide members with information about the last forum held in 2012 .

7.5 Fall speakers

Members identified a list of city staff and/or community partners they would like to hear from at the Sept - December meetings. Lisa to connect with the following individuals to arrange for them to attend future BIAC meetings:

- Mohawk Future Leaders staff team (internal inclusivity framework update)
- Lisa Crapsi, parks and recreation department (youth survey update)
- Halton Poverty Roundtable
- Burlington Economic Development Corporation
- Community Development Halton
- Redleaf Cultural Organization

3

8. Other Business:

8.1 Inclusivity Committee online survey

The inclusivity online survey was launched in 2015. Since that time, 100+ surveys have been completed. Lisa will bring a summary report of survey responses to the September meeting for review. The information will be used to support future BIAC initiatives.

8.2 Chair and Vice Chair positions

Gabriela announced her resignation from BIAC. Heather will step in as interim chair until January 2018. Both Brian and Doug will participate as co-vice chairs until January 2018.

8.3 BIAC website update

ACTION: The communications subcommittee to review the BIAC webpages on Burlington.ca and provide content recommendations.

9. Adjournment: 11:10 a.m.

Note: Next meeting to be held September 15, 2017

4