



Burlington Inclusivity Advisory Committee Meeting Agenda

Date: November 17, 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 meeting held October 20, 2017.

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3. Delegation(s):

3.1 Ingrid Vanderbrug and Thomas Keaney, City of Burlington staff

Staff representatives participating in the Mohawk Leadership program attended the May BIAC meeting to obtain feedback from members. Staff will provide a brief summary of the research they have done to date and next steps.

3.2 Jess Kiley, Program Coordinator, Positive Space Network

Jess will provide committee with an overview of the programs / services offered by the Positive Space Network.

4. Regular Items:

4.1 Top languages spoken at home - Burlington / Halton

Members to review recent statistics regarding top languages spoken in Burlington / Halton homes. It was suggested at the last meeting that BIAC consider providing recommendations to staff about providing customer service in different languages (ie. mailouts, event promotion, etc.?)

4.2 Deputy City Manager position - new

This new position at the city will be responsible for corporate inclusivity / diversity. Members to brainstorm a list of priorities to provide to the Deputy City Manager in a welcome letter from BIAC.

4.3 List of activities / speakers for department development days.

City departments host annual development days for their staff. It has been recommended by BIAC members that the committee create a list of resources (speakers and activities) related to inclusivity and diversity to provide to senior staff. The list would include a brief description and contacts for each. Members to come prepared to offer suggestions of speakers and/or activities to add to the list.

4.4 Front line customer service staff survey update

4.5 Staff lunch and learn update

Eric and Maroun to provide a brief update on the lunch and learn held for city staff on November 8 on the subject of unconscious bias.

4.6 Guide to Inclusive Events update

4.7 Halton Equity and Diversity Roundtable annual conference

Heather, Brian and Maroun to provide a brief summary of the HEDR conference speakers and roundtable discussions.

5. **Other Business:**

6. **Adjournment:**



Burlington Inclusivity Advisory Committee Meeting

Minutes

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

1. Members Present:

Heather Wray (Chair), Eric Schwab, Maroun Naser, Susan Caughran (BSAC), Ron Baliko (BAAC), Stephen Siomra (Halton Police)

2. Member Regrets:

Brian Wrixon, Douglas Martin, Imran Kamal, Farah Butt, Girish Parekh, Jess Kiley (PSN), Georgi Alishandemirof, Katelan Dunn

3. Others Present:

Councillor Lancaster, Lisa Palermo (Clerk)

4. Declarations of Interest:

5. Approval of Minutes:

5.1 Approve the minutes from the meeting held September 15, 2017.

6. Delegation(s):

6.1 Denise Beard, Manager of Community Development

Denise provided an overview of her role/responsibilities and current community projects/initiatives.

- Denise oversees special events, sport and neighbourhood development.
- In January a special events strategy will be introduced. The strategy speaks to general events but also specifically references how Spencer Smith Park will be used. One of the guiding principles of the strategy is to permit events that are inclusive to everyone in the community.

- In the area of sport, staff are always evolving the programs offered in order to reach the broader community. For example, the recent addition of "women's only" swims at public pools, activities for youth with special needs, etc.
- Some programs within the neighbourhood development portfolio:
- Love My Hood program is in its 3rd year. This year's goal is to host 150 LMH events in Burlington. To date there have been 148. The city will provide money and resources for residents to come together for a 'party'. This program promotes a sense of belonging for residents.
- Neighbourhood Rnks program
- Community Matching Fund - residents can have their money matched by the city up to \$5000 for a neighbourhood project (i.e. butterfly garden, enhance a park, mural, community garden)
- Coming in 2018 - 100 in 1 project where staff will inspire residents to host 100 activities in a day (June 2) anything from a lemonade stand to a marathon.

Staff strive to make Burlington an 'inclusive city' - how can that be achieved?

Committee members to investigate top languages spoken in Burlington and consider providing written material and signage in these languages.

7. Regular Items:

7.1 Lunch and Learn

Eric and Maroun have volunteered to facilitate a lunch and learn with city staff on Wednesday, November 8th from noon - 2pm. The video "What does my headscarf mean to you?" will be shown, followed by a discussion. The lunch and learn is part of the city's Customer Service Week program. Staff will be invited to attend lunch learns related to Inclusivity, Accessibility, and Mental Health.

If successful, the committee may consider offering future lunch and learns to city staff.

Heather to arrange a meeting in advance of the lunch and learn to finalize discussion points.

7.2 Surveys

The council survey is ready for distribution. It will be sent to members of council at the same time the front line staff survey is launched.

Heather will compile the suggested questions submitted by members and send out a draft survey for everyone's review and comment. The online survey will be launched on Nov. 6th to coincide with the Lunch and Learn.

The front line staff survey is intended to gather staff's experiences while dealing with the public to determine "what barriers are our customers experiencing?" language barriers? accessibility barriers? etc. BIAC will review the final survey results and make recommendations to senior staff for improvement where needed.

Lisa to connect with internal communications to create the online survey and promote the survey internally.

7.3 Making events more inclusive checklist

The draft checklist has been reviewed by BIAC members and special events and accessibility staff at the city. The draft checklist will now be shared with internal communications and design to create a more plain language, accessible and visually pleasing document.

The designed document will be circulated for review prior to the next meeting.

The goal is to have the checklist available on the city's Special Events webpage for event organizers to access.

7.4 BIAC Website Review

Following a brief review of the BIAC webpage, the following initial recommendations were made:

- include more images
- add the committee logo
- consider a photo of the committee members
- highlight the recent achievements of the committee
- remove old reports and replace with more recent ones
- link to diverse activities at the city (i.e. womens only swim, events checklist, etc.)

8. Other Business:

At the next meeting the committee will determine where/when they would like to have the annual social gathering.

The city has received applications for citizen committee vacancies and will be arranging interviews during the month of November. BIAC is filling one vacancy for an Alternate.

Reminder that the Halton Equity and Diversity Roundtable (HEDR) Conference will be held November 9 - this is a free event. The conference theme is Building Equity Through Allies and Leadership.

Before the next meeting, Lisa will poll members confirm the date/time slot for BIAC meetings starting in 2018. Do members wish to stick with the same day, time and/or location? If not, then what is the preferred day, time, and/or location?

9. Adjournment: 11:00 a.m.