



## **Burlington Inclusivity Advisory Committee Meeting**

### **Minutes**

Date: January 19, 2018  
Time: 9:00 am  
Location: 3800 Constable Henshaw Blvd. (Halton Regional Police Services)

#### **1. Members Present:**

Brian Wrixon (Chair), Kumkum Bhandari (Burlington Public Library), Eric Schwab, Maroun Naser, Douglas Martin, Stephen Siomra (Halton Police), Jess Kiley (Positive Spaces Network), Rana Al Semaani, Roy La Chappelle

#### **2. Member Regrets:**

Kate Dunn, Ron Baliko (BAAC), Susan Caughran (BSAC), Farah Butt, Councillor Blair Lancaster

#### **3. Others Present:**

Lisa Palermo (Clerk), Georgie Gartside (Clerk), Ingrid Vanderbrug (City of Burlington), Silvina Kade (City of Burlington)

#### **4. Declarations of Interest:**

None.

#### **5. Approval of Minutes:**

5.1 Minutes from the meeting held November 17, 2017 approved.

#### **6. Election of Chair and Vice Chair**

Lisa conducted an election of chair and vice chair.

**On motion, Brian Wrixon and Maroun Naser were elected as Chair and Vice Chair, respectively, of the Burlington Inclusivity Advisory Committee, for the term to expire December 31, 2018.**

## **7. Delegation(s):**

### **7.1 Internal-facing Inclusivity Framework Strategy**

Ingrid Vanderbrug and Silvina Kade, City of Burlington staff that participated in the Mohawk Leadership program, presented their team's recommendations for an Internal-facing Inclusivity Framework Strategy.

Short-term recommendations include:

- the city join Halton Equity and Diversity Roundtable (HEDR);
- convene a cross-departmental staff steering committee;
- conduct an organizational self-assessment; and
- recognize multi-cultural celebrations and events.

Long-term recommendations include dedicated staff and various human resources initiatives, as well as communications and training for staff.

The following two videos were shown as part of the team's presentation to the Burlington Leadership Team in December:

Inclusion Starts with I

TV2 - All that we Share

## **8. Regular Items:**

### **8.1 Welcome new members and ice breaker activity**

Lisa welcomed new members to the committee and introduced Georgie as the new committee clerk for 2018. Members introduced themselves and participated in an ice breaker activity to learn more about each other.

### **8.2 Citizen committee orientation**

Lisa provided new members with an orientation following the meeting.

### **8.3 Review 2017 work plan**

Brian provided an overview of the committee's 2017 accomplishments that included:

- providing feedback to the City's Mohawk Leadership project team regarding an internal-facing inclusivity framework;
- surveying front-line city staff and city council members regarding their experience with inclusivity;
- providing a lunch and learn event during Customer Service Week on the topic of Unconscious Bias;

- setting up an information booth at the Ward 6 Love My Hood event;
- connecting with external organizations to exchange information;
- attending the Halton Diversity and Equity Roundtable annual conference;
- preparing a Guide to Planning Inclusive and Accessible Festivals and Events;
- researching top languages in Burlington;
- drafting a resource list for senior city staff to assist them in incorporating inclusivity and diversity training, information and activities into their semi-annual department meetings with staff.

#### 8.4 Guide to Planning Inclusive and Accessible Festivals and Events

Committee members provided minor amendments to the guide. Once finalized, the information will be shared with the city's festival and events staff requesting that it be used in their orientation sessions, and included as a resource in the festivals and events checklist.

**On motion, the committee endorsed the chair sending a letter, along with the finalized guide, to the city's festivals and events office.**

#### 8.5 Resource/Training List for city staff

Committee members went through the list created at the November meeting and assigned people to add details about each item:

- Positive Space Training - **Jess**
- Opening Doors Project and Syrian Youth Mentor Initiative - **Farah?**
- PAH! deaf and hard of hearing - **Jess**
- Canadian Centre for Diversity and Inclusion (webinars) - **Girish**
- Cities of Migration - **Girish**
- Ojibway cultural workshop (Erin Bell)
- Visit Mississauga of the New Credits / First Nations
- Muffins for Granny video - **Kumkum**
- Walk a Mile video - **Georgie**
- Visit Halton Mosque - **Kumkum**
- Darren Thomas - Indigenous speaker - **Brian**
- Sweat lodge ceremonies - a tradition for First Nations, the sweat lodge ceremony cleans and heals the body. It heals the mind – bringing clarity – and sweat lodges are also holy places where Aboriginal people can renew their deep connection to the universe and to the spirit realm

- Blanket workshop - facilitated interactive learning exercise that teaches Indigenous rights history - **Kumkum**
- Jean Samuels - oppression, equity and inclusion speaker - **Brian**
- Canadian Mental Health Association workshops/speakers
- Ted talks /videos - **All**
- Halton Equity and Diversity Roundtable - **Brian**

**ACTION:** **Maroun** to create a shared Dropbox folder; **Doug** to create a document that will be stored in the Dropbox so each member can add information to the list; **Georgie** to send out a link to the drive; **All** are asked to assist in completing the list by adding a description, length of time for each item, the fee (if any), and contact information.

Once the list is finalized, it will be shared with the Deputy City Manager and administrative assistants that plan department meetings.

#### 8.6 Staff Survey

Committee members reviewed the staff and council surveys. The staff survey was sent only to front line city staff. It was clear from the results that more diversity and inclusivity training is needed for staff. The committee will provide a copy of the staff survey results to Mary Lou at the February meeting.

**ACTION:** **Brian** to create a front cover for the staff survey results with the overall themes that emerged.

### 9. Other Business:

#### 9.1 Halton Equity Roundtable training session on Islamophobia

Brian shared that at each monthly meeting of Halton Equity and Diversity Roundtable (HEDR) there is training or a workshop around a specific issue. Islamophobia was the topic at the last meeting and information was shared about what could be done in our community around this. Jess is also a member of HEDR and said it's a great organization.

#### 9.2 2018 Work Plan

Members were asked to submit their initial thoughts on BIAC's 2018 work plan which will be discussed at the February meeting. The Clerk will send a follow-up reminder to all members so that ideas can be elicited as well from those not in attendance.

### 10. Adjournment: 11:10 a.m.