



## Agenda

### Equity, Diversity and Inclusion Committee

Thursday, September 19, 2024, 5:30 p.m.

Electronic and In-Person Participation - Equity, Diversity and Inclusion Committee

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

### NOTICE

Members of the public wishing to view Equity, Diversity, and Inclusion meetings will have the option to attend in-person, or by calling [+1 289-801-5774](tel:+12898015774) and entering Conference ID: 633 471 557#

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting. Prior to the meeting, written comments may be sent to the Committee Secretary by email at [gbrennan@orangeville.ca](mailto:gbrennan@orangeville.ca). Such written comments will become part of the public record.

### Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2219 or via email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca).

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1. **Call to Order**
  2. **Disclosures of (Direct or Indirect) Pecuniary Interest**

3. **Land Acknowledgement**

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today.

4. **Adoption of Minutes of Previous Meeting**

Recommendations:

That the minutes of the following meeting are approved:

4.1 **2024-05-16 - Equity, Diversity and Inclusion Committee - Minutes**

5. **Presentations**

5.1 **Jordyn Lavecchia-Smith, Deputy Clerk, Corporate Services, Town of Orangeville - Committee Governance**

5.2 **Delegate - Don Stewart and John Dickason - Dufferin Hi-Land Bruce Trail Club**

6. **Items for Discussion and Reports**
  - 6.1 **Cultural Event - Sub-Committee Formation**
  - 6.2 **EDI Initiatives and Potential Landscape Investment Updates - Natalie Leece, Project Co-ordinator, Corporate Services, Town of Orangeville**
  - 6.3 **The Rethinking of Corporate EDI Commitments**
7. **Correspondence**

None.
8. **Announcements**
  - 8.1 **Event - The Brave Canoe - National Day of Truth and Reconciliation - Orange Shirt Day (Every Feather Counts) - Saturday, September 28, 2024.**
9. **Date of Next Meeting**

The next meeting is scheduled for November 21, 2024 at 5:30 p.m.
10. **Adjournment**



**Minutes of the Equity, Diversity and Inclusion Committee**

**May 16, 2024, 5:30 p.m.**

**Electronic and In-Person Participation - Equity, Diversity and Inclusion Committee**

**The Corporation of the Town of Orangeville  
(Chair and Secretary at Town Hall - 87 Broadway)  
Orangeville, Ontario**

Members Present: Councillor Andrews  
C. Aristizabal  
M. Gotuzzo  
H. Mason  
D. Maxey  
D. Nairn  
V. Petho  
G. Spence  
P. Thomas

Staff Present: Natalie Leece

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**1. Call to Order**

Councillor Andrews, Chair, called the meeting to order at 5:35 p.m.

**2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

**3. Land Acknowledgement**

Councillor Andrews acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. Councillor Andrews also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today.

**4. Adoption of Minutes of Previous Meeting**

**Recommendation: 2024-006**

Moved by D. Nairn

That the minutes of the following meeting are approved:

**Carried**

**4.1 2024-03-21 - Equity, Diversity and Inclusion Committee - Minutes**

**5. Presentations**

**5.1 Orangeville Public Library Delegates - Darla Fraser, Chief Executive Officer & Lauren Tilly, Librarian, Program & Research**

### **5.1.1 EDI Programming Initiatives**

Darla Fraser, CEO, and Lauren Tilly, Librarian for Program & Research, presented themselves and emphasized the significance of Equity, Diversity, and Inclusion (EDI) initiatives within the library. They proceeded with a detailed presentation covering a positioning statement, staff investments, community engagement, programming, events, and future growth plans. Both Ms. Fraser and Ms. Tilly expressed eagerness to engage, support, and collaborate with the EDI Committee going forward.

## **6. Items for Discussion and Reports**

### **6.1 EDI Workplan Updates**

Antonietta Minichillo, General Manager, Corporate Services, shared an update on the Communications Database item within the EDI Committee Workplan. Ms. Minichillo reminded the Committee that staff have met with Dufferin County, who referred us to a database called DC Moves. DC Moves is a publicly accessible platform that offers information for local service providers, with dedicated resources responsible for maintaining all service provider information. DC moves graciously accepted the Committee list of contacts compiled thus far and committed to cross-referencing with their database. In addition, the conversation inspired additional initiatives for staff to explore in regard to the Town website.

The Committee was provided with a sample of how the Town website enhancement has evolved with a draft landing page of community support resources which the Committee endorsed.

The Committee discussed the sustained effort required in broaching EDI Strategy development with discussions ongoing in regards to the development of the EDI Committee community led strategy.

### **6.2 Committee Enrichment**

#### **6.2.1 EDI Educational Videos**

The Committee discussed enhancing and aligning the Committee's understanding via EDI educational videos.

#### **6.2.2 Identification of Top Three (3) EDI Strategies in Ontario**

The Committee discussed the ongoing education and growth of the Committee and will explore existing EDI strategies in Ontario that the Committee can learn from. In addition, the Committee agreed to a Committee learning initiative where in each meeting moving forward, a Committee member can pick a topic to educate the Committee about.

### **6.3 Development of Cultural Community Event**

Councillor Andrews shared details about a positive experience attending a local cultural community event. Councillor Andrews will continue to brainstorm this idea further. In June, perhaps a sub-committee could be organized to consider this initiative further.

David Nairn left the meeting at 6:36 p.m.

## **7. Correspondence**

None.

**8. Announcements**

The Committee requested an update on the community pavement markings removal. At this time the Town is still determining next steps which the Committee requested to be kept up to date on.

The Committee was reminded to share any meaningful events that happen in our community.

**9. Date of Next Meeting**

**10. Adjournment**

**Recommendation: 2024-007**

Moved by G. Spence

That the meeting be adjourned at 6:46 p.m.

**Carried**

# Board/Committee Governance



# Various Boards, Committees and Task Forces



## Advisory Bodies

- Access Orangeville
- Age Friendly Advisory Committee
- Economic Development and Culture
- Equity, Diversity and Inclusion Committee
- Fire Service Advisory Committee
- Heritage Orangeville
- Mayor's Youth Advisory Council



## Task Forces

- Affordable Housing Task Force



## Administrative Tribunals

- Committee of Adjustment
- Property Standards Committee



## Committees

- Community Improvement Plan Committee
- Official Plan Review Steering Committee
- Sustainable Orangeville



## Administrative Boards

- Orangeville OPP Detachment Board
- Orangeville Public Library Board

# Roles and Responsibilities

## Role of the Chair

- Calls the meeting to order
- Encourages discussion and an open exchange of ideas
- Advises on the agenda in consultation with the Secretary
- Chair's the meetings in accordance with the Town's Procedure By-law
- Acts as a spokesperson for the Board, Committee or Task Force

## Role of Members

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Promotes the role of the Board, Committee or Task Force
- Offers input on matters listed on the agenda

**Note:** Members do not have the authority to direct staff. Direction must be made through the form of a motion.



# Roles and Responsibilities

## Role of Staff Liaison

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Provides subject matter expertise and acts as a liaison between the Committee and the Corporation
- Does not have voting rights

## Role of Secretary

- Provides administrative and operational support to Board, Committee or Task Force
- Prepares and circulates agenda packages
- Attends meetings and takes minutes

# Meeting Principles

- The majority must be allowed to rule
- The minority have rights that must be respected
- Members have a right to information to help make informed decisions
- Courtesy and respect are required
- All members have equal rights, privileges and obligations
- Members have a right to an efficient meeting – hold each other accountable to this



# Agenda and Meeting Management

- The agenda is one of the main components for assisting in the efficiency and effectiveness of the Board, Committee or Task Force
- The agenda will guide the meeting
- The Secretary is responsible for the minutes of the meetings – without note or comment
- Members should direct all questions of the agenda to the Secretary ahead of the meeting. The Secretary can coordinate a response with the appropriate staff member.
- If a Member would like to make an amendment – they should contact the Secretary for advice on wording before the meeting, so everyone is prepared

# Decision Making Process

## Staff Reports

- A staff report is a document prepared by staff containing information and recommendations about a specific subject matter.
- Often staff are seeking direction through the recommendation.

## Correspondence

- Resolutions from other municipalities
- Other levels of government

## Applications

- Applications that require a decision
  - Community Improvement Plan
  - Minor Variance
  - Consents
  - Grants

# Decision Making Process

## Recommendation

- A recommendation is an action request that is being recommended by staff or a Board, Committee or Task Force.
- Generally brought forward through a Staff Report.
- Recommendations can turn into motions.

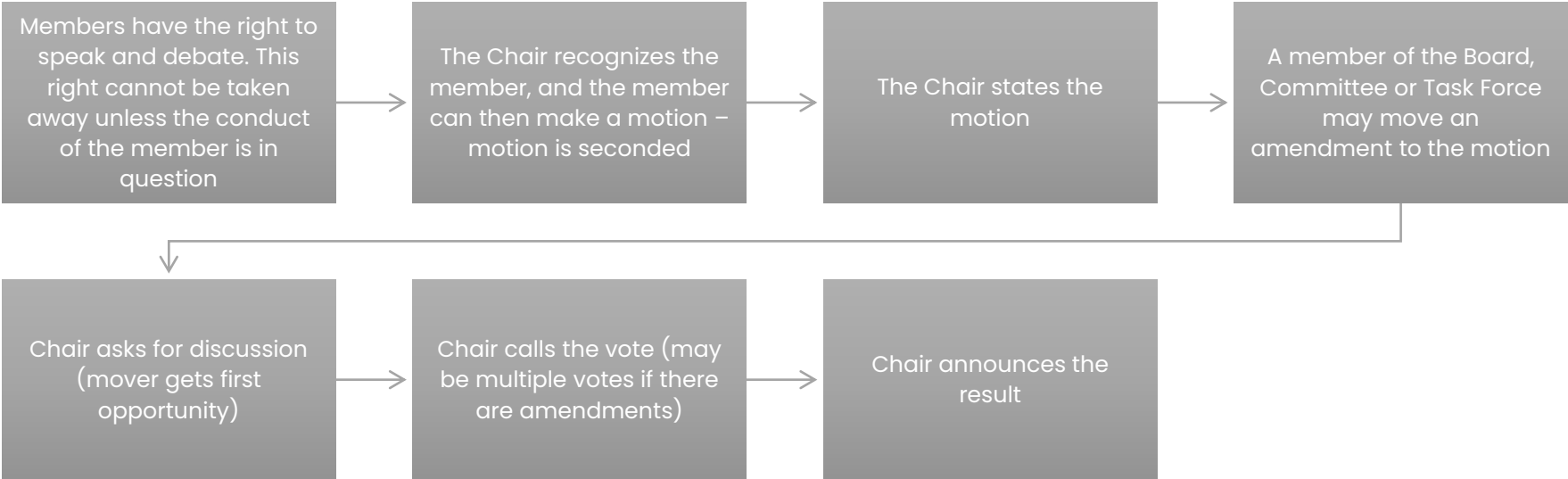
## Motion

- A motion is a proposal for discussion and initiates debate.
- A member will move to put a motion on the floor for discussion and debate.
- A motion requires approval to pass, can be procedural.

## Resolution

- A resolution is a formal decision passed by a body (Board, Committee, Task Force, Council)
- Can be in the form of a motion.

# Motions and Debate



# Decision Making Process



A main motion is introduced by a mover and seconder

\*Staff Report  
recommendations,  
Correspondence,  
Applications



Motion is up for consideration



Members discuss and debate the motion



Motion is voted on

\*Approval, Refusal,  
Referred back to staff for  
additional information,  
deferred to another  
meeting



If approved, the recommendation goes to a Council Meeting for Council's consideration

# Next Steps and Plans for 2025



Consult with Committee Members and Staff Liaison on the development of a work plan



Outline various projects and initiatives to be completed in 2025, including the necessary budgets to be allocated (i.e., Grants, Special Projects, etc.)