



THE REGIONAL MUNICIPALITY OF NIAGARA
DIVERSITY, EQUITY and INCLUSION
ADVISORY COMMITTEE
AGENDA

DEIAC 1-2021

Tuesday, June 29, 2021

4:00 p.m.

Meeting will be held by electronic participation only

Due to efforts to contain the spread of COVID-19 and to protect all individuals, there is no public access to Niagara Region Headquarters. If you are interested in viewing this meeting or would like to speak to an item listed on the agenda please contact the Office of the Regional Clerk at clerk@niagararegion.ca at least 24 hours in advance of the meeting.

Pages

1. CALL TO ORDER
2. DISCLOSURES OF PECUNIARY INTEREST
3. ROUND TABLE INTRODUCTIONS
4. SELECTION OF COMMITTEE CHAIR AND VICE CHAIR

4.1. Call for Nominations for Committee Chair

In accordance with the Committee's Terms of Reference, the Committee Chair must be a member of the public.

4.2. Motion to Close Nominations for Committee Chair

4.3. Voting for the Position of Committee Chair

4.4. Call for Nominations for Committee Vice Chair

In accordance with the Committee's Terms of Reference, the Committee Vice Chair must be a member of the public.

4.5. Motion to Close Nominations for Committee Vice Chair

4.6. Voting for the Position of Committee Vice Chair

5. PRESENTATIONS

- 5.1. Diversity, Equity and Inclusion Overview 3 - 23
Cassie Ogunniyi, Diversity Equity and Inclusion Program Manager

6. ITEMS FOR CONSIDERATION

- 6.1. DEIAC-C 1-2021 24
2021 Diversity Equity and Inclusion Advisory Committee Meeting Dates

7. CONSENT ITEMS FOR INFORMATION

- 7.1. DEIAC-C 2-2021 25 - 33
Diversity Equity and Inclusion Advisory Committee - Terms of Reference

8. OTHER BUSINESS

- 8.1. Community Diversity Equity and Inclusion Survey - Discussion

9. NEXT MEETING

The next meeting will be held on Tuesday, August 24, 2021 at 4:00 p.m.

10. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Diversity, Equity, and Inclusion Overview

DEI Advisory Committee | June 29, 2021

Cassandra Ogunniyi,
Diversity, Equity, and Inclusion
Program Manager
Niagara Region

Agenda

- Background
- Project Plan
- Goals with progress and next steps
- Discussion/Opportunities
 - DEIAC Focus Group
 - Community Survey presented by DEIAC

Coalition of Inclusive Municipalities

- Niagara Region and the 12 Local Area Municipalities (LAMs) signed the declaration to join the Coalition on Sept 18 2020
- Objectives of the Coalition:
 - Improve municipal practices to promote social inclusion
 - Establish policies to eradicate all forms of racism and discrimination
 - Promote human rights and diversity
- Creating a Diversity, Equity, and Inclusion Action Plan as part of joining the CIM



Ten Common Commitments

1. Increase vigilance against systematic and individual racism and discrimination
2. Monitor racism and discrimination more broadly as well as municipal actions taken to address racism and discrimination
3. Inform and support individuals who experience racism and discrimination
4. Support policing services in their efforts to be exemplary institutions in combatting racism and discrimination
5. Provide equal opportunities as a municipal employer, service provider and contractor



Ten Common Commitments

6. Support measures to promote equity in the labour market
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing
8. Involve citizens by giving them a voice in anti-racism initiatives and decision-making
9. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning
10. Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality



Definitions

- **Diversity:** The presence of differences in the lived experiences and perspectives of people
- **Equity:** The fair treatment, access, opportunity, and advancement for all people
- **Inclusion:** An active, intentional process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities for all to fully participate and flourish

Project Plan

- **Purpose:**

This plan outlines the work from 2020 to 2022 that will develop a DEI Action Plan to guide the work in the Region for the next five years, and the initial steps being taken to advance DEI in Niagara

- **Draft Vision:**

Niagara Region is an organization that has diversity in leadership and staff, involves people with lived experience in decision making, removes barriers to provide opportunities for all people to access services and resources, and has safe and inclusive spaces for all community members

Importance of DEI Work

- **Diverse Talent:** Better represents the public we serve in all positions, including senior management
- **Inclusive Leaders:** Equipped to respond to a changing workforce and community
- **Diversity of Thought & Experience:** Thrive in an inclusive workplace, improving productivity, innovation, and quality of outcomes
- **Greater Collaboration:** Enables creativity and innovation in the way we work
- **Responsive Public Service:** Creates equitable policies, programs, and services

Supporting Groups

- Niagara Region DEI Working Group (NR DEI WG)
- Niagara Region DEI Interest Group (NR DEI IG)
- Niagara Region Senior Services Diversity Group (NR SS DG)
- Local Area Municipalities – Coordination Team (LAM CT)
- Council Advisory Committees (CACs)
- Corporate Leadership Team (CLT)

Council Advisory Committees (CACs)

- Accessibility Advisory Committee (existing)
- Women's Advisory Committee (started in 2020)
- Diversity, Equity, and Inclusion Advisory Committee (new)
- Anti-Racism Advisory Committee (upcoming)
- 2SLGBTQQIA+ Advisory Committee (upcoming)

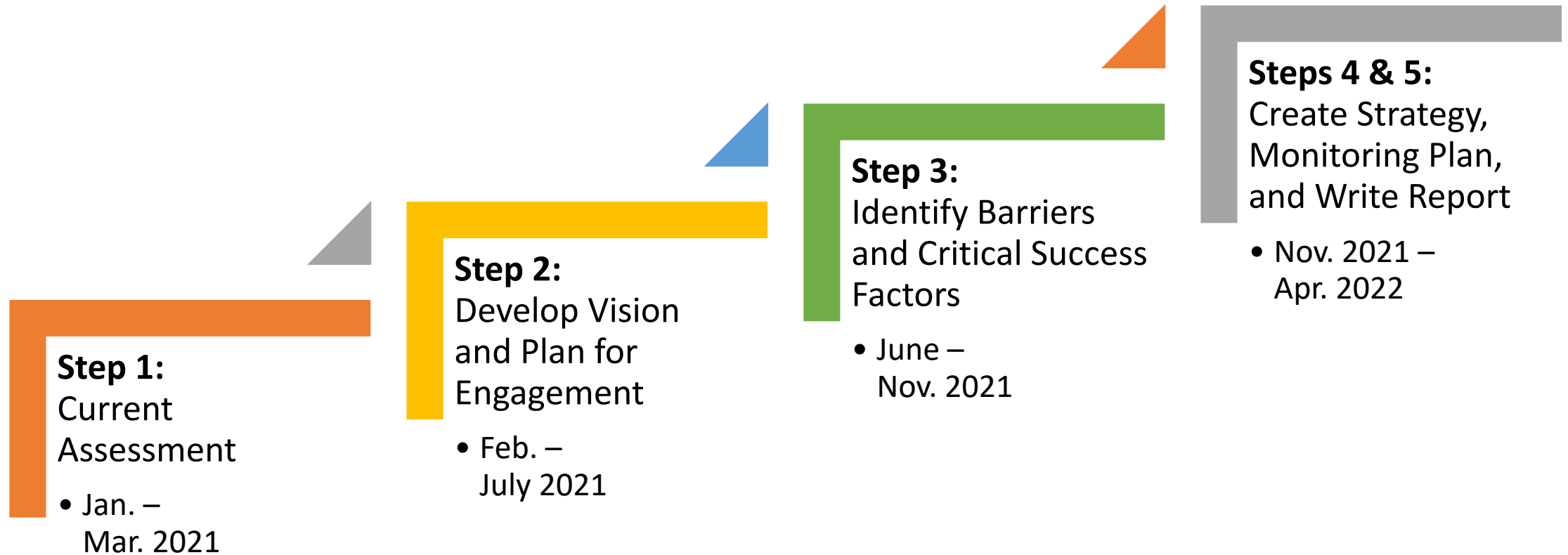
Key Diversity-related Groups in Niagara

- Ethnocultural and linguistic diversity
- Racialized or people of colour
- Francophone
- New immigrants
- Indigenous communities
- LGBTQ2S+ individuals
- Individuals with disabilities
- Seniors/older adults
- Individuals living with low income
- Individuals experiencing homelessness
- Post-secondary students/youth
- Faith-based diversity

DEI Goals 2021-2022

- **Goal 1:** To develop a 5 year DEI Action Plan by April 2022
- **Goal 2:** To increase the diversity of job applicants and new staff hired
- **Goal 3:** To provide staff with the knowledge, skills, and resources to reduce racism and discrimination and improve inclusion and diversity
- **Goal 4:** To provide opportunities for community members to be heard and participate in decision making processes
- **Goal 5:** To improve collaboration with diverse community members and organizations in Niagara

Goal 1: To Develop a 5 year DEI Action Plan by April 2022



Accomplishments

- Established Diversity, Equity, and Inclusion Advisory Committee (DEIAC)
- How to Increase Diversity and Inclusion in Recruitment, Hiring, and Promotion: A Best Practices Guidebook
- Trainings: Diversity training for Regional Council, Leader's Edge, Indigenous Speaker Series
- Indigenous specific Pop-Up COVID Immunization Clinics
- Pulse Survey – 6 Demographic questions asked to staff, 42% response rate

Next Steps

- Finalize update of Land Acknowledgement – to be shared with LAMs and community partners
- Establish 2SLGBTQQIA+ Advisory Committee and Anti-Racism Advisory Committee
- Calendar of significant events
- Training options menu
- Corporate Learning Calendar
- Regional staff focus groups and survey
- Community focus groups and survey

Staff and Community Engagement

- Aim of engagement – to hear from diverse voices of Niagara
 - Focus groups and surveys – Regional staff and community
 - Experiences and perceptions of DEI in the Region
 - What barriers exist for recruitment, community engagement, and in delivery of service
 - How can Niagara be more welcoming, diverse, inclusive, and equitable
 - Key areas of focus

Staff Focus Groups

- Experiences and perceptions of DEI at the Region
- How can Niagara be more welcoming, diverse, inclusive, and equitable
 - Racial or ethnic groups
 - People with disabilities
 - 2SLGBTQ+ community
 - Born outside of Canada
 - Different religious or spiritual affiliations
 - Diverse genders
 - All departments, some divisions

Community Focus Groups

- Started with the list of over 500 organizations and networks, categorized them according to the top two diversity categories that they work with
- If more than 11 organizations in a category, selected 8-12 based on various criteria:
 - Geography – urban/rural, different municipalities
 - Range of clients (considering intersectionality, age, gender, etc.)
 - Large and small organizations (budget, reach)
 - Range of services offered

Community Survey

- Sept-Oct 2021
- Aim for between 600 and 1000 responses
- Electronic Survey
- 8 demographic questions
- Approximately 25 quantitative (Yes/No, Likert scale, multiple choice) and 5 open ended qualitative questions
- Marketing campaign

Discussion/Opportunities

- DEIAC Focus Group
- Community Survey

Thank you!

Questions can be sent to:

cassandra.ogunniyi@niagararegion.ca

Ext. 3226

Diversity, Equity, and Inclusion Program Manager
Corporate Strategy and Innovation Division
Office of the CAO

MEMORANDUM

DEIAC-C 1-2021

Subject: 2021 Diversity Equity and Inclusion Advisory Committee Meeting Dates

Date: June 29, 2021

To: Diversity Equity and Inclusion Advisory Committee

From: Ann-Marie Norio, Regional Clerk

The following is a list of proposed dates in 2021 that have been identified to hold meetings of the Diversity, Equity and Inclusion Advisory Committee:

August 24, 2021
October 26, 2021
December 14, 2021

A resolution of Committee is required to approve the meeting dates. Suggested wording is as follows:

That the Diversity, Equity and Inclusion Advisory Committee meetings **BE HELD** on Tuesday's at 4:00 p.m. on the following dates in 2021:

August 24, October 26, and December 14.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE (DEIAC)

TERMS OF REFERENCE

Appendix to Report CLK 1-2021

Recommended for Approval by the Corporate Services Committee on February 17, 2021

Ratified by Regional Council on February 25, 2021

Consolidated Version as of

CONSOLIDATED AMENDMENTS:

Subject	Authority	Date
Membership	Regional Council	May 20, 2021

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1. PREFACE

The Regional Municipality of Niagara and the 12 Local Area Municipalities affirmed their support for Diversity, Equity, and Inclusion (DEI) when they signed a joint declaration to join the Coalition of Inclusive Municipalities (CIM) on September 18, 2020. The objectives of the Coalition are to improve municipal practices for social inclusion, establish policies to eradicate racism and discrimination, and promote human rights and diversity. There are ten common commitments to guide municipalities in developing policies and programs, which focus on challenging racism and discrimination and providing opportunities for community members from all backgrounds to have a voice and participate in decision making in areas including housing, police, education, employment, and the labour market.

A glossary of terms to assist with understanding diversity, equity, and inclusion have been provided at the end of the Terms of Reference.

2. MANDATE

The Niagara Region Diversity, Equity, and Inclusion Advisory Committee (DEIAC) is an advisory body established by the Regional Municipality of Niagara in accordance with the following Terms of Reference. The Committee will provide support to staff in the drafting and implementation of a Diversity, Equity, and Inclusion Action Plan and shall provide recommendations, advice, and information to Regional Council and Regional Staff on matters pertaining to diversity, equity, and inclusion.

3. GOAL AND PURPOSE

The goal of the Committee is to address bias and discrimination and its negative impacts on quality of life, safety, health, and inclusion for the diverse communities in Niagara providing a safe place for all people to voice their opinions in order to work together to promote and foster understanding and inclusion in Niagara.

The purpose of the Committee is to:

- Advise and provide recommendations on the development and review of policies and procedures to ensure they reflect Niagara Region's commitment to fostering diversity and inclusion within the organization, and within the community
- Engage and facilitate discussions with community groups to achieve a greater understanding of the strengths and needs of residents of diverse backgrounds and abilities to identify opportunities for collaboration and support between groups, recognizing that each diverse group will require unique approaches and solutions
- Collaborate with other civic agencies and local community groups and partners including the initiation and development of relevant programs, services, events and

projects identifying opportunities for education, collaboration, support, and engagement to promote equity, inclusion, and the elimination of discrimination

When matters benefit from input from more than one equity-seeking committee the DEIAC will be asked to provide input or may be asked to attend joint meetings with other Advisory Committees.

4. REPORTING STRUCTURE

The DEIAC will report to Regional Council through the Corporate Services Committee.

5. BUDGET

The DEIAC shall have an annual operating budget to be used for valid Committee purposes as detailed in the budget approved by Regional Council for the current year and aligned with the annual Committee work plan. Corporate Services and Innovation Division shall submit a budget request each year to Regional Council for consideration and approval.

6. MEMBERSHIP

a. Term

There shall be a maximum of twelve (12) members on the DEIAC. Membership for the DEIAC shall include:

- Two (2) Regional Councillors
- An appointed member or the Chair or Vice-Chair of the noted advisory committees:
 - Accessibility Advisory Committee
 - Anti-Racism Advisory Committee
 - 2SLGBTQQIA+ Advisory Committee
 - Women's Advisory Committee
- Six (6) additional community members

One (1) designated staff member shall serve as staff liaison. Other staff may be requested to join meetings or support the work of this committee as need arises.

The members shall represent the diversity of the Region and broad cross-section of residents, including geographical and gender balance. An intersectional approach should be taken to ensure representation by community members with lived experience or service in agencies related to one or more of the following areas:

- Ethnocultural and linguistic diversity
- Francophone
- New immigrants
- Indigenous communities
- LGBTQ2S+ individuals
- Individuals with disabilities, including mental health disabilities
- Seniors/older adults
- Individuals living with low income/homeless
- Post-secondary students/youth
- Faith-based diversity

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

b. Term

The term of membership shall be two years. Membership shall be approved by Council in accordance with membership requirements in the Terms of Reference.

7. ROLES & RESPONSIBILITIES

a. Chair & Vice Chair

A Chair and Vice Chair will be elected from Committee members on a biannual basis at the first meeting of the new year to preside over meetings and Committee business. The Chair and Vice Chair of the Committee shall be members of the public. Committee criteria considerations will be used during the selection of the Chair and Vice Chair.

It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as liaison between the Committee, Regional Council, and other committees. It is the role of the Vice Chair to preside over Committee meetings and act as a liaison in the absence of the Chair.

b. Committee Members

All DEIAC members, including the Chair and Vice Chair, have the responsibility to help achieve the Committee's Mandate and Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration;
- Contributing to the creation of an annual work plan;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process, and resolve issues in a professional and respectful manner;
- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee

8. WORKING GROUPS

To fulfill its mandate and accomplish its goals, the DEIAC may establish working groups to deal with specific issues or projects. Working groups are considered to be time-limited, project specific sub-committees of the DEIAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least one member of the DEIAC and may include community members and other individuals with relevant knowledge and expertise.

Working groups shall be chaired where possible by a voting member of the DEIAC and shall provide regular updates to the DEIAC regarding recommendations on assigned projects. Minutes of the meetings of the working group shall be recorded and submitted to the DEIAC for proper directing through the approval process. Working groups may meet at a time and place as decided by the members of the working group.

9. RESOURCES

Corporate Strategy and Innovation is the designated lead department providing resource support for the Diversity, Equity, and Inclusion Advisory Committee.

The DEIAC also has access to the technical expertise of staff from other Regional departments and is encouraged to collaborate with specific internal departments to implement specific initiatives within the Region through the initiation of the Committee Chair in conjunction with the Staff Liaison.

The DEIAC is encouraged to collaborate with the Accessibility Advisory Committee, and Women's Advisory Committee, and any other relevant Advisory Committee.

The DEIAC shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

10. MEETINGS

The DEIAC shall meet at least six times per year, and may meet more frequently if required. A meeting schedule should be set for the DEIAC and circulated to the members for approval each year. Should a time sensitive matter arise requiring immediate attention, the DEIAC may meet at the discretion of the Chair.

The DEIAC meetings will be held at Regional Headquarters or in a virtual format at a time as determined by the members. All meetings will be open to the public. The Region shall provide accommodations for those that have barriers to connecting to meetings virtually.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

A committee member who is unable to attend a meeting, shall forward their regrets to the Office of Regional Clerk as soon as possible. Should the Office of Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

11. ABSENTEEISM

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

12. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference should be reviewed and refined at a minimum of every two years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for Approval.

13. GLOSSARY OF TERMS

Discrimination: The treatment or consideration based on class or category rather than individual merit and that can be used to privilege (special treatment in favour of) as well as disadvantage (special treatment against) a particular group or individual.

Diversity: The presence of differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical ability, mental disability, sex, gender identity or expression, sexual orientation, age, class, education, and/or socio-economic situations. Individuals affiliate with multiple identities.

Equity: The fair treatment, access, opportunity, and advancement for all people. It involves striving to identify and eliminate unfair biases, stereotypes, or barriers that may limit the full participation of individuals or groups in society.

Inclusion: An active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities for all to fully participate and flourish.