



THE REGIONAL MUNICIPALITY OF NIAGARA
WOMEN'S ADVISORY COMMITTEE
AGENDA

WAC 2-2025

Tuesday, March 18, 2025

4:00 p.m.

Meeting will be held by electronic participation only

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.

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>LAND ACKNOWLEDGEMENT STATEMENT</u>	
3. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
4. <u>SELECTION OF THE COMMITTEE CHAIR</u>	
5. <u>PRESENTATIONS</u>	
5.1 <u>Diversity, Equity, and Inclusion Handbook</u>	3 - 13
Yusuf Al-Harazi, Diversity, Equity, and Inclusion Advisor	
6. <u>DELEGATIONS</u>	
7. <u>ITEMS FOR CONSIDERATION</u>	
7.1 <u>WAC-C 1-2025</u>	14 - 16
Women's Advisory Committee 2025 Work Plan	
8. <u>ITEMS FOR INFORMATION</u>	
8.1 <u>WAC 1-2025</u>	17 - 20
Women's Advisory Committee Meeting Minutes - January 14, 2025	
9. <u>OTHER BUSINESS</u>	

10. NEXT MEETING

The next meeting will be held on Tuesday, May 13, 2025, at 4:00 p.m.

11. 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 Handbook

Women's Advisory Committee
March 18 2025

Yusuf Al-Harazi, Diversity, Equity, and Inclusion Advisor

Diversity, Equity, and Inclusion Handbook

Yusuf Al-Harazi

Diversity, Equity, and Inclusion Advisor

Outline

- Background on the DEI Handbook
- Table of Contents
- Community Engagement Chapter
- Policy Development and Review Chapter
- Next steps

Background

- Development of DEI Handbook
 - One of the action items in DEI Action Plan (2023-2027)
 - Aim to complete handbook by end of 2025
- Purpose
 - Practical resource to support Regional Staff to embed DEI in Regional practices and programs
 - Ten chapters
- Main audience is internal staff

Chapter Structure

- Overview
- Niagara Region Context
- Incorporating DEI in the topic area
- Chapter Summary
 - Check lists
 - Scenarios

Table of Contents

1. Introduction
2. Diversity, Equity, and Inclusion Fundamentals
3. Inclusive Workplace Culture
4. Being a People Leader
5. Recruitment and Hiring

Table of Contents Continued

6. Inclusive Communication
7. Data Collection and Management
8. Planning and Evaluation
9. Community Engagement
10. Policy Development and Review

8. Planning and Evaluation

- Gender Based Analysis Plus Process
- Identify the issue
- Challenge assumptions
- Gather the facts
- Develop options and make recommendations
- Monitor and evaluate
- Communicate and document throughout the process

9. Community Engagement

- Guiding Principles – Accountability, Inclusiveness, Community-informed, Efficiency
- Consider intersectionality
- Think about accessibility, inclusive language, who to include
- Provide resources, support, trauma-informed approach
- Learn from the sessions and provide feedback

10. Policy Development and Review

- Identify the issue and consider who is affected (GBA+)
- Reflect on personal biases and systemic barriers
- Involve those affected
- Write considering AODA, plain language, inclusive language
- Identify potential barriers and how to address them
- Inclusive communication for effective policy implementation
- Connect with people affected to evaluate the policy

Next Steps

- DEI team finalize the handbook
- Internal staff review and finalize
- Ensure AODA compliant
- Handbook is made available to staff

Memorandum

WAC-C 1-2025

Subject: Women's Advisory Committee 2025 Work Plan

Date: March 18, 2025

To: Women's Advisory Committee

From: Cassandra Ogunniyi, Manager, Diversity, Equity, Inclusion and
Indigenous Relations

Staff have developed a work plan to support the 2025 meetings and activities of the Women's Advisory Committee. The proposed work plan is attached as Appendix 1 for the consideration of this committee.

Respectfully submitted and signed by

Cassandra Ogunniyi
Manager, Diversity, Equity, Inclusion, and Indigenous Relations

Niagara Region Women’s Advisory Committee 2025 Work Plan

Mandate: Make recommendations with a gender lens to policy development and implementation using evidence based decision making in relation to Council policies, priorities and decisions.

Goals:

1. Advocate for gender-based issue resolutions and opportunities related to Regional policies, priorities and decisions
2. Promote leadership development that empowers women in Niagara to fully participate in civic life
3. Research and provide information and resources about women’s gender-based issues to Niagara

Goal	Task or Event	Responsibility/Roles	Timeline
Advocate for gender-based issue resolutions	Provide input on Niagara Region plans or policies, such as the Active Transportation Master Plan, Climate Change Community Action Plan	<ul style="list-style-type: none"> • Niagara Region staff: Bring plans to the Women’s Advisory Committee (WAC) early in the process • WAC: Review plans and provide feedback 	All year
Advocate for gender-based issue resolutions	Provide input on Diversity, Equity, and Inclusion Handbook	<ul style="list-style-type: none"> • Niagara Region staff: Bring plans to the WAC early in the process • WAC: Review plans and provide feedback 	March 2025
Advocate for gender-based issue resolutions	Provide input on the Diversity, Equity, and Inclusion Action Plan Review	<ul style="list-style-type: none"> • Niagara Region staff: Bring summary of staff focus groups and community survey • WAC: Review data and provide feedback 	Sept 2025
Advocate for gender-based issue resolutions	Support the flag ceremony and post for staff about the 16 Days of Activism Against Gender Based Violence.	<ul style="list-style-type: none"> • WAC: Provide post content, support planning of event, promote event, attend event • Niagara Region staff: Finalize post content, facilitate event planning 	May – Nov 2025

Goal	Task or Event	Responsibility/Roles	Timeline
Research and provide information and resources	Support Days of Significance relating to women and gender	<ul style="list-style-type: none"> • Niagara Region staff: Bring list of significant dates, post event details • WAC: Attend events, promote on social media 	May 2025 (MMIWG2S) June 2025 (Pride)
Promote leadership development	Support initiatives that develop leadership and civic engagement such as Councillor Training, campaign information sessions, increasing participation in Advisory Committees	<ul style="list-style-type: none"> • WAC: Working group to support local events, send details of event to networks • Niagara Region staff: Help promote events, support with technology or building space if needed 	March 2025 to June 2026
Research and provide information and resources	Human Trafficking, Code of Conduct, Niagara Region Police Service	<ul style="list-style-type: none"> • WAC: Receiving information from community organizations working in Human Trafficking and supporting community initiatives • Niagara Region staff: Facilitate discussions and organization presentations from community organizations or coalitions 	March 2025 to November 2025

**THE REGIONAL MUNICIPALITY OF NIAGARA
WOMEN'S ADVISORY COMMITTEE
MINUTES**

**WAC 1-2025
Tuesday, January 14, 2025
Meeting held by electronic participation**

Committee: Councillor Huson, M. Holm, D. Katsmar, Z. Lachance, L. Littleton, S. Stemplowski, R. Unrau, E. Zimmermann

Absent/Regrets: Councillors: Ganann, Morocco; R. Barrs, V. Brown, S. Corcoran

Staff: K. Lotimer, Deputy Clerk, S. Madder, Manager, Corporate Strategy, C. Ogunniyi, Manager, Diversity, Equity, Inclusion and Indigenous Relations

Others Present: Councillor Craitor

1. CALL TO ORDER

Kelly Lotimer, Deputy Clerk, called the meeting to order at 4:13 p.m.

2. LAND ACKNOWLEDGEMENT STATEMENT

Councillor Huson read the Land Acknowledgement Statement.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. SELECTION OF COMMITTEE CHAIR AND VICE-CHAIR

4.1 Call for Nominations for Committee Chair

Kelly Lotimer, Deputy Clerk, explained that in accordance with the Women's Advisory Committee terms of reference, the Committee Chair must be a Regional Councillor from the membership of the Committee.

The Deputy Clerk called for nominations for the position of Chair of the Women's Advisory Committee for the remainder of this term of Council (2025 - 2026).

Moved by L. Littleton
Seconded by R. Unrau

That Councillor Huson **BE NOMINATED** as Chair of the Women's Advisory Committee for the remainder of this term of Council (2025-2026).

4.2 Motion to Close Nominations for Committee Chair

The Deputy Clerk called a final time for nominations for the position of Women's Advisory Committee Chair. There being no further nominations, it was:

Moved by E. Zimmermann
Seconded by Z. Lachance

That nominations for the position of Chair of the Women's Advisory Committee **BE CLOSED**.

Carried

4.3 Voting for the Position of Committee Chair

There being only one nominee for the position of Committee Chair (Regional Councillor), the Deputy Clerk announced that Councillor Huson would be the Chair of the Women's Advisory Committee for the remainder of this term of Council (2025-2026).

4.4 Call for Nominations for Committee Vice-Chair

Kelly Lotimer, Deputy Clerk, explained that in accordance with the Women's Advisory Committee terms of reference, the Committee Vice-Chair must be a public member from the membership of the Committee.

The Deputy Clerk called for nominations for Vice-Chair of the Women's Advisory Committee for the remainder of this term of Council (2025-2026).

Moved by Councillor Huson
Seconded by E. Zimmermann

That Ruth Unrau **BE NOMINATED** as Vice-Chair of the Women's Advisory Committee for the remainder of this term of Council (2025-2026).

4.5 Motion to Close Nominations for Committee Vice-Chair

The Deputy Clerk called a final time for nominations for the position of Women's Advisory Committee Vice-Chair. There being no further nominations, it was:

Moved by Z. Lachance
Seconded by L. Littleton

That nominations for the position of Vice-Chair of the Women's Advisory Committee **BE CLOSED**.

Carried

4.6 Voting for the Position of Committee Vice-Chair

There being only one nominee for the position of Committee Vice-Chair (public member), the Deputy Clerk announced that Ruth Unrau would be the Women's Advisory Committee Vice-Chair for the remainder of this term of Council (2025-2026).

At this point in the meeting, Councillor Huson assumed the chair.

5. **PRESENTATIONS**

There were no presentations.

6. **DELEGATIONS**

There were no delegations.

7. **ITEMS FOR DISCUSSION**

7.1 Women's Advisory Committee 2025 Work Plan

Cassie Ogguniyi, Manager, Diversity, Equity and Inclusion and Indigenous Relations, provided information respecting the Women's Advisory Committee Work Plan. Topics of the presentation included:

- Goals and Purpose
- Upcoming Opportunities at Niagara Region
- Spotlight Dates
- Community Priorities
- Next Steps

Following the presentation Committee members discussed items that they would like to work towards accomplishing and what topics are pressing for the broader community.

7.2 Forum on Human Trafficking

Councillor Huson provided Committee members with information respecting a potential opportunity for involvement in the planning of a forum on human trafficking. She advised that the proposed purpose of this event would be for local organizations and other communities to collaborate, to share information about what is happening in their communities and to share best practices. Committee members agreed to discuss this opportunity further at the next meeting.

8. **ITEMS FOR INFORMATION**

There were no items for information.

9. **OTHER BUSINESS**

There were no items of other business.

10. **NEXT MEETING**

The next meeting will be held on Tuesday, March 18, 2025, at 4:00 p.m.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:35 p.m.

Councillor Huson
Committee Chair

Kelly Lotimer
Deputy Clerk

Ann-Marie Norio
Regional Clerk