

The Corporation of the City of Thorold  
DIVERSITY, EQUITY and INCLUSION ADVISORY COMMITTEE AGENDA

DEIAC 3-2023  
Thursday, April 6, 2023  
5 p.m.  
Virtual Meeting

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	Pages
1. <u>Call to Order</u>	
2. <u>Land Acknowledgement</u>	
3. <u>Declaration of Interest</u>	
4. <u>Adoption of Agenda</u>	
5. <u>Adoption of Minutes</u>	
5.1 <u>DEIAC 1-2023</u>	1 - 5
Tuesday, February 14, 2023	
5.2 <u>DEIAC 2-2023</u>	6 - 8
Thursday, March 2, 2023	
6. <u>Presentation</u>	
6.1 <u>City Health, Safety and Human Resources</u>	
Heather Ekey, Health and Safety Specialist	
7. <u>Correspondence</u>	
8. <u>Committee Business</u>	
8.1 <u>DEIAC-C 3-2023</u>	9 - 10
Student Resources for Diversity Equity and Inclusion Workplan Items, and Priority Project Planning and Implementation	

8.2 Working Group Formation

9. Roundtable Discussion

10. Next Meeting

11. Adjournment



**THE CORPORATION OF THE CITY OF THOROLD  
PROCEEDINGS OF DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE  
MINUTES**

**DEIAC 1-2023  
Tuesday, February 14, 2023  
Video Conference**

Committee Members Present via Video Conference: Councillor O'Hare, A. Foster, J. Desroches, M. Rahman, R. Nand

Staff Present via Video Conference: S. Hansen, Legislative Assistant, M. Trennum, City Clerk

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**1. Call to Order**

S. Hansen, Legislative Assistant, called the meeting to Order at 10:00 a.m.

**2. Land Acknowledgement**

S. Hansen, Legislative Assistant, read the land acknowledgement.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Adoption of Agenda**

Moved by: Councillor O'Hare

Seconded by: J. Desroches

That Agenda DEIAC 1-2023, **BE ADOPTED**, as presented.

**CARRIED**

**5. Introductions**

Committee members present introduced each other and why they applied to the Committee.

**6. Selection of Chair and Vice Chair**

6.1 Call for Nominations for Committee Chair

S. Hansen, Legislative Assistant, called for nominations for the position of Diversity, Equity and Inclusion Advisory Committee Chair.

Moved by: Councillor O'Hare

Seconded by: J. Desroches

That Rene Nand **BE NOMINATED** as Chair of the Diversity, Equity and Inclusion Advisory Committee.

6.2 Motion to Close the Nominations for Committee Chair

S. Hansen, Legislative Assistant, called a second and third time for nominations for the position of Diversity, Equity and Inclusion Advisory Committee Chair. There being no further nominations it was:

Moved by: Councillor O'Hare

Seconded by: M. Rahman

That nominations for the position of Chair of the Diversity, Equity and Inclusion Advisory Committee, **BE CLOSED**.

**CARRIED**

6.3 Voting for Committee Chair

There being only one nominee for the position, S. Hansen, Legislative Assistant, announced that Rene Nand would be the Diversity, Equity and Inclusion Advisory Committee Chair.

6.4 Call for Nominations for Committee Vice Chair

S. Hansen, Legislative Assistant, called for nominations for the position of Diversity, Equity and Inclusion Advisory Committee Vice Chair.

Moved by: M. Rahman

Seconded by: J. Desroches

That Maniza Rahman **BE NOMINATED** as Vice Chair of the Diversity, Equity and Inclusion Advisory Committee.

6.5 Motion to Close the Nominations for Committee Vice Chair

S. Hansen, Legislative Assistant, called a second and third time for nominations for the position of Diversity, Equity and Inclusion Advisory Committee Vice Chair. There being no further nominations it was:

Moved by: Councillor O'Hare

Seconded by: A. Foster

That nominations for the position of Vice Chair of the Diversity, Equity and Inclusion Advisory Committee, **BE CLOSED**.

**CARRIED**

6.6 Voting for Committee Vice Chair

There being only one nominee for the position, S. Hansen, Legislative Assistant, announced that Maniza Rahman would be the Diversity, Equity and Inclusion Advisory Committee Vice Chair.

7. Correspondence

7.1 DEIAC-C 2-2023

M. Trennum, City Clerk, spoke to the Niagara Region Diversity, Equity and Inclusion Action Plan Executive Summary, 2023-2027 and expressed his intention of having a representative from the Niagara Region attend the next meeting to speak on the report.

8. Committee Business

8.1 Work Plan

Members discussed topics and actions to be considered for the 2023-2026 work plan. The following items were put forward for inclusion in the draft work plan:

- Raise awareness regarding variations in disabilities.
- Advocate for transformative change within schools.
- Remove barriers to increase accessibility within Thorold.
- Ensure all City actions consider diversity, equity and inclusion.
- Make Thorold welcoming to diverse communities.
- Determine which groups the committee would like to focus their attention on.

8.2 DEIAC-C 1-2023

2023 Committee Meeting Schedule

Moved by: A. Foster

Seconded by: Councillor O'Hare

That Correspondence Item DEIAC-C 1-2023, being a memorandum from S. Hansen, Legislative Assistant, dated February 14, 2023, respecting 2023 Committee Meeting Schedule, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Diversity, Equity and Inclusion Advisory Committee meetings **BE HELD** on the second Tuesday of each month at 10:00am.

Moved by: A. Foster

Seconded by: Councillor O'Hare

That the motion **BE AMENDED** to read as follows:

1. That the Diversity, Equity and Inclusion Advisory Committee meetings for 2023 **BE HELD** on the first Thursday of each month at 5:00pm.

**CARRIED**

Committee Chair Nand called the vote on the motion, as amended, and declared it,

**CARRIED**

9. Roundtable Discussion

9.1 Sidewalk Accessibility

A. Foster discussed the benefit of adding additional accessibility dips in sidewalks to increase ease of access.

9.2 Communication and Awareness

Committee members emphasized the importance of communication and spreading awareness of the Diversity, Equity and Inclusion Advisory Committee in Thorold

9.3 Community Group Involvement

J. Desroches proposed inviting members of different community groups to collaborate with the City's Diversity, Equity and Inclusion Advisory Committee.

10. Next Meeting

The next meeting will be held on March 2, 2023 at 5:00 p.m.

11. Adjournment

There being no further business, the meeting was adjourned.

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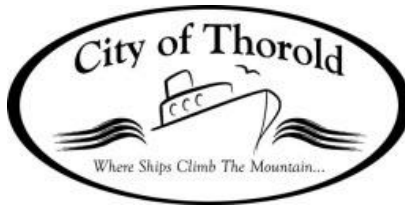
Rene Nand  
Chair

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Sydney Hansen  
Legislative Assistant

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Matthew Trennum  
City Clerk



**THE CORPORATION OF THE CITY OF THOROLD  
PROCEEDINGS OF DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE  
MINUTES**

**DEIAC 2-2023  
Thursday, March 2, 2023  
Video Conference**

Committee Members Present via Video Conference: Councillor O'Hare, J. Desroches, A. Foster, C. Macpherson, R. Nand (Committee Chair), M. Rahman (Committee Vice Chair), S. Qazi

Staff Present via Video Conference: S. Hansen, Legislative Assistant, M. Trennum, City Clerk

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**1. Call to Order**

Committee Chair Nand called the meeting to order at 5:00 p.m.

**2. Land Acknowledgement**

Committee Chair Nand read the land acknowledgement.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Adoption of Agenda**

Moved by: Councillor O'Hare

Seconded by: J. Desroches

That Agenda DEIAC 2-2023, **BE ADOPTED**, as presented.

**CARRIED**

**5. Adoption of Minutes**

Minutes DEIAC 1-2023 will be brought forward to a future committee meeting



**6. Correspondence**

There were no correspondence items.

**7. Committee Business**

**7.1 Presentation - Overview of Niagara Region's DEI Workplan**

Cassie Ogunniyi, Manager, Diversity, Equity, Inclusion, and Indigenous Relations provided information respecting the Niagara Region's DEI Workplan.

Topics of the presentation included:

- The importance of diversity
- What diversity, equity and inclusion mean
- The 12 dimensions of diversity
- A timeline of data collection
- Forms of discrimination
- Locations of discrimination
- Five (5) most prevalent types of discrimination
- Guiding principles
- Six (6) focus areas and key milestones and activities.

**7.2 DEIAC Workplan Discussion**

Members discussed topics and actions they would be interested in addressing. The following items were put forward:

- Learning about the community services offered in Thorold.
- Establishing working groups focused on a specific area for a specified amount of time.
- Review internal City of Thorold policy and procedures.
- Learn from members of the community about their experiences and priorities.
- Provide support for individuals' celebrating Ramadan.

Committee members suggested creating a document where members can express their interest in specific working groups.

**8. Roundtable Discussion**

There were no items for the roundtable.

**9. Next Meeting**

The next meeting will be held on April 6, 2023 at 5:00 pm.

**10. Adjournment**

There being no further business, the meeting was adjourned.

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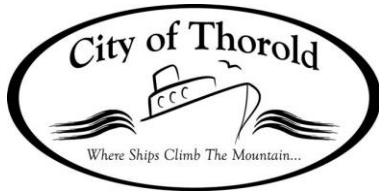
Rene Nand  
Committee Chair

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Sydney Hansen  
Legislative Assistant

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Matthew Trennum  
City Clerk



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## MEMORANDUM

**Subject:** Student Resources for Diversity Equity and Inclusion Workplan Items, and Priority Project Planning and Implementation.

**To:** Diversity, Equity and Inclusion Advisory Committee

**From:** Matthew Trennum, City Clerk

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The City of Thorold, as a member of the coalition of inclusive municipalities, joins a bi-monthly meeting of representatives from the local area municipalities and Niagara Region to discuss diversity equity and inclusion initiatives from each jurisdiction.

One area each municipal organization is currently working through is the development of their work and action plans for diversity, equity and inclusion. The Town of Fort Erie has utilized a fourth (4) year business (human resources management stream) experiential learning program to assist them in developing their plan.

I reached out to the professor and their experiential/coop and intern coordinator, who met with me to discuss opportunities for the City of Thorold. Results of the discussion were that the City and the DEIAC could take advantage of up to three (3) individuals working as a group for their required internship hours, to concentrate on a DEI project for us. This would likely be a September start date, which may align with the completion of this committee's workplan in a way that would allow this person (or persons) to be a dedicated resource for one or more action items from that plan.

Additionally, the capstone course which is offered by the college next takes place in January 2024, and there may be an opportunity to utilize a group of students from that program as well to assist staff and the committee in committee led project work.

This is early stages still, however once the committee has identified some of it's priority work projects for the term, we can advise our contacts at Niagara college of the topics, and they will assist in pairing us with students who's skills and interests align with the work to be done.

My recommendation to the committee is to keep this in mind over the next couple of meetings, as it considers where it would like to begin its work. Similar project work done using this model has included, but is not limited to:

- Creation and implementation of staff and community surveys;
- Development of workplan project action plans and project management;
- Policy review and revision;
- Research work; and
- Other data collection (town halls, community tables at events etc.).

Respectfully submitted and signed by

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Matthew Trennum  
City Clerk