



**Subject: Committees of Council**

**Report Number:** CS 24-083

Department: Corporate Services Department

Submitted by: Tanya Daniels, Director of Corporate Services/Clerk and Julie Ellis, Deputy Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, August 12, 2024

**RECOMMENDATION**

THAT report CS-24-083 titled “Committees of Council” be received as information.

**BACKGROUND**

**Council Direction – EDI Committee**

Council, at its meeting held August 14, 2023, adopted the following:

- A. THAT Report CS 23-16, Equity, Diversity and Inclusion (EDI) Committee, be received as information; and
- B. THAT staff continue to monitor the EDI Committee formation within the County of Oxford and provide an update report to Council in Q2 of 2024; and
- C. THAT Council supports the online Diversity, Equity, and Inclusion in the Workplace training being expanded to Town of Tillsonburg Advisory Committee members and staff be directed to complete the rollout of the training to all members; and
- D. THAT staff be directed to report to council on creation of an internal EDI Committee.

Further, on February 26, 2024 Council adopted the following:

- A. THAT the establishment of a Town Grant Committee be reviewed and included within a report to Council on Clerks resources (Q2); and
- B. THAT the Clerk be directed to review Procedure By-law updates for donation requests from delegations.

This report looks to address the full motion from August 2023 and Clause A of the motion from February 2024. Clause B of the motion from 2024 is to be incorporated into the Procedure By-Law review report at a future date.

**Safe and Well Oxford**

Municipalities are legislated to have a Community Safety and Well-Being (CSWB) Plan through the Community Safety and Policing Act, 2019. A single collaborative CSWB plan was established by Oxford County on behalf of all 8 area municipalities and the process to develop the shared plan began in September 2020.

The Safe and Well Oxford Plan includes 5 priority risk areas: Mental Health, Substance Misuse and Addictions, Affordable Housing, Diversity, Equity and Inclusion and Gender-Based Violence. Part of the Mandate of Safe and Well Oxford is to guide and enable Oxford County and its Area Municipalities to achieve the shared vision within the Plan.

The Safe and Well Oxford plan, attached as Attachment A, was recently presented to Town Council and all County municipalities. Tillsonburg Council passed the following motion:

- A. THAT the presentation from Warden Marcus Ryan and Sarah Hamulecki regarding Safe and Well Oxford Update be received as information; and
- B. THAT Council supports the updated community safety and well-being plan and continue to support for implementation of the plan.

One of the identified outcomes within the Safe and Well Oxford Plan is to develop an Inclusion Charter, which is being created by the newly established Diversity, Equity and Inclusion (DEI) Action Coalition. The Inclusion Charter will include guiding principles for area municipalities in fostering inclusive communities and workplaces.

Town staff are working with the County staff to gain a better understanding of the entirety of the connected items and the desires of the Committee. That work is ongoing.

## **DISCUSSION**

### **1. Diversity, Equity and Inclusion Committee Review**

#### **1.1. Diversity, Equity and Inclusion Committee Review – August 14 2023 Clause B**

*Recommendation: THAT staff continue to monitor the EDI Committee formation within the County of Oxford and provide an update report to Council in Q2 of 2024*

##### **1.1.1. County of Oxford – Diversity, Equity and Inclusion Coalition**

The County of Oxford Diversity, Equity and Inclusion Action Coalition was established in late 2023 as part of the mandate of Safe and Well Oxford. The committee is led by an Oxford County dedicated employee being the Diversity, Equity and Inclusion Officer.

The role of the DEI Action Coalition is to:

- Offer advice, knowledge and perspective on DEI issues;

- Support the Coalition’s planning work to address DEI challenges and risks, including the development of a DEI Strategy for Oxford County; and
- Work with other Action Coalitions that have been established as part of the Safe & Well Oxford Plan

The coalition is working with County staff to prepare a DEI webpage to provide various resources to the general public as well as local business and area municipalities in relation to diversity, equity and inclusion. At the time of writing this report, the webpage is still under construction.

The DEI Action Coalition meets monthly and contains a variety of members from across the County. While the intent of the DEI Action Coalition is to cover the entire County, other municipalities within the County have set up independent Advisory Committees on the subject.

County staff have indicated that the intention of the Oxford County DEI Action Coalition is to serve the entire county, and that the establishment of a similar committee by a lower-tier would be a duplication of resources. County Staff also indicated that prior to a lower-tier municipality establishing their own DEI committee, they would be interested in discussing the service gaps of the established Oxford County DEI Action Coalition so that they could be addressed at the County level. The Terms of Reference for the Oxford County DEI Action Coalition are attached as Attachment B.

### **1.1.2. Ingersoll – Diversity, Equity and Inclusion Committee**

In early 2023, Ingersoll Council established a Diversity and Inclusion Committee and supported taking the actions necessary to meet the requirements of joining the UNESCO Coalition of Inclusive Municipalities (CIM).

The mandate of the Diversity and Inclusion Committee is to lead the Town’s application to join the coalition of Inclusive Municipalities and advice on the creation of an action plan to celebrate diversity and foster inclusion to cultivate a sense of belonging and safety among those who live, work and visit the community.

Ingersoll’s Diversity and Inclusion Committee is in very early stages, and Town of Tillsonburg staff continue to monitor its progress and have discussions with Town of Ingersoll staff. The Terms of Reference for the Ingersoll are attached as Attachment C.

### **1.1.3. Norwich – Diversity, Equity and Inclusion Committee**

Norwich Council directed Staff to establish a Committee however the initiative was paused after low response to membership application process. The Terms of Reference for the Norwich DEI Action Committee are attached as Appendix D. No Committee has formed as of the writing of this report and Norwich staff have not indicated a timeline for returning to this initiative.

**1.1.4 Blandford-Blenheim, Zorra, East-Zorra Tavistock, South-West Oxford, and Woodstock**

The remaining Municipalities, to Town’s staff knowledge, are potentially working on future reports regarding the Safe and Well Oxford, DEI initiatives/Committees, and the Inclusion Charter. At this time, no Committees have been established and their respective Council’s will consider information and options at future date. Tillsonburg staff will continue to monitor and discuss the initiatives with respective Municipalities.

**1.1.5 Tillsonburg Committee – No Establishment Recommended**

In consideration of the information outlined above, resources available, and the intention of the Oxford County Committee, it is not recommended to pursue an independent Tillsonburg DEI Committee. However, should Council wish to establish a Committee, the following should be added to the resolution:

**THAT** staff be directed to present a Tillsonburg DEI Committee Terms of Reference and the necessary Committee establishment By-Law amendments to Council for consideration.

Council may wish to consider alternative actions such as:

1. Request the County to recruit for a Tillsonburg member for the Oxford County DEI Coalition; and/or
2. Provide a request to Oxford County to update their current mandate for the supported DEI Committee to include items viewed as a gaps. The resolution should include, from Council members perspective, the items missing.

**1.2. Diversity, Equity and Inclusion Committee Review – August 14 2023  
Clause C**

*Recommendation: THAT Council supports the online Diversity, Equity, and Inclusion in the Workplace training being expanded to Town of Tillsonburg Advisory Committee members and staff be directed to complete the rollout of the training to all members.*

The Clerks team developed custom DEI training material for all Committee members. The training material, attached as Appendix E, was shared via the Town's Committee Member google classroom in Q2 of 2024 for members to review. Staff continue to monitor the completion of the review including follow-ups to those members with outstanding training completion.

**1.3. Diversity, Equity and Inclusion Committee Review – August 14 2023  
Clause D**

*Recommendation: THAT staff be directed to report to council on creation of an internal EDI Committee.*

Human Resources is the lead area for the internal committee and will provide an independent report at a future date.

**2. Grants Committee Review - February 2024 Decisions of Council**

At the February 12, 2024 meeting of Council, a motion containing the following clauses was defeated:

THAT Recreation, Culture and Parks staff provide a report to Council in regards to a policy pertaining to waiving of total or partial rental fees for open community events organized by non-profit or not for profit organizations that enhance and celebrate culture in the Town of Tillsonburg.

THAT staff be directed to bring to Council a grant policy to their 2024 Business Plan which includes community grant applications and in-kind donations with a report to Council for consideration prior to the commencement of the 2025 Budget deliberations.

Subsequently, a Notice of Motion was tabled and carried at the next meeting (February 26, 2024) that contained the following clause:

*Recommendation: THAT the establishment of a Town Grant Committee be reviewed and included within a report to Council on Clerks resources (Q2).*

Staff discussed the establishment of a grant committee.

At this point, both due to resources availability and the lack of a renewed grant process, establishing a new Committee would not be recommended.

**CONSULTATION**

County of Oxford Clerk Network

Acting Director of RCP (Grant process only)

**FINANCIAL IMPACT/FUNDING SOURCE**

There are no financial impacts related to this report.

**CORPORATE GOALS**

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction** – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

**Priority Project** – N/A

**ATTACHMENTS**

Attachment A – Safe and Well Oxford Plan

Attachment B – Oxford County DEI Action Coalition Terms of Reference

Attachment C – Ingersoll Diversity and Inclusion Committee Terms of Reference

Attachment D – DEI Committee Terms of Reference – Norwich

Attachment E – Town of Tillsonburg Diversity, Equity and Inclusion in the Workplace Training