



Subject: Equity, Diversity and Inclusion Internal Committee

Report Number: CAO 24-024

Department: Office of the CAO

Submitted by: Laura Pickersgill, Executive Assistant and Joanna Kurowski, Human Resources Manager

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

RECOMMENDATION

- A. THAT report CAO 24-024 titled “Equity, Diversity and Inclusion Internal Committee” be received as information; and
- B. THAT Council endorses the Terms of Reference for the Equity, Diversity and Inclusion Internal Committee.

BACKGROUND

At the August 14, 2023 meeting of Tillsonburg Town Council, the following resolution was passed:

- 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.

DISCUSSION

In fulfillment of item D in the above resolution, staff conducted research on EDI committees and activities that other Ontario municipalities have formed. A number of municipalities were identified (Oxford County, Strathroy-Caradoc) who have either established the EDI Committees or currently are developing their EDI policies.

Staff have developed a draft Terms of Reference for a proposed Equity, Diversity and Inclusion Internal Committee.

Upon Council's endorsement of this proposal, the next step will be for staff to reach out to all Tillsonburg employees to solicit an interest in joining the Committee.

Staff are recommending that the Committee start up as a pilot project for six months and that the evaluation of the Committee effectiveness is completed after that timeframe. Success will be measured by determining a number of initiatives and strategies the Committee has implemented in increasing equity, diversity and inclusion among Town of Tillsonburg staff as well as employee participation and support of the Committee.

The initial goal of the Committee would be to establish a short and long term action plan that would be brought to Council for information in the first quarter of 2025.

CONSULTATION

HR Departments – Ontario municipalities

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact for implementation of this initiative.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- 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 – Enhance employee engagement and training as the foundation for exceptional customer service.

Priority Project – N/A

ATTACHMENTS

Appendix A – EDI Committee – Terms of Reference