



Office of the CAO

**Innovation and Transformation Branch**

**Date:** July 28, 2021  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Monica Kendel, Diversity and Inclusion Officer  
**Re:** Diversity and Inclusion Officer Update

The following items are presented to the CDEIC as an update on various activities and initiatives related to Diversity, Equity and Inclusion:

**For Information:**

1. Social media messages have been developed and delivered to recognize various Days of Significance.
2. Equity & Inclusion Lens and Handbook is now posted on the external webpage at [www.oshawa.ca/diversity](http://www.oshawa.ca/diversity)
3. City staff are participating in Anti-racism Training delivered by Turner Consulting Group (similar to the training that was delivered to City Council)
4. Mary George, President of Bawaajigewin Aboriginal Circle was invited to speak to Council on June 21, 2021 and provide information about the work of the organization [http://video.isilive.ca/oshawa/CNCL\\_2021-06-21.mp4.html](http://video.isilive.ca/oshawa/CNCL_2021-06-21.mp4.html) (Listen to the video recording from 15:00 to 45:05 minutes on the clock)
5. Julie and Monica will be working with City staff on responded to two Council directives which were approved by Council in June:
  - a. Renaming Bagot Street to a new street name that is connected to local Indigenous history referred to staff – See Item 150 page 194-195 of Council Meeting Minutes for June 21, 2021 [http://app.oshawa.ca/agendas/City\\_Council/2021/06-21/MINUTES\\_2021-06-21\\_Council.pdf](http://app.oshawa.ca/agendas/City_Council/2021/06-21/MINUTES_2021-06-21_Council.pdf)
  - b. Investigate the feasibility of amending signage of landmark facilities by including a parallel name in Anishnaabemowin in consultation with the Mississaugas of Scugog Island First Nation – See CORP-21-36 page 207 of Council Meeting Minutes June 21, 2021 [http://app.oshawa.ca/agendas/City\\_Council/2021/06-21/MINUTES\\_2021-06-21\\_Council.pdf](http://app.oshawa.ca/agendas/City_Council/2021/06-21/MINUTES_2021-06-21_Council.pdf)

**Upcoming Opportunities/Invitations for CDEIC:**

1. Orange Ribbon Ceremony: Honouring the Children – being planned for City Hall August 12, 2021 3:00 pm – invitation will be sent to CDEIC to attend if available

2. Consultation Opportunity: Redevelopment of Ed Broadbent Waterfront Park will include a Human Right Garden. Staff would like to present to the CDEIC, and receive comments. A meeting to facilitate this is suggested for August. For more info go to <https://www.oshawa.ca/things-to-do/ed-broadbent-waterfront-park-development.asp>

## **Attachment 2**

### **CDEIC – Online Meeting Guidelines**

#### **Meeting Agendas and Documentation:**

- Meeting Agendas and Documents (including meeting notes) will be circulated via email, minimum one week prior to the meeting. Anyone interested in adding a member's agenda item will send an email to Monica and Uzma at least 2 weeks prior to the meeting
- Documents will not be shared via Web-ex during the meeting. Please have documents on hand during the meeting for your review.

#### **Online Meeting Protocol**

1. Meeting will be open 30 minutes prior to the meeting for networking and informal discussions
2. Call to Order:
  - At the meeting start time, the Chair will call the meeting to order.
  - All microphones will be muted at the meeting start time and unmuted at the Chair's direction when it is a member's time to speak.
3. Approval of Agenda:
  - a) The Agenda will be presented to the members by the Chair and members will be invited to suggest changes or additions to the agenda if required.
  - b) If there are additions or changes to the agenda, the Chair will invite members for comment and a decision will be called on the changes.
  - c) Chair will call for a mover and seconder for approval of the agenda.
  - d) Participants will unmute and say their name only if they want to move and second the motion.
  - e) Chair states who is the mover and seconder, and it is recorded for the meeting notes. The Agenda is now on the table.
  - f) Chair asks if anyone is in opposition to approving the agenda. If participants oppose, they unmute and say their name and state their opposition.
  - g) If no opposition, agenda is approved.
  - h) If opposition, discussion occurs. See below for discussion protocol.
  - i) A vote is called on accepting the agenda following discussion.
4. Approval of Meeting Notes:
  - a) The Meeting Notes will be presented to the members by the Chair and members will be invited to suggest changes or additions to the Meeting Notes if required.
  - b) Chair will call for a mover and seconder for approval of the meeting notes.
  - c) Participants will unmute and say their name only if they want to move or second the motion.

- d) Chair states who is the mover and seconder, and this information is recorded for the meeting notes. The Meeting Notes are now on the table.
- e) Chair asks if anyone is in opposition to approving the meeting notes. If participants oppose, they unmute and say their name.
- f) If no opposition, meeting notes are approved.
- g) If opposition, discussion occurs. See below for discussion protocol.
- h) A vote is called on accepting the meeting notes following discussion.

### **Discussion Protocol for Items:**

- a. Chair introduces the item and the speaker.
- b. Speaker briefly presents their points for discussion.
- c. Chair asks who wants to speak to the matter and establishes a speakers list.
- d. Participants to put their name in the chat to create a speakers list or on phone says their name when asked who wants to speak. The Chair will keep the order of the speaker's list by adding in those who were on the phone to those in the chat.
- e. The chair leads the meeting and does not comment on the topics at hand. If the chair wishes to comment, they would step away from the chair role and an alternate would take the chair role.
- f. Once a speakers list is established, the Chair will read the speakers list and then call on speakers in order.
- g. Everyone gets to speak once per topic. Members can speak a second time after everyone has had the opportunity to speak once.
- h. Speakers are asked to self-manage the time they are using, to allow everyone to speak and to stay on topic. No new items to be added to the discussion at hand.
- i. Once speakers on the initial speakers list have spoken to the topic, the Chair then asks again if anyone else wishes to speak, and establishes another speakers list. Repeat as above.

### **Decision Making**

- a) Following discussion, the Chair will ask members to vote on a topic at hand.
- b) Decision will be made by simple majority (50%+1)
- c) Once a decision has been voted on, the results will be recorded in the Meeting Notes.

### **Quorum**

- a) Quorum for decision making would be 2/3 (ten of fifteen) of the members.
- b) If quorum is not met for the meeting, the meeting can continue but no decisions can be made.

### **Simple Majority Voting**

Simple majority for voting would be 50% plus one if quorum is met for the meeting.

## July 28, 2021 - Attachment 3

### Diversity, Equity and Inclusion - 2021 Days of Recognition Annual Calendar

#### January

Full Month Tamil Heritage Month (ON)  
04-Jan Jan 4 - World Braille Day  
18-Jan Martin Luther King Day  
27-Jan Holocaust Memorial Day  
3rd Sunday World Religion Day  
28-Jan Bell Let's Talk Day

#### February

Full Month Black History Month (CA/ON)  
11-Feb 211 Day (ON)  
11-Feb Moose Hide Campaign Day  
12-Feb Chinese New Year  
26-Feb Purim (Jewish Holiday)  
26-Feb Lantern Festival (Chinese)

#### March

Month Women's History Month  
Month Bangladeshi Heritage Month  
08-Mar International Women's Day (UN)  
11-Mar Isra and Mi'raj (Muslim)  
20-Mar Naw Ruz (Bahai)  
21-Mar UN Day to End Racial Discrimination (UN)  
March 27-April 4 Pasach/Passover (Jewish)  
March 28-29 Holi (Hindu)  
31-Mar National Indigenous Language Day  
31-Mar International Transgender Day of Visibility

#### April

Full Month Sikh Heritage Month (ON)  
09-Apr Vimy Ridge Day  
April 12-May 11 Ramadan (Islam)  
14-Apr International Day of Pink  
14-Apr Vaisakhi (Sikhism)  
20-Apr Ridvan (Bahai)  
April 18-24 National Volunteer Week  
28-Apr National Day of Mourning (CA / WSIB ON)

#### May

Full Month National Asian Heritage Month  
Full Month Dutch Heritage Month  
Full Month Jewish Heritage Month  
Full Month South Asian Heritage Month  
05-May Red Dress Day - National Day of Awareness and Action for WMIWG2S  
Missing and Murdered Indigenous Women, Girls and Two-spirit People

05-May Cinco de Mayo  
May 1-7 National Youth Week  
May 12/13 Eid-al Fitr (Islam)  
17-May International Day against Homophobia, Transphobia and Biphobia  
May 16-18 Shavuot (Judaism)  
26-May "  
Buddha Day"  
May 31 - June 4 National AccessAbility Week (CA)

## June

Full Month Pride Month  
Full Month Seniors Month  
Full Month National Indigenous History Month (CA)  
Full Month Italian Heritage Month  
Full Month Portuguese History and Heritage Month  
Full Month June is Recreation & Parks Month  
10-Jun Portugal Day  
19-Jun Juneteenth (USA)  
20-Jun World Refugee Day (UN)  
21-Jun National Indigenous Peoples Day (CA)  
23-Jun National Day of Remembrance for Victims of Terrorism in Canada  
27-Jun Canadian Multiculturalism Day (CA)

## July

July Tibetan Heritage Month (ON)  
01-Jul Canada Day  
06-Jul Dalai Lama birthday  
09-Jul Nunavut Day  
12-Jul Malala Day  
18-Jul Nelson Mandela International Day (UN)  
20-Jul Eid-al Adha (Islam)

## August

01-Aug Aug 1 - Emancipation Day  
09-Aug International Day of the World's Indigenous Peoples (UN)  
12-Aug International Youth Day  
19-Aug World Humanitarian Day (UN)  
23-Aug International Day for the Remembrance of the Slave Trade and its Abolition (UN)

## September

07-Sep Ukrainian Heritage Day (ON)  
Sept 6-8 Rosh Hashanah (Judaism)  
08-Sep International Literacy Day (UN)  
Sept 15-16 Yom Kippur (Judaism)  
18-Sep International equal Pay Day (UN)  
18-Sep National Hunting, Trapping & Fishing Heritage Day (CA)  
Sept 18-22 Hunger Awareness Week  
21-Sep International Day of Peace (UN)  
21-Sep First day of Sukkot (Judaism)

25-Sep Franco-Ontarian Day (ON)  
 23-Sep International Day of Sign Language (UN)  
 30-Sep Orange Shirt Day (CA)

**October**

Full Month Hispanic Heritage Month  
 Full Month Women's History Month  
 Full Month Islamic History month  
 01-Oct International day for the Elderly and National Seniors Day (UN)  
 02-Oct International Day of Non-Violence (UN)  
 04-Oct National Day of Action for Missing and Murdered Indigenous Women and Girls /MMIWG Awareness Day (Chiefs of ON)  
 05-Oct World Habitat Day  
 10-Oct World Mental Health Day  
 11-Oct International Day of the Girls (UN)  
 16-Oct World Food Day (UN)  
 17-Oct International Day of Eradication of Poverty (UN)  
 18-Oct Persons Day (CA)  
 24-Oct United Nations Day (UN)

**November**

Full Month Albanian Heritage Month (ON)  
 Full Month Hindu Heritage Month (ON)  
 Nov 1-5 Treaties Recognition Week (ON)  
 02-Nov Take Our Kids to Work Day  
 04-Nov Diwali (Hinduism)  
 07-Nov International Inuit Day  
 08-Nov National Indigenous Veterans Day  
 11-Nov Remembrance Day  
 16-Nov Louis Riel Day (CA)  
 19-Nov Birthday of Guru Nanak Dev Ji (Sikhism)  
 20-Nov Nov 20 - Transgender Day of Remembrance (UN)  
 25-Nov International Day of Elimination of Violence Against Women (UN)  
 Nov 28 - Dec 6 Hanukkah (Judaism)

**December**

Full Month Universal Human Rights Month  
 01-Dec World Aids Day (UN)  
 02-Dec International Day for the Abolition of Slavery (UN)  
 03-Dec International Day for People with Disabilities (UN)  
 06-Dec National Day of Remembrance and Action on Violence Against Women (CA)  
 10-Dec Human Rights Day (UN)  
 11-Dec International Migrants Day (UN)  
 20-Dec International Human Solidarity Day (UN)



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**Innovation and Transformation Branch**

**Date:** July 28, 2021  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Monica Kendel, Diversity and Inclusion Officer  
Uzma Danish, CDEIC Chair  
**Re:** Proposed Changes to the CDEIC

**Background:**

The Community Diversity Equity and Inclusion Committee was established in May 2020, made up of fifteen members from the community. The first meeting was June 24, 2020. The following points outline the evolution of the committee over that time and a proposal for some changes to the Terms of Reference going forward.

- The CDEIC is coming up to a one year anniversary when the committee first met in 2020, with six meetings completed
- Four sub-committees were created (e.g. Terms of Reference, LGBTQ2S+ and Gender, Anti-racism, and Indigenous Relations) and to date have had between 4 to 5 meetings each since January 2021
- Important topics have been discussed at the sub-committee level, and a duplication of topics has been observed between sub-committees
- Many meetings have not had full attendance at both the main committee and sub-committee level
- The existing sub-committee report back structure of 20 minutes for each sub-committee to the CDEIC does not permit for a fulsome presentation or discussion, and has not generated substantive engagement as time is very short
- The time gap between CDEIC meetings (every 2 months) and sub-committee meetings (1 to 2 times a month) has had an effect of delaying actions that may have been developed at the sub-committee level, as reporting has to take place at the next CDEIC meeting
- Presently we have not established a decision making process to respond to any actions brought from the sub-committees or from City staff to the CDEIC

**Actions for Decision:**

With this background, the Diversity and Inclusion Officer is proposing the following decisions for consideration by the CDEIC:

1. Establish a decision making process at the July 28, 2021 meeting as follows:
  - A topic is presented by any CDEIC member City staff
  - A presentation is made and discussed by members at the meeting
  - A member of the CDEIC brings a motion forward for a decision



- Another member seconds the motion
  - Majority vote
2. Dissolve sub-committees, and replace sub-committees with working groups for time limited projects as required
  3. Increase CDEIC meetings to a more frequent schedule for one of the following options for scheduling:
    - Option 1 - Monthly, 12 meetings a year (next meeting to be June 30, 2021, 7 to 9 pm)
    - Option 2 - Monthly with a summer break, 10 meetings a year
    - Option 3 - Monthly with summer and December breaks, nine meetings a year
    - Option 4 - Schedule decided by the CDEIC
  4. Invite CDEIC members to consider their continued involvement with the committee given the changes outlined in items 1 through 3 for decision at the next scheduled CDEIC meeting. Consider recruiting new members to ensure that any upcoming gaps are filled and that terms are staggered to ensure continuity.

**Conclusion:**

The decisions made on July 28, 2021 will require an update to the Terms of Reference for the CDEIC. The changes will be made by the Diversity and Inclusion Officer and brought to the committee for a motion to adopt the new terms and the next scheduled meeting.