



Town of Shelburne
Shelburne Diversity Equity and Inclusion
January 20, 2022, 6:30 pm
Committee Meeting - Agenda
Virtual Town Hall – 203 Main Street East

AGENDA

This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

1. Call to Order
2. Land Acknowledgement Statement
 - a) We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.
3. Disclosure of Pecuniary Interest
4. Approval of December 16, 2021, minutes

Recommendation: THAT we approve the minutes from the meeting held December 16, 2021.

Moved by:
Seconded by:
5. Town of Shelburne events and recognition calendar for website and social media – using the Canadian Centre for Diversity and Inclusion (CCDI) Calendar – CAO Denyse Morrissey
[CCDI - Canadian Centre for Diversity and Inclusion](#)
6. Accessibility Committee – Presentation - Councillor Walter Benotto
Website: [Accessibility - Town of Shelburne](#)
7. Bang The Table – Presentation – Carol Maitland
8. Town Website – Presentation – Carol Maitland

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9. Committee Matrix – Update/Review
 - a) Sub-working Groups Reports and Updates
10. New Awards for Highschool Students – Deputy Mayor Steve Anderson
11. Selection of the 2022 Committee Chair and Vice Chair – according to the Mandate and Terms of Reference – February 2022 – Discussion

Term running from February 17, 2022, to September 30, 2022 (term adjusted due to the municipal elections on October 24, 2022).

Committee members will be asked to indicate their interest in serving for either position or nominate someone from the committee to serve. Please note members of Council do not serve as Chair or Vice-Chair.

Please indicate your interest to Carol Maitland by February 7, 2022.

12. New Business
 - a) Update: Pan African flag will be raised on February 1, 2022 at 9:00 am
 - b) Update: Black History Month Proclamation – on the Council agenda January 24, 2022

WHEREAS, Black History Month is an opportunity to acknowledge and honour the historical and present contributions of Black Canadians, and recognizes their significant contributions made to Canada; and

WHEREAS, during Black History Month, we celebrate the many achievements and contributions made by Black Canadians to our collective economic, cultural, spiritual, social and political development; and

WHEREAS, the Town of Shelburne recognizes and values the significant contributions and advances that Black Canadians have made, and continue to make to Canadian society, and recognize the quest of Black Canadians for equal opportunity and freedom from discrimination in Canada; and

WHEREAS the Town of Shelburne's establishment of a Diversity, Equity and Inclusion Committee will identify ways to eliminate barriers and ensure systemic changes are

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made to promote equity and inclusion in our community;

NOW, THEREFORE, I, Mayor Wade Mills, do hereby proclaim February 2022 as Black History Month in the Town of Shelburne and encourage all residents to celebrate our diverse heritage and culture and continue our efforts to make Shelburne an inclusive community for all.

13. Confirm Date and Time of the Next Meeting – February 17, 2022

14. Adjourn

Recommendation: BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair.

Moved by:

Seconded by:



Town of Shelburne
Shelburne Diversity Equity and Inclusion
December 16, 2021 | 6:30 pm
Committee Meeting - Minutes
Virtual Town Hall – 203 Main Street East

Minutes

Members in attendance:

David Egbert, Vice-Chair
Stella Aluze-ele (joined at 6:39)
Jonathan Lemoine
Karen Lang
Alethia O'Hara-Stephenson

Councillors:

Deputy Mayor Anderson
Councillor Fegan
Councillor Wegener

Staff Present:

Denyse Morrissey CAO Town of Shelburne
Melissa Kenney Communications Coordinator and Administrative Assistant

Media Present:

Josh MacEwen

Absent:

Marcia Murdock, Chair - regrets
Soha Soliman - regrets
Harleen Toor
Carol Maitland, Economic Development Officer - regrets

1. Call to Order

Vice-Chair Egbert- Meeting called to order at 6:36 pm

2. Land Acknowledgement Statement

We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.

3. Disclosure of Pecuniary Interest

No Disclosures

4. Approval of November 18, 2021, Minutes

Motion # 1

Moved By: Councillor Fegan

Seconded By: Councillor Wegener

BE IT RESOLVED THAT we approve the minutes from the meeting November 18, 2021

CARRIED

5. Approval of November 2, 2021, Special Meeting Minutes

Motion # 2

Moved By: Deputy Mayor Anderson

Seconded By: Councillor Wegener

BE IT RESOLVED THAT we approve the minutes from the meeting Special meeting held November 2, 2021

CARRIED

6. DEI Committee Matrix – Update/review

Committee Vice-Chair Egbert provided an update on the matrix's subgroups, breakdown, items completed and items that will be assigned to town staff.

A further discussion ensued regarding the DEI budget for 2022. The 2021 budget was mainly used on education sessions offered by the Association of Municipalities of Ontario (AMO) and the Orange Shirt day event. The proposed DEI budget for 2022 is \$15,000 and was reduced by Council from the original \$20,000 during the budget meetings. The \$3,000 for the 2022 Canadian Centre for Diversity and Inclusion (CCDI) membership is included in the Town draft 2022 budget. It will not affect the DEI budget.

7. Sub-working groups Reports and Updates

a) DEI Logo Design results – selection winning logo

Committee Member Lang and Councillor Fegan provided an update of the logo competition. The competition received 33 submissions and the sub working group brought 4 logos forward to review with the committee. The criteria used to determine the top 4 logos were based on 5 criteria which were: does this read a logo, does this concept reflect the mandate of the committee, how legible is the imagery, how original was the concept (copyright material), and will this logo work in multiple applications, vinyl, embroidery etcetera.

Committee members discussed the four logos that were brought forward and chose logo number two. Further discussion ensued regarding changes to the logo, marketing ideas i.e., clothing, posters, flags, the contestant prize of a \$100 gift card and providing a certificate at town council.

8. 2022 Town of Shelburne Draft Budget – Denyse Morrissey

a) DEI budget

Staff outlined the draft budget for the DEI has been reduced from \$20,000.00 to \$15,000.00.

b) Partner Membership with the Canadian Centre for Diversity and Inclusion (CCDI)
Staff provided an update regarding the CCDI budget and that the funds of \$3,000 will come from the corporate budget not the DEI budget.

9. Accessibility Town of Shelburne - Denyse Morrissey

During their recent sub group working meetings, it was suggested that the DEI committee establish a disability sub working group. Staff suggested inviting a member from the accessibility committee to a DEI meeting to present information on that committee, how there is potential to build alliances, and the option to have a liaison from DEI attend accessibility meetings for information sharing. It was suggested that that Councillor Walter Benotto, Chair of the accessibility committee attend a DEI meeting in early 2022.

10. Bang the Table – Overview presentation January 2022 DEI Meeting - Denyse Morrissey

Staff noted that a presentation will be provided to the DEI in January 2022 to overview the Bang the Table platform, and how it can be utilized to facilitate a large range of activities for the DEI committee.

11. Announcements

a) AMO Communication

b) EDC Breakfast – February 23, 2022

Staff updated the committee regarding the time of the EDC breakfast and that there is an option to introduce the DEI committee either live or on video.

12. Confirm Dates for 2022 Meeting Schedule (Third Thursday each month)

January 20,	June 16
February 17	July 21
March 17	August 18
April 21	September 15
May 19	

13. Confirm Date and Time of the next meeting – January 20, 2022

14. New Business

The committee discussed focusing on 4-5 items in 2022. It was confirmed that a new sub working group for accessibility would be created for DEI. Committee member Lang agreed to be lead for the new accessibility sub working group. It was suggested by Deputy Mayor Anderson that an award forward for a high school student be implemented and to add this agenda topic to the next agenda. The committee discussed Black History month and raising the flag in February. Staff outlined the flag raising process. The committee also discussed reviewing the town website in January 2022.

15. Adjourn

Motion # 3

BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair.

Moved by: Councillor Fegan

Seconded by: Jonathan Lemoine

CARRIED

Meeting adjourned at 7:52 pm



Town of Shelburne Accessibility Advisory Committee

General Information

Mission Statement:

To raise awareness of employees and residents of the Town of Shelburne about the accessibility needs of people with disabilities; communicational, intellectual, sensory, physical, and mental health related. To provide support and training to ensure that all residents enjoy a barrier-free Town.

Vision Statement:

To make the Town of Shelburne the leading example of a jurisdiction with full accessibility for all people with disabilities.

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all people by:

- Promoting public awareness and sensitivity;
- Encouraging cooperation among all service and interest groups to ensure a barrier free community for all persons;
- Identifying, documenting and advising on relevant issues and concerns within the Town of Shelburne;
- assess programs, practices and services to determine their effect on accessibility for people with disabilities;
- Improving access to all services such as transportation and recreation, which are the qualities of an engaged community;
- Identify programs, practices and services that the Town will review in the coming year to identify barriers to people with disabilities;

- Describe the measures the committee intends to take in the coming year to identify, remove and prevent barriers to people with disabilities;
- Recognizing that the needs of all persons are constantly changing;
- Make the accessibility plan available to the public by posting on the web and by having paper copies available in alternate formats.

Volunteer Opportunity

The Town of Shelburne Accessibility Advisory Committee is seeking interested residents to join their committee as new members. This is a volunteer position.

Applicants should be interested in the promotion of Accessibility. The committee is looking for new members to begin attending meetings as soon as possible.

The Accessibility Advisory Committee meets quarterly on the 4th Tuesday of the month in the Council Chambers at the Shelburne Town Hall.

Residents that are interested in volunteering their time to sit as a member, please submit a brief resume and/or letter of interest to the Town of Shelburne to the attention of Jennifer Willoughby.

For more information please call 519-925-2600 Ext. 223 or email jwilloughby@shelburne.ca

Nominations are now being accepted for the Accessibility Award Program

Did you know that the Province of Ontario has accessibility legislation (The Accessibility for Ontarians with Disabilities Act - AODA) that is designed to make Ontario a barrier-free province by 2025? We want to help Shelburne's businesses and not-for-profits get ready to meet the terms of the new law, and reap the benefits that come with making businesses accessible to all.

The award program is now in its 5th year. Previous Award of Excellence winners were Shelburne Primary Eye Care and the Shelburne Public Library for their work in making services accessible for people with disabilities and vision loss.

The Melissa Kelly Excellence in Access Award

One Award will be presented annually to a Shelburne business or not-for-profit organization that shows exceptional commitment to making their business or organization accessible to people with disabilities.

The Town of Shelburne Exceptional Achievement in Access Award

This award is not awarded on a regular basis, but only when an exceptional commitment to accessibility is demonstrated. Only one will be given out in any given year, at the same time that the Melissa Kelly Award is presented. Winners of either award will keep their plaque or trophy for permanent display on their premises.

How Nominations Will Be Accepted:

Projects may be nominated for either award by

- a third party, or
- be self-nominated

Nominations may be forwarded to the Town of Shelburne's Accessibility Advisory Committee at any time throughout the calendar year.

Nominations should include:

- a clear description of the problem the project was designed to address
- steps taken and resources used to solve the problem, and
- any results or feedback obtained from the project.
- Supporting documentation (i.e. photographs, plans, website information, public feedback, etc.) that enable the judging committee to understand the project is welcome. The judging committee will also, whenever appropriate, visit a business or organization to review the project under consideration for an award.

Town of Shelburne
Multi-Year
Access Plan
2019-2022



THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST

Background

Purpose of the Town of Shelburne Multi-Year Access Plan

Both the ***Ontario Disability Act (ODA)*** and the ***Accessibility for Ontarians with Disabilities Act (AODA)*** require Ontario government ministries, the broader public sector and other organizations to prepare annual accessibility plans. The intent of these accessibility planning requirements is to improve opportunities for all people, including people with disabilities. The Town of Shelburne is committed to working with every sector of the community to move towards a community in which no new barriers are created and existing ones are removed.

The purpose of the Multi-Year Accessibility Plan is to describe the measures that the Town of Shelburne will take during the coming years, to identify, remove and prevent barriers to all residents with disabilities.

The Ontario Disability Act specifies five requirements for the content of all annual accessibility plans:

- Report on the measures the organization has taken to identify, remove and prevent barriers to people with disabilities.
- Describe the measures in place to ensure that the organization assesses its Acts/bylaws, regulations, policies, programs, practices and services to determine their effect on accessibility for people with disabilities.
- List the policies, programs, practices and services that the organization will review in the coming year to identify barriers to people with disabilities.
- Describe the measures the organization intends to take in the coming year to identify, remove and prevent barriers to people with disabilities.
- Make the accessibility plan available to the public by posting on the web.

There are approximately 1.9 million people in Ontario with a disability. This number will increase as our population ages.

The ODA and AODA are designed so that cities, towns and other municipalities; hospitals; school boards; colleges and universities; public transportation providers, government ministries and agencies; the private sector and people with disabilities can work together to make Ontario an accessible province.

The ODA has several important provisions:

- An introduction to explain the goals of the act;
- Sections that outline the purpose and definitions covered in the act;
- Sections that outline the duties of the government of Ontario, municipalities, other organizations, agencies and others;
- A general part that describes accessibility plans; the roles of the Accessibility Advisory Council of Ontario and the Accessibility Directorate of Ontario; offences; regulations and review of the act;

The AODA sets several standards that all organizations in Ontario are required to comply with.

These standards include:

- Accessible Customer Service
- Integrated Accessibility Standard (Transportation, Communication and Employment)
- Accessible Public Spaces

Definitions

We have endeavored to use plain language wherever possible throughout this document and in all matters of accessibility definitions we respect the supremacy of the ***Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11***. There are two definitions provided within the **AODA** that we want to ensure are understood by everyone however and they are as follows:

Disability

P1(2) "disability" means,

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or reliance on a service dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability.

Barrier

P1(2) "barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technology barrier, a policy or a practice.

Accessibility for Ontarians with Disabilities Act, 2005, s.o. 2005, c.11

Accessibility Advisory Committee

The Town of Shelburne Accessibility Advisory Committee (AAC) was created as a "Special Purpose Body" and is not required under the ***Accessibility for Ontarians with Disabilities Act*** for municipalities with a population of less than 10,000.

Although municipalities with a population of less than 10,000 are not required to have an Accessibility Advisory Committee the legislation does permit them to create one at the discretion of their elected Council.

(2) The Council of every municipality having a population of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (2).

The act stipulates the broader responsibilities of the Accessibility Advisory Committee to provide advice, review site plans and perform other functions as specified in legislation.

(4) The committee shall,

- (a) advise the Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice under subsection (5);***
- (b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and***
- (c) perform all other functions that are specified in the regulations. 2005, c. 11, s. 29 (4).***

The requirements of the municipal Council in regard to working with the AAC are also legislated and they include seeking advice from the committee on accessibility matters.

(5) The Council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

- (a) that the Council purchases, constructs or significantly renovates;***
- (b) for which the Council enters into a new lease; or***
- (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001 or section 252 of the City of Toronto Act, 2006. 2005, c. 11, s. 29 (5); 2006, c. 32, Sched. C, s. 1.***

The municipal Council is also required to provide site plans to the AAC so that they may be reviewed.

(6) When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review. 2005, c. 11, s. 29 (6).

Accessibility Advisory Committee Vision Statement

To make the Town of Shelburne the leading example of a jurisdiction with full accessibility for all people with disabilities.

Accessibility Advisory Committee Mission Statement

To raise awareness of employees and residents of the Town of Shelburne about the accessibility needs of people with disabilities; communicational, intellectual, sensory, physical, and mental health related. To provide support and training to ensure that all residents enjoy a barrier-free Town.

Composition of the Accessibility Advisory Committee

The composition of the committee shall include residents of the Town of Shelburne. The 2019-2022 committee members are:

- Councillor Walter Benotto - Chair
- Janet Manschitz – Vice Chair
- Mikal Archer
- Kelly Semple
- Cheryl Peterson-Rivet

Terms of Reference

The Terms of Reference for the committee are detailed in the attached Schedule A.

Term of the Chair and Vice Chair

The positions of Chair and Vice Chair shall be elected annually by the Committee at the first meeting of each year.

Staff Resources

A Committee Secretariat will be provided by Council.

Staff Liaison

- The Clerk and Director, Development and Operations will liaise with the Committee on matters relating to the accessibility of Town facilities.
- Other staff members as required.

Quorum

The quorum for all meetings of the AAC shall be a majority of voting members.

Purpose

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all people by:

- Promoting public awareness and sensitivity;
- Encouraging cooperation among all service and interest groups to ensure a barrier free community for all persons;
- Identifying, documenting and advising on relevant issues and concerns within the Town of Shelburne;
- assess programs, practices and services to determine their effect on accessibility for people with disabilities;

- Improving access to all services such as transportation and recreation, which are the qualities of an engaged community;
- Identify programs, practices and services that the Town will review in the coming year to identify barriers to people with disabilities;
- Describe the measures the committee intends to take in the coming year to identify, remove and prevent barriers to people with disabilities;
- Recognizing that the needs of all persons are constantly changing;
- Make the accessibility plan available to the public by posting on the web and by having paper copies available in alternate formats.

Duties and Functions

The Accessibility Advisory Committee assists Council by advising, reviewing and making comment and recommendations of interest to people with disabilities and dealing with community issues relevant to disabled persons within the framework of the goals and objectives.

Some of the items that may be reviewed by the Committee include:

- Providing advice each year about the preparation, implementation and effectiveness of the accessibility plan.
- Commenting on accessibility of Town owned or leased facilities.
- Commenting on how the needs of people with disabilities can be better served through the municipality's purchasing of goods and/or services.
- Commenting on any municipal decisions relating to the purchase, construction, renovation or lease of new municipal facilities.
- Monitoring federal and provincial government directives and regulations and advising Council regarding same.
- Conducting research on accessibility issues.
- Recruiting new members as needed.

The Accessibility Advisory Committee acts as an advisory body to Council for the preparation, implementation and effectiveness of its accessibility plan.

Council will seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or a part of a building, structure or premises:

- a) That the Council purchases, constructs or significantly renovates
- b) For which the Council enters into a new lease; or
- c) That a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with the Municipal Act.

Public Input and Feedback

The Town of Shelburne *Access Plan* is ***your*** access plan. This means that the goals, objectives and strategies detailed in this plan came from public input. Whether through suggestions, comments, observations or input from the volunteers of the advisory committee the *Access Plan* is a true public document. It was created by the public, for the municipality to benefit the public. At any time members of the public are welcome to provide feedback, comments and suggestions about this plan or any accessibility related matter by any or all of the following;

- Any service counter at the Town Hall Administration building
- Online by visiting www.shelburne.ca
- In person at a Committee meeting or to any elected official of the Town of Shelburne

Goals

Goals for 2019

Accessible Public Spaces

Investigate and report to Council on public suggestions to remove barriers

Grants and Funding

Research and promote grants that assist municipalities in fulfilling the needs of the accessible community

Promote grants that provide assistance to those who may require help in residential, commercial or industrial retrofits.

Review and revise County of Dufferin accessibility policies and procedures as necessary.

Communicate

Broadcast the availability of feedback systems to the public

Meet or speak with leaders in other communities, researching successes and planning for growth of future accessible needs

Prepare articles for publication that feature resources for the public. These might include learning about "Ontario renovates" grants, "how to" guides for interacting with people with disabilities.

Goals for 2020

Accessible Public Spaces

Investigate and report to Council on public suggestions to remove barriers

Grants and Funding

Research and promote grants that assist municipalities in fulfilling the needs of the accessibility community

Promote grants that provide assistance to those who may require help in residential, commercial or industrial retrofits.

Review and revise County of Dufferin accessibility policies and procedures as necessary

Communicate

Broaden scope of awareness in all areas of accessibility

Broadcast the availability of feedback systems to the public

Meet or speak with leaders in other communities, researching successes and planning for growth of future accessible needs

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Goals for 2021

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Website Review January 2022



Images and Documents

Vertical	Documents	Images	Grand Total
Doing Business Here	27	47	74
Explore and Play	14		14
General	5	82	87
Living Here	38	93	131
News	41	522	563
Town Hall	211	7	218
Town of Shelburne	1		1
Grand Total	337	751	1088

Verticals

Vertical	Sum
Covid-19	8
Doing Business H	28
Explore and play	32
Footer	3
I want to	12
Living Here	64
Town Hall	50
Grand Total	197

Total website pages: 551