



**The Corporation of The Town of Cobourg**  
**Equity, Diversity and Inclusion Committee**  
**MINUTES**

**June 10, 2021, 6:00 p.m.**  
**Electronic Participation**

Members Present: Kari Walton  
Frances Northeast  
Beverley Shepherd  
Anna Albouni  
Marilou Martin  
Ashley Bouman  
Heidi Carisse  
Shawn Levy  
Boutheina Maraoui  
Councillor Adam Bureau

Members Absent: Terry Dillon  
Jeff Sheils

Staff Present: Jamie Kramer, Accessibility Coordinator  
Krystal Christopher, Deputy Clerk  
Emilio Ojedae, Northumberland County

Staff Absent: Brent Larmer, Municipal Clerk / Manager of Legislative Services

---

**1. CALL TO ORDER**

Chair Kari Walton called the Meeting to Order at 6:01 P.M.

Frances Northeast joined the meeting at 6:02 pm.

**2. TRADITIONAL LAND ACKNOWLEDGEMENT**

**3. APPROVAL/ADDITIONS TO THE AGENDA**

**Moved by** Shawn Levy

THAT the Agenda dated June 10, 2021 be approved as amended.

**Carried**

**4. DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest Declared by Committee Members.

**5. ADOPTION OF MINUTES**

- Add Councillor Beatty, Councillor Chorley, Chief Van de Graaf, and Roger Ramiksson
- Moved by Councillor Chorley, seconded by Heidi Carisse

Emilio Ojedae, Northumberland County joined the meeting at 6:04 pm.

THAT the minutes dated May 13, 2021 be adopted as amended.

**Carried**

**6. DELEGATIONS/PRESENTATIONS**

**6.1 Krystal Christopher, Deputy Clerk/Coordinator, Records Management, presenting on eSCRIBE Board Manager.**

- K. Christopher provided an overview of eSCRIBE's Board Manager.
- Each member of the Equity, Diversity, and Inclusion Committee can provide a biography and photograph to be visible on the Town's website.

**7. COMMUNICATIONS/CORRESPONDENCE**

**8. REPORTS**

**8.1 Jamie Kramer, Accessibility Coordinator, on an update for the EDI Strategy - Verbal Update**

J. Kramer provided an overview of the EDI Strategy including:

- Presented during Closed Session on the results of the Leadership Interviews, which was Stage 2 in the process of creating the EDI Strategy. Provided leadership with direction on next steps and will be going over training options with them in the near future.

- Staff will be receiving an internal survey in the coming weeks to talk about their experiences with EDI and belonging. Many of these questions mirror what was asked of leaders to compare between the two and see if there are any gaps.
- Been creating a needs analysis of training for everyone involved and will be slowly rolling out training on an ongoing basis, including Allyship training which will take place at the next meeting for them as well.
- The Women in Governance Program, which is under the scope and umbrella of the EDI Strategy, launched on Tuesday with the first speaker today. We are hosting many more in the upcoming weeks, so you can register in advance online and J. Kramer can send an email if that helps as well.
- Taking a Council Report on the 21<sup>st</sup> of June about public town halls and forums for the EDI Strategy in July.

J. Kramer provided an overview of the accessibility updates as well which include:

### **National Accessibility Awareness Week Results**

- Over the eleven (11) events, we had over 150 unique participant sign-ups for the week.
- There was a lot of positive feedback from people about Sue Caron's, the Chair of the Accessibility Advisory Committee's, poem and visuals. Many people thought that not only did it highlight the struggles of everyone during COVID-19, but it shone a light on issues that some people may not think about – including feeling alone or isolated. Similar feedback was sent about the video that Sue prepared around accessible built environment and living spaces.
- Many people came to multiple events, with most people attending at least 3.
- The events with the highest level of participation were:
  - The Keynote Address on Monday, May 31<sup>st</sup> with Benoit Huot (76 unique sign-ups), and;
  - The Closing Event on Friday, June 4<sup>th</sup> with Minister Qualtrough (68 unique sign-ups).

- The documentary movie sessions had the next highest amount of participants with an average of twelve (12) participants per session watching the full movie.
- On average, there were twenty-five (25) unique sign-ups per event and approximately ten (10) to fifteen (15) participants in each event.
- The events that took place on Thursday seemed to have more participants than the others, with the exception of the keynote and closing events.
- The events with the highest participation were also the ones that were advertised on social media so there appears to be a correlation between the two.
- In the future, we hope to be able to do an "in-person" event next year using the resources from Sue and continuing this type of programming throughout the year where possible to bring more awareness to accessibility needs and issues.

### **Inclusive Communities Grant**

- As part of the Inclusive Communities Grant, the Town hired a part-time Assistant through Community Living's EARN program that will be working with Jamie until the end of December.
- The EngageCobourg survey and forum for the Grant should go live this week and Staff are working to send out mailers to a variety of people to get participation rates up for the Inclusive Communities Grant.
  - Initial information for the Grant and the survey is already up on our website ([www.cobourg.ca/accessibility](http://www.cobourg.ca/accessibility)) to provide some information.
  - There will also be some targeted social media posts - one tailored to people living with disabilities and one for people who are not to showcase the importance of having their say in this topic.
  - Once this survey is live, J. Kramer will share with the Accessibility Advisory Committee to participate and pass along to their networks.
- Staff is working on creating an audit checklist for assessing Town-owned and operated buildings/facilities and J. Kramer is waiting for the Rick Hansen Professional Designation to become available through George Brown to then see about using that as our standard for

buildings (<https://www.rickhansen.com/become-accessible/professional-training>).

- In addition, the Town of Cobourg is launching a few new projects that we're working on launching too including:
  - Working with John Draper and the Together We Rock! Team on getting training for both our senior management team and our Council in July and August (<https://www.togetherwerock.com/>);
  - Working with Distinctability to provide training for all staff, committee, and council members on Autism Inclusion in the Workplace (<https://distinctability.ca/>);
  - Working with LanguageLine Video Remote Interpreting Services to get instant ASL (and other language) translations at customer facing departments – we're hoping to pilot this during Council and Committee meetings as well (<https://www.language.com/interpreting/on-demand/video-remote>).
  - Installing automatic door openers that can be used with apps (to limit contact and touch) with Key2Access (<https://key2access.com/>). This should be ready for the Fall when we can hopefully have in person Council meetings. and;
  - Working with Silver Cross to get ramps for some of our buildings that have a "one step" to make it easier for people with disabilities to access the heritage buildings.

Ashley Bouman joined the meeting at 6:09 pm.

## **9. NEW BUSINESS**

### **9.1 Jamie Kramer, Accessibility Coordinator, regarding the draft for the Town of Cobourg's Equity, Diversity, and Inclusion Policy.**

- J. Kramer outlines the EDI Policy and states that it will be sent to the Committee after to go through to determine any suggestions and updates to the Policy.
- A. Bouman highlights that there should be the removal of the driver's license from job postings.
  - J. Kramer states that this is on the radar for discussion and will make sure to include this as part of the policy moving forward.

## **9.2 Members at Large regarding options for renaming the West Headlands/Pier.**

- Councillor Beatty discussed the historical context for the renaming of the West Headlands/Pier and how this was first brought up and is now being discussed again.
- Councillor Chorley discussed the Parks and Recreation Advisory Committee's involvement in the renaming process. There has been a desire at the Committee to have the entire area a rebranded name and area.

## **9.3 Members at Large discussing taking a summer break.**

**Moved by** Marilou Martin

THAT the Equity, Diversity, and Inclusion Advisory Committee takes a break for the month of July and August.

**Carried**

## **10. UNFINISHED BUSINESS**

### **10.1 Discussion by Members at Large on the 2021 Work Plan.**

- Councillor Chorley could we soften the wording to "EDI Advisory Committee will consider advocacy movements as they are introduced to society."
  - Update to incorporate an Action and Resource around bringing it forward from the Committee to Council and/or Internal Staff to act around.
  - T. Dillon: Just want to make sure we are able to make timely statements and provide information to Council on topics.

**Moved by** Shawn Levy

THAT all new action items are added into the Work Plan as amended.

**Carried**

## **11. ADJOURNMENT**

MOVED BY Nicole.

THAT the EDI Committee call a special meeting for June 17th at 6:00 p.m. EST.

**Carried**

THAT the meeting be adjourned at 7:21 p.m.

**Carried**

---

Municipal Clerk B. Larmer

---

Mayor J. Henderson