

# North Perth Diversity, Equity, and Inclusion Advisory Committee Meeting

Date: September 17, 2024

Time: 7:00 pm

Location: North Perth Municipal Building Committee Room

Pages

1.	Call to Order	
2.	Land Acknowledgement Statement	
	“We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”	
3.	Approve Agenda/Additions to the Agenda	
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13.	Other Business	
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13.2	Chair and Vice Chair Elections	
14.	Adjournment	

# North Perth Diversity, Equity, and Inclusion Advisory Committee Meeting Minutes

Date: June 18, 2024

Time: 7:00 pm

## Members Present

Ashok Purushothaman

Connor Gadd

Haben Ogbatsion

Jodi Town

Sarah Blazek

Tami Cressey

Vivian Ukaobasi

## Others Present

Mayor Todd Kasenberg

Manager of Strategic Initiatives Jessica McLean

Manager of Programs Amy Gangl

Communications Coordinator Mackenzie Smith

Chief Administrative Officer Kriss Snell

HR Team Lead Kelly Fraser

### 1. **Call to Order**

Vice Chairperson Connor Gadd called the meeting to order at 7:01 p.m.

### 2. **Land Acknowledgement Statement**

“We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

### 3. **Approve Agenda/Additions to the Agenda**

It was moved by Ashok Purushothaman and seconded by Tami Cressey THAT the agenda for tonight's meeting be approved.

**CARRIED**

### 4. **Declaration of Pecuniary Interests**

There were none.

**5. Review and Approval of Meeting Minutes**

It was moved by Sarah Blazek and seconded by Tami Cressey THAT the minutes of the April 17, 2024, be approved.

**CARRIED**

**6. HR Update**

Staff presented a draft council report to the committee. Staff recapped why the report was requested by the committee. Staff shared a high-level summary of the report with the committee.

Staff opened the floor for questions from the committee. Committee members asked a wide range of questions regarding the report.

Committee members requested more time to review the report and to revisit this topic when meetings resume later in 2024.

**7. Workshop Follow-up**

Staff thanked the Committee members for attending the workshop and asked for comments and questions following the workshop. Committee Members and staff discussed the suggestions provided by the workshop facilitators.

**8. Staff Update**

Staff provided updates on events that have taken place in the community. The committee discussed Next Door North Perth, dates of significance and the North Perth Social Media and Website Policy that will be presented to Council on July 8, 2024.

Committee member Cressey shared information about an event taking place in the Town of Minto. Committee members would be interested in inviting the creator of the event in Minto to come as a delegation at a future meeting.

Committee members discussed the stickers that Kincardine Pride has created. The Committee shared ideas and thoughts about the stickers and ways that North Perth Pride could raise funds to create something similar.

Staff informed the Committee that the Municipality will begin planning for the 2025 budget soon. The current capital project budget that was created in the 2024 budget will carryover to the 2025 budget. Staff discussed with the committee their intentions for the 2025 budget.

**9. Roundtable Discussion**

Moved to the next meeting due to time constraints.

**10. Council Recommendations**

There were none.

**11. Meeting Schedule**

A Doodle Poll will be shared through email with the Committee to select a meeting date in September.

**12. Adjournment**

It was moved by Jodi Town and seconded by Haben Ogbatsion THAT the Committee meeting adjourns at 9:00 p.m.

**CARRIED**

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Connor Gadd – Vice Chair

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Mackenzie Smith – Recording Secretary

<b>Section:</b>	<b>Policy Number:</b>
<b>Sub-section:</b> Standards of Conduct	<b>Effective Date:</b> February 2014
<b>Subject:</b> Respectful Workplace	<b>Revision Date:</b> January 2024
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## **RESPECTFUL WORKPLACE POLICY**

### **PURPOSE:**

This policy establishes rules and guidelines to ensure a positive, safe, and respectful environment for everyone. This policy outlines expectations for a supportive and respectful work environment and outlines measures taken to address inappropriate behaviour if it occurs.

### **SCOPE:**

This policy applies to all Municipality of North Perth employees, members of the public, council, committee members, and contractors. This policy applies to all in-person interactions and all forms of communication including social media, telephone, and written correspondence.

### **POLICY:**

The Municipality of North Perth is committed to fostering an environment where there is respect for yourself, respect for others, and responsibility for your actions (RZone). The municipality will work in partnership with the community to ensure everyone can enjoy a respectful and positive environment. All parties are encouraged to listen with intent, understand both perspectives, participate in respectful and open communication, and work together to find productive solutions. Employees are not expected to put themselves at risk or jeopardize anyone's safety when dealing with difficult situations.

### **Inappropriate Behaviour**

Inappropriate behaviour or actions include, but not limited to, the following:

- Attempts to incite anger in others
- Throwing articles in a deliberate or aggressive manner
- Unwanted physical contact/violence
- Theft of property
- Possession of weapons
- Illegal consumption of alcohol or drugs
- Contravention of Municipal by-laws, policies, or procedures
- Vandalism: the deliberate destruction, damage or defacing of property
- Harassment (any form)
- Targeted vulgarity and rudeness

<b>Section:</b>	<b>Policy Number:</b>
<b>Sub-section:</b> Standards of Conduct	<b>Effective Date:</b> February 2014
<b>Subject:</b> Respectful Workplace	<b>Revision Date:</b> January 2024
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- Use of profanity and obscene language that is derogatory or insensitive such as racial slurs
- Yelling and shouting in anger or frustration
- Causing distress to municipal employees. This could include use of hostile, abusive, or offensive language, or unreasonable fixation on an employee causing fear.
- Criticism that frightens, belittles, or demeans people
- Persistent threats of retaliation
- The use of all cell phones, cameras, video recording devices, personal digital devices, or any other equipment with video or photographic abilities in public change rooms or public washrooms

### **Action Taken in response to Inappropriate Behaviour**

When inappropriate behaviour/actions occur, the following steps are encouraged:

1. Employees will make reasonable efforts to resolve issues in a professional manner for everyone's dignity.
2. Without jeopardizing anyone's safety, attempt to de-escalate the situation in a calm and collected manner. Employees are not expected to respond to occurrences if they feel unsafe or threatened.
3. Empathize with the individual and let them know their behaviour is unacceptable and if it continues, they will be asked to leave (ex. I understand you're frustrated, but we will only continue this conversation if it's in a respectful manner. If not, you will be asked to leave.)
4. If the individual does not cooperate, respectfully ask them to leave. If needed, call for your Leader to support.
5. As a last resort, if the individual refuses to leave, do not engage in an argument or physical confrontation. Call the police and wait for them to arrive while ensuring that you and any others in jeopardy, are in a safe location. (**OPP non-emergency contact: 1-888-310-1122**)
6. Notify your Leader who will then initiate appropriate next steps with HR. If the incident warrants an incident report, the employee will be asked to complete an Incident Report within 24 hours of the incident.



<b>Section:</b>	<b>Policy Number:</b>
<b>Sub-section:</b> Standards of Conduct	<b>Effective Date:</b> February 2014
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## Incident Reporting Measures

When an incident report is initiated, the following steps will be taken:

1. The CAO, in consultation with HR, will thoroughly investigate to understand if communication with the alleged offender has been adequate and fair. Following those steps, the situation may be deemed as either disrespectful/inappropriate and/or further employee training/support is required.
2. Incident reports will be investigated on an individual case-by-case basis and the CAO may seek external legal advice, where appropriate.
3. If the incident has been deemed disrespectful and inappropriate by the CAO, the applicable Department Head will collaborate with HR to provide appropriate notice to the identified individual of action to be taken, within 14 days of the incident.
4. Depending on severity and circumstances of the incident, the following notice measures may apply, but not limited to:
  - Verbal Warning from the applicable Department Head
  - Written warning Letter outlining incident and further consequences if behaviour continues
  - Specified length of ban from a facility depending on severity and further consequences may apply (OPP involvement/measures)
  - Pursuing legal action, including the issuance of a Notice of Trespass, or pursuing cost recovery
  - Limiting the individual to one method of contact or limiting to one Municipal point of contact
5. Applicable employees will be notified of any individual who have been subject to remedial action for their awareness
6. Incident reports will be retained in HR in a confidential and secure manner.

\*If members of the public want to report acts of inappropriate behaviour from Municipal employees, they are encouraged to speak to the applicable Supervisor to review the situation and find a solution. If they are wanting to pursue further action, they are encouraged to submit an incident report on the Request Portal through the Municipal Website and the above incident report measures will apply.

(Link: <https://v4.citywidesolutions.com/csr/northperth/>)

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## Appeal Process

If an individual wishes to appeal any action taken by the Municipality in response to inappropriate behaviour, the individual can complete the following steps:

1. Address concerns in writing to the Council of the Municipality of North Perth, within 14 days of the decision. The appeal will be reviewed by North Perth Council and a response will be given. Any decision made is final.
2. If the individual doesn't agree with Council's decision, all further concerns regarding the incident can be referred to the Ontario Ombudsman.

## EMPLOYEE ACKNOWLEDGEMENT:

Applicable Training for departments and policy review will be provided to employees during orientation to support a positive customer service relationship and service delivery. HR is responsible for monitoring violations of this policy and following up with appropriate employees, as necessary.

All employees agree to report to their Direct Supervisor with any known violation of this Policy. Failure to comply with all components of this policy may result in disciplinary action up to and including termination of employment.

## POLICY REVIEW:

This Policy may be amended as deemed necessary and appropriate and aligns with North Perth's workplace violence and harassment policies. Also, this policy complies with the Ontario Employment Standards Act, the Occupational Health and Safety Act, Human Rights Code, Municipal Freedom of Information and Protection of Privacy Act and all other applicable law and regulations.

## REVISION HISTORY:

Revision	Date	By-Law/Resolution	Comments
1	February 2014	93.02/14	Issue Date (RZone Policy)
2	January 2024	401.08.23	Policy Overhaul, updated incident reporting measures and steps





## INFORMATION REPORT

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**From:** Jessica McLean, Manager of Strategic Initiatives  
**Date:** Tuesday, September-17-24  
**Subject:** Community Flagpole

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### Background:

North Perth Council previously requested staff to collect information regarding the potential installation of a Community Flagpole for the Municipality of North Perth. A report (attached) was presented to Council at the July 8, 2024 Council Meeting. Council passed a motion deferring decision of the report and requested that the report be referred to the Diversity, Equity and Inclusion Advisory Committee for consideration.

### Comments:

The current Flag Flying Policy for the Municipality of North Perth is attached for the Committee's information and reference. If a flag flying request meets the parameters of this policy, the request does not need to go to Council for approval.

Flag flying requests are typically received by and/or forwarded to the Clerk's Office for response and action. The Clerk's Office reports that limited requests have been received over the last several years other than those related to flying the Pride Flag during the month of June. The Municipality of North Perth has flown the Pride Flag at the Municipal Office annually in June since 2022 following requests from Stratford-Perth Pride, an incorporated not-for-profit organization.

Based on initial staff research, some municipalities have installed or designated community flagpoles in recent years, such as the Town of Minto, Municipality of Brockton, Municipality of South Huron, and the City of Kitchener. Poles are located at various locations, including municipal offices, downtown cores, and municipal parks.

### Financial Implications: *(Include amounts and funding source)*

As noted in the July 8<sup>th</sup> Council Report, the cost of a new 25-30 foot aluminum flagpole is estimated to be \$3,000 plus HST.

### Reference Material Attached:

This document is available in alternate formats, upon request.

July 8<sup>th</sup> “Community Flagpole Update” Council Report and Resolution  
Municipality of North Perth Flag Flying Policy

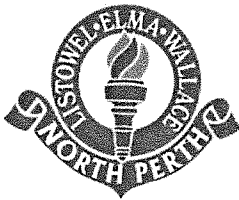
**Corporate Strategic Plan:**

The information and responses provided in this report are consistent with and in keeping with the Municipality’s approved Vision, Mission, and Strategic Plan.

**Report Prepared by:** Jessica McLean, Manager of Strategic Initiatives

[Click here to enter a date.](#)

THE MUNICIPALITY OF NORTH PERTH  
COUNCIL MEETING  
Regular Council - Updated



Agenda Number: 9.5.3.  
Resolution Number 247.07.24  
Date: July 8, 2024

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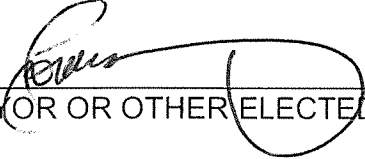
Moved By Matt Richardson  
Seconded By Doug Kellum

THAT: The Council of the Municipality of North Perth defers a decision on the report entitled "Community Flagpole Update" for consideration at a future Council meeting.

AND THAT: The report be referred to the Diversity, Equity and Inclusion Committee for consideration.

**CARRIED**

ACTION ON MOTION:

  
\_\_\_\_\_  
MAYOR OR OTHER ELECTED OFFICIAL



## COUNCIL REPORT

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**From:** Manager of Facilities  
**Date:** Monday, July-08-24  
**Subject:** Community Flagpole Update

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### Background:

Council has requested that staff collect information regarding the potential installation of a Community Flagpole for the Municipality of North Perth.

### Comments:

Staff looked at several potential locations in areas that offer good public exposure. The Municipal Office is a location that was considered; however, the property already has three existing poles. The Municipal Flagpole has been used to host additional flags in the past.

The round-about at the intersection of Hwy 23 and Hwy 86 is also a possible location. This location presents a safety concern with the potential distraction of drivers and pedestrians who are navigating the circle.

The preferred location, should council choose to add a flagpole, is the former PUC Building on Main Street. This location is a focal point for residents and visitors as it houses the Chamber of Commerce, two current flagpole and a prominent advertising sign. The site would be suitable for ceremonies as a gathering space on the lawn.

The current process of displaying additional community flags on the Municipal Office flagpole is the preferred course of action.

### Financial Implications: *(Include amounts and funding source)*

Staff have received a quote for one 25-30 foot aluminum flag pole estimated to be \$3000.00. The 2 existing poles at the PUC site are older and should be upgraded to match a Community Flagpole for consistency. The cost of a set of 3 poles would be approximately \$9000 plus HST.

**Recommendation:**

THAT:

The Council of the Municipality of North Perth receives the report entitled “Community Flagpole Update” for information purposes and directs staff not to proceed with the installation of a community flagpole at this time.

**Reference Material Attached:**

[Click here to enter text.](#)

**Corporate Strategic Plan:**

The information and responses provided in this report are consistent with and in keeping with the Municipality’s approved Vision, Mission, and Strategic Plan.

**Report Prepared by:** Manager of Facilities

**Reviewed by: Kriss Snell, CAO**  
**Wednesday, July-03-24**

Manager of Facilities

Memo: Mayor and Council

Date: September 6, 2002

**SUBJECT: Policy for the Flying of Banners and Flags (revised) and Proclamations**

Council adopted a policy for the flying of flags and proclamations on March 16, 1998. This policy should be revised to reflect the fact that Banners are now flown on 3 entrances to Listowel Ward. It is recommended that the policy with respect to the flying of flags and banners be established as follows:

1. Flag and banner flying to be limited to nationally recognized charities and local organizations.  
*Nationally Recognized Charity* means a registered charity approved by the Canada Revenue Agency that uses its resources for charitable activities and purposes that benefit the community.  
*Local Organization* means an incorporated association, club or society that is organized and operated exclusively for social welfare, civic improvement or other related purposes.  
\*Note: Political or religious organizations shall not be included as part of these definitions.
2. Flags and banners to be provided by the respective organization and delivered to the Clerk's office.
3. Requests are to be directed to the administrator who will arrange for the hanging of the flags and banners. The Mayor or other member of Council may be present for the flag or banner raising at a mutually convenient time.
4. Photos to be submitted to the local paper by the affected group.
5. Specific resolution of Council not required unless other requests involved, i.e. door-to-door canvass, parade etc.
6. The Flags and Banners will be allowed to fly for a maximum of four weeks.

**Proclamations**

The previously adopted policy is reconfirmed as follows:

1. Proclamations of any type are not made by the Council of the Town of North Perth.

POLICY ADOPTED  
Sept. 16<sup>th</sup>, 2002

REVISED BY  
RESOLUTION NO.  
270.05.22  
May 16<sup>th</sup>, 2022

North Perth Diversity, Equity, and Inclusion Advisory Committee  
 DEI Priorities – Workplan Development (2024-2026)

<b>Topic</b>	<b>Key Priority/Issue(s)</b>	<b>Actions</b>	<b>Municipal Resources</b>	<b>Impact (High, Mid, Low)</b>
<b>Indigenous Peoples</b>				
<b>2SLGBTQI+</b>				
<b>Newcomers, New Canadians</b>				
<b>Persons living with a low income</b>				
<b>Person with disabilities – physical, mental, intellectual, cognitive, learning, communication or sensory</b>				
<b>Racialized people, people of diverse ethnic or cultural origin</b>				
<b>People over 55</b>				
<b>Women</b>				
<b>Youth</b>				
<b>General DEI / Community Inclusivity</b>				