

## **Attachment 1 - City Update**

**Date:** November 2, 2022  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Kaitlin Namek - Diversity, Equity and Inclusion Officer (Interim)  
**Re:** City Staff Update

### **1. Lakeridge Health I.D.E.A. Community Consultation Results**

- In 2021 members of the CDEIC participated in focus groups organized by Lakeridge Health to gather community input on Inclusion, Diversity, Equity and Accessibility (I.D.E.A.) within their services.
- Lakeridge Health contacted City Staff to schedule a follow-up presentation with CDEIC members to share the results of these consultations. This request was shared at the September 2022 CDEIC meeting and members instructed City staff to organize.
- This presentation has been scheduled for the next regular meeting of the CDEIC on November 30, 2022.

### **2. Anti-Islamophobia Training**

- At September 2022 meeting of the CDEIC, members expressed interest in participating in Anti-Islamophobia Training offered by the Canadian Council of Muslim Women.
- City staff are in the process of organizing this training.

### **3. Days of Significance**

- The DEI Officer continues to create Social Media posts for Days of Significance. CDEIC members are encouraged to like and share these posts from the City's Twitter and Facebook accounts. The listing of Days of Significance are also listed on the City's website: [www.oshawa.ca/diversity](http://www.oshawa.ca/diversity)
- Human Rights Day is on December 10. Would CDEIC like to request a proclamation for this day?
- Planning for recognizing Black History Month (February 2023) and International Women's Day (March 8, 2023) both internally and externally is about to commence. Would CDEIC members like to contribute?

## Attachment 2 – 2023 Meeting Schedule

**Date:** November 2, 2022  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Kaitlin Namek, Diversity Equity and Inclusion Officer (Interim)  
**Re:** CDEIC 2023 Meeting Proposal

### **Background:**

In July 2021, a motion to have eight (8) meetings a year (with extra meetings as required) was approved by the CDEIC. Meetings have been held on the last Wednesday of every month from 7:00pm to 9:00pm, excluding March, July, August and December.

### **For CDEIC Consideration:**

The following schedule for the first half of 2023 is recommended for CDEIC approval:

1. January – Wednesday, January 25.
2. February – Wednesday, February 22.
3. April – Wednesday, April 26.
4. May – Wednesday, May 31.
5. June – Wednesday, June 28.

## Attachment 3 – Proposals

**Date:** November 2, 2022  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Kaitlin Namek, Diversity Equity and Inclusion Officer (Interim)  
**Re:** Proposals for CDEIC Consideration

### Background:

The inaugural members of the CDEIC joined the committee in June 2020. Several of these members ended their terms in June 2022, while others agreed to extend their term from two (2) to three (3) years to allow for seamless recruitment of additional members.

In the fall of 2022 seven (7) members were selected to join the CDEIC for a term of two (2) years, ending in September 2024. The new members were selected by a sub-committee composed of existing CDEIC members and the Diversity Equity and Inclusion Officer.

In June 2023 the terms of the five (5) pre-existing CDEIC members will end. The CDEIC Terms of Reference sets membership at a minimum of (12) and maximum of fifteen (15) members. In order to maintain the required level of membership, the committee and staff will need to recruit, vet and appoint candidates to fill vacancies on the CDEIC before regular meetings resume in September 2023.

The Terms of Reference currently do not outline specificities for recruitment timelines and process. In order to maintain a full slate of committee members and ensure that the committee is regularly refreshing membership, it is recommended that a process for recruitment be adopted by the CDEIC and added to the Terms of Reference.

The Terms of Reference currently do not include a position of Vice-Chair. The CDEIC could consider adding a Vice-Chair position, to assist the Chair and take over the roles and responsibilities of the Chair should the Chair be unable to take on their duties.

### For CDEIC Approval:

1. That the position of Vice-Chair be added to the Terms of Reference for the CDEIC, and that the Roles and Responsibilities of the Vice-Chair position be approved and added to the Terms of Reference for the CDEIC.
2. That the CDEIC Recruitment Process be approved and added to the Terms of Reference for the CDEIC.

### Attachments:

- 3.1 - CDEIC Recruitment Process
- 3.2 - Vice-Chair Roles and Responsibilities



## **Attachment 3.1**

**Date:** November 2, 2022  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Kaitlin Namek, Diversity Equity and Inclusion Officer (Interim)  
**Re:** Proposal CDEIC Consideration – Recruitment Process

### **For CDEIC Approval: Proposed Recruitment Process for the Community Diversity Equity and Inclusion Committee (CDEIC)**

#### **1. Terms**

Members of the CDEIC will be appointed to a term of two (2) years. Members will have staggered terms with regular turnover of roughly half of the committee's membership in alternating years.

When the term of a member ends they may be re-appointed upon request for a total of two (2) consecutive terms or four (4) years. Previous members having completed 4 years of service on the committee can re-apply after one (1) year.

#### **2. Selection Process**

Candidates shall be required to complete and submit an application form available on the City's website. If the applicant faces barriers to completing the application, special provisions may be made.

Applications to join the CDEIC will be accepted at any time and will be reviewed as needed to fill vacancies on the committee.

##### **2.1 Regular Selection of Committee Members**

A selection committee consisting of the current CDEIC Chair, two (2) current CDEIC members, and two (2) City staff members will review applications and select candidates to participate in an interview.

Interviews will be conducted by the Diversity, Equity and Inclusion Officer and a minimum of two (2) current members of the CDEIC. The interview panel will conduct the interviews using a standardized questionnaire and scoring system. When interviews for all selected candidates have been completed, the scores will be tallied and used by the interview panel to select candidates for appointment to the CDEIC. Candidates must earn a minimum score of 70% to be considered.

## **2.2 Regular Recruitment Timeline**

### **January:**

- Preparations begin for recruitment of candidates to fill regular vacancies on the CDEIC (creation of advertisements, review of application form, creation of interview questions, etc).

### **March 31:**

- CDEIC members whose term is to end in June declare whether they would like to continue on the committee for an additional term.

### **March – June:**

- City Staff will advertise Community Diversity, Equity and Inclusion Committee vacancies on the City of Oshawa's website, social media pages and other various media channels. Advertising will begin no less than 3 months prior to the deadline for applications. The deadline will be determined by City staff.

### **May – June:**

- The deadline for applications for the current recruitment cycle will be a date in May or June. Applications received after the posted deadline will not be considered for the current recruitment period, but will be accepted and kept on file for consideration for future vacancies.

### **July – August:**

- Interviews will be held during the CDEIC's summer break in July and August on dates determined by the members of the selection committee. Applicants selected for an interview will be notified no less than two (2) weeks prior to the interview period.

### **August:**

- Successful candidates will be chosen and notified no later than August 31.

### **September:**

- Newly appointed members will begin their terms on the date of the first regular meeting of the CDEIC following summer break (typically held in September).

## **2.3 Selection of Committee Members to Fill Irregular Vacancies**

In the event of vacancies due to the resignation or removal of a member, appointments will be considered by the CDEIC if the membership of the committee falls below twelve (12).

When this is the case, the CDEIC will vote whether to fill the vacancy immediately or wait until the regular recruitment period.

If the Committee votes to fill vacancies immediately, City Staff will advertise Community Diversity, Equity and Inclusion Committee vacancies on the City of Oshawa's website, social media pages and other various media channels.

The current CDEIC Chair and the Diversity, Equity and Inclusion Officer will review applications and select candidates for interviews. Candidates will be interviewed using a standardized questionnaire and scoring system by the CDEIC Chair and the Diversity, Equity and Inclusion Officer.

Candidates that were interviewed during the most recent recruitment period may request to be re-considered. At the discretion of the CDEIC Chair and the Diversity Equity and Inclusion

Officer, these candidates may bypass the interview and be considered using their previous score.

When interviews for all selected candidates have been completed, the scores will be tallied and used by the interview panel to select candidates for appointment to the CDEIC. Candidates must earn a minimum score of 70% to be considered.

## Attachment 3.2

**Date:** November 2, 2022  
**To:** Community Diversity Equity and Inclusion Committee (CDEIC)  
**From:** Kaitlin Namek, Diversity Equity and Inclusion Officer (Interim)  
**Re:** Proposal CDEIC Consideration – Chair and Vice-Chair Selection and Responsibilities

### For CDEIC Approval:

#### Responsibilities of the Committee Chair

The Committee Chair is expected to:

- Preside over all committee meetings and ensure smooth functioning of the meetings, with support from the Diversity, Equity and Inclusion Officer;
- Prepare agendas for meetings in consultation with City staff;
- Participate as an active member, encouraging participation by all Community Diversity, Equity and Inclusion Committee members;
- Provide leadership to manage potential conflict in the committee towards respectful resolution with support of the Diversity, Equity and Inclusion Officer;
- Direct decision making processes using a consensus model to ensure that minority voices are included in actions and decisions;
- Be the point of contact with City staff with respect to Community Diversity, Equity and Inclusion Committee matters.

#### Responsibilities of Vice-Chair

If the Committee Chair is unable to attend a CDEIC meeting, the Vice-Chair shall preside over the committee meeting and ensure smooth functioning with the support of the Diversity and Inclusion Officer.

If the Committee Chair is not present within ten (10) minutes of start of a CDEIC meeting, the Vice-Chair shall preside over the meeting in their place.

In the event the Committee Chair is unable to fulfil their duties for an extended period, the Vice-Chair will be notified and will assume the responsibilities of the Committee Chair until the Chair is able to resume.

#### Selection of Committee Chair and Vice-Chair

##### Selection Process

A Chair and Vice-Chair shall be elected by the members for a one (1) year term.

Any current member of the CDEIC can put their name forward for consideration. All candidates for Chair will be permitted to address the committee to outline their qualifications for the role.

Committee members will cast a vote for one of the candidates by secret ballot. The candidate that receives the majority (greater than 50%) of the votes cast shall be selected as chair. If no candidate receives a majority, the two candidates who received the greatest number of votes will move on to a second vote. Members will cast a second vote by secret ballot for one these two candidates. The candidate with the greatest number of votes will be elected Chair. The candidate with the second highest number of votes will be elected Vice-Chair.

There are no term limits on the role of Chair or Vice-Chair.

### **Selection Timelines**

Members looking to stand for the Committee Chair and Vice-Chair positions shall indicate their intentions by the October meeting of each year. Committee members will vote at the November meeting and the terms of the Chair and Vice-Chair will begin immediately after the selection.