



ARNPRIOR

Town of Arnprior

Culture and Diversity Advisory Committee Meeting

Date: Monday, March 4th, 2024

Time: 6:30 PM

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
 - a) Introduction of Members
 - b) Election of Chair and Vice Chair
- 2. Roll Call**
- 3. Land Acknowledgement**
- 4. Adoption of Agenda**
- 5. Disclosures of Pecuniary Interest**
- 6. Adoption of Previous Minutes**
- 7. Presentations / Delegations**
 - a) **Culture and Diversity Advisory Committee Terms of Reference**, Oliver Jacob, CSC (Page 1-22)
 - b) **Inclusivity and Diversity Advisory Committee History and Background**, Oliver Jacob, CSC (Page 23-35)
 - c) **Cultural Planning at the Arnprior and District Museum**, Emily Stovel, Manager of Culture / Curator (Page 36-41)
- 8. Matters Tabled / Deferred / Unfinished Business**
- 9. Staff Reports (by Department)**
- 10. New Business**
 - a) Roundtable Discussion
- 11. Adjournment**

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the

Clerk's Office at 613-623-4231 ext. 1840. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff;
Committee Members

E-mail to: Metroland Media; Oldies 107.7; Valley Heritage Radio



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• WHERE THE RIVERS MEET •

Culture and Diversity Advisory Committee Terms of Reference

Oliver Jacob
Client Services Coordinator

March 4th, 2024



Background

- Council adopted its [2024-2027 Strategic Plan](#) in November 2023 to provide its priorities and to guide the municipality over the next three years.
- Key Priorities:
 1. **Community Wellbeing**
 2. Corporate Efficiencies & Financial Sustainability
 3. Economic Development
 4. Environment
 5. Growth & Asset Management



Mandate

- The Culture and Diversity Advisory Committee (CDAC) will provide sound advice and recommendations to Council related to cultural programs and activities and diversity, equity and inclusion across the Town of Arnprior and in the community.
- They will also advise the Town on actions that can be taken to build a more inclusive, respectful and safe community where everyone has equitable opportunities to thrive in our community.



Goals

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing and implementing a Culture Plan and a Diversity and Inclusion Strategy.
- Reviewing and developing new policies and procedures related to culture, equity, diversity and inclusion.
- Facilitating opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Arnprior.
- Implementing anti-racism and anti-discrimination initiatives through public education and identifying resources and community outreach activities.



Goals

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Serving as the Museum Board for the purposes of strategic planning, program oversight and community engagement with the Arnprior and District Museum.



Composition

- Each Advisory Committee is comprised of up to seven (7) members including:
 - Two (2) Members of Council
 - Five (5) Community Members
- As completed at the beginning of this meeting, each advisory committee must:
 1. Select a Chair from among its members. The Chair can be any member of the advisory committee.
 2. Select a Vice Chair who must be a Member of Council.



Meeting Schedule

- Meetings are held monthly on the 1st Monday of each month at 6:30 PM in Council Chambers.
 - The Advisory Committee does not meet in the months of July, August, January, and February.
 - If the regular meeting date falls on a holiday, the meeting is shifted to the next business day (usually a Tuesday).
- Annually, Council adopts a Calendar of Meetings that outlines the Council and Committee meetings for the upcoming year.
 - Provided electronically and in paper copy on desks



Meeting Dates

Meeting dates for the 2024 calendar year are as follows:

- Monday, March 4th, 2024
- Tuesday, April 2nd, 2024
- Monday, May 6th, 2024
- Monday, June 3rd, 2024
- Tuesday, September 3rd, 2024
- Monday, October 7th, 2024
- Monday, November 4th, 2024



Role of the Chair

- Preside over committee meetings to ensure that everyone has a fair opportunity to share about items on the agenda.
- Provide guidance and leadership to the committee in the completion of its mandate.
- Ensure that conduct is respectful, and the rules of procedure are followed in consultation with the Vice Chair and Recording Secretary (as needed).



Role of the Vice Chair

- Preside over meetings in the absence of the Committee Chair.
- Provide support to the Chair (as needed).
- Provide reports back to Council on committee business, in conjunction with the second member of Council.



Committee Members

- Attend and actively participate in all advisory committee meetings.
 - Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives and responsibilities.
 - Contribute to the development of the committee's workplan, agendas and discussions during meetings and outside of meetings.
- Attend Town of Arnprior and other community events and initiatives where appropriate and available.
- Conform to all Municipal policies and procedures, including the Council Code of Conduct (i.e. respectful conduct, conflict of interest, principle of committee solidarity, etc.).



Terms of Reference

The full [Terms of Reference document](#) for all Advisory Committees is publicly available on the Town's website.

Questions?



• WHERE THE RIVERS MEET •

Town of Arnprior Advisory Committee Terms of Reference

Membership

- The membership of each committee shall be a set number as determined by Council in the attached Appendix for each Advisory Committee and confirmed at the time of its appointment.
- Each committee shall select a Chair and Vice Chair from its members at its first meeting. The Vice-Chair must be a Member of Council and they will preside over meetings in the absence of the Chair.
- Citizen Members shall be residents or taxpayers of the Town of Arnprior who have skills, assets, and expertise in the particular field of the Committee they wish to participate on. These assets are identified in the committee-specific Appendices.
- Citizen Members and representatives serve on Advisory Committees on a volunteer basis.
- Members must have access to a personal computer and have an email address to receive meeting invitations and agenda packages with large files.
- A Citizen Member who misses attending 3 meetings per annum without approval of the Committee may be subject to forfeiting their seat upon recommendation of the Committee, at the discretion of Council; and if such seat is declared vacant, the Town will advertise the vacant seat to be filled in accordance with the Procedure By-Law.

Meeting Schedule and Location

Each Advisory Committee shall meet monthly between March and December of each year (except July, August and December). Meetings shall take place in Council Chambers and may be held in alternative formats in accordance with the Procedure By-Law.

Procedural Rules

Unless otherwise stated in these Terms of Reference, all of the Committees shall adhere to the procedures stated in the Procedural By-law.

Quorum

A quorum of this Committee shall constitute a majority of members. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Chair of the meeting or the Recording Secretary may discharge the members present and may cancel or reschedule the meeting and notice for same shall be given in accordance with the Procedure By-Law.

Duties and Responsibilities

Chair

- Presides at all advisory committee meetings, and exercises authority and performs duties as required.
- Provides guidance and leadership to the committee in the completion of its mandate.
- Ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

All Members

Committee Members are expected to:

- Attend and actively participate in all advisory committee meetings;
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives and responsibilities;
- Contribute to the development of the committee's workplan, agendas and discussions during meetings and outside of meetings;
- Attend Town of Arnprior and other community events and initiatives where appropriate and available;
- Understand their role and expectations;
- Must conform to all Municipal policies and procedures, including the Council Code of Conduct,
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code;
- Respect all decisions made by the committee as a whole; and
- Be cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally and shall disclose accordingly.

Term

Public members shall be appointed to the Committee for a period to coincide with the term of Council ending on November 14th, 2026.

Administrative Support Staff

The Clerk's Office will book meetings, prepare and distribute agendas under the direction of the Chief Administrative Officer (CAO), and take minutes for all of the Committee meetings. The official copy of the minutes shall be filed in the Clerk's Office.

Community participation is key to the success of the Town's Advisory Committees. Additional Town staff and representatives from diverse groups will be invited to attend meetings as required to provide expertise.

Reporting:

- Staff Reports:
 - Applicable Staff Reports, as determined by the Chief Administrative Officer (CAO), shall normally be submitted to the Committee for input as part of the consultation process with any alternate points of view being noted in the Report to Council.
- Committee Reports to Council:
 - Committee reports which rise to Council shall be prepared by a Staff Advisor who will either provide concurrence along with the CAO; or alternatively, indicate staff comments.
- Committee Updates:
 - Council members of the Committee shall provide an update of Advisory Committee Activities to Council on a bi-annual basis in May and November of each year.

Agenda Format:

1. Call to Order
2. Roll Call
3. Land Acknowledgement
4. Adoption of Agenda
5. Disclosures of Pecuniary Interest
6. Approval of Previous Minutes
7. Presentations/ Delegations
8. Matters/ Tabled/ Deferred/ Unfinished Business
9. Staff Reports (by Department)
10. New Business
11. Adjournment

Appendices

1. **Appendix A** – Accessibility and Age Friendly Advisory Committee
2. **Appendix B** – Culture and Diversity Advisory Committee
3. **Appendix C** – Environmental Advisory Committee

Appendix A

Accessibility and Age Friendly Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Accessibility and Age Friendly Advisory Committee.

Mandate

The Accessibility and Age Friendly Advisory Committee will provide Council with sound advice and recommendations to Council related to the accessibility of Town programs, services and facilities for all users. They will also serve to promote and facilitate a barrier-free and age friendly community by assisting in the removal and prevention of barriers faced by persons with disabilities and the creation of programs and services that can be enjoyed by residents and visitors of all ages.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Promote and facilitate a barrier-free and age friendly Arnprior through active community engagement and through raising issues, concerns and opportunities for improvement;
- Developing and implementing a Diversity and Inclusion Strategy for the municipality to address inclusivity and diversity barriers faced by members of our community, in coordination with the Culture and Diversity Advisory Committee;
- Developing new policies and procedures related to accessibility and age friendly community planning;
- Reviewing existing Town policies and procedures with an inclusionary lens to eliminate barriers to Town programs and services for persons with disabilities;
- Acting as the Town's Accessibility Advisory Committee in accordance with the *Accessibility for Ontarians with Disabilities Act* and its regulations;
- Review and monitor the development, implementation and effectiveness of the Town's Multi-Year Accessibility Plan;
- Provide recommendations to Council and staff to improve accessibility at Town facilities through regular audits;
- Fostering a greater understanding and awareness of accessibility and age friendly community planning within the community through community partnerships;
- Facilitating opportunities to educate and celebrate persons with disabilities and age friendly community members; and
- Identifying resources and community outreach activities.

Membership

The Accessibility and Age Friendly Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this committee shall represent a broad range of individuals, including persons with disabilities, caregivers and other community members who have expertise in accessibility and/or age friendly community planning.

There shall be a minimum equal number of members who have a disability as compared to members who do not have a disability (50%).

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Knowledge, living or lived experience with accessibility and age friendly community planning matters.
- Commitment as a change-agent in the accessibility community.
- Experience working in teams and/or with community groups, boards or organizations.

Appendix B

Culture and Diversity Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Culture and Diversity Advisory Committee.

Mandate

The Culture and Diversity Advisory Committee will provide sound advice and recommendations to Council related to cultural programs and activities and diversity, equity and inclusion across the Town of Arnprior and in the community. They will also advise the Town on actions that can be taken to build a more inclusive, respectful and safe community where everyone has equitable opportunities to thrive in our community.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing and implementing a Culture Plan for the municipality to inform the development of cultural programming and services for the diverse community that the Town serves;
- Developing and implementing a Diversity and Inclusion Strategy for the municipality to address barriers to equitable inclusion faced by members of our community, in coordination with the Accessibility and Age Friendly Advisory Committee;
- Developing new policies and procedures related to culture, equity, diversity and inclusion;
- Reviewing existing Town policies and procedures with an inclusionary lens to eliminate barriers to Town programs and services for the diverse populations of our community;
- Fostering a greater understanding and awareness of culture, diversity, equity, and inclusion matters within the community through community partnerships and advocacy;
- Facilitating opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Arnprior;
- Implementing anti-racism and anti-discrimination initiatives;
- Identifying resources and community outreach activities; and
- Serving as the Museum Board for the purposes of strategic planning, program oversight and community engagement with the Arnprior and District Museum.

Membership

The Culture and Diversity Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this Committee shall represent a broad range of equity seeking groups including, but not limited to:

- Indigenous, Black, and People of Colour (IBPOC)
- Racialized people, people of diverse ethnic or cultural origin, and marginalized community members;
- 2SLGBTQ+ community members;
- Newcomers and New Canadians;
- Other groups as may be deemed appropriate by Council.

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Knowledge of or living/lived experience with diversity, equity and inclusion matters.
- Commitment as a change-agent in diversity, equity and inclusion matters in the community.
- Experience working in teams, with community groups, boards or organizations.
- At least one member aged 25 or younger.

Appendix C

Environmental Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Environmental Advisory Committee.

Mandate

The Environmental Advisory Committee provides advice and guidance to Town Council and staff with respect to environmental issues including sustainable practices, conservation, alternative energy solutions and environmental regulations.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing ways to further conserve and protect the natural environment, including improvements to existing and future Town programs, services, policies and planning.
- To request, where necessary, input from the public and community partners concerning areas of improvement and future protection of the natural environment.
- To ensure that the community engages in action-oriented strategies that are aligned with the principles of relevant Town and Regional strategies.
- Assist the Town in the preparation of a community energy plan, designed to improve energy efficiency, reduce greenhouse gas emissions and foster local sustainable energy solutions.
- The committee will work in alignment with other committees of Council.

Membership

The Environmental Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this committee shall represent a broad range of individuals with various skill sets, knowledge and experience.

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Expertise in environmental matters and those applicants who have skills, assets, and expertise in the particular field;
- Experience working in teams, with community groups, boards or organizations.
- Relationships with community organizations.

A cross-section of members with experience representing as many of the following fields is desirable:

- Urban forestry or horticulture
- Water Resources
- Environmental studies
- Community outreach and public education
- Government policies, procedures, or budgets
- Municipal Planning
- Active Transportation
- Greenhouse gas emission reduction initiatives



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Inclusivity and Diversity Advisory Committee History and Background

Oliver Jacob

Client Services Coordinator

March 4th, 2024



Background

- Council appointed an Inclusivity and Diversity Advisory Committee (IDAC) in October 2021 to study and make recommendations related to diversity, equity, and inclusion in the Town of Arnprior.
- Comprised of:
 - **Committee Members:**
 - Lynn Grinstead, Ro Nwosu, Ananda Nicholas, Peter Shum, Rainer Bouret Amparo, Brad Greyeyes-Brant, Aiden McGrath
 - **Support:**
 - Jodi Bucholtz, Manager of the Local Immigration Partnership of Renfrew and Lanark (LIP)



IDAC Mission Statement

The Inclusivity and Diversity Advisory Committee focused on encouraging and facilitating systemic changes within the community by creating a more trustworthy and innovative environment for all members of the community.

This was done through celebrating diversity, embracing and fostering inclusivity, and making commitments to action.



Environmental Scan

- IDAC prepared a public survey to better understand the make-up of our community and the experiences of its members regarding diversity and inclusivity.
 - Survey Period: March 10th, 2022 to April 3rd, 2022
 - Number of Respondents: 160



Environmental Scan

- Survey Demographics:
 - **Age:** Wide variance (60% under 45, 10% over 60)
 - **Residency:** 68% live in Arnprior, 8% former residents
 - **Gender:** 66% woman, 25% man, 3% non-binary, 2% two-spirit, 4% not listed or prefer not to share
 - **Race:** Significant prevalence of “white”, “Caucasian”, “North American”, and “Canadian” (over 42%) with low participation from marginalized communities
 - **Ethnicity:** Strongest prevalence of “Canadian” (36%) and significantly noted Western European origins



Environmental Scan

- Results:
 - Comfort level to express identity (out of 10)
 - Race: 8.94
 - Ethnicity/Culture: 8.84
 - Sexual Orientation: 8.13
 - Gender: 8.62
- These findings were complimented by questions related to lived experience with homophobia, transphobia, and racism/discrimination which found:
 - 51% experienced or witnessed homophobia
 - 39% experienced or witnessed transphobia
 - 63% experienced or witnessed racism/discrimination



Environmental Scan

- Key Sources of Discrimination:
 - Online (local social media groups / forums)
 - On the street
 - In stores and restaurants
 - At school
- Lived experiences were fairly consistent across all types of discrimination
 - Online discrimination was most prevalent across all types.
 - School-based discrimination was highest because of sexual orientation and gender identity.



Environmental Scan

- Level of Comfort in regard to diversity (out of 10)
 - Schools: 7.41
 - Workplace: 7.46
 - Stores/Restaurants: 7.89
 - Community Services: 8.08
 - Police/Justice System: 7.18
- Town Programs
 - 31% were reluctant to participate in Town programs because they feel like they don't belong.



Environmental Scan

- Largest Systemic Problems noted:
 - More education required to achieve equity
 - Social media and online environments
 - Lack of diversity
 - Lack of safe space
 - Resistance to dealing with change
- Questions 33 and 34 provided opportunities for open responses. Summaries are provided as part of the Appendix.



IDAC Recommendations

- IDAC did not present any formal recommendations to Council; however, they offered some guidance throughout the course of their mandate, such as:
 - Conduct regular surveys to solicit more feedback and ideas to collect data on future survey as well as any regular surveying of participants at events, such as the Cultural Night Market.
 - Consult with the Algonquins of Pikwakanagan First Nation to discuss project recommendations in the Waterfront Master Plan.
 - Review Fireworks By-Law to include other holidays and festivals (i.e. Diwali, Chinese New Years, etc.).



IDAC Recommendations

- Collaborate with the Local Immigration Partnership of Renfrew and Lanark (LIP).
- Plan a Night Market with vendors, music, food and dance that celebrate cultural diversity.
 - Importance of supporting local entertainers, artisans and restaurants.
 - Include multi-media elements (i.e. theatre, street art, sidewalk chalk, etc.).
- Clerk's Office to compile the actions, ideas, common themes from the survey results for future prioritization.



Moving Forward

- Data Collection
 - The 2022 Environmental Scan set the baseline for community experiences related to diversity and inclusion.
 - Which groups were well represented? Any groups who were absent or underrepresented?
 - Do we need to conduct a refresher survey to identify any changes or gaps since 2022?

Questions?



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Cultural Planning at Arnprior + District Museum

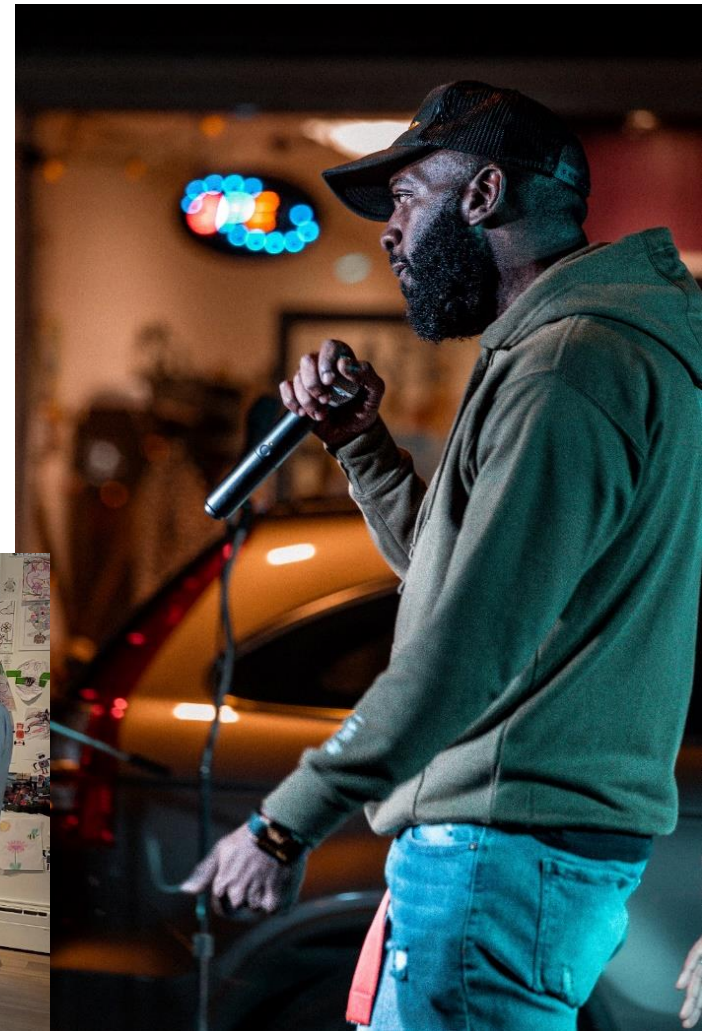
Emily Stovel
Manager of Culture and Curator

March 4th, 2024

Background

- Council created a Manager of Culture position combined with Museum Curator in 2022.
- The Museum developed community-guided cultural activities, such as:
 - Neighbourhood Story Jam
 - Arnprior Pride Paint Night
 - Hip Hop Dance Workshop
 - Allyship and Anti-Bias Workshop
 - Cultural Night Market
 - Noche Latina
- This work increased community engagement and museum visitation significantly in 2023.

Museum Activities



Museum Activities





Moving Forward

- The Manager of Culture/Curator has joined national and regional organizations, initiatives, and training to bring best practices and current trends to CDAC.
- CDAC will serve as the Museum Board for the purposes of strategic planning, program oversight and community engagement with the Arnprior and District Museum.
- Initial cultural planning underway with Council funding can provide a baseline for future evaluation.
- The #CultureInArnprior Spring Speaker Series can lift up voices in our community.
- What is your vision for Arnprior and how can Culture and Diversity Planning bring this to life?

Questions?



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