



**SUBJECT: Burlington Inclusivity Advisory Committee 2017 annual report and 2018 workplan**

**TO: Committee of the Whole**

**FROM: Clerks Department**

Report Number: CL-08-18

Wards Affected: All

File Numbers: 130-01

Date to Committee: June 4, 2018

Date to Council: June 18, 2018

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**Recommendation:**

Receive and file the Burlington Inclusivity Advisory Committee's 2017 annual report and 2018 workplan attached as Appendix A to clerks department report CL-08-18.

**Purpose:**

An Engaging City

- Good Governance
- Community Building through Arts and Culture via Community Activities

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**Background and Discussion:**

The Burlington Inclusivity Advisory Committee (BIAC) was established in May 2008 in response to the Inclusive Cities, Canada – Burlington report released in March 2005. Its mission was established to promote ideals of acceptance, respect and equality toward all members of the community by developing initiatives to aid residents in becoming active participants within their community. As such, the committee proceeded to engage the community and stakeholders through forums to help determine the priorities of Burlington in developing a more inclusive and diverse community. The feedback received from the civic engagement forums led to the contracting of a consultant to produce an Inclusion Lens in 2011. An Inclusion Lens was completed by Turner Consulting Group in January 2012.

The Burlington Inclusion Lens remains an unused resource at the city and as such, BIAC's 2018 workplan establishes an Inclusion Lens Sub-committee to research best practices and create a list of tools that will assist city staff in implementing Burlington's Inclusion Lens.

BIAC is also committed to its involvement on the Taskforce on Anti-Bullying/Harrassment approved by City Council on February 20, 2018.

Attached as Appendix A is BIAC's 2018 workplan, along with the committee's annual report for 2017.

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### **Financial Matters:**

All activities undertaken and planned by BIAC are within their current approved operating budget.

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### **Public Engagement Matters:**

BIAC has established a Communications & Public Awareness Sub-committee for 2018 that will work with the support of the city's communications staff to raise the profile of diversity across the city.

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### **Conclusion:**

The Burlington Inclusivity Advisory Committee members are proud to present their 2017 annual report and 2018 workplan.

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Respectfully submitted,

Georgie Gartside

Committee Clerk

905-335-7600, ext. 7492

### **Appendices:**

A. BIAC's 2017 annual report and 2018 workplan

**Notifications:**

Brian Wrixon, Chair, Burlington Inclusivity Advisory Committee

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



## **Burlington Inclusivity Advisory Committee**

### **2017 Annual Report and 2018 Work Plan**

BIAC's 2017 annual report and 2018 work plan both reflect the pivotal monitoring and measuring roles that the committee plays in helping the City of Burlington apply an inclusion lens to its policies, services and programs. On the one hand, BIAC reaches out to the community at large to gather relevant data and to spread the message of inclusion to our citizens and stakeholders. Then, in its advisory capacity, BIAC takes the data and information that it has collected and examined and presents it to the city with concrete suggestions on how it can make our community more inclusive.

### **2017 annual report:**

#### **Internal consultation**

- staff from the city's Mobility Hubs team provided a presentation and gathered feedback from BIAC in June.
- Denise Beard, the city's Community Development Manager provided a presentation and gathered feedback from BIAC in September.
- staff participating in the Mohawk Future Ready Leadership Program met with BIAC twice to seek feedback into an internal facing inclusivity framework for the city. BIAC members also reviewed and provided feedback on the team's staff survey.
- BIAC surveyed front line customer service staff working in various city facilities (city hall, recreation centers, etc.) regarding their experiences with inclusivity.
- BIAC surveyed members of council regarding their experiences with inclusivity.
- BIAC met with staff from the Special Events Office to discuss the creation of the Guide to Planning Inclusive Festivals and Events.
- BIAC provided city hall staff with a Lunch and Learn event during Customer Service Week on the topic of Unconscious Bias.

#### **External/Partner consultation**

- Kim Smith from the Halton Poverty Roundtable provided a presentation and gathered feedback from BIAC in September.
- BIAC members attend the Halton Diversity and Equity Roundtable annual conference.

- BIAC members set up an information booth at the annual Ward 6 Love My Hood event in June.
- Jess Kiley from the Positive Space Network provided a presentation and gathered feedback from BIAC in November.

### **Other**

- created a Guide to Planning Inclusive Festivals and Events.
- researched top languages spoken in Burlington.
- drafted a resource list to provide to senior staff at the city to assist them in incorporating inclusivity and diversity training, information, activities into their semi-annual meetings with staff.

### **2018 Work Plan:**

BIAC has formed three sub-committees for 2018 and will undertake the following initiatives:

#### **Inclusion Lens Sub-committee:**

- review the tools developed by the City of Ottawa and make recommendations to assist city staff in implementing the City of Burlington Inclusion Lens document created by BIAC in 2012.

#### **Communications & Public Awareness Sub-committee:**

- continue with "We Are Burlington" theme with attendance at events.
- develop a program to highlight diversity in the community.
- encourage organizations to sponsor food and play events or BIAC to co-sponsor events with a diversity theme.
- promote more awareness of BIAC in the community.
- community video strategy.
- create a repository of resources, research and videos.

#### **City of Burlington Staff Training Sub-committee:**

- lunch and learn sessions for city staff.

#### **BIAC will also:**

- invite a guest/presentation at each committee meeting.
- continue to attend relevant inclusion/diversity events and report back to the committee.
- provide advice to city council and city staff on policies, services and programs related to inclusivity/diversity, as requested.
- be a stakeholder on the City's Anti-Bullying Task Force.