

**TOWN OF NORMAN WELLS**  
**ADVANCEMENT OF EQUITY AND INCLUSION COMMITTEE**  
**Regular Scheduled Meeting for Tuesday, May 11th, 2021**  
**Council Chambers @ 7 pm**  
**Minutes**

**Present:**

Alexis Peachey- Deputy Mayor	Chair
Jes Degryse	Member
Johannie Lapierre	Member
Erika Weber	Member
Jason Weber	Member
Kayla Turner	Staff Member

1. Call to Order 7:03PM
2. Declaration of Conflict of Interest
  - Johannie declared a conflict on item 6c Employee Handbook as she is an employee of the Town.
3. Review and Adoption of Agenda
  - Moved by Johannie, seconded by Jes. All in favor.
4. Delegation

None.
5. Review and Adoption of Minutes

None.
6. Old Business:
  - a. Committee "Community Agreement" Review
  - b. Election - Public Education
    - Kayla will be meeting with Mike Duclos on Friday to further discuss the educational videos in partnership with his film studies class.
    - Kayla also reached out to the Hamlet of Tulita to see about having their younger Councilors speak to the Youth in town, she has not heard back but will follow up.
  - c. Employee Handbook
    - i. Section C
      - Erika noted that there are two types of harassment: Human Rights and Workplace.
      - The committee agreed that there needs to be an easy, and organized way for employees to submit their complaints (forms).

- Jes noted that an online submission system would be great. This would generate a file number and submission right away.
- The Committee agreed that the most common types of harassment and their definitions need to be included in the policy (race, age, sex etc.).
- Erika noted that the policy mostly protects employee to employee interactions. It should include interactions with vendors, contractors, elected officials, and volunteers.
- Jes mentioned that there should also be a zero-tolerance policy for staff and council.
- The committee also agreed to remove poisoned environment from the policy.
- Councillor Peachey also noted that the grievance committee is not included in the Council Procedures By Law which makes it irrelevant.
- Kayla will narrow down definitions for the policy which will help employees during stressful times. She will also create a forms book for all forms included in the employee handbook.
- Erika asked about a timeline for harassment complaints. Councillor Peachey suggested immediate reporting of harassment but to limit complaints to 6 months in order to prevent bringing up issues from two years ago.
- The committee agreed that after the submission of a harassment claim, a response should be given within 5 days.
- Before the changes are submitted to Council, changes must be shared with staff.
- The committee suggested having the grievance policy work on its own.
- Councillor Peachey suggested defining resolution and lack of resolution in the policy. Including a Code of Conduct in the policy would help resolve conflict.
- Erika suggested talking with Town Employees who have been through or who have attempted to file a grievance or harassment complaint to see if we can better improve the policy based on their experiences. Kayla will reach out.

d. Cultural, Racism and Discrimination Awareness project(s)

- Councillor Peachey suggested creating a cultural awareness project for employees and the public. There would need to be consultation with the Norman Wells Land Corporation for this especially when it comes to educating the public about Land Claims.
- The committee agreed that signage around the community with dual languages would be great.
- Johannie suggested writing a letter to beneficiaries when there is a vacant seat on a committee to try and encourage more diversity on committees.

e. UNDRIP and TRC

7. New Business

a. Block Parent – move to next meeting

8. Open Forum

Jason: Suggested that for signage, the traditional language be used first before English.

Johannie: there was a call to improve accessibility around Town at the Zoning By Law public hearing. There is no federal mandate for buildings to be wheelchair accessible. The committee noted that courtesy parking signage would be great for the community.

9. Adjournment 9:01PM