

**Engage and Inform Committee
Meeting Minutes
Wednesday, February 7th, 2024**

Members Present: Councillor Valerie Durston, Mayor David Mayberry, Councillor Paul Buchner, Catherine White, Deb Riley, Jen Thomson, Marg Johnson and Tabitha Kosmal.

Staff Present: Nicole Chambers and Julie Middleton.

Regrets None.

Call Meeting to Order

The meeting was called to order at 1:03 p.m. by Chair Valerie Durston, and a quorum was present.

Approval of the Agenda

Resolution No. 1 Moved by Catherine White
Seconded by Deb Riley

RESOLVED that the agenda for the February 7th, 2024 Engage & Inform committee meeting be approved, as amended.

DISPOSITION: Motion Carried

Approval of the Minutes

Resolution No. 2 Moved by David Mayberry
Seconded by Paul Buchner

RESOLVED that the regular minutes of the October 10th, 2023 meeting, notes of the November 1st, 2023 meeting, and regular minutes of the December 14th, 2023 Engage & Inform committee meeting be approved.

DISPOSITION: Motion Carried

Resolution No. 3 Moved by David Mayberry
Seconded by Valerie Durston

RESOLVED that that the Committee recommend that Council of the Township of South-West Oxford appoint Marg Johnson and Tabitha

Kosmal as members of the Engage and Inform Committee for the term of Council ending November, 2026.

DISPOSITION: Motion Carried

Business Arising from the Minutes

Brownsville Community Centre “Sharing Cupboard”

Catherine White and Deb Riley presented information to the Committee regarding the Sharing Cupboard at the Brownsville Community Centre. Catherine presented the vision and values of this project and requested direction and further comments from this Committee. She presented examples of signage for the Sharing Cupboard and noted they also will need a “take what you need” sign for the pantry as well.

Discussion took place regarding communicating the instructions for the cupboard with Oxford County Library as it is expected that Chelsea (Brownsville Librarian) will be taking maternity leave this year. Catherine and Deb have keys to the library if the cupboard needs to be accessed outside of library hours.

Julie Middleton clarified that the role of the Township (Engage and Inform Committee) will be to set up the cupboard. Moving forward, the expectation will be that the community take on this project to re-stock the cupboard. Catherine will also connect with the Salvation Army, Sobeys and other organizations such as Second Harvest (St. Thomas) and Ontario Christian Gleaners (Cambridge) to obtain further donations.

David Mayberry suggested the following:

- Slide 4 – change wording to “This Sharing Cupboard”;
- Slide 4 – change wording to “food insecurity in Brownsville and the community”; and
- Slide 2 – post vision and mission statement on the cupboard to give the community a sense of its purpose.

Deb strongly encouraged that Committee Members complete Feed Ontario’s Fork in the Road exercise (found on their [website](#) and Facebook page). She noted that it opens up an immense understanding of the different circumstances that Canadians face in terms of food insecurity.

David Mayberry will speak with Oxford County Library – he may request more information/instructions for Chelsea’s replacement from Catherine and Deb. Deb noted that tomorrow should be the first opening of the Sharing Cupboard. The responsibility of the librarian will be to open and close the sharing cupboard so it is available during library hours – they will also let Catherine and Deb know if any items need to be stocked (if they can). Catherine and Deb will track usage, but individuals will not have to disclose their names if they wish to take what they need.

Nicole Chambers will prepare the signs and laminate them for the cupboard. The Committee arranged a photo-op for the Sharing Cupboard next Wednesday, February 14th at 6:30 p.m. at the Brownsville Community Centre. Staff will share this information through the

newsletter, website and social media to communicate that this Sharing Cupboard is now open three days a week to support the community.

Resolution No. 4 Moved by David Mayberry
 Seconded by Jen Thomson

RESOLVED that up to 50% of any monetary donations or non-perishable food items received during the Winter Walk for Warmth be shared with Operation Sharing; with the remainder donated to the Brownsville Sharing Cupboard.

DISPOSITION: Motion Carried

Winter Walk for Warmth

The Committee finalized the event details for the 2024 Winter Walk for Warmth. It was noted that:

- Julie will bring mugs (from office), cookies, marshmallows;
- Catherine will bring scones;
- David will bring hot chocolate, 45-gallon drum (he will cut down) and materials for a campfire fire (wood, lighter, etc.) – to be left at the pavilion for after the walk;
- All members will bring marshmallow roasting sticks if they have them;
- Nicole will apply for the recreational burn permit;
- Marg Johnson and Tabitha Kosmal will arrange the scavenger hunt for children; and
- Staff will arrange the scavenger hunt prizes (candy goody bags).

The updated flyer will be updated and circulated at businesses, organizations and halls in the community.

2024 Event Ideas/Brainstorming

- Winter Walk for Warmth - Saturday, February 24th
 - Details finalized, added campfire, scavenger hunt for children
- Volunteer Appreciation Night - Friday, April 19th
 - We have finalized the entertainment and theme – it is Motown themed
 - Cost is going up for entertainment and food
 - People last year enjoyed entertainment (musical, dancing)
 - Dinner, music and prizes provided
- Earth Day - Saturday, April 20th
 - Details have been finalized, supplies are being ordered.
 - Flyer was presented to the Committee.
- ActON Litter Day - Tuesday, May 14th –community
 - Community will be encouraged to participate
 - Location: TBD - staff will connect with the Works Department to determine what ditches/roadsides have the most litter
 - Rain Date: Thursday, May 16th

be submitted to Nicole or Julie. Staff will be presenting the draft plan to the Oxford County Accessibility Advisory Committee for review as well.

In response to a question from Catherine regarding accessible door switches, Julie and David clarified that they must be shut off when doors are locked to prevent damage to the mechanism.

Correspondence

SWOX Talks and Village Voice – January and February 2024

The Committee reviewed the monthly newsletters and Village Voice Ads. Staff will put them on the agenda on a monthly basis moving forward so the Committee is aware of what information we are sharing and how are sharing it.

Discussion took place regarding the need for a community engagement survey. David questioned if a survey would tell us what we already know and encouraged staff to reach out to other rural Ontario municipalities to ask how they communicate and engage with their residents (best means, channels, etc.).

New Business

Gender-Based Violence

Valerie advised that the Oxford Domestic Abuse Resource Team (DART) is hosting “Carving a Prevention Pathway”, the first in a series of workshops designed to recognize how our community can prevent femicide, on March 7th, 2024. David will be in attendance and requested that if any members of the Committee would like to participate that they reach out to Julie – she will share the invitation via email.

Catherine stated the importance of finding the route of every problem, and added that partner violence often stems from children who experienced abuse – these individuals are more likely to have a partner who has abusive tendencies or become abusers themselves. She added that Children’s Aid Society, Domestic Abuse Services Oxford (DASO) and Ingamo Homes offer workshops and amazing resources for the community.

Standing Items

Review of SWOX 2030 Action Item List (minutes of August 12th, 2015 meeting)

1. Social Responsibility
2. Communication
3. Active Living
4. Safety & Security

Adjournment

Resolution No. 6 Moved by Catherine White
 Seconded by Paul Buchner

RESOLVED that there being no further business, the Engage and Inform Committee adjourn at 2:46 p.m. to meet again on Wednesday, March 6th, 2024 at 1:00 p.m.

DISPOSITON: Motion Carried