

Agenda

Diversity, Inclusion and Anti-Oppression Advisory Committee

11th Meeting of the Diversity, Inclusion & Anti-Oppression Advisory Committee
October 18, 2018, 12:00 PM
Committee Room #2

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Pages

- 1. Call to Order**
 - 1.1 Disclosures of Pecuniary Interest
- 2. Opening Ceremonies**
 - 2.1 Acknowledgement of Indigenous Lands
 - 2.2 Traditional Opening
- 3. Scheduled Items**
 - 3.1 12:00 PM Brian Gowling-Racism in London
- 4. Consent**
 - 4.1 8th and 9th Reports of the Diversity, Inclusion and Anti-Oppression
Advisory Committee 3
- 5. Sub-Committees and Working Groups**
 - 5.1 Education & Awareness Sub-Committee
 - 5.2 Policy & Planning Sub-Committee-Policy and Planning Minutes August 2,
2018 & September 6, 2018 7
 - 5.3 Award & Recognitions Sub-Committee
- 6. Items for Discussion**
 - 6.1 2018 Work Plan 12
 - 6.2 Terms of Reference 21
- 7. Deferred Matters/Additional Business**
- 8. Confidential**
 - 8.1 Personal Matters/Identifiable Individual

A personal matter pertaining to identifiable individuals, including municipal employees, with respect to the 2019 Mayor's New Year's Honour List.

9. Adjournment

Next meeting: November 15, 2018

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

8th Meeting of the Diversity, Inclusion & Anti-Oppression Advisory Committee
July 19, 2018
Committee Room #4

Attendance PRESENT: L. Osbourne(Acting Chair), F. Cassar, Z. Hashmi, S. Lewkowitz, M. Mlotha, M. Prefontaine, A-M. Sanchez, and P. Shack(Secretary)

ALSO PRESENT: K. Husain and K. Koltun

REGRETS: A. Hamza, R. Hussain, S. Sharma and I. Silver

The meeting was called to order at 12:05 PM.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Opening Ceremonies

2.1 Acknowledgement of Indigenous Lands

That it BE NOTED that the meeting was opened with an Acknowledgement of Indigenous Lands by L. Osbourne.

2.2 Traditional Opening

That it BE NOTED that no traditional opening was received.

3. Scheduled Items

3.1 (ADDED) Anti-Racism Policy - S. Kahn, Workplace Diversity and Inclusion Specialist

That it BE NOTED that the Anti-Racism Policy presentation by S. Khan, Workplace Diversity and Inclusion Specialist was not heard, as S. Khan was unable to attend the meeting.

4. Consent

4.1 7th Report of the Diversity, Inclusion & Anti-Oppression Advisory Committee

That it BE NOTED that the 7th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on June 21, 2018, was received.

4.2 Highbury Avenue/Hamilton Road Intersection Improvements - Environmental Assessment Study - Notice of Completion

That it BE NOTED that the Notice of Completion from B. Huston, Dillon Consulting and M. Elmadhoon, Traffic Planning Engineer, with respect to the Highbury Avenue/Hamilton Road Intersection Improvements Environmental Assessment Study, was received.

5. Sub-Committees and Working Groups

5.1 (ADDED) Education and Awareness Sub-Committee - Meeting Minutes June 27, 2018

That consideration of the Education and Awareness Sub-Committee, Meeting Minutes dated June 27, 2018, BE POSTPONED to the next Diversity, Inclusion and Anti-Oppression Advisory Committee meeting.

5.2 (ADDED) Policy & Planning Sub-Committee

That consideration of the Policy and Planning Sub-Committee report BE POSTPONED to the next Diversity, Inclusion and Anti-Oppression Advisory Committee meeting.

5.3 (ADDED) Award & Recognitions Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal update, with respect to the Award and Recognitions Sub-Committee;

it being noted that F. Cassar will attend the Community and Protective Services(CPSC) meeting on August 14, 2018, to inform the CPSC of the 2018 London Diversity, Race Relations & Inclusivity Awards to be presented on November 20, 2018.

6. Items for Discussion

6.1 2018 Work Plan

That consideration of the 2018 Work Plan BE POSTPONED to the next Diversity, Inclusion and Anti-Oppression Advisory Committee meeting.

6.2 Black History Coordinating Committee Update

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal presentation from M. Mlotha with respect to the Black History Coordinating Committee.

7. Deferred Matters/Additional Business

7.1 (ADDED) London Police Services Board - London Free Press Article Relating to Reported Racial Incidents

That it BE NOTED the Diversity, Inclusion and Anti-Oppression Advisory Committee held a general discussion, with respect to London Police Services Board-London Free Press Article Relating to Reported Racial Incidents.

7.2 (ADDED) Racial Incident London

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee held a general discussion with respect to recent incident at a London grocery store;

it being noted that two members of the Diversity, Inclusion and Anti-Oppression Advisory Committee may attend CBC morning show, with respect to this matter.

8. Adjournment

The meeting was adjourned at 1:30 PM.

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

9th Meeting of the Diversity, Inclusion & Anti-Oppression Advisory Committee
September 20, 2018
Committee Room #2

Attendance

PRESENT: R. Hussain (Chair), F. Cassar, A. Hamza, Z. Hashmi and P. Shack (Secretary)

ALSO PRESENT: T. Allott, K. Husain, S. Khan, M. Sereda, T. Tomchick-Condon and T. Wall

REGRETS: S. Lewkowitz, L. Osburne, M. Prefontaine, A. Sanchez, S. Sharma and I. Silver

The meeting stood adjourned at 12:30 PM, due to lack of quorum.

Policy and Planning DIAAC Sub-committee Meeting Minutes

Date: August 2nd, 2018

Time: 12pm – 1 pm

Location: HR conference room, City Hall

In Attendance: Aden Hamza, Rifat Hussain, Saleha Khan, Kash Husain, Ian Silver, & Shawna Lewkowitz

Regrets: Terri Tomchick-Condon, and Anne-Marie Sanchez, Leroy Osbourne

1. CDIS Update – did not take place this meeting

No updates.

Action: Continue to monitor.

2. Equity & Inclusion Lens Update

Equity & Inclusion Lens Update – had initial meeting in July, then feedback meeting last week, now scheduled meeting for August 14th, room TBD to review the last edit of the lens.

Action: Meeting is Tuesday, August 14th, 2018 from 1-3pm, location TBD. If unable to attend, please send in your written comments.

3. Orientation Package

Orientation package – Education committee is starting work on this. The sections to be included thus far are:

- Official orientation document (from the City)
- Supplementary orientation documents (the sub-committee doc I sent you. We are adding more content)
- DIAAC brochure (WIP)
- Councillor contacts (from city)
- Minutes from previous meetings
- Acronym list (eg. CAPs, CDIS, City Clerk) (WIP)
- Governance chart (I have provided the google link for this. We are revising this again to further add clarity for new members)
- Org chart (WIP)
- budget proposals (from city document, we've made some adds to this prior)
- delegation status & presenters (completed)
- DIAAC definitions (completed)
- FAQ about DIAAC (WIP)
- Examples of recommendations (completed)
- Flow chart from AC recommendation to staff implementation (P&P would have better

expertise for this)

-DIAAC meeting agenda legend (WIP)

-CDIS booklet (from city)

We discussed the following items that we believe need to be added:

- Membership list of DIAAC members (i.e. resource members vs member-at-large, who they are representing)
- Identifying different roles
- Chair and vice-chair contact information
- Subcommittee descriptions and potential for working/ad-hoc groups
- TOR for DIACC and subcommittees
- Key contacts from City of London
- List of all advisory committees
- Recommendations on things to keep in mind when making motion: clear timeline, ask for report back, etc.
- DIAAC workplan
- Checklist

Worked on a flowchart regarding how recommendations are submitted, Shawna to create a flowchart for the recommendations. We also talked about having a list of all the recommendations that we've previously done. Rifat to follow-up with Pat. We also discussed assigning a webmaster/social media/communications focal point person on DIAAC. Particularly to assist in the creation and management of a Facebook page (informational only, no comments, etc.) with clear guidelines/standards for postings.

Action:

Rifat – follow up with Pat regarding recommendations.

Shawna – create flowchart of how recommendation moves from Advisory Committee to implementation by staff.

Kash – Send Aden checklists used in previous orientations.

Aden – To discuss the potential for having a communications/social media/webmaster focal point person.

Aden - Ask Pat about the opportunity to prepare a binder for all orientation materials or electronic folder.

4. Human Rights Day event this Fall/Winter –

Verbal update provided by Saleha.

5. Truth & Reconciliation Commission Recommendations and Diverse Voices for Change Recommendations Update.

Rosanna Wilcox unable to attend today. Will reschedule for September.

Action: Aden to schedule for September.

6. Grants Proposal Policy

Leroy has requested that a review of the Grant Proposal Policy be put on policy & planning subcommittee agenda to assess and discuss strategies to ensure the grant proposals criteria reflect/encourage diversity/inclusion among applicants. This will now be a standing item on the policy & planning subcommittee agenda until complete.

Action: Deferred.

Policy and Planning DIAAC Sub-committee Meeting Minutes

Date: September 6th, 2018

Time: 12pm – 1 pm

Location: HR board room 1, City Hall

In Attendance: Aden Hamza, Rifat Hussain, Saleha Khan, Kash Husain, Ian Silver, Leroy Osbourne

Regrets: Terri Tomchick-Condon, Anne-Marie Sanchez, Leroy Osbourne & Anne-Marie Sanchez

1. Diverse Voices for Change Recommendations Update.

Cathy Saunders (City Clerk) and Barb Westlake (Deputy City Clerk) attended our meeting and provided a verbal report on the progress specifically regarding voluntary disclosure. Cathy informed us that voluntary disclosure for candidates are not permitted as per provincial legislation, the Clerk's office is unable to collect any additional information from candidates. Voluntary self-disclosure for advisory committees is being investigated, and deputy clerk is writing a review on all advisory committee for which advisory committees will be asked for feedback. The Clerk's office will also be organizing open houses for the advisory appointments in the community with advisory committee members, to provide an opportunity to engage community and recruit. In terms of the election, they completed candidate information sessions prior to nominations and participated in campaign school event.

We also had a lengthy discussion about channels we can use to promote advisory committees. We can not access CDIS contact list, however in the next stages of CDIS, when collecting information will ensure it allows for us to send information related to diversity and inclusion.

Action: Rosanna will follow-up regarding DRIA awards in city newsletter and Cathy will follow up regarding adding DRIA to councilor newsletters. Aden will follow-up with Barb regarding advisory committee report.

2. Truth & Reconciliation Commission Recommendations and

Rosanna presented on the Truth and Reconciliation Commission recommendations and CDIS. CDIS report will go to Council on October 10th. An Indigenous Relations Office is recommended and funding is secured. It was suggested that the Indigenous Relations Office have a direct relationship with DIAAC, potentially as a resource member (similar to the LPS Diversity Officer). CDIS will begin recruiting for leadership in late November/December after Terms of Reference are approved. Professional development programs have also included indigenous affairs including blanket exercises, train-the-trainer opportunities and ongoing training opportunities. Recommendation #77- London Public Library led and collected information to send to the National Centre for Truth & Reconciliation. Recommendation #82- Commemoration in the process of being planned with the culture office and London Arts Council co-leading development, and they are also working to establish base of indigenous artists and artist-in-

Residence program. Currently they are reviewing other calls to action on direction of city council.

Action: Rosanna to look into adding Indigenous Relations Office as Resource Member for DIAAC.

3. CDIS Update

See TRC above.

4. Equity & Inclusion Lens Update

Not discussed at this meeting.

Action: Deferred

5. Orientation Package

Action: Deferred

6. Human Rights Day event this Fall/Winter –

Action: Deferred

7. Grants Proposal Policy

Action: Deferred

Next meetings:

October 4th, 2018

November 1st, 2018

December 6th, 2018

January 3rd, 2018

February 7th, 2018

Location: HR boardroom, 5th floor, City Hall

DIAAC Sub-committee Work Plans 2018

DRIA Award and Recognition (A & R) Sub-Committee Work Plan 2018				
Goal	Activities	Budget	Status	Responsibility
1. Plan and Execute an Annual Awards and Recognition Event in collaboration with the City	1.1 Maintain the Project Plan and complete tasks on scheduled dates 1.2 Develop budget for approval by DIAAC and keep costs within budget.	\$1200	1.1 Ongoing 1.2 Budget drafted (\$1,200 recommended for 2018)	F. Cassar with assistance by Awards Sub-Committee members and support from CoL: Diversity Officer, Administration and Communication
2. Increase awareness and participation of the Annual Rewards and Recognition program	2.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event 2.2 Assess the benefits and nature of incentives to increase nominee participation 2.3 Scheduled information session with Rogers Cable 2.4 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition 2.5 Work with CoL Communications to increase awareness and engagement in annual nominations process 2.6 Leverage United Nations Theme of International Human Rights Day		2.1 Ongoing; 2.2 Will assess CoL swag 2.3 CoL Communications to coordinate Rogers Community News update; 2.4 Ongoing; 2.5 Ongoing as required; 2.6 campaign website	All Sub-Committee members CoL Communications And Administration
3. Promote A+R Winners	3.1 Provide Councillors with information of winners within their areas and encourage recognition		3.1 Ongoing	Awards Sub-Committee and CoL Administration

	<p>Elimination of Racial Discrimination/Black History Month.</p> <p>1.1.4 Identify promotional opportunities and strategies for community events.</p>		Ongoing	Ed'n subcommittee Communication
2. Educate new members of DIAAC	<p>2.1 Collaborate with P&P to create new and revised content to enhance the DIAAC new member's orientation package</p> <p>2.1.1 Propose & provide supplemental orientation content to P&P:</p> <ul style="list-style-type: none"> -org chart illustrating DIAAC in relation to Council & City Councillors. -list of commonly used operational definitions within CofL context. Eg. recommendation verbiage -provide document outlining pre-approved list of budget item. -write up of sub-committee mandates. -list of common staff contacts. -suggestions/guidelines of AC initiatives. -policy on speakers/delegates -flow chart from DIAAC recommendation to staff implementation. -member attendance policy suggestions -budget submission process 	Nil	Ongoing Ongoing	Education and Policy & Planning subcommittee Education subcommittee

	-City Councillor Contact List	Nil	Ongoing	Education and Policy & Planning subcommittee
	2.2 Assist P&P in revision of TOR for DIAAC.			
3. Educate committee members	3.1 Invite speakers to present to DIAAC.	\$200	Ongoing	Education subcommittee Civic Administration
	3.2 Work with Civic Administration to further identify and clarify existing CofL resources, processes and initiatives that support or can assist DIAAC in its mandate. Eg. Communications, Mayor's Office etc.	Nil	Ongoing	
	3.3 Identify ideas, issues or initiatives taking place in other municipalities, provinces and countries that overlap the mandate of DIAAC. Bring findings to DIAAC for discussion and possible recommendations to Council.	Nil	Ongoing	Education subcommittee and Policy & Planning subcommittee
	3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination & anti-oppression in London.	Minimal (cost of parking pass/bus tickets)	Ongoing	Education subcommittee & DIAAC
	3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC.	Nil	Ongoing	Education subcommittee
	3.6 Keep apprised of recent events in London via news media & other sources pertaining to discrimination in London to report to DIAAC. Bring to DIAAC's attention.	Nil	Ongoing	Education subcommittee
4. Raise profile of DIAAC in community	4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca	Nil	Ongoing	Education and Policy & Planning subcommittee
	4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events & related events.	\$200	Ongoing	
	4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum			
	4.3 Collaborate/piggyback on smaller	TBD	Ongoing	Cross Cultural Learner Centre,

	<p>projects/events with other organizations that overlap DIAAC's mandate.</p> <p>4.4 Compile database of contacts for faith centres, neighborhood associations, ethno-cultural organizations and other organizations for DIAAC and other subcommittees use for outreach purposes.</p> <p>4.4.1 Connect with Civic Administration for access to current database</p>	Nil	Ongoing	London Immigration Partnership, LUSO, NECC
5. Share in role of research, knowledge attainment and providing recommendations to achieve mandate	5.1 Combined efforts of keeping apprised of best practices in other geographic areas and identifying issues happening within the CofL.	Nil	Education, Policy & Planning and Awareness subcommittee	Ongoing

DIAAC – Policy & Planning Sub-committee Work Plan 2018

Goal	Implementation	Budget	Status	Responsibility
1. Review of policies at CofL related to Diversity and Inclusion	<p>1.1 Monitor development and implementation of the Diverse Voices 4 Change recommendations. Including voluntary disclosure for all appointments</p> <p>1.1.1. Diverse Voices 4 Change submitted their recommendations to Council following their research program. DIAAC has requested to be updated as recommendations are implemented/finalized by Staff.</p>	Nil	<p>September</p> <ul style="list-style-type: none"> - Aden has requested Rosanna Wilcox and City Clerk attend September Policy & Planning subcommittee meeting for update. 	Policy & Planning
	<p>1.2 Provide input into the Community Diversity & Inclusion Plan and monitor implementation of plan.</p> <p>1.2.1. Offer resources and information that may be pertinent for the Diversity & Inclusion plan.</p>	Nil	Ongoing	Policy & Planning

	<p>1.2.2. Providing ongoing consultation & review</p> <p>1.2.3. Monitor and provide support of strategies that are to be implemented at municipal level.</p> <p>1.3 Monitor implementation of Truth and Reconciliation Commission</p> <p>1.3.1. Request process to be updated on TRC implementation</p> <p>1.4 Offer support and monitor progress of immigration strategy</p> <p>1.5 Review the following polices when they are up for review by City of London:</p> <p>1.1.1 CofL policies will be assigned to be reviewed on biannual basis. We will request to be notified when policies specifically relating to Diversity & Inclusion, Accommodations and Indigenous affairs, the P&P committee be earmarked to also review.</p>	<p>Nil</p> <p>Nil</p>	<p>September</p> <ul style="list-style-type: none"> - Aden has requested Rosanna Wilcox to present re: progress of TRC recommendations <p>Ongoing</p> <ul style="list-style-type: none"> - Once submitted, the final copy will be sent to P&P prior to going to Council 	<p>Policy & Planning</p> <p>Policy & Planning</p>
2. Encourage greater diversity in all advisory committees	2.1 Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees	Nil	Ongoing	Policy & Planning
	2.2 Promote appointments process to diverse communities in city of London.	TBD	Ongoing	Policy & Planning

	<p>2.2.1. In keeping with transparency and inclusivity, DIAAC has discussed that the appointments process may require further promotion among community members, to ensure a broad and diverse pool of candidates for appointment to committees.</p>		<ul style="list-style-type: none"> - Discuss opportunities with City Clerk at September meeting. 	
<p>3. Support the development of DIAAC's structure</p>	<p>3.1 Review Terms of Reference and membership structure of DIAAC</p>	Nil	<p>Complete</p> <ul style="list-style-type: none"> - Finalized and sent to Pat. 	Policy & Planning
	<p>3.2 Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities</p>			
	<p>3.2.1.Review draft sub- committee work plans</p>	Nil	July 2018	DIAAC
	<p>3.2.2.Consolidate into an aligned document</p>		August 2018	Policy & Planning
	<p>3.2.3.Develop monitoring and measurement protocols</p>		Ongoing	Policy & Planning
	<p>3.3. Provide recommendations and supplemental materials to enhance the DIAAC new member orientation</p>			
	<p>3.3.1.Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.</p>	Nil	Summer 2017 – Completed. Discussed w/ Saleha Khan re: incorporating Gender & Equity Lens into new members orientation	Policy & Planning
	<p>3.3.2.Facilitate development of DIAAC document to be completed by Education sub-committee</p> <ul style="list-style-type: none"> - Put together materials to be reviewed by Policy & Planning, contribute to creation of DIAAC specific orientation. 	Nil	<p>Ongoing</p> <p>Ongoing</p>	<p>Education and Policy & Planning subcommittee</p> <p>All subcommittees</p>

	materials and provide recommendations/feedback as requested by Education subcommittee.			
6. Raise profile of DIAAC in community	6.1 Assist Education subcommittee with suggestions regarding DIAAC's web page on London.ca	Nil	June 2018 - Suggestions presented and approved in 2018	Education and Policy & Planning subcommittee

Terms of Reference

Diversity Inclusion and Anti-Oppression Advisory Committee

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory Committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

Mandate

The Diversity Inclusion and Anti-Oppression Advisory Committee reports to the Municipal Council, through the Community and Protective Services Committee. The Diversity Inclusion and Anti-Oppression Advisory Committee is to provide leadership on matters related to diversity, inclusivity, equity, anti-oppression, and the elimination of discrimination in the City of London.

The Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) shall be responsible for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to work actively with police services, education, community groups, municipal organizations, social services, business, labour and government agencies in order to facilitate a stronger understanding of the needs of the City's (London's) diverse populations;
- to advise the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide equitable opportunity for members of London's diverse populations;
- to initiate and participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information on community resources available to assist those who have enquiries regarding issues of discrimination. This includes but is not limited to complaints of acts of prejudice, racism and hate.

Composition

Voting Members

- ten members-at-large
- an individual who is primarily French-speaking

Non-Voting Members

Representation from organizations within each of the following sectors will serve in the capacity of non-voting members. While there could be room to have more than one agency per sector, it is important to ensure there is a proper balance among all sectors:

- ethno-cultural and linguistic community organizations
- police, justice and legal services
- age-based organizations/services
- health care services
- educational institutions/organizations/services
- immigrant settlement services
- income support organizations/services
- employment-related agencies/organizations
- faith-based community groups
- LGBT groups
- gender-based groups
- Indigenous community groups/agencies
- Indigenous community groups/agencies (Alternate)
- persons with disabilities groups/agencies
- race, anti-racism or anti-hate groups/organizations

- youth (16-25)

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide secretariat support to these sub-committees or working groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

Term of Office

Appointments to Advisory Committees shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term. In the case of the Non-Voting Post-Secondary Student Member, the term shall be for one year, commencing March 1 of each year and ending on February 28 or, in the case of a leap year, February 29 of the following year.

Appointment Policies

Appointments for voting members shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University. Other non-voting members shall be appointed in keeping with Council Policy.

Qualifications

Any London resident who brings understanding, expertise and experience of the principles of diversity, inclusion and human rights may be eligible for appointment to the Advisory Committee as a voting member. Organizations who fall within the stipulated sectors may submit the name of an individual for appointment as a non-voting member of the Advisory Committee.

Non-voting Post-Secondary Students shall be current students at either Fanshawe College, Western University, Brescia University College, Huron University College or King's University College.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of subcommittees or working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory Committee members shall serve without remuneration.

Absenteeism:

As per the general advisory committee manual, members are considered resigned if they have missed 25% of the meetings in a calendar year. At the third absence, the Chair will connect with the member-at-large to see if they need to step down from the advisory committee. Resource members are asked to attend as many meetings as they can.

Vacancy

In the event a member-at-large needs to step down, a replacement will be found within sixty days of the member's resignation. There will also be a formal outreach within the community for individuals to submit new applications.