

# **Agenda Including Addeds**

## **Diversity, Inclusion and Anti-Oppression**

### **Advisory Committee**

7th Report of the Diversity, Inclusion & Anti-Oppression Advisory Committee  
June 21, 2018, 12:00 PM  
Committee Room #4

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7.1 <i>(ADDED) Black History Coordinating Committee Update</i>	
<b>8. Adjournment</b>	


**Next Meeting: July 19, 2018**



**Play Your Way!** Parks & Recreation Master Plan Update

May / June 2018


# Advisory Committees



**Play Your Way!** Purpose of Connecting With You

Purpose:

1. To review the plan to update the Parks and Recreation Master Plan this year.
2. Ask for your assistance in sharing the Community Survey with your networks and the public.
3. To request your Committee's input.



**Play Your Way!**

## About the Master Plan

Creating a “Game Plan” for Parks, Recreation Programs, Sport Services and Facilities

- The Master Plan provides an overall vision and direction for making decisions. It is a high level/policy directive document.
- It is based on public input, participation trends and usage, best practices, demographic changes and growth forecasts.
- The Plan will be used by the City to guide investment in parks, recreation programs, sport services and facilities over the next ten years and beyond.





**Play Your Way!**

## Master Plan Overview

- The City has retained **Monteith Brown Planning Consultants**, **Tucker-Reid & Associates** and **Swerhun Facilitation** to assist in preparing the Update.










**Play Your Way!**

## Master Plan Building Blocks

1. Public and Stakeholder Input
2. Demographics and Growth
3. Trends and Usage Data
4. Existing Policies and Guidelines
5. Park, Program, and Facility Distribution
6. Facility Inventories and Asset Management Data






**Play Your Way!**

## Project Scope

Items within Scope:

- 
  - **Recreation Programming**, such as aquatic, sport, wellness, arts/crafts, dance/music, and general interest programs provided by the City and other sectors
- 
  - **Recreation and Sport Facilities**, such as community centres, pools, sports fields, playgrounds and more
- 
  - **Parks & Civic Spaces**, such as major parks, neighbourhood parks, gardens and civic squares
- 
  - **Investment in the Community**, such as neighbourhood opportunities, public engagement, sport tourism and more






## Project Scope

Items out of Scope:

- **Parkland Dedication Policies** (London Plan)
- **Cycling** (London Plan, Transportation and Cycling Master Plans)
- **Natural Heritage and Trails** (London Plan, Conservation Master Plans, ESA Master Plans)
- **Arts, Culture and Heritage** (Cultural Prosperity Plan and related reports)

Although these items are addressed in other studies, the Master Plan will ensure alignment





## Guiding and Supporting Documents

The Master Plan is a Strategy that guides the provision and management of parks, recreation programs, sport services and facilities. It is influenced by several Overarching Plans and informs several Technical Reports.



Key Overarching Plans	➔	Key Strategies	➔	Key Technical Reports
The London Plan Council's Strategic Plan Accessibility Plan Sector-specific guiding documents, such as the Framework for Recreation in Canada, Parks for All, and others		Age Friendly London Action Plan Child and Youth Agenda Strengthening Neighbourhoods Strategy Transportation and Cycling Master Plans Cultural Prosperity Plan Community Diversity and Inclusion Strategy SHIFT: Rapid Transit Initiative Back to the River / One River Thames Valley Corridor Plan		Development Charges Background Study Conservation Master Plans for Environmentally Sensitive Areas Park-specific Master Plans Business Cases and Feasibility Studies Various By-laws, Policies and Procedures





## Deliverables and Timing

- **Background Research** March to June 2018
- **Engagement** May to July 2018
  - Community Survey (Opens May 23<sup>rd</sup>)
  - Stakeholder Sessions/Focus Groups/Interviews
- **Draft Plan #1** Sept / Oct 2018
- **Draft Plan #2** Oct / Nov
- **Final Plan** presented to the new Council January 2019

## Community Survey

**Purpose**


- To establish a broad picture of usage, satisfaction, priorities, demographics

**Timing**

- Will be available May 23 until mid-July, hosted through [getinvolved.london.ca](http://getinvolved.london.ca)

**How can you help?**

- Share the link to the survey with your networks
- Let us know if you would like posters or postcards to distribute





**Play Your Way!**

COMMUNITY SURVEY

**Parks and Recreation**

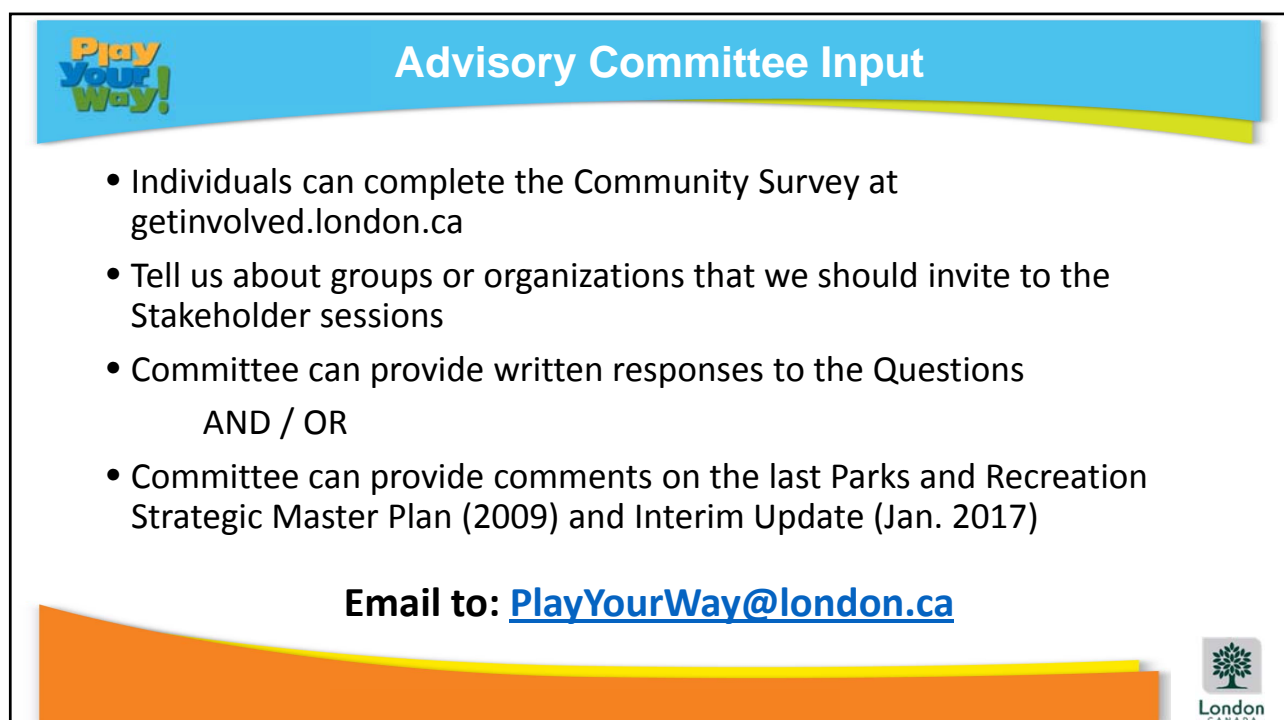
**MASTER PLAN**

Your input is important.  
Tell us how you like to Play Your Way.  
Complete the community survey:  
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As London grows and changes, the recreation needs of residents also change. We want to ensure that the right parks, recreation and sport services, programs and facilities are in place to improve quality of life for all Londoners.

Help us plan for the next **10 years** and tell us what recreation, parks and sport services mean to you!

**London CANADA**



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## Advisory Committee Input


- Individuals can complete the Community Survey at [getinvolved.london.ca](http://getinvolved.london.ca)
- Tell us about groups or organizations that we should invite to the Stakeholder sessions
- Committee can provide written responses to the Questions

AND / OR

- Committee can provide comments on the last Parks and Recreation Strategic Master Plan (2009) and Interim Update (Jan. 2017)

Email to: [PlayYourWay@london.ca](mailto:PlayYourWay@london.ca)



**London CANADA**



## Advisory Committee Input

Guiding Questions

1. What are the most pressing **issues and priorities** for your Advisory Committee?
2. How can the City of London's parks, recreation and sport **services and facilities** continue to support the needs of your Committee? Please be specific.
3. How can your Committee, the City and others **work together** to meet future needs?
4. Are there any initiatives that are being contemplated, planned or are being implemented that could tie into these or other priorities for parks, recreation and sport services and facilities?



## Parks & Recreation Master Plan Update

**Thank you!**

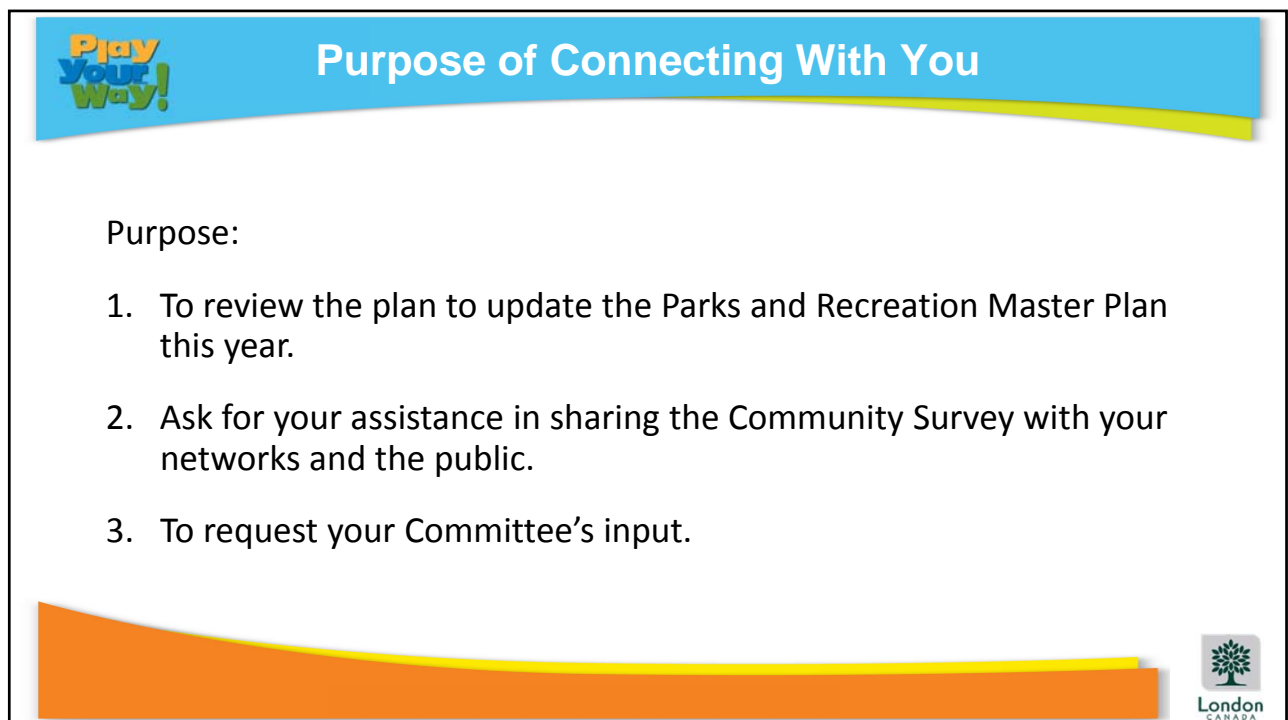




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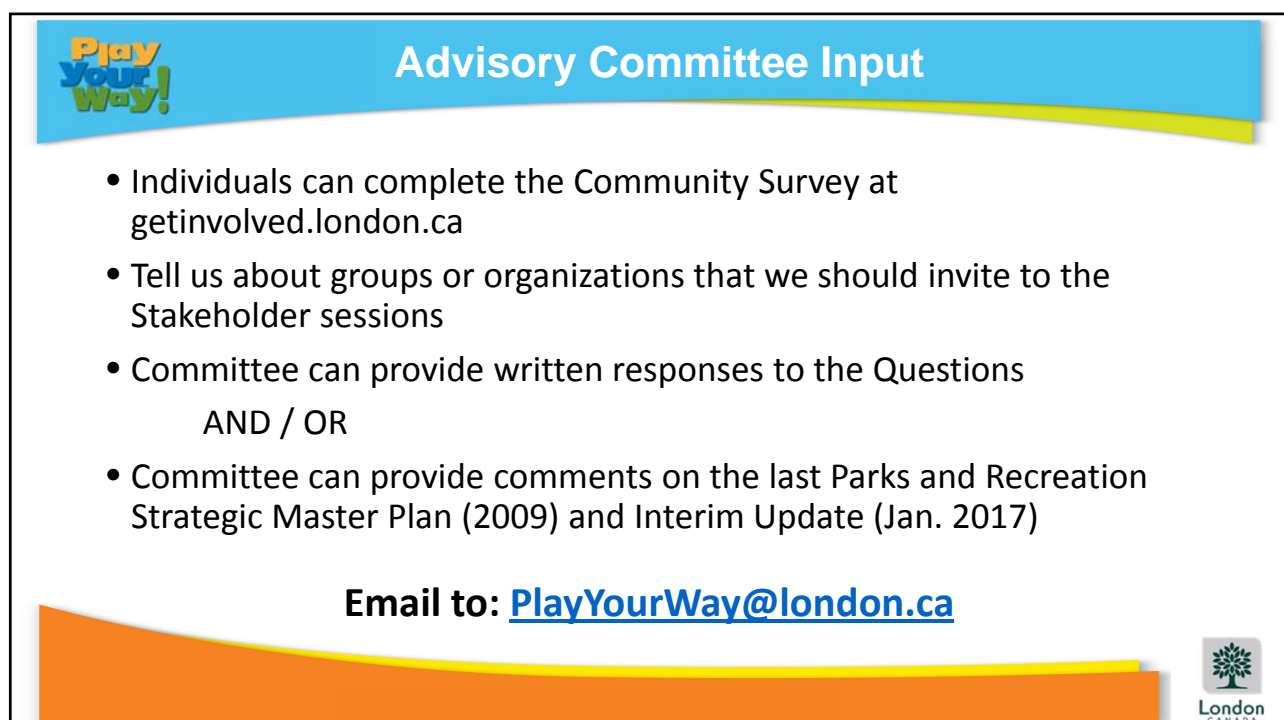
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## Parks & Recreation Master Plan Update

**Thank you!**

# Diversity, Inclusion and Anti-Oppression Advisory Committee

## Report

6th Meeting of the Diversity, Inclusion & Anti-Oppression Advisory Committee  
May 17, 2018  
Committee Room #4

Attendance PRESENT: R. Hussain (Chair), A. Hamza, S. Lewkowitz, M. Mlotha, L. Osbourne, M. Prefontaine, and I. Silver and H. Lysynski (Acting Secretary)

ALSO PRESENT: M. Elmadhoon, K. Husain, S. Khan, M. Morris, M. Sereda, J. Tansley and T. Tomchick-Condon

REGRETS: F. Cassar, Z. Hashmi, A-M. Sanchez and S. Sharma

The meeting was called to order at 12:00 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 R. Husain.

#### 2.2 Traditional Opening

That it BE NOTED that no traditional opening was received.

### 3. Scheduled Items

#### 3.1 Complete Streets Update

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee received the ~~attached~~ presentation from M. Morris, Engineer-In-Training, with respect to a Complete Streets update.

#### 3.2 Access to Services Without Fear

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee received the ~~attached~~ presentation from J. Tansley, Manager, Strategic Programs and Partnership, with respect to accessing services without fear.



#### 4. Consent

##### 4.1 5th Report of the Diversity, Inclusion & Anti-Oppression Advisory Committee

That it BE NOTED that the 5th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on April 19, 2018, was received.

##### 4.2 Champion of Diversity Award

That it BE NOTED that the communication dated March, 2018, from L. Albanese, Minister of Citizenship and Immigration, with respect to the Champion of Diversity Award, was received.

##### 4.3 Lincoln M. Alexander Award

That it BE NOTED that the communication dated April 6, 2018 from L. Albanese, Minister of Citizenship and Immigration, with respect to the Lincoln M. Alexander Award, was received.

#### 5. Sub-Committees and Working Groups

##### 5.1 Education & Awareness Sub-Committee

That, the following actions be taken with respect to the Planning and Policy Sub-Committee meeting held on April 26, 2018:

a) the attached Education & Awareness Sub-Committee minutes from its meeting held on April 26, 2018 BE RECEIVED;

b) the following actions BE TAKEN with respect to the proposed Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC) brochure; it being noted that the term for the existing DIAAC ends in February, 2019 and the DIAAC has a degree of urgency to reach out to community organizations and individuals in London about the DIAAC's existence prior to the next Advisory Committee appointment cycle to ensure diverse recruitment and future collaboration opportunities:

i) the City Clerk be requested to create an e-mail account for the DIAAC, DIAAC@london.ca, directed to the DIAAC Secretary and the DIAAC Chair's e-mail addresses, respectively; and,

ii) the City Clerk be requested to create a "smart" URL for the DIAAC page on London.ca, created here: <http://www.london.ca/city-hall/committees/advisory-committees/Pages/LDRRAC.aspx>;

c) the expenditure of \$55 US BE APPROVED for the purchase of the diversity tree licence from [www.123rf.com](http://www.123rf.com) for the proposed DIAAC brochure and for future use on promotional materials and community outreach, keeping in alignment with established past practices; it being noted that the DIAAC has sufficient funds in its 2018 budget for this expenditure;

d) the Municipal Council BE REQUESTED to approve the attached proposed DIAAC information brochure; and,

e) the proposed Education & Awareness Sub-Committee Work Plan BE REFERRED back to the Education & Awareness Sub-Committee to reduce the proposed budget.

5.2 Policy & Planning Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal presentation from A. Hamza, Chair, Policy & Planning Sub-Committee, with respect to the activities of the Policy & Planning Sub-Committee.

5.3 Award & Recognitions Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard verbal presentations from I. Silver and K. Husain, Members, Awards & Recognition Sub-Committee, with respect to the activities of the Awards & Recognition Sub-Committee.

**6. Items for Discussion**

None.

**7. Deferred Matters/Additional Business**

7.1 (ADDED) DIAAC Members Appointed to Community Organizations

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee received an enquiry from M. Mlotha relating to the status of her appointment as the Diversity, Inclusion and Anti-Oppression representative on the Black History Committee.

7.2 (ADDED) Potential Future Agenda Items

That it BE NOTED that the communication from L. Osbourne, with respect to proposed future agenda items, was received.

7.3 (ADDED) Reported Racial Incidents

That a representative(s) from the London Police Services Board BE INVITED to attend a future Diversity, Inclusion and Anti-Oppression Advisory Committee meeting to discuss and advise of the next steps that may be taken with respect to the May, 2018 [The London Free Press](#) article relating to reported racial incidents in London in 2017.

**8. Adjournment**

The meeting adjourned at 1:37 PM.

# DIAAC- Education & Awareness Sub-committee

## Work Plan 2018

**Purpose:**

- to identify, develop and facilitate educational opportunities for DIAAC, Civic Administration, Council and the larger community
- to identify and implement opportunities that raise the profile of DIAAC in the community
- to share the common responsibility of research and bringing forth recommendations to DIAAC to achieve its mandate

<b>Objective</b>	<b>Implementation</b>	<b>Budget</b>	<b>Partnerships/ Responsibility</b>	<b>Status/ Timeline</b>
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event 1.1.1 Theme: Gender & Intersectionality	\$1500	Education subcommittee	October
	1.1.2 Identify partnerships in the community for collaborative events.		Ed'n subcommittee & DIAAC	Ongoing
	1.1.3 Plan for International Day for the Elimination of Racial Discrimination/Black History Month.	\$200	Ed'n subcommittee	January
	1.1.4 Identify promotional opportunities and strategies for community events.		Ed'n subcommittee Communication	Ongoing

Objective	Implementation	Budget	Partnerships/ Responsibility	Status/ Timeline
2. Educate new members of DIAAC	<p>2.1 Collaborate with P&amp;P to create new and revised content to enhance the DIAAC new member's orientation package</p> <p>2.1.1 Propose &amp; provide supplemental orientation content to P&amp;P:</p> <ul style="list-style-type: none"> <li>-org chart illustrating DIAAC in relation to Council &amp; City Councillors.</li> <li>-list of commonly used operational definitions within CofL context. Eg. recommendation verbiage</li> <li>-provide document outlining pre-approved list of budget item.</li> <li>-write up of sub-committee mandates.</li> <li>-list of common staff contacts.</li> <li>-suggestions/guidelines of AC initiatives.</li> <li>-policy on speakers/delegates</li> <li>-flow chart from DIAAC recommendation to staff implementation.</li> <li>-member attendance policy suggestions</li> <li>-budget submission process</li> <li>-City Councillor Contact List</li> </ul>	Nil	<p>Education &amp; P&amp;P subcommittee</p> <p>Ed'n subcommittee</p>	<p>Ongoing</p> <p>Ongoing</p>
	2.2 Assist P&P in revision of TOR for DIAAC.	Nil	Ed'n & P&P subcommittee	Ongoing

<b>Objective</b>	<b>Implementation</b>	<b>Budget</b>	<b>Partnerships/ Responsibility</b>	<b>Status/ Timeline</b>
3. Educate committee members	3.1 Invite speakers to present to DIAAC.	\$200	Ed'n subcommittee	Ongoing
	3.2 Work with Civic Administration to further identify and clarify existing Cof L resources, processes and initiatives that support or can assist DIAAC in its mandate. Eg. Communications, Mayor's Office etc.	Nil	Civic Administration	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	Ed'n subcommittee w/ P&P subcommittee	Ongoing
	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)	Ed'n subcommittee & DIAAC	Ongoing
	3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC.			

	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	Ed'n subcommittee	Ongoing
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<b>Objective</b>	<b>Implementation</b>	<b>Budget</b>	<b>Partnerships/ Responsibility</b>	<b>Status/ Timeline</b>
4. Raise profile of DIAAC in community	4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca	Nil	Education & P&P subcommittee	Ongoing
	4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events & related events. 4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum	\$200	Ed'n subcommittee	Ongoing
	4.3 Collaborate/piggyback on smaller projects/events with other organizations that overlap DIAAC's mandate.	TBD	Cross Cultural Learner Centre, London Immigration Partnership, LUSO, NECC	Ongoing
	4.4 Compile database of contacts for faith centres, neighborhood associations, ethno-cultural	Nil		Ongoing

	<p>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>			
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4. Raise profile of DIAAC in community (con't)	<p>4.5 Initiate mail out and personal outreach campaign to new and current contacts compiled from DIAAC's community database.</p> <p>4.5.1 Attend AGMs &amp; Gala events</p> <p>4.5.2 Promote DIAAC in newsletters of other organizations</p>	\$200	Education & DIAAC	TBD
	<p>4.6 Develop promotional material for DIAAC</p> <p>4.6.1 Small banner</p> <p>4.6.2 Collect photos of DIAAC events</p> <p>4.6.3 including members of DIAAC</p> <p>4.6.4 Order new swag</p> <p>4.6.5 Design template powerpoint highlighting DIAAC. Use at public events where applicable</p>	\$100	Ed'n subcommittee Civic Administration Communications	November
	<p>4.7 Revise broaden 'Open House' strategy approach. Focusing on both general community outreach and professional industry outreach. Have material on hand to provide at Open Houses.</p>	Nil	Ed'n committee	September

Objective	Implementation	Budget	Partnerships/ Responsibility	Status/ Timeline
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	P&P & Ed'n & Awareness	Ongoing







## **Policy and Planning DIAAC Sub-committee Meeting Minutes**

**Date:** June 7<sup>th</sup>, 2018

**Time:** 12pm – 1 pm

**Location:** HR conference room, City Hall

**In Attendance:** Aden Hamza, Rifat Hussain, Saleha Khan, Kash Husain & Leroy Osbourne

**Regrets:** Ian Silver, Terri Tomchick-Condon, Shawna Lewkowitz, and Anne-Marie Sanchez,

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### **1. CDIS Update – did not take place this meeting**

### **2. Review workplan**

The updated workplan was circulated to all subcommittee members prior to the meeting. Aden highlighted the main changes/updates to the workplan, no objections identified at the meeting and Aden did not receive any comments/objections/suggestions via email. Aden will connect with Leory and Flo and request that workplans for their subcommittees be sent to me to compile for a final workplan for DIAAC.

**Action:** Aden to email Flo and Leroy to have them send workplans. Once all compiled, Aden will send to DIAAC secretary to have it added to agenda and send to all DIAAC members for final approval.

### **3. Update on revising language of TOR**

Anne-Marie provided update via email that after reviewing the General Policy for Advisory Committees, there seem to be no changes that can be made to TOR as the policy clearly states we are an advisory to Council, not staff. Aden conveyed this update to the Policy & Planning sub-committee members at the meeting and all were in agreement.

**Action:** Aden to request Anne-Marie to send final TOR to DIAAC secretary to be forwarded to the appropriate department.

### **4. Update on Policy Review**

After discussions with both Saleha Khan and Rosanna Wilcox, the most efficient process for submitting any policy review recommendations/suggestions/comments would be for Aden to collect all recommendations by policy & planning sub-committee and then to forward any suggestions for HR policies to Saleha, while recommendations for any other department would be sent to Rosanna to be forwarded to the appropriate team. Aden sent the full policies (Appendix C), the proposed changes (Appendix B) and the deadlines for each group of policies via email on May 18<sup>th</sup>, 2018. Aden requested that any suggestions/comments/recommendations be emailed by June 1<sup>st</sup>, to ensure enough time for Rosanna to send to the appropriate department by the internal deadline of June 11<sup>th</sup>. The following recommendations were circulated via email to all policy & planning committee members, then submitted on June 4<sup>th</sup> to Rosanna Wilcox.

Policy: General Policy for Advisory Committees

Recommendations/Suggestions:

- Include Gender & Equity Lens training for all advisory committee members in first year
- Include Gender & Equity Lens training for all Striking Committee members
- Include that all councillors to meet with advisory committees within the first year after election cycle (once advisory committee appointments process complete)
- Provide clear education/training on the processes of policies and recommendations that are submitted to council (it states that some training will be provided on parliamentary proceeding of a committee, I'm not sure what that includes)

Policy: Coloured Crosswalk Policy

Recommendation/Suggestion:

- Name change required

**Action:** Monitor/review policies when modernization process is complete. Aden to ask Rosanna Wilcox to earmark policy & planning committee when policies related to diversity, inclusion, accommodations and indigenous affairs.

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

The agenda for the next couple months of Policy & Planning subcommittee were discussed. It was identified that August meeting would be the most appropriate time to have TRC and DV4C updates.

**Action:** Aden to invite Rosanna Wilcox and City Clerk to provide update on the Truth and Reconciliation Commission recommendations and DV4C recommendations respectively, at the August meeting of the policy & planning subcommittee (August 2<sup>nd</sup>).

#### **6. Orientation for DIAAC members**

This agenda item follows Aden's discussions with Leroy regarding orientation packages that are specific to DIAAC (additional to the general advisory committee orientation). Discussion ensued with members on whether this was necessary, Rifat identified that as chair she has one-on-one discussions with new members. We discussed what a DIAAC-specific orientation package should entail, for example: DIAAC workplan, 1-2 page summary of DIAAC history, list of recommendations and their status of completion, membership list and identifying different roles. Leroy has sent all orientation materials he has to Aden. Suggested to contact Heather for any further orientation materials and review advisory committee orientation checklist.

**Action:** Aden to collate orientation materials, including asking Heather for any other resources for orientation, and present the orientation information at August meeting of policy & planning committee. Goal is to complete DIAAC-specific orientation package for the incoming DIAAC members 2019.

## **7. Other business**

**Equity & Inclusion Lens Consultant meeting** – Saleha has requested that our next policy & planning committee meeting be scheduled for Equity & Inclusion Lens Consultant Ms. Turner. Ms. Turner is seeking consultation from DIAAC for the creation of the Equity & Inclusion Lens tool to be completed by August, 2018. No objections were raised at the meeting. Therefore, our next meeting date, July 5<sup>th</sup>, 2018 at 12:00pm will fully entail the consultation which is expected to last ~1.5hours. Please come prepared with suggestions/comments/recommendations/questions.

**Human Rights Day event this Fall/Winter** – Saleha provided update re: Human Rights Day event, OHRC has agreed and the event will be open to the public. Date to be confirmed, likely in early December. Updates to be ongoing. Contact Saleha should you like to participate/contribute to the planning of this event.

**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.

Next Meeting: July 5<sup>th</sup>, 2018 at 12pm

**Diversity, Inclusion and Anti-Oppression Advisory Committee  
2017 Workplan**

	Project/Initiative	Background	Lead	Proposed Timeline	Actions	Proposed Budget	Strategic Plan Alignment
	Review the following polices when they are up for review by City of London:	The policy review and modernization process is in the process of completion this year. 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.	Policy & Planning	Ongoing	Aden will make request to Rosanna.	Nil	
1.1	Monitor development and implementation of the Diverse Voices 4 Change recommendations. Including voluntary disclosure for all appointments	Diverse Voices 4 Change submitted their recommendations to Council following their research program. DIAAC has requested to be updated with as recommendations are implemented/finalized by Staff.	Policy & Planning	On-going Would like the DV4C recommendations to be implemented by the end of summer.	City Clerk to attend P&P committee meeting in July to provide update.	Nil	
1.2	Provide input into the Community Diversity & Inclusion Plan and monitor implementation of plan.	<ul style="list-style-type: none"> <li>Offer resources and information that may be pertinent for the D&amp;I plan</li> <li>Providing ongoing consultation &amp; review</li> <li>Monitor and provide support of strategies that are to be implemented at municipal level.</li> </ul>	Policy & Planning Sub committee	Ongoing		Nil	Strengthening our community - Diverse, inclusive, and welcoming community. Support all Londoners to feel engaged and involved in our community
1.3	Monitor implementation of Truth and Reconciliation Commission	Request regular updates from staff to ensure TRC recommendations are being implemented at municipal level	Policy & Planning Sub committee	Ongoing	-Reach out to Intergovernmental relations for update and see if there is a		Collaborative Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City's

		<ul style="list-style-type: none"> <li>•</li> </ul>			<p>process to continue to be updated about progress of TRC. -Rosanna Wilcox to provide an update in July meeting</p>		<p>agencies, boards and commissions, and community partners.</p>
1.4	Immigration Strategy	Offer support and monitor progress of immigration strategy	Policy & Planning Sub committee	Ongoing	<p>-It is ongoing, Emily and Jill are responsible for that. -Once submitted, the final copy will be sent to P&amp;P prior to going to Council</p>		<p>Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City's agencies, boards and commissions, and community partners.</p>
2.1	Promotion of appointments process to diverse communities.	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.	Policy & Planning	Summer/Fall 2018	Discuss with City Clerk's office in July meeting.	??	
2,2	Encourage greater diversity in all advisory committees	Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees	Policy & Planning Sub committee	Ongoing			<p>Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City's agencies, boards and commissions, and community partners.</p>
3.1	Review Terms of Reference and membership structure of DIAAC		Policy & Planning Sub committee	Spring 2018	To be reviewed and finalized at June meeting.	Nil	Organizational Practices

3.2	Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities	<ul style="list-style-type: none"> <li>Review draft sub- committee work plans</li> <li>Consolidate into an aligned document</li> <li>Develop monitoring and measurement protocols</li> </ul>	Policy & Planning Sub committee	On-going	<p>April DIAAC meeting -Notified members that workplans would need to be submitted.</p> <p>May DIAAC meeting – Education sub-committee submitted their workplan to DIAAC.</p>	Nil	Collaborative Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City’s agencies, boards and commissions, and community partners.
3.3	- Provide recommendations and supplemental materials to enhance the DIAAC new member orientation	<ul style="list-style-type: none"> <li>Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.</li> <li>Facilitate development of DIAAC document to be completed by Education sub-committee</li> <li>Develop the following documents: <ul style="list-style-type: none"> <li>Established meeting practices</li> <li>Roles and Responsibilities</li> <li>Acronym List</li> </ul> </li> </ul>	Policy and Planning Sub committee  Education sub-committee  All sub-committees	Summer 2017  Acronym List completed Feb 2016	<p>Orientation manual complete. Have discussed w/ Saleha re : incorporating Gender &amp; Equity Lens session for new members.</p> <p>Put together all materials to be reviewed by P&amp;P - Generalized orientation manual, checklist, customized versions.</p> <p>- Diverse ways to disperse that information.</p>	Nil	Innovative and supportive organizational practices -Use innovative and best practices in all organizational and management activities.
4.1	Establish positive relationships with Council	<ul style="list-style-type: none"> <li>Explore opportunities to work with Council members</li> </ul>	Policy & Planning Sub committee	Ongoing	<p>Review once Equity &amp;Inclusion lens is complete (Fall 2018)</p> <p>- Propose that all new council members meet w/ DIAAC.</p>	Nil	Collaborative Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City’s agencies, boards and commissions, and community partners.



4.2	Explore relationships within the Corporation of the City of London whose work is impacted by diversity and inclusion; offering DIAAC as a resource	<ul style="list-style-type: none"> <li>Reach out to contact people in the following areas of the Corporation, inviting them to a P&amp;P sub-committee meeting to learn about the work they do and possible interfacing with DIAAC: Intergovernmental Liaison Communications, Culture &amp; Municipal Policies, Community Development &amp; Funding, Homelessness, Human Resources, Emergency Measures, Planning, Parks &amp; Recreation, Housing, Social Services &amp; Deerness, Transportation and Engineering</li> </ul>	Policy & Planning Sub committee	May 2018 - 2019	-Develop introductory message and prioritization of outreach – connect w/ Leroy re: messaging. - Should we be a resource for these other groups at City Council? * DIAAC - *	Nil	Collaborative Engaged Leadership- Continue to build strong working relationships between City Council, A Civic Administration, the City's agencies, boards and commissions, and community partners.
5	Educate new members of DIAAC	<p>Collaborate with P&amp;P to create new and revised content to enhance the DIAAC new member's orientation package</p> <ul style="list-style-type: none"> <li>Provide recommendations and feedback to P&amp;P on the following : <ul style="list-style-type: none"> <li>-org chart illustrating DIAAC in relation to Council</li> <li>-list of commonly used operational definitions within CofL context</li> <li>-provide document outlining pre-approved list of budget item</li> </ul> </li> </ul> <p>Assist P&amp;P in revision of TOR for DIAAC.</p>	Nil	<p>Education &amp; P&amp;P subcommittee</p> <p>Ed'n subcommittee</p> <p>Ed'n &amp; P&amp;P subcommittee</p>		<p>Ongoing</p> <p>Ongoing</p>	
6	Raise profile of DIAAC in community	4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web	Nil	Education & P&P subcommittee		Presented at June DIAAC	

		page on London.ca				committee – approved.	
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## London Diversity and Race Relations Committee

### Awards and Recognition Sub-Committee Meeting Minutes

Tuesday, June 12, 2018

City Hall Cafe

**Attendees:** Fae Andrighetti, Flo Cassar, Zeba Hasmi, Kash Husain, Ian Silver

#### 2017 Awards Event:

- F. Cassar recapped the cost for the 2017 event which was \$648.31. Lower spend is a direct result of low attendance. It was agreed the 2018 budget would be reduced to \$1,200.00 as follows:

Expense	2017 Actual	2018 Budget
Gifts for Non-Winners - DIAAC Awards Event (Water bottles/Mugs)	\$ 48.12	\$ 100.00
Catering for DIAAC Awards Event (\$15 per person)	430.00	750.00
Miscellaneous: Zeba Hashmi - DIAAC Awards Event	9.32	100.00
Plaques for DIAAC Award (Sterling Marking Products)	160.77	250.00
	\$648.31	\$1,200.00

**Action:** F. Cassar to present reduced budget \$1,200 to DIAAC for approval at July meeting.

#### 2018 Awards Event:

- I. Silver shared that Sterling Marketing Products has communicated new (increased) prices for plaques.

**Action:** I. Silver to advise of Sterling Marketing Product's price increase on award plaques.

- The Sub-Committee reviewed the feedback on the 2017 Awards event and identified the following opportunities for this year's event:
  - Review Nominee letter to improve clarity
  - Meet with Councilors individually to talk about the Awards program and solicit their support to promote the nominee process or provide referrals

**Action:** F. Cassar to recommend to DIAAC that City Councilor Harold Usher is recognized at the 2018 Awards and Recognition event or DIAAC meeting for his commitment to the Awards and Recognition program. Include recommendation for special award to Councilor Usher.

### **2018 Awards Project Plan:**

- Internal Human Rights Day Is Monday, Dec. 10, 2018. Optimize the event by:
  - Inviting other DIAAC Sub-Committees to promote their areas of focus, i.e. education.
  - Do researches on International Human Rights Day, i.e. United Nations – find theme and available resources.

**Action: I. Silver** to research International Human Rights Day to identify theme and available resources.

**Action: F. Cassar** to follow-up with H. Lysynski/P. Shack re:

- Status of updates to Inventory of nominees and winners;
- Updating of DIAAC website on the event including pictures;
- Confirmation Dec. 11<sup>th</sup> Council meeting be a special meeting due to new Council.  
Secure dates for CAP and DIAAC meetings.

### **2018 Annual Awards and Recognition Work Plan**

- The Sub-Committee scanned the work plan and agreed the same tactics will continue to evolve in 2018. Keen focus on creating awareness/promotion of the award and leveraging community partners such as Accessibility Committee and CoL Communications.

**Action: F. Cassar** to update Annual Awards and Recognition Work Plan. Complete.

- Fact sheet and 1:1's with Councilors – will be campaigning and may find value in mentioning award too.

**Action: F. Cassar** to secure final list of Councilors who will be running in 2018-2022 Election to enable members to coordinate 1:1 meetings about Awards Event.

**Action: K. Hussain** to advise F. Cassar when an Awards presentation can be made to the CoL's Accessibility Committee.

### **Other Business:**

- Second week in December S. Khan is coordinating a combined event, i.e. International Human Rights and Accessibility Day.

**Action: Ian Silver** to follow-up with Saleha Khan re sequencing of events with Annual Awards and Recognition event.

**Action: F. Cassar** to contact new DIAAC Secretary appointed: Pat Shack to provide orientation.

**Action: F. Cassar** to invite Glynis Tucker next meeting. Complete.

**Action: F. Cassar** to secure copy of decline letter sent to Pillar for review.

**Next Meeting: July 10 @ 9:00 a.m. in the City Hall Cafeteria, 12<sup>th</sup> Floor.**

## **2018 City of London Diversity, Race Relations and Inclusivity Award – Fact Sheet –**

### **Quick facts:**

- recognizes initiatives which promote public awareness of diversity, race relations, inclusivity and human rights, which help advance London as a welcoming city
- nominations are received in the following categories:
  - Small business/small labour (49 or fewer employees/members)
  - Corporations/large business/large labour (50 or more employees/members)
  - Institutions (public or private)
  - Social/community services (including Not-For-Profits), education and training
  - Youth/young adults groups or organizations
- nominations are reviewed by DIAAC, who provides recommendations of nominees to Council for consideration
- Awards are received from the Mayor on behalf of Municipal Council at the closest possible meeting date to December 10 – International Human Rights Day
- DIAAC hosts a celebratory reception for recipients just prior to the Council presentation

### **Key dates:**

- September 30 – nominations due
- TBD: Community and Protective Services Committee (CPSC) receive DIAAC recommendations of nominees
- TBD: Municipal Council considers the recommendation from CPSC
- December X: presentation of Awards and preliminary celebratory reception

### **You can help:**

- Promote and encourage nominations for the Award verbally and through your social media outlets (posts on the City's Facebook account and tweets from the City's Twitter account are scheduled)
- create awareness of the Award in the community and share information on initiatives that are in keeping with the Award purpose

### **More info:**

- For additional detail on the Award, including the eligibility criteria, nomination form and previous recipients, visit the [LDRRI Award page on London.ca](#).
- For questions, contact the DIAAC Committee Secretary [Pat Shack](#), DIAAC Chairperson [RIFAT HUSSAIN](#), or Awards & Recognition Sub-Committee Chair, [Flo Cassar](#)

**Attachment:** 2016 and 2017 DRIA Award Recipients.

# **Diversity, Race Relations & Inclusivity Award Past Recipients**

## **2017**

### **PH Spa and Salon**

Small Business/Labour (under 49)

### **LUSO Social Community Services**

Not for Profit (over 50)

### **Sanctuary London**

Social Community Services Not for Profit (under 49)

### **Hoops for Hope**

Youth/Young Adult Groups

## **2016**

### **King's University College**

Youth/Young Adult Groups

### **Northeast Community Conversations Group**

Social/Community Services (Small)

### **Pride London**

Social/Community Services (Large)

# DRIA Award and Recognition (A & R) Sub-Committee Work Plan 2018

**Members:** F. Andrighetti, F. Cassar (Chair), Z. Hasmi, K. Husain, I. Silver

**Sub-committee focus:** To provide recommendations to DIAAC and Civic Administration that promote awareness of Diversity, Race Relations and Inclusivity awards and recognition related activities s outlined in its By-Laws

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

<b>4. Educate and Engage DIAAC Committee members</b>	<b>4.1</b> Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual Awards program. <b>4.2</b> Provide education at DIAAC Committee meetings or other forums as available.	<b>4.1</b> Ongoing <b>4.2</b> Ongoing	DIAAC and Awards Sub-Committee members
<b>5. Maintain Awards and Recognition By-Laws and Policy</b>	<b>5.1</b> Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. <b>5.2</b> Review By-Law related to Mayor’s New Year’s Honours List.	<b>5.1</b> On hold, pending DIAAC updates (2018). Policy reviewed in March, 2017. By-laws modified in 2016. <b>5.2:</b> In Progress: Will review Mayor’s Award By- Law Change action plan to recommend linkage and promotion of A&R program with the Mayor’s Award in Community.	Awards Sub-Committee members in partnership with DIAAC