

Agenda

Diversity, Inclusion and Anti-Oppression Advisory Committee

4th Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
July 18, 2019, 12:00 PM
Committee Room #3

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	Pages
1. Call to Order	
1.1 Disclosures of Pecuniary Interest	
1.2 Orientation	
1.3 Election of Chair and Vice Chair for the term ending November 30, 2019	
2. Opening Ceremonies	
2.1 Acknowledgement of Indigenous Lands	
2.2 Traditional Opening	
3. Scheduled Items	
3.1 12:30 PM S. Khan, Specialist II, Diversity and Inclusion and M. Stone, Supervisor I, Municipal Policy (AODA) - Introductions	
4. Consent	
4.1 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee	3
4.2 Municipal Council resolution adopted at its meeting held on March 26, 2019 with respect to the 2019 appointments to the City of London Advisory Committees (ACs)	5
4.3 Municipal Council resolution adopted at its meeting held on April 9, 2019 with respect to the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee	16
5. Sub-Committees and Working Groups	
5.1 Policy and Planning Sub-Committee	
5.2 Awards and Recognition Sub-Committee	26
6. Items for Discussion	
6.1 2020 Mayor's New Year's Honour List - Call for Nominations	30

7. Adjournment

Next Meeting Date: August 15, 2019

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

3rd meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
March 21, 2019

Attendance PRESENT: R. Hussain (Chair), F. Cassar, M. Mlotha, L. Osbourne, S. Sharma; and P. Shack (Secretary)

REGRETS: Z. Hashmi, S. Lewkowitz, M. Prefontaine and I. Silver

ALSO PRESENT: M. Sereda

The meeting was called to order at 12:12 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. Hussain.

2.2 Traditional Opening

That it BE NOTED that no Traditional Opening was received.

3. Scheduled Items

3.1 Menstrual Products Distribution Free of Charge

That the following actions be taken, with respect to Menstrual Products Distribution free of charge:

a) the Civic Administration BE REQUESTED to explore the option of providing free menstrual products in City of London Facilities, as a pilot project; and

b) delegation status BE REQUESTED for R. Hussain, M. Sereda and R. Ettinger to speak at the April 1, 2019 Community and Protective Services Committee meeting in regards to this item;

it being noted the verbal presentation from R. Ettinger, Here for her, was received.

4. Consent

4.1 2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on February 21, 2019, was received.

5. Sub-Committees and Working Groups

5.1 Education and Awareness, Policy and Planning Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal update from L. Osbourne, with respect to the Education and Awareness, Policy and Planning Sub-Committee.

5.2 Awards and Recognition Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal update from F. Cassar, with respect to the Awards and Recognition Sub-Committee.

6. Items for Discussion

6.1 2019 Work Plan

That the following actions be taken with respect to the Diversity, Inclusion and Anti-Oppression Advisory Committee Work Plan:

a) the ~~attached~~ 2018 Work Plan for the Diversity, Inclusion and Anti-Oppression Advisory Committee BE FORWARDED to the Municipal Council for information;

b) that consideration of the 2019 Work Plan for the Diversity, Inclusion and Anti-Oppression Advisory Committee BE DEFERRED until the City Clerk's office completes the Advisory Committee review.

7. Deferred Matters/Additional Business

None.

8. Adjournment

The meeting adjourned at 1:03 PM.



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London
CANADA

March 27, 2019

C. Saunders
City Clerk

I hereby certify that the Municipal Council, at its meeting held on March 26, 2019 resolved:

That, the following actions be taken with respect to the 2019 appointments to the City of London Advisory Committees (ACs):

- a) the Civic Administration, who currently serve as non-voting resources to ACs, BE REQUESTED to assist in the ACs work plan development, based on advice or initiatives that are related to work currently being undertaken by the Civic Administration;
- b) notwithstanding the current Terms of Reference for each Advisory Committee, the current voting member recruitment for the abbreviated term of June 1, 2019 to February 28, 2021 (previously approved by Council), BE CONDUCTED seeking only 'members-at-large' for appointment;
- c) the attached communication dated March 15, 2019 entitled "Enhancing the Effectiveness of Advisory Committees - Executive Summary" BE REFERRED for consideration during the Advisory Committee review process; and,
- d) the Civic Administration BE REQUESTED to meet with the Chairs of the Advisory Committees to gain their insight and feedback as part of the Advisory Committee review process;

it being noted that an exception will be required for the accessibility advisory committee based on provincial legislation;

it being further noted the Corporate Services Committee received a communication dated March 17, 2019 from Councillor M. van Holst with respect to this matter.
(2.6/7/CSC) (AS AMENDED) (2019-C12)

C. Saunders
City Clerk
/hw

cc: B. Westlake-Power, Deputy City Clerk
M. Schulthess, Deputy City Clerk
H. Lysynski, Committee Secretary
J. Bunn, Committee Secretary
P. Shack, Committee Secretary

Enhancing the Effectiveness of Advisory Committees - Executive Summary

Good governance in a municipality is heavily dependent upon the effective coordination between Municipal Council, Civic Administration and fully transparent, functional, effective & vibrant Advisory Committees. It is clear that there is a lack of trust, cooperation and coordination between these groups, which over time has rendered many AC's ineffective and underutilized.

The Clerk of the City of London's ongoing Review is the long overdue but critical first step towards rectifying this situation and needs to be supported and brought to a conclusion so that we can begin the hard work of repairing these relationships and providing value for the Citizens of London.

It is with this in mind that we respectfully submit the attached report as well as the following summary of recommendations and offer TAC as a potential test bed to pilot improvements.

Tariq Khan and Dan Foster
2019-03-15

Recommendations

A. Temporary Working Group:

1. A Working Group (WG) should be constituted to review the Clerks Interim Report on Advisory Committees, assist with further review and consultations and to work to finalize this review and report back to the CSC within 120 days. This WG should be fully mandated in terms of coordination with City Staff and external institutions and may be comprised as follows:
 - 2 City Councilors,
 - 2 Advisory Committee Members-At-Large,
 - A representative of the Office of the Mayor, and
 - 1 support person from the Clerk's office.

B. General:

1. Parent Standing Committees should take a more active role in mentoring their Advisory Committees including the introduction of a standard template for Work Plans and periodic presence at Advisory Committee meetings.
2. Standing Committees should also ensure their priorities and expectations are documented and communicated to their Advisory Committees annually in advance of the planning cycle and that senior Staff provide Standing Committees with formalized and timely updates on all relevant Work in Process.
3. Advisory Committee members should be encouraged to have departmental tours and project site visits guided and steered by concerned staff as a component of their ongoing orientation.
4. Standing Committee members should commit to periodic presence at Advisory Committee meetings.

5. Advisory committees should be encouraged to select the most suitable time for their members so this problem causing quorum issue may be avoided.
6. The Advisory Committee Chair/Vice chair should be formally empowered to take a more active role in attendance management.
7. Advisory Committee voting members who fail to attend 3 consecutive meetings should be referred to their parent Standing Committee for review and action up to and including dismissal.
8. The format of the annual reception to recognize the services of Advisory Committee members may be modified. To add value to the event, the reception may be given more formal conference style look. An Advisory Committee Conference would provide an opportunity and platform for AC members to present their experiences and recommendations to their peers as well as receive recognition for outstanding performance. The following may be categories for specific recognition:
 - Sharing 'Best Practices' of best performing Advisory Committees,
 - Recognition awards/certificate to best performing Advisory Committees,
 - Recognition awards/certificate to best performing Chairs/Vice Chairs,
 - Recognition awards/certificate to best performing members, and
 - General attendance recognition awards.

C. TAC Specific

1. Do not merge Transportation (TAC) and the Cycling (CAC) Advisory Committees into the TMAC as recommended by the Clerk in June 2018.
2. Refer the following the following recommendations regarding the Transportation Advisory Committee (TAC) Terms of Reference to the above-mentioned Working Group for review and consideration:
 - a) **Mandate:** None
 - b) **Composition - Voting Members:** Increase the size of the At-Large contingent to at least 8 members. Remove the requirement of Members-At-Large to utilize active modes of Transportation and recruit more members with the capability to devote time to Sub-Committees and Working Groups.
 - c) **Composition - Non-Voting Members:** Invite all current special interest group representatives including CAC to participate in the Non-Voting Member group.
 - d) **Term of Office:** Formalize the current temporary extension by making Advisory Committee appointments effective June 1st of the year following a Municipal Election (4 year term) so as to allow for an improved recruitment cycle which is more reflective of the interests of the incoming Council.
 - e) **Appointment Policies:** City Staff should conduct exit interviews/surveys with all outgoing appointees and report the results to Council periodically.
 - f) **Conduct:** Voting Members who do not attend 3 consecutive meetings will be referred to Civic Works Committee for review and action up to and including dismissal. All Voting Members should expect to be called upon to chair at least one Sub-Committee and/or Working Group over the course of their term of appointment.

Enhancing the Effectiveness of Advisory Committees - Report

1. Background

Ongoing Review of Advisory Committees is defined in Article 2 of the City of London policy document; **General Policy for Advisory Committees**. This document is comprehensive in a sense that it covers almost all topics from formation to operation of Advisory Committees and is currently under review. In last quarter of 2018, public forum sessions were arranged by the Clerk's office and consultations with all existing Advisory Committees related to their respective terms of references are continuing into 2019.

While preparing this document, efforts have been made to be brief, concise and to the point in order to avoid any replication/reproduction of any contents currently available in the **Terms of Reference** of Advisory Committees as well as in the **General Policy for Advisory Committees** document. The focus of this brief document is to discuss & highlight areas to be improved and provide recommendations for the improvement both in general and specific to the Transportation Advisory Committee.

2. The Role of Advisory Committees in Municipal Governance

Good governance in a municipality is heavily dependent on the effective coordination between Municipal Council, Civic Administration and transparent, fully functional, effective & vibrant Advisory Committees. From municipal government's perspective, an Advisory Committee is a group of concerned citizens who bring & contribute unique knowledge, expertise, vibrant public interface and skill sets in order to more effectively guide and steer the organization towards goals embedded in Council's vision and mission statements.

Each municipal council forms Advisory Committees as per their local requirements but unlike the structure for Commissions, there is no provincial oversight to ensure uniformity from municipality to municipality. A properly composed, structured & mandated advisory committee provides a gateway to municipal council for public interaction/relations and can be a tremendous complement to the reach & effectiveness of the council as it works to carry out a specific initiative.

That said, Advisory Committees have no authority to govern and therefore they must not issue directives to Council or Staff. Rather, being a resource, their role is to serve to make recommendations and/or provide key information, materials and public feedback. They also serve to promote municipal policies and programs which fall within their mandate.

Though mentoring is out of the normal ambit of functions of an Advisory committee, in ideal conditions, an Advisory committee comprising of key members with exceptional skill set, experience & exposure in public service programs/project in municipal settings can also offer guidance to staff in order to help them achieve their project/program's specific goals.

3. Advisory Committees - City of London

Advisory Committees in City of London are governed by the City Council's policy document: **General Policy for Advisory Committees**. The document has 23 sections and serves as the guiding document for the constitution and operations of ACs. Furthermore Terms of Reference (TOR) specific to each AC have been framed. The 13 Advisory Committees report to just 3 parent Standing Committees of Council as follows:

Community & Protective Services: Accessibility AC
 Animal Welfare AC
 Child Care AC
 Community Safety & Crime Prevention AC
 Diversity, Inclusion & Anti-Oppression AC
 Housing AC

Planning & Environment: AC on Heritage
 AC on the Environment
 Agricultural AC
 Environmental and Ecological Planning AC
 Trees and Forests AC

Civic Works: Cycling AC
 Transportation AC

3.1 Committee Effectiveness - TAC Case Study

In the backdrop of Transportation infrastructure improvement challenges, road safety and the projects conceived under Bus Rapid Transit, the Transportation Advisory Committee (TAC) was well positioned to play an important role for Council, Staff and the BRT Project Team.

Reporting to the standing Civic Works Committee (CWC) of Council, it consists of 20 members, including 7 Non-Voting members representing City Staff and 13 Voting members comprised as follows:

1. Four members-at-large
2. One representative from each of the following:
 - a) Cycling Advisory Committee
 - b) Advisory Committee on the Environment
 - c) Community Safety & Crime Prevention Advisory Committee
 - d) Accessibility Advisory Committee
 - e) London Middlesex Road Safety Committee
 - f) Canadian Automobile Association (CAA)
 - g) Urban League of London
 - h) Chamber of Commerce representative
 - i) London Development Institute

3.1.1 The above composition meets all of the requirements of an ideal municipal Advisory Committee: rich and diverse in experience & expertise and equipped with the required skill set to take on any theoretical challenge in the Transportation sector and provide its recommendations in the most efficient and effective way. For analysis of working efficiency purposes, let's apply this assumption by reviewing its role in the Bus Rapid Transit Project (BRT).

3.1.2 In view of the multi-year dialog on BRT (through two Council mandates) and keeping in view the mandate of TAC as per its **Terms of Reference**, the role of TAC was/is more important than generally perceived. TAC should have been able to focus narrowly on the project in order to advise/support the standing committee/council. In ideal conditions, TAC should have reviewed and evaluated the project, gathered input from public and provided feedback to the council through CWC by drafting number of proposals & presentations during 2016-2018. Somehow, we don't see any significant activity from TAC in this regard. Prima facie, from a BRT

project perspective, TAC seems to be an ineffective Advisory Committee but in reality things are altogether different and the apparent 'ineffectiveness' of TAC may not be attributed to its present members by any means. In Sections 4-6 of this document, the root cause will be analyzed in more detail.

3.1.3 There may be similar situations/cases with other Advisory Committees as well. The quorum problems, poor performance on Work Plans, inability to provide timely input, lack of coordination among Advisory Committees, Staff and respective Standing Committees etc are just the symptoms rather the root causes of the apparent 'ineffectiveness' of Advisory Committees. Detailed analysis shows that this is a complex problem and there are many inter-related factors involved which need to be addressed in order to bring about the necessary reforms. The areas which need special attention from the Clerk are discussed in Section 4 of this document.

4. Sustainability and Continuous Improvement

Effective Advisory Committees have clearly defined terms of reference and an effective methodology for its interactions with its parent Standing Committee. This is very important to ensure that its members have a clear purpose and guidelines for their membership and so that they add value and stay aligned with the objectives of Council.

4.1 Recruitment and Selection Processes

People are the building blocks of an effective Civic Administration and likewise they are the main driver of value-added outcomes for Advisory Committees. The recruitment and selection processes need enhancements make them more robust, transparent and free of political intrigue. This is especially true of TAC because the majority of the voting membership is recruited directly (or indirectly via cross-committee appointments) through these processes

4.1.1 Timing: The establishment of Committees currently occurs too early in the mandate of a new council. Due to an anomaly in the new election format in 2018, the Clerk recommended to Council the extension of Committee mandates to June 1st, 2019 in order to allow her more time to execute the Recruitment and Selection processes. We think this was a good idea and should be adopted permanently. In addition to buying the Clerk time, it also allows the new Council to establish its financial and strategic priorities, and Standing Committees prior to the Recruitment Phase, thus improving the chances of success. The other benefit of an offset four-year cycle is that outgoing Committees can continue to add-value to ongoing projects being administered by City Staff and assist in the development of Year One Committee Work Plans.

4.1.2. Effective Advertisement: The Recruitment process needs to be more robust and should include but not limited to, print, electronic & social media, automated calling, public places including shopping areas, libraries, community centres, university/college notice boards, setting up public booths at festivals/events, London Transit infrastructure like bus-stops/shelters, Bus & Railway stations, City Hall and city MP/MPP offices, worship places and so forth. The Recruitment phase should be ongoing and applications should be accepted at any time. *This is the key to the whole process.*

4.1.3 Tapping Retired Expert Resources: This is one of the most important and vital resources seemingly untapped so far as we see a very small faction of retired experts in the Advisory Committees. London is rich in retirement community, if properly approached; retired experts may be willing to contribute their experience and expertise. Reaching out to professional organizations to identify local members might reap considerable benefits.

4.1.4 Redesign of the Application forms: The Present application form is too generic and needs to be redesigned to align with the Selection process. In order to have suitable candidates for specific fields, it is very important that the application form is designed in a way that an interested candidate may identify their strengths, experiences and skills in the context of the required field. A survey type design format may also be adopted in certain sections of form where each question may have certain weighting. The form should be able to help the selection board to allocate marks to candidates for each of the desired requirements during the selection phase. In some cases an Advisory Committee may have its own customized form. If desired, we may help in the redesign of those application forms.

4.1.5 Desired Skill Sets: For certain specified Advisory Committees the Selection criteria should allow for a focus on technical expertise and experience of the candidate in the particular field/subject of the Advisory Committee. (See 4.1.7)

4.1.6 Selection Process - Vacancies – Application Waterfall: If application forms are properly redesigned, the selection process may be reduced significantly or even eliminated through criteria ranking. Council may elect the required slate of candidates and then establish an ongoing waiting list from the remaining candidates. New applications will be evaluated as per pre established criteria as received and placed on selection lists. This should provide an ongoing and immediate supply of potential candidates for appointments by Council to vacancies without being an administrative burden on City Staff.

4.1.7 University, College & Skill Development Institutions: Where applicable (See 4.1.5) it may be advisable to request a faculty member expert in a particular subject, to respective subject specific Advisory Committee. The assignment period may be from one year to four years as suited to the organization. It is general practice in the Universities and Colleges that all tenured staff do research work in their fields of expertise. A subject specific Advisory Committee is an ideal incubator for such research.

Each Advisory committee should have at least one post grad or fourth year student as its member. Board of Governors/Directors may develop an incentive of 2-5% marks for a student who actively contributes to their respective Advisory Committee. It is also observed that new comers have degrees from their country of origin but in most cases their credentials are not readily acceptable hence they go to placement centres and skill development institutes for certification. Recruitment of such students to an Advisory Committee by the concerned agencies at least for one year may be helpful for job placements. Students may be non-voting members but they will be expected to actively participate in Advisory committee meetings and its sub group meetings to add value to work of the Advisory committees.

Recommendation:

- A Working Group (WG) should be constituted to review the Clerks Interim Report on Advisory Committees, assist her with further review and consultations and to work to finalize this review and report back to the CSC within 120 days. This WG should be fully mandated in terms of coordination with City Staff and external institutions and may be comprised as follows:
 - 2 City Councilors,
 - 2 Advisory Committee Members-At-Large,
 - A representative of the Office of the Mayor, and
 - 1 support person from the Clerk's office.

5. Operations: The Business of Advisory Committees

Articles 3 & 15 of the **General Policy for Advisory Committees** describe the modus operandi for the business of Advisory Committees. Article 15 emphasizes that “The parliamentary rules outlined in the Council Procedure By-law shall be observed, as far as applicable, by each advisory committee”. Although observance of parliamentary rules are not mandatory for the business of Advisory committees, they are generally applied..

Articles 17-20 outline the Agenda and Reporting mechanisms. Article 19 provides the complete mechanism for Advisory Committee to follow when offering its opinions or recommendations on a particular subject/topic/project. Similarly Article 20 requires that Advisory Committee prepare and present their respective Annual Report and Work Plan to its parent standing committee.

Finally, Article 21 states that “Council recognizes the value of the impartial and objective advice received from committee members and the challenges and inherent restrictions facing committee members in assessing and recommending various options in a conscientious and ethical manner.”

Applying these articles within the context of the TAC Case Study reveals some very interesting but unusual observations.

5.1 Communication & Consultation: TAC prepared & submitted its 2018 Work Plan in February, but it was not approved by CWC. Rather, it was referred to Staff, in March 2018 for additional input. The Committee as constituted at that time was a group of capable, seasoned and informed members. This impasse and the resulting recommendations submitted by senior Staff may well have left CWC and Council with the unfounded impression the TAC was just another of several ‘inefficient and ineffective’ Advisory Committees. Further analysis will show this is hardly the case and that the root causes of this impasse were:

- a lack of timely **Leadership** on the part of CWC in that they failed to mentor TAC properly,
- the existence of a **Communications** gap - TAC was either unaware of or unwilling to bend to CWC priorities and expectations, and
- a marked lack of **Meaningful Consultation** between senior Staff and TAC.

It is clear that CWC failed in its responsibility to direct TAC by providing them with their priorities and expectations in the development of their annual Work Plan. Furthermore, senior Staff failed to share relevant project plans on an ongoing periodic basis, resulting in a TAC Work Plan which was developed in a vacuum with predictable results.

Further exacerbating the problem was the fact that there were unfilled vacancies amongst the Member-At-Large contingent. This was rectified by Council by March 2018 with the appointment of two new members.

TAC formed a Work Plan Working Group which properly communicated and consulted with all parties, resulting in revised Work Plan in the required template, which was submitted in June and approved by CWC later that fall. It also produced a Work In Process (WIP) document, which clearly communicated Staff project plans and consultation checkpoints and which is a project management stakeholder management best practice.

5.2 Time Boxing: Currently, Staff applies a very rigid form of Consultation with its Advisory Committees. It is very common that a project plan, an environmental assessment or a policy

document which has been in the works for many months is presented at a monthly meeting with the expectation that Committee provide a response in a span of 4-6 weeks. It has also been observed from time to time that these documents were not provided by the specified Agenda mail-out cut-off and/or have referenced Public Information Centre (PIC) meetings which have already occurred. Whether by accident or design, 'time boxing' is disrespectful to Advisory Committees and makes it virtually impossible for them to add value. Furthermore, the rigidity of the current practice of Consultation is in direct conflict with Articles 17 & 21 of the **General Policy for Advisory Committees** which reinforce the value of dialogue and information sharing from the beginning of the consultative process. This too is a project management best practice.

Recommendations:

- Parent Standing Committees should take a more active role in mentoring their Advisory Committees including the introduction of a standard template for Work Plans and periodic presence at Advisory Committee meetings.
- Standing Committees should also ensure their priorities and expectations are documented and communicated to their Advisory Committees annually in advance of the planning cycle and that senior Staff provide Standing Committees with formalized and timely updates on all relevant Work in Process.
- Advisory Committee members should be encouraged to have departmental tours and project site visits guided and steered by concerned staff as a component of their ongoing orientation.

5.3 Quorum: This has been a concern for almost every Advisory Committee. The quorum problem needs to be properly diagnosed and addressed. There are many clues throughout the TAC case study and we are sure that other Committees have their own rationales but in our experience they can be synthesized into two main root causes:

- poor morale caused by the indifference often demonstrated by Council and senior Staff, and
- scheduling conflicts caused by personal/profession commitments and the inflexibility of the current meeting format.

Recommendations:

- Standing Committee members should commit to periodic presence at Advisory Committee meetings.
- Advisory committees should be encouraged to select the most suitable time for their members so this problem causing quorum issue may be avoided.
- Chair/Vice chair should be formally empowered to take a more active role in attendance management.
- Advisory Committee voting members who fail to attend 3 consecutive meetings should be referred to their parent Standing Committee for review and action up to and including dismissal.

5.4 Recognition & Rewards: Article 22 of the **General Policy for Advisory Committees** recognizes the services of members of Advisory committees: “The Municipal Council shall host an annual reception, subject to budget availability, to honour those members-at-large and those agency representatives who have served the Municipal Council, without remuneration by the Municipality, as a voting member of one or more of its advisory committees and whose attendance has been in keeping with set policy.” This is an excellent gesture on the part of Council which is designed to encourage members Advisory Committees. There is an opportunity for participants to take home more than just the value of a “meet & greet” experience. Such events may be made productive and interactive if a performance-highlight component is added which may be structured to recognize and reward high performing teams and allowing them to share their ‘Best Practices’ with their peers and Council. This would also reinforce the value of public service in general and Advisory Committees in particular.

Recommendation:

- The format of the annual reception to recognize the services of Advisory Committee members may be modified. To add value to the event, the reception may be given more formal i.e. conference-style look. An Advisory Committee Conference would provide an opportunity and platform for AC members to present their experiences and recommendations to their peers as well as receive recognition for outstanding performance. The following may be categories for specific recognition:
 - Sharing ‘Best Practices’ of best performing Advisory Committee,
 - Recognition awards/certificate to best performing Advisory Committees,
 - Recognition awards/certificate to best performing Chairs/Vice Chairs,
 - Recognition awards/certificate to best performing members, and
 - General attendance recognition awards.

6. Merger of TAC and CAC into TMAC

We do not think the merger of Transportation (TAC) and Cycling (CAC) Advisory Committees is in the public interest. It is our contention that the City of London benefits from a strong separate voice for Cycling, comprised of passionate advocates which has clearly added value for their community. To water this down in the recommended TMAC structure would be a mistake for cyclists, pedestrians, mobility-challenged citizens and motorists alike.

Similarly, as outlined in the analysis and recommendations flowing out of above mentioned TAC Case Study we feel strongly that TAC has much unrealized potential to add value. There is clearly a need for a voice for the other modes of Transportation. However, there also needs to be a greater commitment on the part of appointees to more actively participate in outside activities such as Sub-Committees and Working Groups.

Recommendations:

- Do not merge Transportation (TAC) and the Cycling (CAC) Advisory Committees into the TMAC as recommended by the Clerk in June 2018.
- Refer the following the following recommendations regarding the Transportation Advisory Committee (TAC) Terms of Reference to the above-mentioned Working Group for review and consideration:
 - **Mandate:** None
 - **Composition - Voting Members:** Increase the size of the At-Large contingent to at least 8 members. Remove the requirement of Members-At-Large to utilize active

- modes of Transportation and recruit more members with the capability to devote time to Sub-Committees and Working Groups.
- **Composition - Non-Voting Members:** Invite all current special interest group representatives including CAC to participate in the Non-Voting Member group.
 - **Term of Office:** Formalize the current temporary extension by making Advisory Committee appointments effective June 1st of the year following a Municipal Election (4 year term) so as to allow for an improved recruitment cycle which is more reflective of the interests of the incoming Council.
 - **Appointment Policies:** City Staff should conduct exit interviews/surveys with all outgoing appointees and report the results to Council periodically.
 - **Conduct:** Voting Members who do not attend 3 consecutive meetings will be referred to Civic Works Committee for review and action up to and including dismissal. All Voting Members should expect to be called upon to chair at least one Sub-Committee and/or Working Group over the course of their term of appointment.



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London
CANADA

April 10, 2019

L. Livingstone
Managing Director, Neighbourhood, Children and Fire Services

S. Stafford
Managing Director, Parks and Recreation

I hereby certify that the Municipal Council, at its meeting held on April 9, 2019 resolved:

That the following actions be taken with respect to the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on March 21, 2019:

a) the following actions be taken with respect to menstrual products distribution free of charge:

i) the Civic Administration BE DIRECTED to provide free menstrual products (pads and tampons) in all public-facing City of London facilities and report back at a future meeting of the Community and Protective Services Committee (CPSC) with respect to the cost associated with this;

ii) the Civic Administration BE REQUESTED to explore the option of providing free menstrual products in all remaining City of London facilities, as a pilot project, and report back at a future meeting of the CPSC with respect to the cost associated with this; and,

iii) delegation status BE GRANTED to R. Hussain, M. Sereda and R. Ettinger to speak at the April 1, 2019 Community and Protective Services Committee meeting with respect to this matter;

b) the attached 2018 Work Plan for the Diversity, Inclusion and Anti-Oppression Advisory Committee, BE RECEIVED; and,

c) clauses 1.1, 2.1, 2.2, 4.1, 5.1, 5.2 and 6.1 b), BE RECEIVED. (3.2/5/CPSC)

C. Saunders
City Clerk
/dt

cc: K. Scott, Executive Assistant to the Managing Director of Neighbourhood,
Children and Fire Services
C. Kotsovos, Executive Assistant to the Managing Director of Parks and
Recreation
Chair and Members, Diversity, Inclusion and Anti-Oppression Advisory
Committee

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

4. Educate and Engage DIAAC Committee members	4.1 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. 4.2 Provide education at DIAAC Committee meetings or other forums as available.		4.1 Ongoing 4.2 Ongoing	DIAAC and Awards Sub-Committee members
5. Maintain Awards and Recognition By-Laws and Policy	5.1 Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. 5.2 Review By-Law related to Mayor's New Year's Honours List.		5.1 On hold, pending DIAAC updates (2018). Policy reviewed in March, 2017. By-laws modified in 2016. 5.2: 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

DIAAC- Education & Awareness Sub-committee Work Plan 2018

Goal	Implementation	Budget	Status	Responsibility
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event 1.1.1 Theme: Gender & Intersectionality 1.1.2 Identify partnerships in the community for collaborative events. 1.1.3 Plan for International Day for the	\$1500 \$200	October Ongoing January	Education subcommittee Ed'n subcommittee & DIAAC Ed'n subcommittee

	<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>				Policy & Planning
	<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	Ongoing		Education and Policy & Planning subcommittee	
			Ongoing	All subcommittees	

	<p>- Consider diverse ways of distributing orientation materials</p> <p>3.3.3. Develop the following documents: Established meeting practices, Roles and Responsibilities & Acronym List</p>		Ongoing	
<p>4. Developing relationships with City of London</p>	<p>4.1 Establish positive relationships with Council</p> <p>4.1.1. Explore opportunities to work with Council members</p> <p>4.1.1.1. Propose that all new council members meet w/ DIAAC.</p>	Nil	Ongoing - Review once Equity & Inclusion lens is complete (Fall 2018)	Policy & Planning
	<p>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</p> <p>4.2.1. Reach out to contact people in the following areas of the Corporation, inviting them to a P&P sub-committee meeting to learn about the work they do and possible interfacing with DIAAC: Intergovernmental Liaison Communications, Culture & Municipal Policies, Community Development & Funding, Homelessness, Human Resources, Emergency Measures, Planning, Parks & Recreation, Housing, Social Services & Deerness, Transportation and Engineering</p> <p>4.2.2. Develop introductory message and prioritization of outreach.</p>	Nil	May 2018-2019 To be discussed at September DIAAC meeting	Policy & Planning
<p>5. Educate new members of DIAAC</p>	<p>5.1 Collaborate with Education subcommittee to create new and revised content to enhance the DIAAC new member's orientation package</p> <p>5.1.1. Contribute to creation of orientation</p>	Nil	Ongoing – to be completed prior to start of new term	Policy & Planning and Education subcommittee

	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

London Diversity and Race Relations Committee
Awards and Recognition Sub-Committee Meeting
Thursday, May 9, 2019

Attendees: Fae Andrighetti, Flo Cassar, Zeba Hasmi, Kash Husain, Pat Shack

Regrets: Ian Silver

- Attendees revisited feedback from last year's Awards celebration and recommend the current budget be maintained, noting a potential increase in costs for nominee gifts. A suggestion was made to secure "City of London" mugs as a gift for nominees.
- Discussion ensued on orientation of new Councilors and the Mayor to promote the City's award program. All members will assist with 1:1 presentations and F. Cassar will present at CAPs.

Action: P. Shack to:

1. book Awards presentation to CAPS at Aug. 13th meeting;
2. provide names and emails of administrative assistants supporting new Council members. A 30-minute meeting will be scheduled to introduce the program and request program advocacy by sub-committee members.
3. Confirm the City's Communications lead for the Awards program;
4. Confirm last year's Awards celebration pictures are uploaded;
5. Schedule discussion on DIAAC agenda for International Human Rights Day celebration.

Action: K. Hussein to ask Policy and Planning Committee if there any Councilors are participating on additional, city-level Diversity and Inclusion Committees (i.e. Equity Committees, UWO, 3M, Police).

- **Change in decision:** This sub-committee no longer endorses a recommendation be brought forward to change the name of the "DRIA" award to "DIAAC" for alignment to the Advisory Committee. Primary reason is the distinction of this award being a City vs. Advisory Committee award. Also, it is an opportunity for the City to receive recognition for their interest and support in diversity and inclusivity in London. It is recommended this decision be reevaluated in 2020 when a new Advisory and Council gain more experience and have an opportunity to make an informed decision. The third consideration was the current status of the Terms of Reference for all advisory committees which are currently under review.
- Tuesday, Dec. 10/19: will be the day the Awards celebration will occur. This year, it falls on the same day as the International Human Rights Day. It was recommended that a guest speaker from the (Human Rights Commission) be seconded.

Action: F. Cassar to:

1. Facilitate discussion with DIAAC on how to maximize this year's celebration whether it be through collaboration of an education day, a guest speaker or thoughts of the Committee;
2. Request Thames Valley School Board member is invited to the next meeting to determine the most effective way to reach out to youth and create more program awareness. Other groups identified are Huron and Westervelt college.

- **Action: Z. Hasmi to:**
 1. Contact Pillar (Darcie) regarding promotion of the City's Awards program in their newsletter and to gain insights to how they generate nominees;
 2. Re-send F. Cassar contact information on the "Love" producer and coordinate an interview.

- **Action: F. Andrighetti to identify non-profit organizations in London.** Appropriate organizations will receive information on the Awards program and be encouraged to participate.

- **Action: F. Cassar to:**
 1. Contact R. Wilcox regarding the ability to create awareness about the Awards program to the CDIC implementation committees.
 2. Invite G. Tucker to next meeting to discuss Awards program and communication requirements, i.e. digital messages, newsletters, posters, etc.

Next meeting: Wed. June 5, 2019 3:00pm

London Diversity and Race Relations Committee
Awards and Recognition Sub-Committee Meeting Minutes
Wednesday, June 5, 2019

Attendees: Fae Andrighetti, Flo Cassar, Kash Husain, Pat Shack

Regrets: Zeba Hasmi, Ian Silver

Action items from the last meeting were reviewed and updates provided as follows:

- Discussion ensued on the orientation of new Councilors and the Mayor to promote the City's award program. All members will assist with 1:1 presentations and F. Cassar will present at CAPs.
- F. Andrighetti identified non-profit organizations in London. Appropriate organizations will receive information on the Awards program and be encouraged to participate:

Reviewed List of Non-Profits:

1. Habitat for Humanity
2. London Employment Centre
3. North West London Resource Centre
4. St. Vincent de Paul
5. Cross Cultural Learning Centre
6. Community Living London
7. Junior Achievement of London and District
8. St. Joseph Hospitality Centre
9. Merry Mount Children's Centre
10. Changing Ways
11. Optimist Clubs: Rainbow
12. Goodwill Industries
13. Hispanic Intercultural Centre
14. N'Amerind Friendship Centre
15. Mission Services
16. 100 Kids Who Care London
17. BACAA: Bikers against Child Abuse Ass'n
18. Salvation Army

Potentials:

1. Skipping Stones Consulting (Fae)
2. Can/Voice Business Office (Fae)
3. WOTCH (Community Mental Health) (KASH)
4. Compassion Canada
5. Project Hope
6. Threads of Life
7. Good Neighbours Canada
8. London Community Clothing Centre
9. Canadian Arab Society of London and include I ALL Cultural groups, i.e. Chinese? (Zeba)

General:

- Exclude foundations – considered fundraising entities which is outside of award eligibility.

Action:

1. **All:** Review list of potential organizations to contact (nine are listed above) and advise which ones you will contact. Those who have already identified the organizations they will contact are named in brackets.
2. **F. Cassar:**
 - a. Send presentation for CAPS premail on Aug. 1st and distribute to group beforehand;
 - b. If unresolved, follow-up with DIAAC re need for CoL Communications support;
 - c. Facilitate discussion with DIAAC on how to maximize this year's celebration whether it be through collaboration of an education day, a guest speaker or thoughts of the Committee;
 - d. Request Thames Valley School Board member is invited to the next meeting to determine the most effective way to reach out to youth and create more program awareness. Other groups identified are Huron and Westervelt college;
 - e. Distribute Council Fact Sheet and Presentation Material;
 - f. Contact R. Wilcox regarding the ability to create awareness about the Awards program to the CDIC implementation committees.
 - g. Contact "Love" producer re interview.
3. **Z. Hasmi:**
 - a. Resend pictures from 2018 Celebration.
 - b. Contact Pillar (Darcie) regarding promotion of the City's Awards program in their newsletter and to gain insights to how they generate nominees (Complete).
 - c. Re-send F. Cassar contact information on the "Love" producer and coordinate an interview. (Complete).
4. **K. Hussein:**
 - a. Ask Policy and Planning Committee if there any Councilors are participating on additional, city-level Diversity and Inclusion Committees (i.e. Equity Committees, UWO, 3M, Police).
5. **P. Shack:**
 - a. Book Awards presentation to CAPS at Aug. 13th meeting. Pat will add presentation.
 - b. Provide names and emails of administrative assistants supporting new Council members. A 30-minute meeting will be scheduled to introduce the program and request program advocacy by sub-committee members (Complete).
 - c. Confirm the City's Communications lead for the Awards program.
 - d. Confirm last year's Awards celebration pictures are uploaded.
 - e. Schedule discussion on DIAAC agenda for International Human Rights Day celebration

Next meetings: Awards and Recognition: TBD
 DIAAC: Thursday, July 18, 2019



London
CANADA

P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

July 2, 2019

To: Accessibility Advisory Committee
Advisory Committee on the Environment
Age Friendly London Network
Community Safety and Crime Prevention Advisory Committee
Diversity, Inclusion and Anti-Oppression Advisory Committee
London Advisory Committee on Heritage
London Arts Council
London Housing Advisory Committee
London Sports Council

Re: **2020 Mayor’s New Year’s Honour List – Call for Nominations**

Each year London City Council enlists the assistance of London’s advisory committees and community organizations to nominate citizens for the Mayor’s New Year’s Honour List, which recognizes long-standing contributions to the London community.

Please consider nominating a London citizen who is worthy of this honour in the category for which your organization is responsible, as follows:

NOMINATING BODY	CATEGORY	REPORTS TO
Accessibility Advisory Committee	Accessibility	Community and Protective Services Committee
Age Friendly London Network	Age Friendly	
Community Safety and Crime Prevention Advisory Committee	Safety and Crime Prevention	
Diversity, Inclusion and Anti-Oppression Advisory Committee	Humanitarianism	
Diversity, Inclusion and Anti-Oppression Advisory Committee	Diversity and Race Relations	
London Arts Council	The Arts	
London Sports Council	Sports	
London Housing Advisory Committee	Housing	
Advisory Committee on the Environment	Environment	Planning and Environment Committee
London Advisory Committee on Heritage	Heritage	

Please make your recommendation in confidence through the appropriate Standing Committee. All nominations must be received by the appropriate Standing Committee **no later than 9 a.m. Friday, October 11, 2019**, to be included on the agenda for recommendation to Council October 29, 2019. This timetable ensures that the slate of honourees is finalized in time to notify the recipients and arrange the recognition event.

For your information and assistance, I have enclosed a list of the previous recipients (no individual can be recognized more than once in their lifetime), together with a copy of the Council Policy which details the criteria and process to be followed.

Thank you very much for your expert assistance in this nomination process, and for your cooperation in meeting the submission deadline.

Cathy Saunders
City Clerk

Attachments (3)

cc: Mayor Ed Holder



Mayor's New Year's Honour List Nomination Form

Note: Please refer to City Council's *Mayor's New Year's Honour List Policy*, for the criteria governing the nomination of individuals.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information collected on this form is collected under the authority of the *Municipal Act 2001 as amended*, and will be used to administer the Mayor's New Year's Honour List program. Questions about this collection should be addressed to the City Clerk at 300 Dufferin Avenue, London, Ontario, N6A 4L9. Tel: (519) 661-CITY (2489) ext. 4937.

A. Nominee information

Name				
Street address		City	Province	Postal code
Daytime telephone number	/ extension	Home telephone number	E-mail address	

B. Nominator information

Name			Date	
Street address		City	Province	Postal code
Daytime telephone number	/ extension	Home telephone number	E-mail address	

C. Nomination category (check one):

- Accessibility** (i.e. contributions to foster an environment of inclusion that embraces citizens of all abilities)
- Age Friendly** (i.e. contributions to empowering older adults and advancing an age friendly community)
- Arts** (i.e. contributions to fostering and/or the production of human creativity)
- Diversity and Race Relations** (i.e. contributions to the elimination of hate and discrimination)
- Environment** (i.e. contributions to the awareness, preservation and protection of the environment)
- Heritage** (i.e. contributions to the awareness, preservation and protection of heritage resources)
- Housing** (i.e. contributions to the provision of safe and accessible housing for all members of the community)
- Humanitarianism** (i.e. contributions to human welfare through philanthropic and other efforts)
- Safety and Crime Prevention** (i.e. contributions to a safe and secure community)
- Sports** (i.e. contributions to the awareness of and participation in sports activity and/or demonstrated excellence within a particular sports activity)

D. Reason for nomination

Please provide a summary of the nominee's contributions as related to the applicable criteria. *(May continue to next page)*

Please provide a summary of the nominee's contributions as related to the applicable criteria. (*continued*)



London
CANADA

Mayor's New Year's Honour List Policy

Policy Name: Mayor's New Year's Honour List Policy

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-18-214); Amended July 24, 2018 (By-law No. CPOL.-18(b)-390)

Last Review Date: April 15, 2019

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the Mayor's New Year's Honour List for the recognition of persons who have contributed in an outstanding manner to the community of London in one of the categories of Accessibility, Age Friendly, Arts, Diversity and Race Relations, Environment, Heritage, Housing, Humanitarianism, Safety & Crime Prevention and Sports.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This Council policy applies to all persons who have contributed in an outstanding manner to the community of London in prescribed categories.

4. The Policy

4.1 Categories

Persons may be recognized in any of the following categories:

- a) Accessibility (i.e. contributions to foster an environment of inclusion that embraces citizens of all abilities);
- b) Age Friendly (i.e. contributions to empowering older adults and advancing an age friendly community);
- c) Arts (i.e. contributions to fostering and/or the production of human creativity);
- d) Diversity and Race Relations (i.e. contributions to the elimination of hate and discrimination).
- e) Environment (i.e. contributions to the awareness, preservation and protection of the environment);
- f) Heritage (i.e. contributions to the awareness, preservation and protection of heritage resources);
- g) Housing (i.e. contributions to the provision of safe and accessible housing for all members of the community);
- h) Humanitarianism (i.e. contributions to human welfare through philanthropic and other efforts);
- i) Safety & Crime Prevention (i.e. contributions to a safe and secure community); or

- j) Sports (i.e. contributions to the awareness of and participation in sports activity and/or demonstrated excellence within a particular sports activity).

4.2 Nominating Committees/Organizations

The following Committees/Organizations shall nominate individuals in the respective categories:

- a) Accessibility – Accessibility Advisory Committee
- b) Age Friendly – Age Friendly London Network
- c) Arts – London Arts Council
- d) Diversity and Race Relations – Diversity, Inclusion and Anti-Oppression Advisory Committee
- e) Environment – Advisory Committee on the Environment
- f) Heritage – London Advisory Committee on Heritage
- g) Housing – London Housing Advisory Committee
- h) Humanitarianism – Diversity, Inclusion and Anti-Oppression Advisory Committee
- i) Safety & Crime Prevention – Community Safety and Crime Prevention Advisory Committee
- j) Sports – London Sports Council

4.3 Conditions

The following conditions shall apply to the nomination of individuals:

- a) a maximum of ten persons shall be named in any one year, with no more than one being from each of the ten categories referred to above subject to:
 - i) a person may not necessarily be named in each category each year;
 - ii) City Council may, at its sole discretion and on an exception basis, choose to recognize two individuals in any one category in a given year should the City Council determine that two individuals have inseparably partnered in contributing to their respective category, thereby increasing the aggregate amount of nominees beyond the usual maximum of ten persons to be named in any one year;
- b) the recipients shall be chosen for long standing contributions in their respective categories;
- c) the name of any one individual shall be included on the Honour List only once in their lifetime;
- d) any person currently serving as a member of any one of the Advisory Committees or organizations referred to in 4.2 shall not be eligible for naming to the list during their term of appointment;
- e) nominees being recommended by the Advisory Committees or organizations referred to in 4.2 shall have at least seventy-five percent of the total eligible votes on the respective Advisory Committee or organization.

4.4 Form of Recognition

- a) The recipients shall be honoured at the first meeting of City Council in January, with a reception for themselves and one guest, and presentation of an appropriately-worded certificate.
- b) A plaque shall be displayed in a prominent public area of City Hall honouring those persons named each year to the Mayor's New Year's Honour List and shall be updated annually by the City Clerk.



London
CANADA

MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2019)

1976 (Arts)

Catharine Kezia Brickenden
Lenore Crawford
Heinar Piller
Ray Sealey
Bruce Sharpe
Ruth Sharpe

1977 (Arts)

Martin Boundy
A. Elizabeth Murray
James Reaney
Margaret Skinner
Earle Terry

1978 (Arts)

Robin Dearing
Donald Fleckser
Angela Labatt
Dorothy Scuton
Pegi Walden

1979 (Arts)

Paul Eck
Edward Escaf
Clifford Evans
Arnim Walter

1980 (Arts)

Jane E. Bigelow
Barbara Ivey
Richard M. Ivey
Beryl Ivey

1981 (Arts)

Herbert J. Ariss
Dorothy Carter
Noreen DeShane
John H. Moore
S. Elizabeth Moore

1982 (Arts)

Wesanne McKellar
Edward R. Proconier
J. Allyn Taylor

1983 (Arts)

Robert L. (Bob) Turnbull
Frank L. Hallett
Kathleen M. Hallett
Ivor Brake
Phyllis J. Brake
Carol Johnston
Thomas F. Lawson

1984 (Arts)

Minnette Church
Betty Duffield

1985 (Arts)

Nancy Poole
Paddy Gunn O'Brien
Thomas F. Siess

1986 (Arts)

Sasha McInnis Hayman
Gregory R. Curnoe
Thomas J. Hannigan

1987 (Arts)

Caroline L. Conron
Stephen Joy
Gerald Fagan
Millard P. McBain

1988 (Arts)

Maurice A. Coghlin
Arthur Ender
Bernice Harper
Ian Turnbull

1989

Mervin Carter (Safety)
Robert Loveless (Physically Challenged)
Gordon Jorgenson (Crime Prevention)
Orlo Miller (Architectural Conservation)
Nancy Postian (Arts)
Thomas Purdy (Environment)

1990

Julia Beck (Architectural Conservation)
Ruth Clarke (Safety)
Sam Katz (Environment)
Helena Kline (Crime Prevention)
Nellie Porter (Housing)
Nancy Skinner (Physically Disabled)
Maurice Stubbs (Arts)

1991

Paul Ball (Crime Prevention)
Ian Chappell (Crime Prevention)
Silvia Clarke (Architectural Conservation)
Norman Davis (Crime Prevention)
Norma Dinniwel (Arts)
Jay Mayos (Environment)
Marilyn Neufeld (Physically Challenged)
Margaret Sharpe (Crime Prevention)
Glen Sifton (Safety)

1992

Kenneth Bovey (Environment)
Susan Eagle (Housing)
George Mottram (Safety)
Laverne Shipley (Crime Prevention)
Richard Verrette (Arts)
Debbie Willows (Physically Challenged)



London
CANADA

MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2019)

1993

Alan Benninger (Housing)
William Fyfe (Environment)
Wil Harlock (Architectural Conservation)
David Long (Housing)
Margaret MacGee (Safety)
Nancy McNee (Arts)
Craig Stainton (Housing)
Peter Valiquet (Crime Prevention)
Shirley Van Hoof (Physically Disabled)

1994

Michael Baker (Architectural Conservation)
Caroline Bolter (Environment)
Richard Izzard (Crime Prevention)
David Kirk (Safety)
John Moran (Physically Disabled)
John Schunk (Housing)
Katharine Smith (Arts)

1995

Ruth Drake (Architectural Conservation)
Martha Henry (Arts)
Jeff Henderson (Environment)
Sandra McNee (Housing)
Ron Newnes (Crime Prevention)
Tanys Quesnel (Physically Challenged)
Bill Woolford (Safety)

1996

Robert Baumbach and the Dixie Flyers (Arts)
Jess Davidson (Physically Challenged)
Rosemary Dickinson (Environment)
Gertrude Roes (Safety)
Mowbray Sifton (Housing)
Nancy Zwart Tausky (Architectural Conservation)

1997

Karen Burch (Environment)
Gretta Grant (Humanitarianism)
Marion Obeda (Safety and Crime Prevention)
Kim Pratt (Architectural Conservation)
Cesar Santander (Arts)
W. (Bill) Willcock (Housing)

1998

Paterson Ewen (Arts)
Tim Dupee (posthumously) (Physically Challenged)
Sargon Gabriel (Humanitarianism)
Mary Huffman (Safety and Crime Prevention)
Ann McKillop (Heritage Conservation)
Henry and Maria Stam (Environment)

1999

Dan Brock (Heritage Conservation)
Tom Crerar (Environment)
John Davidson (Physically Challenged)
O. Veronica Dryden (posthumously) (Humanitarianism)
Michael Edward Howe (Housing)
Phil Murphy (Arts)
Shelly Siskind (Safety and Crime Prevention)

2000

Lottie Brown (Heritage Conservation)
Hume Cronyn (Arts)
Paul Duerden (Sports)
John Falls (posthumously) (Physically Challenged)
Gwen Barton Jenkins (posthumously) (Humanitarianism)
Judy Potter (Housing)
Paul van der Werf (Environment)

2001

Douglas Bocking (Heritage Conservation)
Connie Cunningham (posthumously) (Housing)
Keith Cartwright (Physically Challenged)
Art Fidler (Arts)
Dan and Mary Lou Smoke (Humanitarianism)
Lesley Thompson (Sports)
Gosse VanOosten (Environment)
Audrey Warner (Safety and Crime Prevention)

2002

Eric Atkinson (Arts)
Bill Brock (Safety and Crime Prevention)
Debbie Dawtrey (Physically Challenged)
Susan Epstein (Environment)
Janet Hunten (Heritage)
Gail Irmiler (Housing)
Carolyn Rundle (Humanitarianism)
Darwin Semotiuk (Sports)

2003

Ralph Aldrich (Arts)
Mary Kerr (Heritage)
Michael Lewis (Physically Challenged)
Laila Norman (Safety and Crime Prevention)
Elaine Pensa (Humanitarianism)
Joseph Rea and the Archangelo Rea Foundation (Environment)
Jan Richardson (Housing)
Clarke Singer (Sports)

2004

Alan Cohen (Arts)
Ayshi Hassan (Humanitarianism)
Dr. Bill Judd (Heritage)
Carol Kish (Safety and Crime Prevention)
Rick Odegaard (Housing)
Jennifer Smith Ogg (Sports)
Cathy Vincent-Linderoos (Physically Challenged)
Dave and Winifred Wake (Environment)

2005

Bernice Brooks (Environment)
Eugene DiTrollo (Safety and Crime Prevention)
Genet Hodder (Heritage)
Prof. Donald McKellar (Arts)
Patrick Murphy (Persons with Disabilities)
Barry Parker (Housing)
Shanti Radcliffe (Humanitarianism)
Jude St. John (Sports)



London
CANADA

MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2019)

2006

Jane Antoniak (Diversity and Race Relations)
John Barron (Arts)
Dale and Mark Hunter (Sports)
Jim Mahon (Environment)
Lorin MacDonald (Persons with Disabilities)
Darlene Ritchie (Housing)
Clare Robinson (Safety and Crime Prevention)
Sister Teresa Ryan (Humanitarianism)
Barry Wells (Heritage)

2007

Eleanor Bradley (Safety and Crime Prevention)
Peter Brennan (Arts)
Chris Doty (posthumously) (Heritage)
Peter Inch (Sports)
Sandy Levin (Environment)
Raul Llobet (posthumously) (Diversity and Race Relations)
Susie Matthias (Persons with Disabilities)
Glen Pearson and Jane Roy (Humanitarianism)

2008

Henri Boyi (Humanitarianism)
Dr. Cathy Chovaz (Persons with Disabilities)
Michelle Edwards (Diversity and Race Relations)
Stephen Harding (Heritage)
Thom McClenaghan (Environment)
Todd Sargeant (Sports)
Jeffrey Paul Schlemmer (Housing)
Dr. Margaret Whitby (Arts)

2009

Mohamed Al-Adeimi (Diversity and Race Relations)
Teresa Anglin (Humanitarianism)
Diana Anstead (Safety and Crime Prevention)
Margaret Capes (Housing)
Mike Circelli (Sports)
Nancy Finlayson (Environment)
Jeff Preston (Persons with Disabilities)
Theresa Regnier (Heritage)
Jim Scott (Arts)

2010

Alison Farough (Safety and Crime Prevention)
Jennifer Grainger (Heritage)
Charlene Lazenby (Housing)
Kathy Lewis (Persons with Disabilities)
Maryanne MacDonald (Environment)
Joyce Mitchell (Diversity and Race Relations)
Darlene Pratt (Arts)
Sister Margo Ritchie (Humanitarianism)
Ray Takahashi (Sports)

2011

Sister Joan Atkinson (Housing)
Major Archie Cairns (Arts)
Bill De Young (Environment)
Mike Lindsay (Sports)
Marlyn Loft (Heritage)
Christina Lord (Humanitarianism)
Dr. Gaston N.K. Mabaya (Diversity and Race Relations)
Marg Rooke (Safety and Crime Prevention)
Cheryl Stewart (Persons with Disabilities)

2012

Maryse Leitch (Arts)
Catherine McEwen (Heritage)
Josip Mrkoci (Sports)
Perpétue Nitunga (Humanitarianism)
Greg Playford (Housing)
Evelina Silveira (Diversity and Race Relations)
Maureen Temme (Environment)
Anne Robertson (Persons with Disabilities)

2013

Meredith Fraser (Diversity and Race Relations)
Bramwell Gregson (Arts)
Bruce Huff (Sports)
Suzanne Huot (Humanitarianism)
David Nelms (Housing)
Joe O'Neil (Heritage)
Shane O'Neill (Environment)
Lou Rivard (Safety and Crime Prevention)
Carmen Sprovieri (Persons with Disabilities)

2014

Barry Fay (Sports)
Talia Goldberg (Persons with Disabilities)
Rebecca Howse (Diversity and Race Relations)
John Nicholson (Arts)
Gary Smith (The Environment)
Lloyd Stevenson (Housing)
Kenneth Wright (Humanitarianism)

2015

Hilary Bates Neary (Heritage)
Damian Warner (Sports)
Patrick Mahon (The Arts)
Corina Morrison (Safety and Crime Prevention)
Michael Lynk (Humanitarianism)
Alfredo Caxaj (Diversity and Race Relations)
Martha Powell (Housing)
Roger Khouri (Persons with Disabilities)
Bob Porter (The Environment)



MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2019)

2016

Holly Painter – Arts
Reta Van Every – Diversity and Race Relations
Gary Brown – The Environment
Glen Curnoe – Heritage
Jens Stickling – Housing
Charles and Carolyn Innis – Humanitarianism
Bonnie Quesnel – Persons with Disabilities
Paul Seale – Safety and Crime Prevention
Tessa Virtue and Scott Moir – Sports

2017

Dale Yoshida – The Arts
Mojdeh Cox – Diversity and Race Relations
Dr. Joseph Cummins – The Environment
Sandra Miller – Heritage
Susan Grindrod – Housing
Andrew Rosser – Humanitarianism
Brenda Ryan – Persons with Disabilities
Danielle Mooder – Safety and Crime Prevention
Therese Quigley – Sports

2018

Karen Schuessler – The Arts
Dharshi Lacey – Diversity and Race Relations
George Sinclair – The Environment
Susan Bentley – Heritage
Sister Delores Brisson – Housing
Lina Bowden – Humanitarianism
Todd Sargeant and Sigmund Bernat – Persons
with a Disability
Émilie Crakondji – Safety and Crime Prevention
Tom Partalas – Sports

2019

Rachel Braden and Merel (Facility Dog) -
Accessibility
Ernest Maiorana - Age Friendly
Victoria Carter - Arts
Gabor Sass - Environment
Steven Liggett - Heritage
Melissa Hardy-Trevenna - Housing
Jacqueline Thompson - Humanitarianism
Mike Lumley - Sports