

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

The 1st Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
December 19, 2019
Committee Room #3

Attendance PRESENT: R. Hussain (Chair), J. Braithwaite, M. Buzzelli, F. Cassar,
C. DuHasky, B. Hill, M. Mlotha and D. Turner (Committee Clerk)

NOT PRESENT: Z. Hashmi

ALSO PRESENT: K. Husain, S. Khan, M. Schulthess, I. Silver, and B.
Westlake-Power

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.

1.2 Election of Chair and Vice-Chair for the term ending in November 30, 2020

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression
Advisory Committee elected R. Hussain and F. Cassar as Chair and Vice
Chair, respectively, for the term ending November 30, 2020.

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

None.

4. Consent

4.1 8th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 8th Report of the Diversity, Inclusion and Anti-
Oppression Advisory Committee, from its meeting held on November 21,
2019, was received.

5. Sub-Committees and Working Groups

5.1 Awards and Recognition Sub-Committee

That it BE NOTED that the committee held a general discussion with respect to the Awards and Recognition Sub-Committee's recent activities, including a debrief on the 2019 London Diversity, Race Relations and Inclusivity Award; it being further noted that the sub-committee meeting minutes, as appended to the agenda, were received.

5.2 Education and Awareness Sub-Committee

That it BE NOTED that the committee has approved, in principle, the contents of the Education and Awareness Sub-Committee's orientation package, noting that further revisions may be necessary to ensure compliance with existing City policy/guidelines; it being further noted that the committee heard a verbal update from M. Mlotha and K. Husain with respect to the recent joint Education and Awareness Sub-Committee and Policy and Planning Sub-Committee meeting.

5.3 Policy and Planning Sub-Committee

That it BE NOTED that the committee heard a verbal update from M. Mlotha and K. Husain with respect to the recent joint Education and Awareness Sub-Committee and Policy and Planning Sub-Committee meeting; it being further noted that the joint sub-committee meeting minutes, as appended to Item 5.2 on the agenda, were received.

5.4 Community Diversity and Inclusion Strategy

That it BE NOTED that the committee held a general discussion with respect to members' involvement in the Community Diversity and Inclusion Strategy.

6. Items for Discussion

6.1 2020/2021 Work Plan

That it BE NOTED that the committee held a general discussion with respect to the 2020/2021 work plan.

6.2 Upcoming/Exigent Events, Meetings and Celebrations

That it BE NOTED that the committee held a general discussion with respect to upcoming/exigent events, meetings and celebrations.

7. Adjournment

The meeting adjourned at 1:40 PM.

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

The 8th Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
November 21, 2019
Committee Room #3

Attendance PRESENT: R. Hussain (Chair), J. Braithwaite, M. Buzzelli, F. Cassar, C. DuHasky, Z. Hashmi, B. Hill, M. Mlotha and D. Turner (Committee Clerk)

NOT PRESENT: None

ALSO PRESENT: K. Husain

The meeting was called to order at 12:02 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 Intersex London - Education and Community Outreach

That it BE NOTED that a verbal presentation from P. Kearney, Founder, Intersex London, with respect to the organization's education/awareness campaigns and community outreach initiatives, was received.

4. Consent

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

That it BE NOTED that the 7th report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on October 17, 2019, was received.

4.2 Municipal Council Resolution - 7th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the Municipal Council resolution, from its meeting held on November 12, 2019, with respect to the 7th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, was received.

5. Sub-Committees and Working Groups

5.1 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; it being further noted that the attached sub-committee meeting minutes were received.

5.2 Education and Awareness Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal update from M. Mlotha and K. Husain, with respect to the recent joint Education and Awareness Sub-Committee and Policy and Planning Sub-Committee meeting; it being further noted that the joint sub-committee meeting minutes, as appended to Item 5.3 on the agenda, were received.

5.3 Policy and Planning Sub-Committee

That the following actions be taken with respect to the Policy and Planning Sub-Committee update:

- a) that F. Cassar BE APPROVED as the secondary representative member from the Diversity, Inclusion and Anti-Oppression Advisory Committee to sit on the Community Diversity and Inclusion Strategy Leadership Table; and,
- b) that it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard a verbal update from M. Mlotha and K. Husain, with respect to the recent joint Education and Awareness Sub-Committee and Policy and Planning Sub-Committee meeting; it being further noted that the joint sub-committee meeting minutes, as appended to the agenda, were received.

6. Items for Discussion

6.1 2020/2021 Work Plan

That it BE NOTED that the committee held a general discussion with respect to the 2020/2021 work plan.

6.2 Upcoming Events/Meetings/Celebrations

That it BE NOTED that the committee held a general discussion with respect to upcoming/exigent events, meetings and celebrations.

7. Adjournment

The meeting adjourned at 1:22 PM.

London Diversity and Race Relations Committee

Awards and Recognition Sub-Committee Meeting

November 27, 2019

Time: 3:30 pm – 4:30 pm

Attendees: Zeba Hasmi, Fae Andrighetti, Flo Cassar, Kash Hussain, Ian Silver, Dan Turner, Dana Wachter

DRIA Award Planning

- K. Hussain advised that the Accessibility Workshop has been cancelled on Dec. 10/19, freeing up Committee rooms 1 and 2. There was unanimous support to keep plans in place to use Committee Room 5 and the cafeteria. Nominees have been advised by letter to meet in Committee Room 5 and following the presentation at Council, to regroup in the cafeteria on 12th floor.
- D. Turner reported that 8 of 14 organizations have responded to the event. A follow-up will be conducted on Dec. 2/19 with those who haven't yet responded.
- It was agreed that a sign advising guests that video/pictures will be taken at the event. This will negate the need for guests to sign a consent form.
- D. Turner confirmed that letters to nominators expressing thanks for recognizing individuals in our community will be sent from Mayor's office.
- D. Turner reported that both the DRIA winners (at Chambers) and nominees (reception) have been notified that they may be asked to speak at the event.
- Due to the number of speakers at the celebration (i.e. CDIS, S. Khan plus winners and potentially nominees, the group decided to forfeit an ice-breaker game.
- Nine, City of London coffee mugs (individual cost of \$13.50 + tax) will be purchased by D. Turner to be given to nominees who were unsuccessful. Z. Hasmi will wrap.
- Ushers taking guests to the elevator and to Chamber are: F. Andrighetti, I. Silver and Z. Hasmi. F. Cassar will direct winners and stay with them while they are being called.

Action: F. Cassar:

- Send I. Silver and D. Wachter the names of winners and respective categories. Complete.
- On day of event, advise guests:
 - room changes
 - videos/pics may be taken
 - parking passes are available

Action: Z. Hasmi to bring wrapped gifts (9) for unsuccessful nominees.

Action: I. Silver to order plaques and send invoice to D. Turner

Action: K. Hussain:

- Speak with K. Kolton re 3 minute overview of CDIS and that presentation will occur at the beginning of the reception
- Speak with S. Khan re 3 minute overview of Human Rights Day at the beginning of the reception

Action: D. Turner:

- Send reminder to DIAAC members encouraging them to participate in the event
- Submit order form to cafeteria once final count is known
- Discuss preferred timing for award winners to speak about their initiative with the Mayor's office, i.e. Council or Reception
- Purchase nine, City of London Mugs for unsuccessful nominees and give to Z. Hasmi for wrapping
- Speak to Security about monitoring Committee Room #5 while group is in Chamber.

Action: D. Turner to provide the following on the day of the event:

- Name tags (names to be added for those who confirmed attendance as well as blanks and pens for those who hadn't been identified)
- Secure podium and microphone
- Secure coat rack and determine best process for getting coats either back to guests or taken to cafeteria
- Parking passes

Action: D. Wachter:

- Create draft program
- Make reference to timing to be in Committee Room #5 and Cafeteria on 12th floor
- Print 100 programs
- Send media invitations
- Populate previous picture of DRIA on website

Action: D. Wachter on the day of the event:

- Bring sign advising guests that video/pictures will be taken
- Bring printed programs or give to D. Turner to bring
- Issue media release and follow up with pictures on website, i.e. link to newsroom and then to social media
- Take pics

Action: All: Give preliminary thought to content for the 2020/21 Work Plan. The 2019 Plan is attached, FYI.

Next Meeting: Tuesday, December 17, 2019 @ 3:30pm. Agenda will include a debrief of the 2019 DRIA Celebration and 2020/21 Work Plan.

Joint Meeting – Education & Awareness Subcommittee and
Policy & Planning Subcommittee.

Attendance: Mphatso M, Kash H, Michael B
Regrets: Cori D, Zeba H, Rifat H, Saleha K, Matthew S, Cynthia K

Location: 5th floor Boardroom #1

Wednesday December 4th, 2019

AGENDA

1. Approval of Notes from November 6th meeting.

2. Orientation Package – Update.

As previously mentioned, we were to meet with Dan’s managers to chat about the contents of the orientation package at this meeting, however, the managers were not available to attend. Therefore, Dan sent us their feedback as seen below.

Clerks feedback	Subcommittee comments
Specific committee and/or staff contact information should be removed (including the final two pages, titled “City of London Key Contacts”)	We discussed to keep the contact pages but as a loose document that can easily be updated if any changes occur, so it won’t be affixed to the package
This information changes often (including staff contacts), and we don’t want to compel future DIAAC members to supply their contact information if they’re not comfortable doing so. We encourage members to carry out committee business via the Clerk’s office (rather than contacting other departments directly)	The contact information for the chairs can be removed from the package but can be inserted as a loose document, as it can be changed at any time as well. Chairs are always asked beforehand if they want to share their contact information
Likewise, please remove reference to sub-committee meeting dates/times as this may reflect when sub-cmtes typically meet,	We will use a general timeframe for meetings without specific days or times with a subject to change notification.

<p>but is subject to change; this is something incoming members can be told in person</p>	
<p>Please ensure that any proposals or directives in this document comply with existing City documents/policies (I appreciate that this may be difficult to do without assistance from Clerks, and we can certainly work together to right any inconsistencies); some examples of things to watch out for include (but aren't limited to): Compelling rather than encouraging members to do things (eg. "Each voting and resource member on DIAAC shall actively participate in at least one sub-committee." – members are not forced to join sub-committees, this is totally optional)</p>	<p>We agreed to soften the language as suggested</p>
<p>Suggesting that the committee reviews relevant policies is somewhat inaccurate; committee can prompt/request review of policy, but we need to be careful with language here</p> <p>Committees use 'Bourinot's Rules of Order', not 'Robert's'</p>	<p>We agreed to work on the language</p> <p>We agreed to replace Robert's cheat sheet with Bourinot's Rules of order</p>
<p>The FAQ section will need to be tightened up; if this package is meant for incoming DIAAC members, each point should be DIAAC specific and should not include information about the appointment process (again, we presume that those viewing the document have already been appointed)</p>	<p>We discussed ways we could tighten up the FAQs. Michael B, volunteered to work on this further.</p>

3. Black History Month (BHM) Participation – Update.

No specific updates were given as Saleha K, was away and Mphatso M, couldn't attend the BHM Coordinating Committee meeting on December 2nd. We

discussed that it may be a good idea to invite one of the BHM coordinating Committee members to give us an update in January and see where we can assist in making the planned events successful. Next meeting is set for January 8th, 5pm at the London Police office downtown.

4. March 21st Planning – Update.
No updates were received.

5. 2020 Workplan – What Activities/Initiatives do we want to undertake?

Education and awareness subcommittee: We are looking to do more research as to whether we want to pursue the gender and intersectionality workshop, (that has not yet occurred) or look for a new topic to pursue.

6. 2020 Meeting Dates – first Wednesday or Thursday of the month?

7. Any Other Business.

8. Next Meeting Date – January 8th, 2020.