

Agenda Including Addeds

Diversity, Inclusion and Anti-Oppression

Advisory Committee

The 4th Meeting of the Diversity Inclusion and Anti-Oppression Advisory Committee

July 15, 2021, 12:00 PM

Advisory Committee Virtual Meeting - during the COVID-19 Emergency

The City of London is committed to making every effort to provide alternate formats and communication supports for Council, Standing or Advisory Committee meetings and information, upon request. To make a request related to this meeting, please contact advisorycommittee@london.ca

Pages

1. Call to Order

1.1. Disclosures of Pecuniary Interest

1.2. Election of Chair and Vice-Chair for the remainder of the current term

2. Opening Ceremonies

2.1. Acknowledgement of Indigenous Lands

2.2. Traditional Opening

3. Consent

3.1. 3rd Report of the Diversity, Inclusion, and Anti-Oppression Advisory Committee

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4. Sub-Committees and Working Groups

5. Items for Discussion

5.1. Election of Community Diversity and Inclusion Strategy Leadership Table Representative

5.2. Working Group Volunteers - 2021 Anti-Muslim Terrorist Attack

5.3. Updates - A. George-Antone, Indigenous Community Liaison Advisor

5.4. Draft 2020 Work Plans

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5.5. Orientation Package - M. Mlotha

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5.6. Community Diversity and Inclusion Strategy Leadership Table Recommendations - A. Hussain

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5.7. Advisory Committee Review - Interim Report VI (Resubmitted)

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6. Additional Business

6.1. *(ADDED) 2022 Mayor's Honour List - Call for Nominations*

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7. Adjournment

Next Meeting Date: August 19, 2021

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

The 3rd Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
June 17, 2021

Attendance PRESENT: M. Buzzelli (Chair), H. Abu Kakry, N. Al-Farawi, M. Alder, K. Arnold, B. Hill, W. Khouri, C. Maciel, B. Madigan, and M. Mlotha; A. Pascual (Committee Clerk).

ALSO PRESENT: F. Andrighetti, T. Fowler, A. George-Antone, K. Husain, C. Konnerth, R. Morris, I. Silver, C. Smith, T. Tomchick-Condon, B. Westlake-Power, and Z. Zabian.

The meeting was called to order at 12:02 PM; it being noted that the following Members were in remote attendance: H. Abu Kakry, N. Al-Farawi, M. Alder, K. Arnold, M. Buzzelli, C. DuHasky, B. Hill, W. Khouri, C. Maciel, B. Madigan, and M. Mlotha.

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 remainder of the current term

That the following actions be taken with respect to the election of the Chair and Vice Chair for the remainder of the current term:

a) M. Buzzelli BE ELECTED chair for the meeting held on June 17, 2021; and,

b) the election of Chair and Vice Chair for the remainder of the current term BE POSTPONED to the next meeting.

2. Opening Ceremonies

2.1 Acknowledgement of Indigenous Lands

That it BE NOTED that the Acknowledgement of Indigenous Lands was read by C. DuHasky.

2.2 Traditional Opening

That it BE NOTED that no Traditional Opening was received.

3. Consent

3.1 2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That the 2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on May 20, 2021, BE RECEIVED.

- 3.2 Municipal Council resolution from its meeting held on June 15, 2021 with respect to the Hyde Park Terrorist Attack

That it BE NOTED that the Municipal Council resolution from its meeting held on June 15, 2021, with respect to the Hyde Park Terrorist Attack, was received.

- 3.3 Municipal Council resolution from its meeting held on June 15, 2021 with respect to Proclamation Request - Indigenous Peoples Day

That it BE NOTED that the Municipal Council resolution from its meeting held on June 15, 2021, with respect to Proclamation Request - Indigenous Peoples Day, was received.

4. (ADDED) Items for Discussion

- 4.1 (ADDED) Introduction of the City's Anti-Racism and Anti-Oppression Unit

That it BE NOTED that a verbal presentation from R. Morris, Director, Anti-Racism and Anti-Oppression Unit, with respect to the Introduction of the City's Anti-Racism and Anti-Oppression Unit, was received.

- 4.2 (ADDED) Discussion of Recent Events in Kamloops, BC and London, Ontario

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee held a general discussion with respect to the recent events in Kamloops, BC and London, Ontario.

5. Adjournment

The meeting adjourned at 2:00 PM.

DIAAC Awards and Recognition Sub-Committee Work Plan 2020

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.	\$1,600 (reflects entire Awards and Recognition budget)	1.1 Ongoing 1.2 Budget approved	Awards Sub-Committee members and support from CoL Administration and Communication
2. Submit nominations to the City Awards: a) Mayor's Awards b) Distinguished Londoner Award	2.1 Pursue nominations towards these awards through the organizations we are engaged with 2.2 Increase awareness of the City's Awards to DIAAC network	Within existing budget of \$1,600, if required	Broadened initiative in progress	Awards and Recognition Sub-Committee
3. Increase awareness and participation of the Annual Rewards and Recognition program	3.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event 3.2 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition. Present to CPSC. 3.3 Work with CoL Communications to increase awareness and engagement in annual nominations process via social media 3.4 Leverage International Human Rights Day which could potentially be same date as Awards celebration 3.5 Continue to leverage CDIS network	Within existing budget of \$1,600, if required	3.1-3.5 Ongoing 3.6 New initiative In progress	3.1-3.3 Awards Sub-Committee and support from CoL Administration and Communication 3.4 I. Silver will lead 3.5 Sub-Committee members of CDIS to lead (F. Cassar, K. Hussain) 3.6 Z. Hasmi and K. Hussain to lead.

	3.6	Create DRIA Information pamphlet and distribute to City sites (i.e. library sites)			
4. Promote Award and Recognition Winners and Nominees	4.1 4.2 4.3 4.4 4.5	Provide Councillors with information of winners within their areas and encourage recognition Leverage social media platforms Optimize DRIA/City Website Include nominees in promotion where possible Request CoL issue media release to promote nominations (i.e. September)	Within existing budget of \$1,600, if required	4.1 Ongoing 4.2-4.4 Broadened focus in progress 4.5 New initiative in progress	Awards Sub-Committee and CoL Administration and Communication
5. Educate and Engage DIAAC Committee members and Councillors	5.1 5.2 5.3	Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual award nominations process. Provide education at DIAAC Committee meetings or other forums as available. Identify and promote provincial awards and distribute to those on DRIA inventory (i.e. June Collwood Award, Lincoln Alexander, J. Allyn Taylor, Peggy Sadler award).	Within existing budget of \$1,600, if required	5.1-5.2 Ongoing 5.3 New initiative in progress	Awards Sub-Committee and CoL Administration 5.3 Z. Hasmi and K. Hussain to lead
6. Maintain Awards and Recognition By-Laws and Policy	6.1 6.2	Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. Review By-Law related to Mayor's New Year's Honours List with keen focus on reserves and eligibility criteria (i.e. Advisory members).	Within existing budget of \$1,600, if required	6.1 Ongoing 6.2 Broadened focus in progress.	Awards Sub-Committee members in partnership with DIAAC

DIAAC – Policy & Planning Sub-committee Work Plan 2020

(1st Wednesday of the month, ~ 12PM)

Goal	Implementation	Budget	Status	Responsibility
1.0 Review City of London policies related to Diversity and Inclusion	1.1 Monitor development and implementation of the Diverse Voices 4 Change recommendations. Including voluntary disclosure for all appointments 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.	Nil	Ongoing	Policy & Planning
	1.2 Monitor the implementation of the Community Diversity & Inclusion Plan. 1.2.1. Providing ongoing consultation & review 1.2.2. Monitor and provide support of strategies that are to be implemented at municipal level.	Nil	- - - - - Attend CDIS Leadership Table Meetings and provide input.	DIAAC has appointed their rep to this cmte.
	1.3 Monitor implementation of Truth and Reconciliation Commission 1.3.1. Request process to be updated on TRC implementation	Nil	- - - -	Policy & Planning
	1.4 Offer support and monitor progress of immigration strategy			
	1.5 Review the implementation of the CoL Gender, Equity and Inclusion Policies.			
	1.6 Review the following policies when they are up for review by City of London: 1.6.1 CoL policies will be assigned to be reviewed on a 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.			
2.0 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. 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.	TBD	Ongoing - Discuss opportunities with City Clerk	Policy & Planning
3.0 Support the development of DIAAC's structure	3.1 Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities	Nil	Ongoing	Policy & Planning
	3.2. Develop monitoring and measurement protocols			Policy & Planning
	3.3. Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.	Nil	Ongoing	Policy & Planning
4.0 Developing relationships with City of London	4.1 Establish positive relationships with Council 4.1.1. Explore opportunities to work with Council members 4.1.1.1. Propose that all new council members meet w/ DIAAC.	Nil	Ongoing - Review once Equity & Inclusion lens is complete (Fall 2018)	Policy & Planning
	4.2 Explore relationships within the Corporation of the City of London whose work is impacted	Nil	May 2018-2019	Policy & Planning

	<p>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 & Dearness, Transportation and Engineering</p> <p>4.2.2. Develop introductory message and prioritization of outreach.</p>		<p>To be discussed at April DIAAC meeting</p>	
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DIAAC- Education & Awareness Sub-committee Work Plan 2020

Goal	Implementation	Budget	Status	Responsibility
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event	TBD \$300	October (tentatively)	Education subcommittee
	1.1.1 Theme: Gender & Intersectionality		Ongoing	Ed'n subcommittee & DIAAC
	1.1.2 Identify partnerships in the community for collaborative events.		March	Ed'n subcommittee
	1.1.3 Plan for International Day for the Elimination of Racial Discrimination/Black History Month.		Ongoing	Ed'n subcommittee Communication
2. Educate new members of DIAAC	2.1 Collaborate with P&P to create new and revised content to enhance the DIAAC new member's orientation package	Nil	Ongoing	Education and Policy & Planning subcommittee
	2.1.1 Propose & provide supplemental orientation content to P&P:		Ongoing	Education subcommittee
	-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 a pre-approved			

	<p>list of budget items.^[SEP]</p> <p>-write up of sub-committee mandates.^[SEP]</p> <p>-list of common staff contacts.</p> <p>-suggestions/guidelines of AC initiatives.</p> <p>-policy on speakers/delegates^[SEP]</p> <p>-flow chart from DIAAC recommendation to staff implementation.^[SEP]</p> <p>-member attendance policy suggestions</p> <p>-budget submission process^[SEP]</p> <p>-City Councillor Contact List</p> <p>2.2 Assist P&P in revision of TOR for DIAAC.</p>	Nil	Ongoing	Education and Policy & Planning subcommittee
3. Educate committee members	<p>3.1 Invite speakers to present to DIAAC.</p> <p>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.</p> <p>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.</p> <p>3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination &</p>	<p>\$200</p> <p>Nil</p> <p>Nil</p> <p>Minimal (cost of parking pass/bus tickets)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Education subcommittee Civic Administration</p> <p>Education subcommittee and Policy & Planning subcommittee</p> <p>Education subcommittee & DIAAC</p>

	<p>anti-oppression in London.</p> <p>3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC.</p> <p>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.</p>	Nil	Ongoing	Education Subcommittee
4. Raise profile of DIAAC in community	<p>4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca</p>	Nil	Ongoing	Education and Policy & Planning subcommittee
	<p>4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events & related events.</p> <p>4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum</p>	\$200 (to be reviewed)	Ongoing	
	<p>4.3 Collaborate/piggyback on smaller projects/events with other organizations that overlap DIAAC's mandate.</p>	TBD	Ongoing	Cross Cultural Learner Centre, London Immigration Partnership, LUSO, NECC
	<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	
5. Share in role of research, knowledge attainment and providing recommendations to achieve mandate	<p>5.1 Combined efforts of keeping apprised of best practices in other geographic areas and identifying issues happening within the CofL.</p>	Nil	Ongoing	Education, Policy & Planning and Awareness subcommittee

Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) Orientation Package

Table of Contents;

1. DIAAC Preamble & sub-committee description*
2. City of London Advisory Committee Governance model
3. DIAAC recommendations to council flowchart
4. Budget submissions, Annual reports & Work plans
5. Bourinot's Rules of order
6. Examples of recommendation language
7. FAQs about DIAAC

****Supplemental online content on City of London website***

DIAAC Terms of Reference (TOR) and General Policy for Advisory Committee

Diversity Inclusion and Anti-Oppression Advisory Committee **(DIAAC) Historical Preamble***

DIAAC is an advisory committee to City Council. The members of this committee are appointed by the City Council. The mandate and goal is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London. Advisory Committees in general have the ability to provide advice and recommend direction/action that may or may not be taken up by Council.

DIAAC was originally created during the 1990-92 Council Term under the moniker London Race Relations Advisory Committee (LRRAC), after the 1980's Kavalkade/Panorama annual week-end Festival terminated. The Kavalkade/Panorama Festival was a cultural event during which the various cultural & Ethnic Groups of the City would display and share their culture (art, food, music and dance) at several different venues around/within the City. Years later LRRAC would be renamed LDRRAC to add the word diversity. DIAAC's present-day name was adopted in 2016.

Original purpose of LDRRAC

The mandate of the Committee was to develop harmony within the City of London by collaboratively working with and advising various community organizations and City Council to achieve such harmony. Part of that mandate also included improving the integration of various cultures and communities and to support and endorse initiatives that encouraged the acceptance and welcoming of immigrants, visible minorities and the ethnic populations.

Past Achievements of the committee

Race Relations policy – first established by LRRAC and the City

London Diversity Policy - first established by LRRAC and the City

Race Relations Recognition Award – yearly, since 1998

Contribution to the Mayor's New Year's Honours List – since the 1990's

Closely connected to Cross-Cultural Learners Centre

Recognized and celebrated:

- Black History Month - February
- March 21, United Nations Day for the Elimination of Racial Discrimination, Citywide – including Essay Contests throughout the Schools at all levels.
- Actively created and promoted the Multiple-coloured Ribbons for “Together we are Better.”
- Created the controversial Poster “We are all Mixed up.” Unfortunately misunderstood by the Media and the Community.
- June 21 – LRRAC participated in several activities with Indigenous Groups at Harris Park
- December 10 – Human Rights Day. Education Sessions throughout the City
- Supported membership in CCMARD (Canadian Coalition of Municipalities Against Racial Discrimination – United Nation Charter)
- Supported and encouraged the Compassionate City initiative
- Recommended to council implementation of availing free menstrual products in City Buildings

The work of the Diversity Inclusion and Anti-Oppression Advisory Committee is supported by several sub-committees. Chaired by a voting member of DIAAC, the sub-committees may include people from the broader community who are not members of DIAAC. While each subcommittee has a unique focus, all share a common role to research, discussion and to bring forward recommendations to DIAAC and follow-through with the implementation of assigned tasks. Each voting and resource member on DIAAC is encouraged to participate in at least one sub-committee.

In addition, Ad Hoc Committees may be struck from time to time to ensure that the work of the DIAAC can be effectively carried out.

Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) Sub-Committee Overview

Awards and Recognition:

Focus: To support, in collaboration with Civic Administration and other DIAAC sub-committees, the administration of The City of London's diversity and inclusion award/recognition programs.

Potential activities & responsibilities:

- Provide input and advice, through DIAAC to City Council and Civic Administration with regards to the London Diversity, Race Relations and Inclusivity Award process and recognition program
- Review nominations and recommended recipients to DIAAC for the London Diversity, Race Relations and Inclusivity Award (as per By-law A-7012-284)
- Review nominations and recommend recipients to DIAAC for the Mayor's New Year's Honour List, in the categories of Humanitarianism and Diversity and Race Relations
- Coordinate DIAAC-initiated and approved award recognition reception, as applicable
- Review the Diversity, Race Relations and Inclusivity Award Policy as needed.
- Provide A&R annual report
- Collaborate with P&P, DIAAC's achievements for annual report
- Review the Diversity, Race Relations and Inclusivity Award Policy as needed.

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Education and Awareness

Focus: To support educational opportunities for DIAAC, Civic Administration, Council and the community.

Potential activities & responsibilities:

- Arrange speakers for DIAAC meetings
- Ensure distribution of DIAAC orientation package in coordinator with DIAAC Chair
- Identify opportunities to partner with and support Civic Administration to coordinate community awareness events
- Provide input to Civic Administration for updates to the DIAAC web page on London.ca
- Inform Civic Administration and Council about DIAAC activities
- Liaise with community organizations to help promote their activities and DIAAC to the broader community
- Work collaboratively with Civic Administration Communications staff to promote the activities of DIAAC
- Keep apprised of news, incidents in London to bring forward for discussion at DIAAC
- Request presentation on CofL, Workforce Census (annual)
- Request presentation on London Police Board's hate crimes report (annual)
- Request presentation on changes to CofL hiring practices & policies (as needed)
- Review and update orientation package with P&P sub-committee
- Review promotional strategies to raise the profile of DIAAC

- Coordinate and execute DIAAC communications for public outreach
- Collaborate with P&P, DIAAC's achievements for annual report
- Oversee promotional material (swag, brochures, licensed logos, name tags, banners) for DIAAC
- Provide E&A annual report
- Liaise with Civil Administration on projects as required

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Policy and Planning:

Focus: To provide recommendations to DIAAC and Civic Administration on policies, planning and programs related to diversity and inclusion.

Potential activities & responsibilities:

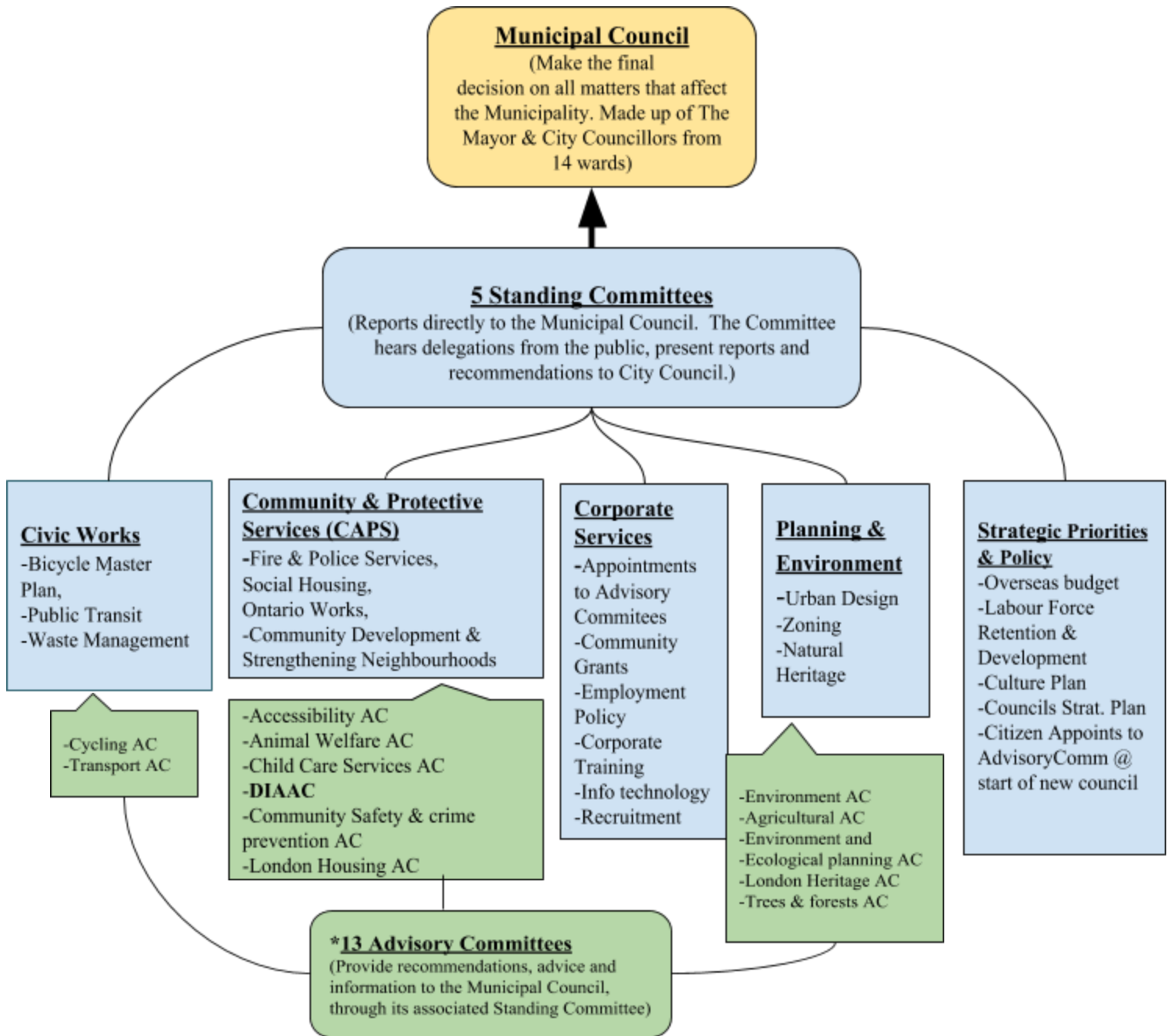
- Facilitate the strategic planning process for DIAAC each Council cycle
- Provide recommendations and support to DIAAC on operational effectiveness
- Coordinate the development of annual work plans for sub-committees
- Periodically prompt/request review of policies, processes and programs related to DIAAC (e.g. Terms of Reference, sub-committees, orientation)
- Serve as a subject matter resource to Civic Administration in the planning and delivery of policies and programs to promote a diversity and inclusion lens being applied
- Monitor the Community & Protective Services Standing Committee agenda and minutes for issues that would apply to DIAAC's mandate.
- Keep apprised of the objectives, initiatives and implementations of CDIS (Community, Diversity Inclusion Strategy), the Diversity Inclusion Specialist and Indigenous Relations Specialist
- Work with Civic Administration to perform a bi-annual review of select city politics including but not limited to:
 - City of London Race Relations Policy
 - Workplace Diversity & Inclusion Plan for the City of London
 - Hiring of Employee Policies
 - Workplace Harassment and Discrimination Prevention Policy
 - Equity & Inclusion Lens
- Liaise with Civil Administration on projects as required: diversity training, workforce profile
- Provide annual report of DIAAC (February)
- Review and update orientation package with E&A sub-committee as needed
- Review status of outstanding DIAAC recommendations and report to DIAAC
- Support other sub-committees as necessary

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Participating on Sub-Committees

1. Each Sub-Committee should include and be Chaired by a Voting Member only.
2. The Chair of DIAAC will be ex-officio on all sub-committees but is not required to attend all meetings.
3. The Chair and Vice Chair of DIAAC will typically serve on Policy & Planning but not necessary to chair.

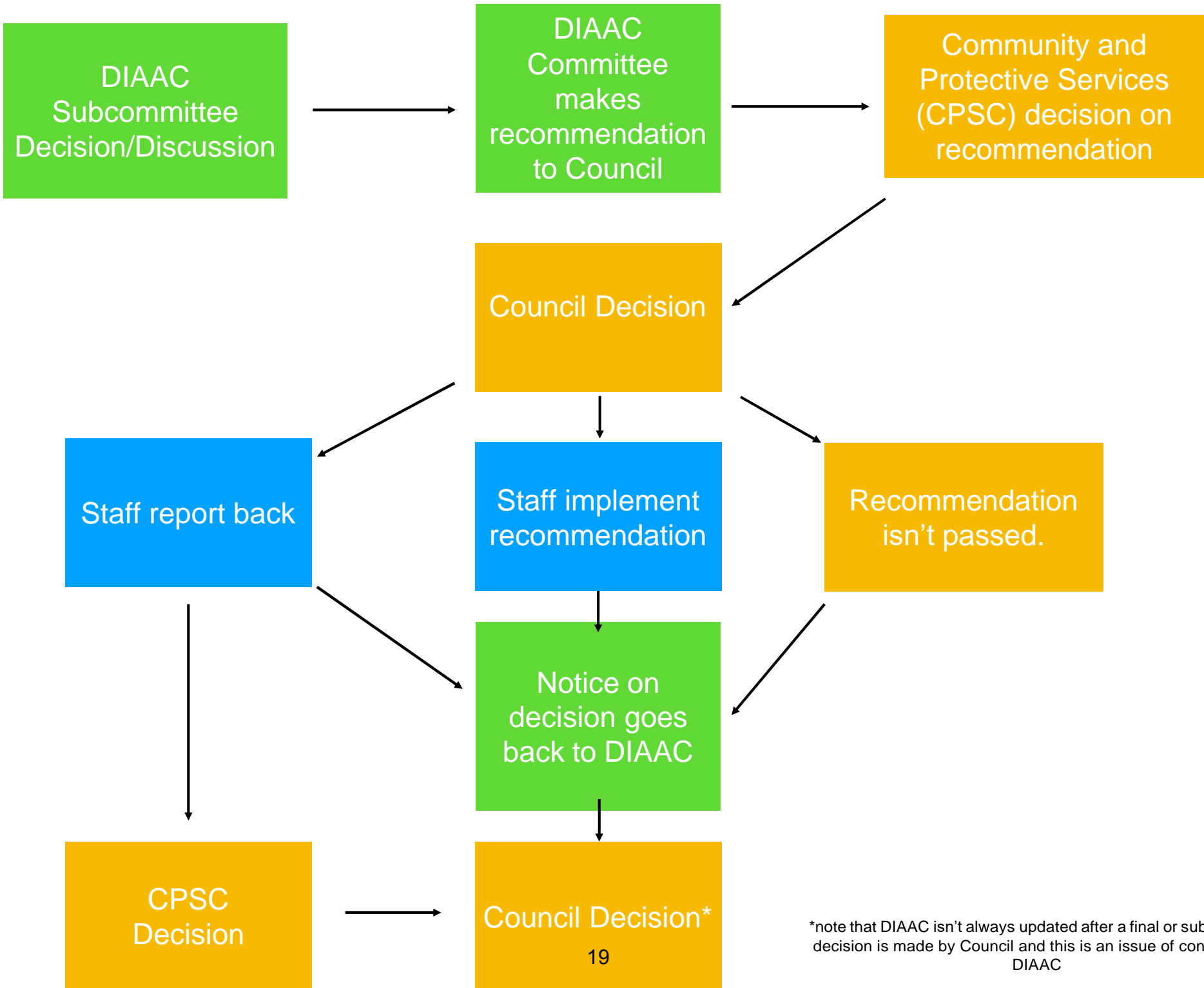
4. Resource members and members at large from DIAAC are encouraged to participate on the sub-committees in order to enable the committee to benefit from a broad cross-section of expertise and energy.
5. Resource city staff can be invited to participate in sub-committees as needed and as per their availability.
6. Each sub-committee should ideally have at least regular and consistent members, but is free to solicit additional support as special events and activities may require.
7. Each sub-committee can have members from the general public participate.
8. Each sub-committee Chair is asked to provide a summary update at each regular monthly meeting.
9. Sub-committees are expected to meet regularly (e.g. each month) at a time convenient to a majority of its members in order to progress the projects and responsibilities in its portfolio.



Governance Model - City Of London

*Standing Committee duties not exhaustive

*Advisory committees may form sub-committees or working groups as need arises.



*note that DIAAC isn't always updated after a final or subsequent decision is made by Council and this is an issue of concern for DIAAC

Budget submissions, Annual reports & Work plans

Budget submissions

Budget submissions are made every March. Budget items are permissible if apply to the mandate of the advisory committee and/or have already been approved by Council. Examples of such items are as follows:

- Speaker's gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops)
- Costs associated with workshops and conferences that members of an advisory committee wish to attend and relevant to that advisory committee's mandate
- Interpreters for the special needs population and purchase of publications to assist in carrying out the advisory committee's mandate;
- Expenses associated with communication and/or promotional efforts being undertaken by an advisory committee, within its mandate, are to be approved by Corporate Communications for consistency in messaging and proper branding, via the Committee Secretary, prior to those expenses being incurred. If Corporate Communications approves the content of those items, then the City Clerk, or his/her designate, shall have the authority to process those expenses, subject to budget availability. Expenses associated with communication and/or promotional efforts that are not to the satisfaction of Corporate Communications, shall require the approval of the Municipal Council, via the appropriate standing committee; and
- Financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Civic Department to be addressed through the approval and reporting processes already established by the Municipal Council for those situations, unless that authority is explicitly provided for by the Municipal Council in an advisory committee's mandate. If that authority has been explicitly provided for in an advisory committee's mandate, then the City Clerk, or his/her designate, shall have the authority to process those particular expenditures.

Annual Report and Work Plan

Advisory Committees shall submit an annual report to its parent standing committee outlining the previous year's accomplishments and a work plan for the upcoming year, for Council approval. The work plan shall set out proposed initiatives to be undertaken that are directly linked to the mandate of the Advisory Committees and the priorities as set out in the City of London's Strategic Plan. The work plan shall include any work required under their mandate and applicable legislation.

Council Meeting Procedures Quick Reference Guide

TO DO THIS:	YOU NEED TO:	YOU CAN SAY THIS:	MAY I INTERRUPT THE SPEAKER?	I MUST BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	IS MAJORITY REQUIRED?	FOR ADD'L DETAIL, REFER TO:
Propose an action	Move a motion	I move...	No	Yes	Yes	Yes	Yes	Section 11
Discuss/ debate a proposed motion	Second a motion	I second the motion...	No	N/A	N/A	N/A	N/A	Section 11.5
Modify the proposed action	Amend a motion (must not be contrary to main motion)	I move that the motion be amended to read/by...	No	Yes	Yes	Yes	Yes	Sections 11.18, 11.19, 11.20
End the meeting	Make a motion to adjourn	I move that the meeting adjourn	No	Yes	No	No	Yes	Section 11.8
Consider something outside of its scheduled order	Make a motion to change the order of business	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	Yes	Sections 6.4, 6.5
Postpone further discussion on a motion until later in the meeting	Make a motion	I move referral until...	No	Yes	Yes – only to time	Yes	Yes	Section 11.16 and 11.17
Postpone consideration of a matter until future meeting	Move a motion	I move that the matter be referred to allow for...	No	Yes	Yes	Yes	Yes	Section 11.16 and 11.17

Additional Points

- if a member in attendance does not vote, they are deemed to be voting against the motion
- a tie vote defeats the motion
- if a member has a conflict of interest in regards to a matter, they must declare this and excuse themselves from discussion, debate and voting

Definitions (Council Procedure By-law)

Advisory committee – “advisory committee” shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its standing committees.

Amend – “amend” shall mean to alter or vary the terms of a main motion without materially changing its purpose, and amendment shall have a corresponding meaning.

Chair – “Chair” shall mean the person presiding at a Council, Committee of the Whole or a standing committee meeting.

Clerk – “Clerk” shall mean the City Clerk of The Corporation of the City of London or his/her designate.

Closed session – “closed session” shall mean a closed session of a standing committee, the Committee of the Whole or the Council not open to the public, held in accordance with section 239 of the Municipal Act, 2001.

Corporation – “Corporation” means The Corporation of the City of London.

Council – “Council” shall mean the Council of The Corporation of the City of London.

Defer – “defer” shall mean to delay consideration of a matter by Council, the Committee of the Whole or a standing committee.

Meeting – “meeting” shall mean a meeting of the advisory committee.

Member -- “member” shall mean a member of the advisory committee (may be voting, or resource/non-voting).

Motion – “motion” shall mean a proposal by a member for the consideration of Council, the Committee of the Whole or a standing committee that is moved by a member and seconded by another member.

Published – “published” shall mean the provision of documents in print and/or electronic formats.

Standing committee – “standing committee” shall refer to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Planning and Environment Committee and the Strategic Priorities and Policy Committee.

Year – “year” shall mean the Council year commencing December 1st and ending November 30th of the calendar year thereafter.

Examples of Recommendation Language*

BE INVITED

That a representative from Sifton Properties Limited BE INVITED to attend a future London Housing Advisory Committee (LHAC) meeting to advise the LHAC of the green initiatives and energy saving projects that were implemented in the West Five subdivision as it relates to market trends and emerging housing needs in the community.

BE REQUESTED

That S. MacDonald, Facilities, BE REQUESTED to attend a future meeting of the London Housing Advisory Committee to discuss energy efficiency measures being implemented in City facilities as it relates to new initiatives.

BE APPROVED

The financing for this project BE APPROVED as set out in the Source Financing Report, appended to the above-noted staff report; and,

BE AUTHORIZED

The Civic Administration BE AUTHORIZED to undertake all administrative acts which are necessary in relation to this project. (2018-F18)

On RECOMMENDATION

On the recommendation of the Managing Director, Development and Compliance Services and Chief Building Official the following actions be taken with respect to the staff report dated February 21, 2018, related to a proposed Public Nuisance By-law amendment to address odour:

BE ENCOURAGED

The Civic Administration BE ENCOURAGED to include designated scooter/wheelchair charging stations in any new municipal buildings, or significant renovations to municipal buildings, as well as including this concept in the next revision to the Facility Accessibility Design Standards (FADS); and,

BE REQUESTED

The Civic Administration BE REQUESTED to collaborate with other service areas, specifically the Service London Team, related to the creation and implementation of a customer service survey in order to better understand the service perception in the public and opportunities for improvement;

BE IMPLEMENTED

That the Internal Audit Report with respect to the Freedom of Information Process Review, Internal Audit Report, issued January 2018, BE RECEIVED and the recommendations BE

IMPLEMENTED as appropriate, and in accordance with applicable legislation.

BE AUTHORIZED

The Civic Administration BE AUTHORIZED to undertake all necessary actions to complete the above-noted review and process improvements.

BE APPROVED

A request for delegation status for the Accessibility Advisory Committee BE APPROVED for the May 29, 2018 meeting of the Community and Protective Services Committee to speak to the above

BE ENDORSED

The "Top Asks" in each of the three key identified areas (transportation, employment, infrastructure), contained in the revised attached Education and Awareness Sub-Committee report, BE ENDORSED by Municipal Council as leading priorities and actions to be undertaken to support accessibility; it being noted that five community open house events identified these three key areas of deficiency as barriers to accessibility;

BE TAKEN

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 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:
<https://www.london.ca/city-hall/committees/advisory-committees/Pages/LDRRAC.aspx>;
- B) the expenditure of \$55 US BE APPROVED for the purchase of the diversity tree licence from 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;
- C) the Municipal Council BE REQUESTED to approve the attached proposed DIAAC information brochure

BE DIRECTED

The City Manager BE DIRECTED to identify a lead person within The Corporation of the City of London who will be tasked with co-ordinating the London Safe City Initiative alongside ANOVA; it being noted that this person will help coordinate focus groups and regular Steering Committee meetings and manage the launch and dissemination of the mapping tool, with the work totalling approximately 20 hours per week;

the Civic Administration BE DIRECTED to bring forward an addendum report in June of this year with respect to this audit, including specific details of an action plan for implementation of the above-noted recommendations; and,

BE INSTRUCTED

The Civic Administration BE INSTRUCTED to share the process improvements that arise from the review of the above-noted matters with the City's local boards and commissions, and to encourage them to consider making similar adjustments to their own processes, as required;

**some eg. would not be appropriate usage for advisory committees,
listed for informational purposes*

DIAAC Committee FAQs

Q. What do you mean by "Committee?"

A. Advisory Committees, including DIAAC, are appointed groups that help carry out the work of the City of London. Most of the time when the word "Committee" is used, it's a general term that encompasses all of these different kinds of member groups. The thing that is the same about all of them is that members are appointed to them (instead of opting in, like an interest group), and that they help carry out the work of the City of London.

Q. When are DIAAC appointments made?

A. DIAAC Committee appointments are made throughout January and February and their work begins in March. Appointments are made at different times of the year for various reasons (such as sudden vacancies that need to be filled).

Q. Do I have to attend DIAAC meetings?

A. The expectation is that you will attend the DIAAC full monthly committee meetings in person. However, sub-committees, such as Awards and Recognition, have the discretion to allow for virtual attendance.

Q. What if I want to add items to the meeting agenda? How does that work?

A. DIAAC Committee agendas shall be prepared by the Committee's recording Secretary (In consultation with the DIAAC Chair). Agendas shall be distributed electronically to DIAAC members at least five business days in advance of a meeting. Agendas shall be based on the written communications that relate to matters within DIAAC's mandate. Agenda material that is received after the agenda has been prepared and sent to members (but before the meeting) shall be placed on the agenda for a subsequent meeting. DIAAC shall not consider a matter that is not listed on its agenda, unless such a matter is deemed, by the Committee, to be a matter of legitimate urgency. Such matters that are not considered urgent shall be listed on the next agenda for the following meeting.

Q. What are the benefits of serving on DIAAC?

A. There are many benefits to serving on DIAAC, such as: development of leadership skills, chance to effect change, expanded networking opportunities, resume building, the opportunity to give back to your profession, recognition as a leader in your community and experience with big picture thinking.

Q. How do I get -"buy-in"- from my supervisor for serving on DIAAC?

A. Articulate the many benefits of serving on a Committee, and illustrate how those can help inform your work in your day job, and also possibly bring good PR to your organization. For example, serving on Committees helps members build soft skills, like working in a team and also concrete skills such as how to effectively run a meeting.

Q. What's the difference between being a member-at-large and a resource member?

A. A member-at-large is appointed from the community, and votes on all decisions

of the Committee. A resource member is appointed to represent a group or population within the community, and, while participating fully in all meetings, does not vote. Both types of members are appointed by London City Council.

Q. What is the length of time that I'd be serving on DIAAC?

A. Members-at-large are appointed to a four year term. Resource members are appointed for an indefinite term. However, on March 26, 2019 Council approved the recruitment for Voting Members at Large for all advisory committees for the term June 1, 2019 to June 30, 2021. Civic Administration undertakes the task of reviewing the terms of reference for all advisory committees.

Q. I'd like to serve on DIAAC for another term. How do I do that?

A. Complete a Committee volunteer Form ([https://appssl.london.ca/committeeapplication/\(S\(ua1fue55xhulvjmpkcw5bb55\)\)/default.asp](https://appssl.london.ca/committeeapplication/(S(ua1fue55xhulvjmpkcw5bb55))/default.asp) and let your Chair know you're interested. No individual is automatically re-appointed. Submitting a volunteer form is the only way that the City's Striking Committee knows that you're willing and able to continue for another term.

Q. As a City of London employee, can I serve on DIAAC?

A. Some Civic employees are resources to the Committee, and are assigned by supervisor staff.

Q. What kind of compensation do I get for serving on DIAAC (other than the City of London's undying appreciation)?

A. Committee service is an unpaid, volunteer position; however, committee members receive a light lunch, and free parking at City Hall during meetings. The Chair may receive a small Honorarium.

Q. Now that I am part of DIAAC, I would like to know how the selection process works.

A. The City's Striking Committee makes all the appointments. Their job is to build a strong Committee that also ensures that broad representation from among the City of London's residents. The Striking Committee looks at the whole committee and strives for inclusiveness in terms of:

A balanced socioeconomic distribution of members on the Committee; inclusion of both younger and older representation of a variety of experience levels of committee members; diversity of committee members in terms of age, gender, ethnicity, etc. Submitting a complete and detailed volunteer form can help the striking Committee to find your fit with DIAAC's work and its terms of reference.

Q. Can I serve on more than one City Advisory Committee at a time?

A. Yes.

Q. Where can I find out more information about a particular Advisory Committee that I'm interested in?

A. You can find a description on our website (<http://www.london.ca/city-hall/committees/advisory-committees/Pages/LDRRAC.aspx>). You

are also encouraged to contact the current Chair to get first-hand information about the Committee. Contact information is listed online.

Q. When does my term end on DIAAC?

A. Term length can be found in the City's appointment email sent to each member offering them a spot on a Committee.

Q. When should I expect to be initially contacted by the Chair?

A. Although each Chair may respond differently, you should usually hear from the chair within at least a month of receiving the appointment email.

Q. What do I do if something unexpected comes up and I don't feel like I have the time needed to serve on the group any longer?

A. The best thing to do is to let your Chair know immediately. You can talk through the options with him or her before making any final decision. The key is to deal with the issue promptly. The longer you delay making a decision, the harder it is for you and DIAAC, as the work of the Committee may suffer if tasks assigned to you are not getting completed. If you do choose to resign, there are no penalties or repercussions – your honesty will be appreciated and you are welcome to submit a volunteer form and serve again at a time that is better for you.

Q. I have served on DIAAC as a member, but how do I get to be Chair?

A. Fill out a volunteer form and make a note in there. Let your current Chair know you're interested.

Q. Should I put my contact information on the City of London website?

A. It is not necessary or required for committees to put contact information on the City of London's website.

Q. Can I Tweet or use other social media during my DIAAC meetings?

A. No. Committee members are expected to give their full attention to the meetings.

Q. What do I do if I think I have a conflict of interest?

A. If you have a concern, please err on the side of caution and contact your Chair to discuss the matter further and come to a resolution.

Q. When will I find out where DIAAC or its sub-committees are meeting?

A. Exact meeting locations are advised by the secretary when the agenda is distributed. You can consult with your Chair to find out when your committee is meeting.

CDIS Leadership Table Recommendations: Progress and Planned Future Actions

At the September 22, 2020 SPPC meeting, members of the CDIS Leadership Table presented 12 recommendations to the City of London to undertake as part of its anti-racism and anti-oppression efforts.

A number of recommendations presented by the CDIS Leadership Table align with recommended next steps outlined in the Steps Toward Anti-Racism and Anti-Oppression at the City of London report presented to SPPC on September 22, 2020 and supported by Council on September 29, 2020.

Civic Administration met with the CDIS Leadership Table on October 1, 2020 to review each recommendation with the Leadership Table participants and discuss possible next steps towards implementation. Details are highlighted below:

Recommendations	Next Steps
1. Provide an update on the implementation of the recommendation of the Calls to Action by the Truth and Reconciliation Commission.	<ul style="list-style-type: none"> Civic Administration will be providing a report to Council before the end of 2020. This will outline actions taken by the municipality in response to the Calls to Action.
2. Provide an update on the implementation and application of the Equity and Inclusion lens and the de-colonization lenses, with specific reference to what steps have been taken to identify and remove anti-Black and anti-Indigenous racism materials and systemic barriers present in existing City of London policies, procedures, and operating manuals.	<ul style="list-style-type: none"> On September 29, 2020, Council directed Civic Administration to proceed with the development of a single Anti-Racism and Anti-Oppression Lens that encompasses all aspects of intersectionality and the social practices that accompany its use. This work will be led by the new Anti-Racism and Anti-Oppression unit in 2021.
3. Provide an update on the implementation of the Diverse Voices for Change project recommendations, with specific focus on addressing lack of diversity amongst members of its Advisory Committees, Boards and Commissions, and of other Committees and Task Forces. Furthermore, provide information on steps taken to identify and remove barriers faced by persons from diverse backgrounds when seeking committee membership.	<ul style="list-style-type: none"> Civic Administration will be bringing forward a report to an upcoming Governance Working Group meeting on “Voluntary Disclosure of Identifying Information with respect to Diversity in Applications for Public Appointments for Advisory Committees, Boards and Commissions”. In collaboration with the new Anti-Racism and Anti-Oppression Unit, Civic Administration will continue to identify and remove barriers faced by persons from diverse backgrounds when seeking committee memberships.
4. Provide an update on the implementation of the Employee Census Report, and the annual changes of the composition of City of London workforce, and next steps to be taken in respect to addressing; hiring, retention, and promotion of Black, Indigenous employees, and employees from other equity seeking groups. Ensure the disaggregated data from the Census is also made available. 5. Prepare and implement a detailed plan to change the face of City Hall to reflect the composition of the city of London. Addressing issues relating to, greater diversity amongst Senior Leadership Team, and the members of the Police Force, Fire Services, and other Union Executive members. Ensure the plan includes specific targets and deadlines.	<ul style="list-style-type: none"> On September 29, 2020, Council directed Civic Administration to update the survey’s content and methodology and develop new metrics to guide strategies for the hiring, retention, and promotion of employees from equity-seeking groups, including employees who are Black, Indigenous, or People of Colour. Improving workforce metrics will be an iterative process. Work will begin immediately with the first round of improvements to be reflected in the 2021 annual report to Council on workforce metrics. This work must be done with the guidance of, and in partnership with the new Anti-Racism and Anti-Oppression unit.
6. Build and foster a strong relationship with members of the Black communities of London, including but not limited to: <ol style="list-style-type: none"> Black History Month Organizing Committee; Black Lives Matter London; Black Community Employment Working Group; Congress of Black Women of Canada – London Chapter; and, Organizations representing Black communities, such as, African, Caribbean, Black Francophone, etc. 	<ul style="list-style-type: none"> Civic Administration has initiated dialogue with organizations representing Black communities in London to inform the development of the Black Liaison Officer position. When the position is filled, the Black Liaison Officer will provide leadership in continuing to foster these relationships, supported by the Anti-Racism and Anti-Oppression unit. Productive working relationships with Black communities in London are a shared responsibility across all Service Areas at the City of London; the Black Liaison Officer will provide support for building these relationships, as appropriate.

<p>7. Build and foster strong relationships with members of the Indigenous communities in and around London. Including but not limited to:</p> <ol style="list-style-type: none"> a. The urban Indigenous community; b. Chippewas of the Thames First Nation; c. Oneida Nation of the Thames; d. Munsee-Delaware Nation; e. Atlohsa Native Family Healing Services; f. N’Amerind Friendship Centre; and, g. Southwestern Ontario Aboriginal Healing Access Centre (SOAHAC). 	<ul style="list-style-type: none"> • Civic Administration has initiated dialogue with Indigenous organizations and communities to inform the development of the Indigenous Relations Officer position. • Civic Administration met with senior staff members of Chippewa of the Thames First Nation, Oneida Nation of the Thames and Munsee-Delaware First Nation to begin the process of bringing political leaders from each of these communities to meet with political leadership at the City. That process was paused in early 2020 as COVID-19 began to emerge as a risk, and planning has not moved forward. • Recruitment for the Indigenous Relations Officer role will take place this fall. The individual in this role will provide leadership in continuing to foster these relationships, and will work as part of the Anti-Racism and Anti-Oppression unit. • Productive working relationships with Indigenous organizations and communities in London are a shared responsibility across all Service Areas at the City of London; the Indigenous Relations Officer will provide support for building these relationships, as appropriate. • Additionally, the City of London and N’Amerind Friendship Centre have entered into a Memorandum of Understanding that aims to improve the lives of urban Indigenous people in London through relationship-building, collaboration on relevant policy and program areas, and communication and information exchange.
<p>8.1 Proclaim, key important dates to foster strong relationships between the City and Black and Indigenous communities;</p> <ol style="list-style-type: none"> a. February: Black History Month; b. March 21: U.N Day for the Elimination of Racial Discrimination; c. May 5: National Day of Awareness to Commemorate Missing and Murdered Indigenous Women and Girls; d. June: Indigenous History Month; e. June 21: National Indigenous Peoples Day; f. September 30: Orange Shirt Day/ National Day for Truth and Reconciliation; and, g. November 2 – 6 2020 (First week of November): Treaties Recognition Week. <p>8.2 Review and amend the City of London’s proclamation by-law to ensure it is community friendly, this will make sure community members are able to easily submit requests.</p>	<ul style="list-style-type: none"> • Council has established the “Issuance of Proclamation Policy” on a pilot basis to provide an opportunity for community members to request recognition of important events. • Civic Administration is available to provide support for community members wishing to complete proclamation requests for consideration by Council via the Corporate Services Committee. • Council approved the new proclamation policy and process in January 2020 as a one-year pilot. • In the coming months, Civic Administration will undertake a review of the pilot and report back to Council on the results and potential recommendations for change. • Civic Administration will include an assessment of accessibility and ease of use as part of this review. • The City of London recognizes and celebrates significant dates through its social media channels.
<p>9. Call for a city-wide Anti-Racism Roundtable bringing executive leadership together from across London’s human services sector (non-profit, and social services), and local businesses and organizations to create a multi-stakeholder collaboration towards the shared goal of eliminating systemic racism. A strategic collaboration will earn trust with the community and promote broad-based sustained action. (Model after Peel Region Regional Diversity Round Table, and the York Region Inclusion Charter.)</p> <p>10. Hire an Anti-Racism Facilitator to lead the work of an Anti-Racism Roundtable to:</p> <ol style="list-style-type: none"> a. Engage executive Leadership b. Share best practices c. Create a supportive network amongst 	<ul style="list-style-type: none"> • In collaboration with the CDIS Leadership Table, Civic Administration will support the call for a city-wide Anti-Racism Roundtable in 2021 bringing together key stakeholders and leaders from across London focusing on the shared goal of eliminating systemic racism. • This will be an opportunity for participants to learn from each other, share resources, tools, and strategies; and identify opportunities to work together to eliminate systemic racism in London. • Through the new Anti-Racism and Anti-Oppression unit, Civic Administration will secure a facilitator to support this recommendation.

<p>leaders</p> <p>d. Explore sharing of resources to support fiscal responsibilities across the sectors.</p>	
<p>11. Initiate the immediate hiring of an Indigenous Community Liaison Officer, a Black Community Liaison Officer, and revise the vacant role of Diversity and Inclusion Specialist to become the Director of Anti-Racism and Anti-Oppression, with special consideration given to the Management/Leadership level and compensation for these positions.</p> <p>12. Create a designated team within the City of London, led by the Director of Anti-Racism and Anti-Oppression and comprised of the Indigenous Community Liaison Officer, the Black Community Liaison Officer, Accessibility Specialist, Anti-Racism Roundtable Facilitator, and the Community Diversity and Inclusion Strategy support staff, to ensure that all those involved in equity work are strategically working together in one Service Area. The Director of Anti-Racism and Anti-Oppression shall report to the City Council through the City Manager.</p>	<ul style="list-style-type: none"> • On September 29, 2020, Council approved the creation of a new unit focused on anti-racism and anti-oppression, which will be established within the City Manager’s Office. • This new team will be comprised of the following positions: <ul style="list-style-type: none"> • Director (new) • Black Liaison Officer (new) • Indigenous Relations Officer (funded, but not yet filled) • Accessibility Specialist (existing) • Workplace Diversity and Inclusion Specialist (existing) • It is anticipated that the recruitment for these positions will begin in early 2021, immediately following the approval of the 2021 Budget Update.

Report to Governance Working Group

To: Chair and Members
Governance Working Group
From: Cathy Saunders, City Clerk
Subject: Advisory Committee Review – Interim Report VI
Date: May 17, 2021

Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Advisory Committee Review:

- a) the report dated January 11, 2021 entitled “Advisory Committee Review – Interim Report VI”, BE RECEIVED; and,
- b) the Civic Administration BE DIRECTED to report back to a future meeting of the Governance Working Group with respect to feedback related to the draft Terms of Reference, attached as Appendix A to this report.

Executive Summary

The purpose of this interim report is to provide draft details for consideration, related to a proposed new advisory committee structure. This report has concurrently been provided to all current advisory committee members. It is recommended that the report be received at this time, with additional discussion at a future meeting in order to provide an opportunity for additional feedback from advisory committee members with respect to this matter.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- Finance and Administrative Services Committee, February 27, 2012
- Strategic Priorities and Policy Committee, December 16, 2013
- Strategic Priorities and Policy Committee, March 17, 2014
- Civic Works Committee, June 19, 2018
- Corporate Services Committee, November 13, 2018
- Corporate Services Committee, March 19, 2019
- Governance Working Group, August 24, 2020
- Governance Working Group, November 10, 2020
- Corporate Services Committee, April 19, 2021

1.2 Previous Council Direction

The following was resolved at the November 24, 2020 meeting of the Municipal Council:

That the following actions be taken with respect to the 2nd Report of the Governance Working Group from its meeting held on November 10, 2020:

- a) the following actions be taken with respect to the Advisory Committee Review:
 - i) the report dated November 10, 2020 entitled "Advisory Committee Review - Interim Report III", BE RECEIVED;
 - ii) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) with respect to the next steps required to implement the revised Advisory Committee Structure, as outlined in the report noted in a) above subject to the following modifications:

- A) the proposed Environmental & Ecological Committee and Childcare Advisory Committee shall remain as Advisory Committees;
 - B) a minimum numbers of meetings will be provided for;
 - C) Experts Panels are to be clarified; and,
 - D) comments provided by the Governance Working Group with respect to the proposed revised Advisory Committee Structure be further considered;
- iii) the City Clerk BE DIRECTED to consult with the current Advisory Committees with respect to the proposals set out in the staff report subject to the modifications listed in b) above and report back to the GWG with the results of that consultation;
 - iv) the communication, dated November 8, 2020, from D. Wake regarding this matter BE RECEIVED;
- b) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) providing an overview of other municipalities' policies and processing with respect to the handling of unsolicited petitions, and to provide draft policies and procedures for the consideration of the GWG with respect to this matter; and,
 - c) clauses 1.1 and 2.1 BE RECEIVED for information. (5.1/18/SPPC)

2.0 Discussion and Considerations

2.1 Individual Committee Structure(s)

Previous reports have reviewed options for the purpose of any given advisory group, in terms of “engagement” versus “expert advice”. Currently, and in accordance with the above-noted direction, there is not a recommendation to proceed with the establishment of any new expert panels.

This report proposes that ‘Advisory Committee’ be used as a term to define specific types of groups, such as the Environmental & Ecological Planning Advisory Committee and Childcare Advisory Committee. These two committees were specifically identified by Council to remain in the status of ‘Advisory Committee’. The membership of these committees would be more specific, although not as specialized as the requirements of membership on an ‘expert panel’.

“Community Engagement Panel” is a new term proposed for other groups that the council may convene, that have a purpose more closely related to engagement on specific matters. In the case of these committees (panels), membership would be more generalized to provide for representation of a broader nature. Individuals would be expected to have an interest in the subject matter, but specific ‘qualifications’ would not be required. The community engagement panel membership appointments could be managed differently than advisory committee appointments; these panels are proposed to encourage broad participation for all who may be interested in a particular subject matter.

2.2 Draft Terms of Reference

Attached to this report, as Appendix A, are draft Terms of Reference for the proposed committees as previously directed by Council (except for the Community Safety and Well-Being Advisory Committee). Please note that most ‘names’ associated with the proposed committees are intended for discussion purposes.

In each of the proposed Terms of Reference, the Non-Voting Resources have been updated to be as flexible as possible in order to better serve the needs of the respective committees. There are some included non-voting membership suggestions, however these are intended to be potential guidelines and it would not be expected that there

would be “appointments” of resource members or that would attendance of any resource members for all meetings.

These Terms of Reference attempt to balance the feedback received to date, which was quite broad, with the direction from Council at this time.

Legislatively Required Committees:

Community Safety and Well-Being Advisory Committee – This committee is currently outside of this advisory committee structure but is Corporately established in accordance with the applicable legislation, the *Police Services Act*. This is not included with this report.

London Planning Advisory Committee – The committee will fulfil the legislative requirement under the *Planning Act*, 1990 for the establishment of a Planning Advisory Committee and will address heritage-related matters.

Accessibility Advisory Committee – The proposed Terms of Reference has been streamlined and is primarily based on the legislative requirements.

Additional Committees/Groups:

Ecological Advisory Committee

Child Care Advisory Committee

Integrated Transportation Community Engagement Panel

Environmental Stewardship and Action Community Engagement Panel

Diversity, Inclusion and Anti-Oppression Community Engagement Panel

Animal Welfare Community Engagement Panel

3.0 Next Steps

3.1 Continued Consultation

The City Clerk’s Office will work to gather feedback on the proposed Terms of Reference provided with this report. This will include consultation with elected officials, advisory committee members and the Civic Administration to ensure this structure is appropriately aligned with the corporate structure, and that the roles are reflective of current established direction. At the same time, work will continue on the General Terms of Reference for all Advisory Committees.

3.2 Additional Considerations

Traditionally, the advisory committees have enjoyed a parliamentary structure less formal than the City Standing Committees or Council. At the same time, the parliamentary structure that is required of the advisory committees has inadvertently created difficulties for the functionality of the committees. A few examples are the quorum requirement for meetings and the lack of a member who is interested to serve as the committee Chair. Occasionally, there have also been committees that have not been as efficient as they may otherwise be, due to a lack of parliamentary procedure experience. Should there be support for the above-noted proposed structure, it would be recommended to also consider differentiating the operation of these structures in the General Guidelines for All Advisory Committees. This could include, but not be limited to, modifying the quorum requirement, and having a staff person lead the committee in more of a moderator role for the community engagement panels.

4.0 Financial Impact/Considerations

None at this time.

5.0 Conclusion

The responses received from current advisory committee members related to the previously considered structure varied significantly. This is not unlike the previous feedback that was provided in the report from March 2019, which included the previous advisory committee membership. As such, the Committee may wish to provide additional specifics for staff, to be better positioned to present an implementation plan.

Prepared, Submitted and Recommended by:

Cathy Saunders, City Clerk
Michael Schulthess, Deputy City Clerk
Barb Westlake-Power, Deputy City Clerk

Terms of Reference
London Planning Advisory Committee

Role

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

Mandate

The London Planning Advisory Committee (LPAC) shall serve as the City's municipal heritage committee, pursuant to Section 28 of the *Ontario Heritage Act*, RSO 1990, c O.18. As part of their decision making process, Municipal Council shall consult with the London Planning Advisory Committee in accordance with the *Ontario Heritage Act*, as specified through the passing of a by-law or policy, or as set out in this mandate. The LPAC shall also serve as the City's planning advisory committee, pursuant to Section 8(1) of the *Planning Act*, RSO 1990, c P.13.

The London Planning Advisory Committee reports to the Municipal Council, through the Planning and Environment Committee.

The role of the LPAC includes the following:

- to advise Municipal Council within its capacity as the City's municipal heritage committee;
- to recommend and to comment on appropriate policies for the conservation of cultural heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the protection of cultural heritage resources within the City of London, such as designation under the *Ontario Heritage Act*;
- to recommend and to comment on the utilization, acquisition and management of cultural heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters, agricultural and rural issues;
- to recommend and comment on various planning and development applications and/or proposals;
- to review and to comment on the preparation, development, and implementation of any plans as may be identified or undertaken by the City of London or its departments where and when cultural heritage, rural and/or agricultural issues may be applicable;
- to advise Municipal Council and comment on legislation, programs, and funding that may impact the community's cultural heritage resources and rural issues; and
- to assist in developing and maintaining up-to-date information on cultural heritage resources, and to assist in the identification, evaluation, conservation, and management of those resources on an ongoing basis through the review of documents prepared by the Civic Administration and/or local community groups.

Composition

Voting Members

The London Planning Advisory Committee shall consist of a minimum of five members to a maximum of fifteen members. Appointments to the London Planning Advisory Committee may include the following:

- Three members-at-large;
- One representative from a Youth-Oriented Organization (i.e. ACO NextGen); and,
- Where possible, appointments to LACH may include a representative of the following broad sectors or spheres of interest:
 - o Built Heritage (Architecture and Conservancy Ontario London);

APPENDIX A

- o Local History (London & Middlesex Historical Society);
- o Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
- o Natural Heritage (Nature London);
- o Movable Heritage – Archives, (Archives Association of Ontario);
- o Movable Heritage – Museums & Galleries;
- o Neighbourhood Organizations;
- o Development Community (London Home Builders Association/London Development Institute);
- o London and area Planning Consultants;
- o Representative of the Indigenous Population;
- o Agricultural organizations; and
- o London Society of Architects.

Should it not be possible to represent a sector or sphere of interest on LACH after consultation with other organizations in the respective sector, member-at-large appointments may increase.

Non-Voting Resource Group

Representatives from organizations within any of the following sectors may be called upon as the LPAC determines to be necessary:

- Heritage Planner(s)/City's Planning Division;
- Culture Office;
- Post-Secondary Students; and
- London Heritage Council.

Sub-committees and Working Groups

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

Term of Office

Appointments to advisory committees shall be determined by the Municipal Council.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

Meetings

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

Terms of Reference
Accessibility Advisory Committee

Role

The role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

The establishment and role of the Accessibility Advisory Committee is mandated by the *Accessibility for Ontarians with Disabilities Act, 2005*, SO 2005, c 11.

Definitions (AODA 2005)

“the organizations” refers to:

- the City of London and may refer to the City's Agencies, Boards and Commissions, to be determined subject to the *Ontarians with Disabilities Act, 2001* (ODA 2001) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and its regulations. It is intended that the Accessibility Advisory Committee shall advise comprehensively upon issues for a barrier-free London which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations;

“barrier” means:

- anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice (“obstacle”);

“disability” means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”).

Mandate

The Accessibility Advisory Committee (ACCAC) shall advise and assist “the organizations” in promoting and facilitating a barrier-free London for citizens of all abilities (universal accessibility). This aim shall be achieved through the review of municipal policies, programs and services, which may include the development of means by which an awareness and understanding of matters of concern can be brought forward and the identification, removal and prevention of barriers faced by persons with disabilities, and any other functions prescribed under the *Ontarians with Disabilities Act, 2001* (ODA 2001), *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and regulations.

APPENDIX A

The Accessibility Advisory Committee reports to Municipal Council, through the Community and Protective Services Committee. The Accessibility Advisory Committee is responsible for the following:

Duties Required by the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)

- (a) participating in the development and/or refinement of the City of London's Multi-Year Accessibility Plan, which outlines the City of London's strategy to prevent and remove barriers for persons with disabilities;
- (b) advising the City of London on the implementation and effectiveness of the City's Multi-Year Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the City of London's by-laws, and all its policies, programs, practices and services;
- (c) selecting and reviewing in a timely manner the site plans and drawings for new development, described in section 41 of the *Planning Act*;
- (d) reviewing and monitoring existing and proposed procurement policies of the City of London for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured;
- (e) reviewing access for persons with disabilities to buildings, structures and premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases, or funds for compliance with the City of London's Accessibility Design Standards (FADS);
- (f) Consulting on specific matters as prescribed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)

Other Duties

- (g) advising "the organizations" on issues and concerns (barriers) faced by persons with disabilities and the means by which "the organizations" may work towards the elimination of these barriers;
- (h) annually reviewing and recommending changes to The City of London's Facility Accessibility Design Standards (FADS) and other applicable and related policies including, but not limited to, sidewalk design, traffic signalization, public works etc.;
- (i) supporting, encouraging and being an ongoing resource to "the organizations", individuals, agencies and the business community by educating and building community awareness about measures (such as the availability of employment, leisure and educational choices) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards, and education to overcome attitudinal barriers to make London an accessible, livable City for all people.

Composition

Voting Members

A maximum of thirteen members consisting of:

- a majority of the members (minimum 7) shall be persons with disabilities as required under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005). The Committee members shall be representative of gender, ethnicity and diverse types of disabilities wherever possible; and
 - a maximum of six additional members, as follows:
 - o one member (parent) representing children with disabilities; and
 - o five members-at-large, interested in issues related to persons with disabilities
- * it being noted that these additional members may also have a disability.

Non-Voting Resource Group

Non-Voting and Resource members may be engaged as the committee deems necessary.

APPENDIX A
Staff Resources

Staff resources will be allocated as required, however the specific liaison shall be the Supervisor, Municipal Policy (AODA), or designate.

Sub-committees and Working Groups

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

Term of Office

Appointments to advisory committees shall be determined by the Municipal Council.

Conduct

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

Meetings

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

Terms of Reference
Ecological Advisory Committee

Role

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

Mandate

The Ecological Advisory Committee (EAC) reports to the Municipal Council, through the Planning and Environment Committee. The Ecological Advisory Committee provides technical advice to the City of London on matters which are relevant to the City of London's Official Plan, including London's natural heritage systems as it relates to Environmentally Significant Areas, woodlands, stream corridors, etc.

The EAC works with Civic Administration, including Ecologists, and may provide advice including, but not limited to, the following matters:

- natural areas, environmental features and applicable policies which may be suitable for identification and/or recognition in the Official Plan;
- management and enhancement of the Natural Heritage System, including Official Plan Policy, Environmental Management Guidelines and other policies and practices;
- to provide advice as part of the development of Conservation Master Plans for London's Environmentally Significant Areas and in Subwatershed Studies;
- reports, projects and processes that may impact the natural heritage system, including Areas Plans, Natural Heritage Studies, Environmental Impact Studies (EIS), Subject Land Status reports, Environmental Assessments, etc.;
- projects (including City-lead) occurring within the Official Plan trigger distance for an EIS, regardless of whether or not the project includes a formalized EIS;
- technical advice, at the request of the Municipal Council, its Committees or the Civic Administration, on environmental matters which are relevant to the City's Official Plan or Natural Heritage System;
- any matter which may be referred to the Committee by Municipal Council, its Committees, or the Civic Administration.

Composition

Voting Members

Up to nineteen members of the community with an interest in the matters included in the mandate of the EAC. A professional designation, education or experience in related fields is not a requirement but is considered an asset based on the technical nature of the committee work. Areas of expertise may include the following: Biology, Ornithology, Geology, Botany, Zoology, Landscape Architecture, Forestry, Ecology, Resource Management, Hydrology, Geography, Environmental Planning, Limnology and Natural History.

Non-Voting Resource Group

Representatives such as any of the following may be called upon as the EAC determines to be necessary:

- Civic Administration, including Ecologist(s);
- Upper Thames River Conservation Authority;
- Lower Thames Valley Conservation Authority;
- Kettle Creek Conservation Authority; and
- Ministry of Natural Resources.

APPENDIX A

Sub-committees and Working Groups

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

Term of Office

Appointments to advisory committees shall be determined by the Municipal Council.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

Meetings

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

Terms of Reference
Child Care Advisory Committee

Role

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

Mandate

The Child Care Advisory Committee provides information, advice and recommendations to Municipal Council through the Community and Protective Service Committee on issues affecting early learning and child care of children such as, but not limited to, special needs funding, resource centres funding, wage subsidy, childcare fee subsidy and health and safety issues.

The Advisory Committee also provides an opportunity for information sharing between Municipal, Provincial and Federal social service administrations and the child care community.

Composition

Voting Members

Up to thirteen members-at-large, representing the following sectors:

- Licensed Child Care Providers (at least seven members representing the current composition of multi and single site child care and early learning sector for children from infancy through 12 years of age, including representation from the French language child care sector and the Licensed Home Child Care sector);
- Fanshawe Early Childhood Education Program;
- Ontario Early Years Child and Family Centres; and
- Informed Community Members.

Non-Voting Resource Group

At least one representative of each of the following:

Government:

- City of London, Children's Services
- Local School Boards – TVDSB, LDCSB, French Language School Boards

Community Agencies:

- Middlesex-London Health Unit
- Support Services for children with special needs

Sub-committees and Working Groups

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

Term of Office

Appointments to advisory committees shall be determined by the Municipal Council.

APPENDIX A

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

Meetings

Meetings shall be held a minimum of three times annually at a date and time set by the City Clerk in consultation with the advisory committee; additional meetings may be convened as may be deemed necessary. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Terms of Reference
Integrated Transportation Community Engagement Panel

Role

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

Mandate

The Integrated Transportation Community Engagement Panel (ITCEP) reports to the Municipal Council through the Civic Works Committee. The ITCEP will advise and support City Council in the implementation of various municipal plans, including but not limited to:

- Transportation Master Plan (TMP);
- London Road Safety Strategy (LRSS); and
- Bicycle Master Plan (BMP).

The ITCEP shall be available to the Civic Administration to provide review and feedback for initiatives related to all forms of transportation and transportation planning. This shall include, but not be limited to the following matters:

- transportation master planning studies and implementation projects carried out for the City of London;
- the long-term capital plans for pedestrians, transit, active transportation (including cycling), road and parking facilities;
- significant land use plans that affect transportation matters;
- Area Planning Studies, Secondary Plans and Official Plan reviews;
- assisting the development of new active transportation and transportation demand management policies, strategies and programs;
- advising on measures required to implement the City's commitment to active transportation, including safety features; and
- recommending and advising on new transportation planning initiatives in the context of available approved budgets and under future potential budget allocations.

Composition

Voting Members

Up to thirteen members of the community with an interest in the matters included in the mandate of the Integrated Transportation Community Engagement Panel.

Non-Voting Resource Group

Representatives from organizations within any of the following sectors/organizations may be called upon as the ITCEP determines to be necessary:

- City of London Service Areas (various);
- London Transit Commission;
- London Police Service;
- Middlesex-London Health Unit;
- Post-Secondary Student(s);
- London Middlesex Road Safety Committee;
- Canadian Automobile Association;
- Urban League of London;
- Chamber of Commerce;
- London Development Institute;
- London Cycle Link;
- Thames Region Ecological Association; and
- Cycling Club(s) – with Ontario Cycling Association membership.

Sub-committees and Working Groups

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

Term of Office

Appointments to community engagement panel shall be determined by the Municipal Council.

Conduct

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

Meetings

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

Terms of Reference
Environmental Stewardship and Action
Community Engagement Panel

Role

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

Mandate

The Environmental Stewardship and Action Community Engagement Panel reports to the Municipal Council, through the Planning and Environment Committee. The Environmental Stewardship and Action Community Engagement Panel provides input, advice and makes recommendations on environmental matters affecting the City of London.

The Environmental Stewardship and Action Community Engagement Panel is a Council resource with respect to matters such as the following:

- remedial planning toward the clean-up of contaminated areas;
- waste reduction, reuse and recycling programs;
- water and energy conservation measures;
- climate change mitigation;
- the development and monitoring of London's Urban Forest Strategy and Climate Emergency Action Plan and a resource for other related policies and strategies;
- the maximization of the retention of trees and natural areas; and
- other aspects of environmental concerns as may be suggested by the Municipal Council, its other Committees, or the Civic Administration.

Composition

Voting Members

Maximum of thirteen members consisting of individuals with an interest and/or background in environmental initiatives.

Non-Voting Resource Group

Representatives may be called upon as the Panel determines to be necessary, including from the following:

- Thames Region Ecological Association;
- Ministry of the Environment or Ministry of Natural Resources;
- Middlesex-London Health Unit;
- Thames Valley District School Board;
- London District Catholic School Board;
- Civic Administration (various);
- London Hydro;
- Local Conservation Authorities;
- Youth Representatives, including Post-secondary students;
- Institute for Catastrophic Loss Reduction, University of Western Ontario; and
- UWO Biotron.

Sub-committees and Working Groups

The Environmental Stewardship and Action Community Engagement Panel may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resources or support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Environmental Stewardship and Action Community Engagement Panel

APPENDIX A

as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Environmental Stewardship and Action Community Engagement Panel.

Term of Office

Appointments to Community Engagement Panels shall be determined by the Municipal Council.

Conduct

The conduct of Environmental Stewardship and Action Community Engagement Panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

Meetings

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

Terms of Reference
Diversity, Inclusion and Anti-Oppression Community
Engagement Panel

Role

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

Mandate

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

The Diversity, Inclusion and Anti-Oppression Community Engagement Panel (DIACEP) may be called upon for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to act as a resource for the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide equitable opportunity for members of London's diverse populations;
- to participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information to the Council on community resources available regarding issues of discrimination.

Composition

Voting Members

- ten members-at-large
- a minimum of one individual who is primarily French-speaking

Non-Voting Members

Representative from organizations within any of the following sectors may be called upon as the DIACEP determines to be necessary:

- ethno-cultural and linguistic community organizations;
- police, justice and legal services;
- age-based organizations/services;
- health care services;
- educational institutions/organizations/services;
- immigrant settlement services;
- income support organizations/services;
- employment-related agencies/organizations;
- faith-based community groups;
- LGBT groups;
- gender-based groups;
- aboriginal community groups/agencies;
- aboriginal community groups/agencies;
- persons with disabilities groups/agencies;
- race, anti-racism or anti-hate groups/organizations; and
- post-secondary students - from each of the University Students' Council, Western

APPENDIX A

University and Fanshawe Students' Union.

Sub-committees and Working Groups

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

Term of Office

Appointments to community engagement panels shall be determined by the Municipal Council.

Conduct

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

Meetings

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

Terms of Reference
Animal Welfare Community
Engagement Panel

Role

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

Mandate

The Animal Welfare Community Engagement Panel reports to the Municipal Council through the Community and Protective Services Committee. The mandate of the Animal Welfare Community Engagement Panel is to advise the Municipal Council on issues relating to animal welfare for domestic animals, urban wildlife and animals for use in entertainment, within the City of London. Farm animals do not, however, fall within the mandate of the Animal Welfare Community Engagement Panel.

The Animal Welfare Community Engagement Panel (AWCEP) will act as a resource on issues and initiatives relating to animal welfare within the City of London include animal control legislation (municipal, provincial and federal); licensing and other fees; public education and awareness programs; off-leash dog parks; adoption programs; spay/neuter programs; feral cats; discussing and understanding animals in entertainment; and enforcement.

Typical duties of the AWCEP would include:

- advising on issues and concerns faced by animals within the City of London;
- advising on opportunities that have been identified within the community to improve animal welfare;
- reviewing and making recommendations to the Community and Protective Services Committee on solutions to improve animal welfare in the City of London;
- supporting, encouraging and being a resource to the Municipal Council and the Civic Administration

Composition

Voting Members:

A maximum of thirteen voting members consisting of individuals with an interest or background in animal welfare.

Representatives from the following organizations or categories are desirable:

- Friends of Captive Animals;
- London Dog Owners Association;
- Wildlife Rehabilitator, including naturalists with either educational credentials or active involvement with wildlife through an organization;
- Animal Rescue Group;
- Veterinarian or Veterinary Technician; and
- Local Pet Shop Owner.

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Non-Voting Resource Group:

Representative from organizations within any of the following sectors may be called upon as the AWCEP determines to be necessary:

- Civic Administration (various departments);
- Middlesex-London Health Unit;
- Upper Thames River Conservation Authority;
- Ministry of Natural Resources; and
- student representatives.

Sub-committees and Working Groups

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

Term of Office

Appointments to community engagement panels shall be determined by the Municipal Council.

Conduct

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

Meetings

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



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

July 9, 2021

To: Nominating Committees and Organizations

Re: **2022 Mayor's New Year's Honour List – Call for Nominations**

Each year London City Council enlists your assistance 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:

Reports to Community and Protective Services Committee (cpssc@london.ca)

NOMINATING BODY	CATEGORY
Accessibility Advisory Committee	Accessibility
Age Friendly London Network	Age Friendly
Community Safety and Crime Prevention Advisory Committee	Safety and Crime Prevention
London Arts Council	The Arts
London Sports Council	Sports
London Housing Advisory Committee	Housing

Reports to Strategic Priorities and Policy Committee (sppc@london.ca)

NOMINATING BODY	CATEGORY
Diversity, Inclusion and Anti-Oppression Advisory Committee	Humanitarianism
Diversity, Inclusion and Anti-Oppression Advisory Committee	Diversity and Race Relations

Reports to Planning and Environment Committee (pec@london.ca)

NOMINATING BODY	CATEGORY
Advisory Committee on the Environment	Environment
London Advisory Committee on Heritage	Heritage

You may make your recommendation in confidence through the appropriate Standing Committee.

All nominations must be received at the email indicated **no later than 9 a.m. Monday, October 4, 2021**, to be included on the agenda for recommendation to Council on October 26, 2021. This timetable ensures that the slate of honourees is finalized for the traditional New Year's Day announcement.

For your information and assistance, we 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

Barb Westlake-Power
Deputy 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)
- Distinguished Londoner** (to be selected by the Mayor)
- 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 (1976 – 2021)

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. Procnier
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
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MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2021)

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 Dawtreay (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)



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MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2021)

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)
Anne Robertson (Persons with Disabilities)
Evelina Silveira (Diversity and Race Relations)
Maureen Temme (Environment)

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

2016

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



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MAYOR'S NEW YEAR'S HONOUR LIST (1976 – 2021)

2017

Dale Yoshida – Arts
Mojdeh Cox – Diversity and Race Relations
Dr. Joseph Cummins – 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 – Arts
Dharshi Lacey – Diversity and Race Relations
George Sinclair – 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

2020

Gary Doerr – Accessibility
Patrick Fleming – Age Friendly
Renée Silberman – Arts
Don Campbell – Distinguished Londoner
Hayden Foulon (Posthumously) – Distinguished
Londoner
Leroy Hibbert – Distinguished Londoner
Brian Hill – Distinguished Londoner
Rob McQueen – Environment
Arthur McClelland – Heritage
Carla Garagozzo – Housing
Alexander Kopacz – Sports

2021

Gerald (Gerry) LaHay – Accessibility
Jean Knight – Age Friendly
Betty Anne Younker – Arts
Joey Hollingsworth – Distinguished Londoner
Jim Campbell – Distinguished Londoner
Mitchell A. Baran, posthumously – Distinguished
Londoner
Wayne Dunn – Distinguished Londoner
Mary Alikakos – Diversity and Race Relations
Marianne Griffith – Environment
Sylvia Chodas – Heritage
Dr. Abe Oudshoorn – Housing
Jeremy McCall – Humanitarianism
Murray Howard – Sports



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 April 24, 2018 (By-law No. CPOL.-18(a)-144); Amended July 24, 2018 (By-law No. CPOL.-18(b)-390); Amended October 15, 2019 (By-law No. CPOL.-18(c)-288)

Last Review Date: October 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, Distinguished Londoner, 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);
- j) Sports (i.e. contributions to the awareness of and participation in sports activity and/or demonstrated excellence within a particular sports activity);
or
- k) Distinguished Londoner (i.e., outstanding contribution to community collaboration or acts of good will by giving back to our City).

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
- k) Distinguished Londoner – Each Council Member may submit one (1) name to the Mayor for consideration. The Mayor may select up to four (4) individuals for recommendation to Municipal 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.