

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

9th Meeting of Diversity, Inclusion and Anti-Oppression Advisory Committee
November 18, 2021

Advisory Committee Virtual Meeting - during the COVID-19 Emergency

Please check the City website for current details of COVID-19 service impacts.

Attendance PRESENT: M. Buzzelli (Chair), H. Abu Karky, K. Arnold, C. DuHasky, B. Hill, W. Khouri, B. Madigan, and M. Mlotha; A. Pascual (Committee Clerk).

ABSENT: N. Al-Farawi

ALSO PRESENT: Y. Asare-Bediako, A. George-Antone, K. Koltun, L. Livingstone, R. Morris, C. Saunders, and M. Stone.

The meeting was called to order at 12:01 PM; it being noted that the following members were in remote attendance: H. Abu Karky, K. Arnold, M. Buzzelli, C. DuHasky, B. Hill, W. Khouri, 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.

2. Opening Ceremonies

2.1 Acknowledgement of Indigenous Lands

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

2.2 Traditional Opening

That it BE NOTED that the meeting was opened with a Traditional Opening in the Oneida Language by A. George-Antone.

3. Consent

3.1 8th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 8th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on October 21, 2021, was received.

4. Sub-Committees and Working Groups

4.1 Awards and Recognition Sub-Committee

That it BE NOTED that the verbal update from A. Husain, with respect to the Awards and Recognition Sub-Committee report, was received.

4.2 Education and Awareness Sub-Committee

That it BE NOTED that no report was received from the Education and Awareness Sub-Committee.

4.3 Policy and Planning Sub-Committee

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

a) the attached final DIAAC 2021 Year End Report BE FORWARDED to the Strategic Priorities and Policy Committee and the Civic Administration for their consideration; and,

b) the verbal update from K. Arnold, with respect to the Policy and Planning Sub-Committee report, BE RECEIVED;

it being noted that the Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC) held a general discussion with respect to the following Council Policies: Flags at City Hall, Illumination of City of London Buildings and Amenities, and Issuance of Proclamations Policy;

it being further noted that the Policy and Planning Sub-Committee will report back to DIAAC with potential recommendations for amendments with respect to the above-noted policies.

4.4 Community Diversity and Inclusion Strategy

That it BE NOTED that the verbal update from K. Koltun, Supervisor, Policy and Strategic Issues, with respect to the Community Diversity and Inclusion Strategy, was received.

5. Additional Business

5.1 (ADDED) Anti-Islamophobia and Anti-Racism Platforms - REQUEST FOR DELEGATION STATUS

That the request for delegation status from A. Hussain BE APPROVED to be heard at the Diversity, Inclusion and Anti-Oppression Advisory Committee meeting to be held on December 16, 2021.

5.2 (ADDED) River Road Golf Course Arson Incident

That the following actions be taken with respect to the River Road Golf Course Arson Incident:

a) B. Hill, member of the Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC), BE AUTHORIZED to speak on behalf of DIAAC with respect to this matter, at the Strategic Priorities and Policy Committee (SPPC) meeting to be held on November 30, 2021; and,

b) a Sub-Committee BE ESTABLISHED to prepare a communication, with respect to this matter, to be presented at the above-noted SPPC meeting.

6. Adjournment

The meeting adjourned at 1:25 PM.

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

The 8th Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee
October 21, 2021

Advisory Committee Virtual Meeting – during the COVID-19 Emergency

Attendance PRESENT: M. Buzzelli (Chair), H. Abu Karky, K. Arnold, C. DuHasky, B. Hill, C. Maciel, B. Madigan, and M. Mlotha; A. Pascual (Committee Clerk).

ABSENT: N. Al-Farawi and W. Khouri.

ALSO PRESENT: F. Andrighetti, A. Husain, H. Knight, M. Stone, and B. Westlake-Power.

The meeting was called to order at 12:04 PM; it being noted that the following Members were in remote attendance: H. Abu Karky, K. Arnold, M. Buzzelli, C. DuHasky, B. Hill, C. Maciel, B. Madigan, and M. Mlotha.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

H. Abu Karky discloses a pecuniary interest with respect to Item 4.1, having to do with the Awards and Recognition Sub-Committee report by indicating that he is affiliated to one of the recipients of the Diversity, Race Relations and Inclusivity Award.

M. Buzzelli discloses a pecuniary interest with respect to Item 4.1, having to do with the Awards and Recognition Sub-Committee report by indicating that he is affiliated to one of the recipients of the Diversity, Race Relations and Inclusivity Award.

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

That M. Mlotha BE APPOINTED as Vice-Chair for the remainder of the current term.

2. Opening Ceremonies

2.1 Acknowledgement of Indigenous Lands

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

2.2 Traditional Opening

That it BE NOTED that no Traditional Opening was received.

3. Consent

3.1 6th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 6th Report of Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on September 24, 2021, was received.

3.2 7th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 7th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on October 1, 2021, was received.

4. Sub-Committees and Working Groups

4.1 Awards and Recognition Sub-Committee

That the following actions be taken with respect to the 2021 Diversity, Race Relations and Inclusivity Award (DRRIA):

- a) the Rights and Responsibilities Awareness Initiative (RRAI) BE AWARDED the 2021 Diversity, Race Relations and Inclusivity Award, in the Social/Community Services/Not for Profit (under 50 members) category;
- b) the Network for Economic and Social Trends (NEST) BE AWARDED the 2021 Diversity, Race Relations and Inclusivity Award, in the Social/Community Services/Not for Profit (50+ members) category; and,
- c) the Awards and Recognition Sub-Committee report with respect to the 2021 DRRIA Recommendations BE RECEIVED.

4.2 Education and Awareness Sub-Committee

That it BE NOTED that no report was received from the Education and Awareness Sub-Committee.

4.3 Policy and Planning Sub-Committee

That the Policy and Planning Sub-Committee BE REQUESTED to compile a final report on behalf of the Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC), in collaboration with the Awards and Recognition and the Education and Awareness Sub-Committees; it being noted that the Policy and Planning Sub-Committee will report back to DIAAC to present the final report.

4.4 Community Diversity and Inclusion Strategy

That it BE NOTED that B. Madigan and A. Hussain provided verbal updates with respect to the Community Diversity and Inclusion Strategy Leadership Table meeting that was held on October 7, 2021.

5. Additional Business

5.1 (ADDED) Letter of Resignation

That the Letter of Resignation from M. Allder BE RECEIVED.

6. Adjournment

The meeting adjourned at 1:09 PM.

Diversity, Inclusion and Anti-oppression Advisory Committee (DIAAC) 2021 Year End Report

18 November 2021

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DIAAC 2021 Year End Report

Introduction

The Diversity, Inclusion and Anti-oppression Advisory Committee (DIAAC) is pleased to submit this 2021 year-end report to the City Clerk's Office and to London City Council.

This year end report is submitted in place of the workplans of DIAAC's subcommittees (Awards and Recognition, Education and Awareness, Policy and Planning) normally finalised in the Fall of each year. Two factors motivate the submission of a year-end report in lieu of subcommittee workplans for the 2021-22 period/cycle. First, as with virtually all of the work of the City's advisory committees, DIAAC's activities were effectively halted by the COVID-19 pandemic from March 2020 to May 2021 (including cancellation of meetings in March and April 2021). Accordingly, DIAAC's 2019-20 workplans were suspended for much of the time from March 2020 to the present. Our work recommenced in full in May 2021. Notwithstanding work and progress from May 2021 to present (e.g. Awards and Recognition nominations recently submitted to SPPC), the 2019-20 workplans were carried forward into this year.

A second factor leading to the creation of a year-end report is the City's current review of advisory committees scheduled to be completed later this year. The executive summary of the City Clerk's Advisory Committee Review – Interim Report VI (published 17 May 2021 by the City Clerk) submitted to the City's Governance Working Group states:

The purpose of this interim report is to provide draft details for consideration, related to a proposed new advisory committee structure...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.¹

Two implications follow from the Review. First, for our purposes, we acknowledge the potential for new advisory committee structures and processes to emerge out of this governance process in 2022. This includes, as discussed in the Review, 'Community Engagement Panels' as well as alternative mandates for committees and panels such as citizen 'engagement' or 'expert advice'. We respect that the review continues and acknowledge, therefore, that the role and nature of DIAAC may change in future. Second, we appreciate the opportunity to provide feedback in this process and we submit this year end report to that end. We welcome the opportunity to provide further input into the review process going forward.

Regrettably, reminders of the vision and mission of DIAAC are all too common. The slaying of the Afzaal family in May 2021 happened 'at home' here in London and was a moment of reckoning perhaps like

¹ We note the release of the Advisory Committee Review final report on 15 November (i.e as the present document was being finalised) but wish to state that the premise and recommendations of this year-end report remain the same.

none other in our local history. The discovery and growing awareness of residential school graves across Canada over 2021 underscores the decolonisation challenges that lie ahead. What DIAAC does and what it represents is, we argue, vital to a more inclusive and positive future in London and beyond.

Recommendation #1: The overarching goal of this year-end report is to stress the importance of maintaining a neutral and non-partisan 'voice' that can both engage citizens and advise Council on matters of diversity, inclusion and anti-oppression. This recommendation reinforces the core mandate of DIAAC as shown in Appendix A.

Work to date

Prior to the pandemic shutdown in Spring of 2021, DIAAC's subcommittees were working on a number of goals and objectives. These are shown in the appendices (B,C,D) representing each subcommittee's work. As noted above, the appended 2019-20 workplans were carried forward into 2021 due to the pandemic disruption. An example of our priorities is a new initiative started in early 2020 (Policy and Planning subcommittee) to examine gender-based policies (e.g. pay equity) that affect employment equity within the City. In general, DIAAC's work to date reflects workplans carried forward from the prior full year of activity as represented in the 2019-20 workplans provided here.

In addition, DIAAC was also focused on examining its own role and structures to better fulfill its terms of reference and mandate. A strength is the Committee's experience and expertise and reflects, we feel, the terms of appointment and reference governing this particular advisory group. DIAAC's subcommittees are independently chaired and staffed by Council-appointed members or community members-at-large. All members are volunteers who give of their time, expertise and energy to help build a better community. Expertise and experience on DIAAC include:

- Working with relevant organisations, such as ethnocultural and linguistic organisations, police and health care services
- Relevant roles such as community engagement, facilitation, event planning and legal (housing, settlement, human rights)
- Communication, both verbal and written including media relations
- Policy analysis and social planning

Notwithstanding this expertise and experience, there is nevertheless a need for members to 'on-board' and become familiar with advisory/sub-committee policies and procedures as well as other aspects of municipal administration such as the Clerk's office. In light of this, one of our long-standing members - Mphatso Mlotha - led the development of an orientation document (see Appendix E) to aid the integration of new members to DIAAC specifically. One can see this item identified in the Education and Awareness subcommittee workplan (Appendix C, items 2 & 3). This document helps members - continuing and new - understand our history (origins in LDRRAC), past achievements and scope and role of the subcommittees. Please note this is a 'living document' and was created just prior to the pandemic after extensive consultation with City staff. It will evolve in future as the official terms of reference and mandate of DIAAC changes.

Recommendation #2: In whatever form future advisory committees take within the City, we urge Council to use the example of this orientation document (i.e. Appendix E) as an indication of the need for intentional integration of new citizen volunteers.

A further point arises from the status of DIAAC members (and members of all advisory committees) as citizen volunteers. A challenge that we feel the advisory committee review should consider is the manner in which advisory committees are supported and resourced. By 'resourced' we are referring not to the administrative and procedural supports through the Clerk's office (for which we are grateful) but instead to substantive resources (i.e. personnel, time, expertise) that helps to activate our workplans. Support for the work of DIAAC (and advisory committees generally) may take many forms such as pooled personnel/staff time. Our intent here is not to recommend what form that may take but to raise the challenge of fulfilling our workplans as volunteers and the opportunity to be more effective at meeting our mandate with substantive supports in place.

Next Steps

The appended workplans would form the basis of DIAAC's work beyond 2021. For Award and Recognition, for example, an ongoing and mandated focus is to solicit, receive and make recommendations with respect to community EDID champions; namely via the Mayor's New Year's Honour List and DRRIA). In addition to educating new and existing members (i.e. Appendix C), Education and Awareness seeks to raise DIAAC's profile in the community and develop and facilitate educational opportunities in the community, particularly with EDID-focused organisations. Policy and Planning work was noted above and further includes work toward more effective integration with/advice to the City and indeed encouraging greater diversity amongst all advisory committees. Notably, DIAAC works on cross-fertilisation amongst subcommittees; something we ensure at our regularly scheduled monthly meetings.

While we view the above as positive steps to continue going forward, we feel it is important to raise items of concern as well. The first pertains to the scope of DIAAC's agenda at regularly scheduled meetings. Progress over 2021 has been made both in understanding and developing a smoother process for invited guests (and formally, 'delegations') to our meetings. In addition, given parliamentary rules and parameters for public notification for meetings, the agendas are often fixed too early for our volunteer members to be able to recommend items for meetings. Accordingly, we have agreed to introduce flexibility (e.g. 'Other business' standing agenda item) to our formal agendas to be able to address matters arising or emergent issues that might otherwise be unduly delayed or dropped altogether. We appreciate support the need to be consistent, open and transparent with the running of our meeting processes but maintaining some flexibility is important.

Recommendation #3: That DIAAC have continued reasonable flexibility with its meetings and agendas, including who may attend and which groups may apply/be approved to present (as delegation or otherwise).

Finally, a positive suite of developments has emerged out of a spirit of collaboration with like groups. We welcome this but also raise a caution. For examples, we have seen greater collaboration and cross-fertilisation between DIAAC and the Community Diversity and Inclusion Strategy (CDIS). Respective members have attended each others' group meetings on several occasions over the past few months.

We aim to continue this. Similarly, DIAAC welcomes the creation of the City's new (May 2021) Anti-Racism and Anti-Oppression Division (ARAO). Here too we have hosted attendance from the ARAO staff at our meetings in recent months. Across both these groups, DIAAC shares several themes of mutual interest and support such as TRC, anti-Islamophobia and inclusion of citizens with disabilities. Thus, we invite cross-fertilisation for mutual support and development. We also wish to stress the unique and important position of DIAAC as an arm's length and independent entity in service Council. This independence mutually frees DIAAC from encumbrances in working with municipal administration, for example, while also limiting conflict administration may feel as DIAAC undertakes its work to advise Council.

Recommendation #4: Further to recommendation #1, that DIAAC continue to collaborate and cross-fertilise with relevant groups such as CDIS and ARAO. However, DIAAC's mission of free and unfettered advice to Council should be maintained in these collaborations as well as in the work that it does and in the advice provided to Council (in keeping with its official mandate in Appendix A).

Mandate

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

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

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

Appendix B – DIAAC's Awards and Recognition subcommittee workplan and current year report (2019-2021)

2021 Status Report

The awards and recognition subcommittee (ARSUBCOM) is one of the three working groups of DIAAC. This subcommittee is responsible for the following activities:

- Assist city staff with the management of the Diversity, Race Relations and Inclusivity Awards (DRRIA)
- Assist DIAAC committee members with soliciting nominations for the city of London mayor's honours list in the following two categories: A) Humanitarianism B) Race Relations

In 2020 with the onset of Covid and the fact that the advisory committee did not meet, the ARSUBCOM was unable to participate in the management of the DRRIA awards program. Therefore, city staff took on this role and were able to obtain nominations, review and make recommendations, and present the DRRI awards in three categories.

However, in 2021 when the advisory committee started its deliberations, ARSUBCOM once again took on the lead role in the management of the DRRIA program. This work included the following actions:

- Update of the DRRI awards webpage to include the award recipients from 2020.
- Update the webpage with current contact information.
- Update the webpage to include the revised nomination form for 2021.
- Promote the call for nominations for the 2021 awards using social media (Facebook and Twitter) and through direct emails to community partners and past nominees.
- Review and evaluate all nominations received and make recommendations for awards recipients.

The subcommittee wishes to acknowledge the support it has received from city staff including Glynis Tucker and Audrey Pascal with their contributions with the aforementioned actions. The recommendations of 2021 awards recipients have now been accepted by DIAAC who have forwarded them to the strategic planning and policy committee and then on to city council for final approval. Once this work has been completed, the ARSUBCOM will prepare and distribute letters of acceptance to all award recipients. They will then be recognized at a city council meeting scheduled for early December where the mayor will recognize their contributions and present each recipient with a plaque.

In the past, before Covid-19, the ARSUBCOM would have organized a reception where all nominees would have been invited. They would have been given the opportunity to share their initiatives with all present, build relationships with one another, and be recognized by the mayor and council members for their contributions in the area of Diversity, Race Relations and Inclusivity here in London. Due to Covid, no formal reception is being planned for 2021, however the award recipients will be celebrated in other ways.

Moving forward in 2022, the ARSUBCOM will continue to grow by taking what we have learned this last year and making improvements to the nomination process including the nomination form. We look

forward to holding an in person event to celebrate the work being done by our community partners here in London.

Appendix B, cont'd. DIAAC Awards and Recognition
Sub-Committee Work Plan 2020

G o a l	A c t i v i t i e s	Budg e t	Status	Responsibili ty
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

<p>3. Increase awareness and participation of the Annual Rewards and Recognition program</p>	<p>3.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event</p> <p>3.2 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition. Present to CPSC.</p> <p>3.3 Work with CoL Communications to increase awareness and engagement in annual nominations process via social media</p> <p>3.4 Leverage International Human Rights Day which could potentially be same date as Awards celebration</p> <p>3.5 Continue to leverage CDIS network</p>	<p>Within existing budget of \$1,600, if required</p>	<p>3.1-3.5 Ongoing</p> <p>3.6 New initiative In progress</p>	<p>3.1-3.3 Awards Sub-Committee and support from CoL Administration and Communication</p> <p>3.4 I. Silver will lead</p> <p>3.5 Sub-Committee members of CDIS to lead (F. Cassar, K. Hussain)</p> <p>3.6 Z. Hasmi and K. Hussain to lead.</p>
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	Create DRIA Information pamphlet and distribute to City sites (i.e. library sites)			
4. Promote Award and Recognition Winners and Nominees	<p>4.1 Provide Councillors with information of winners within their areas and encourage recognition</p> <p>4.2 Leverage social media platforms</p> <p>4.3 Optimize DRIA/City Website</p> <p>4.4 Include nominees in promotion where possible</p> <p>4.5 Request CoL issue media release to promote nominations (i.e. September)</p>	Within existing budget of \$1,600, if required	<p>4.1 Ongoing</p> <p>4.2-4.4 Broadened focus in progress</p> <p>4.5 New initiative in progress</p>	Awards Sub-Committee and CoL Administration and Communication
5. Educate and Engage DIAAC Committee members and Councillors	<p>5.1 Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual award nominations process.</p> <p>5.2 Provide education at DIAAC Committee meetings or other forums as available.</p> <p>5.3 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).</p>	Within existing budget of \$1,600, if required	<p>5.1-5.2 Ongoing</p> <p>5.3 New initiative in progress</p>	<p>Awards Sub-Committee and CoL Administration</p> <p>5.3 Z. Hasmi and K. Hussain to lead</p>
6. Maintain Awards and Recognition By-Laws and Policy	<p>6.1 Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date.</p> <p>6.2 Review By-Law related to Mayor's New Year's Honours List with keen focus on reserves and eligibility criteria (i.e. Advisory members).</p>	Within existing budget of \$1,600, if required	<p>6.1 Ongoing</p> <p>6.2 Broadened focus in progress.</p>	Awards Sub-Committee members in partnership with DIAAC

Appendix C – DIAAC’s Education and Awareness subcommittee workplan (2019-2021)

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	1.1.4 Identify promotional opportunities and strategies for community events.	Nil	Ongoing	Education and Policy & Planning subcommittee
	2.1 Collaborate with P&P to create new and revised content to enhance the DIAAC new member’s orientation package		Ongoing	Education subcommittee
	2.1.1 Propose & provide supplemental orientation content to P&P: -org chart illustrating DIAAC in relation to Council & City			

	<p>Councillors^{[1][SEP]}</p> <ul style="list-style-type: none"> -list of commonly used operational definitions within CofL context. Eg. recommendation verbiage^{[1][SEP]} -provide document outlining a pre-approved list of budget items^{[1][SEP]} -write up of sub-committee mandates^{[1][SEP]} -list of common staff contacts. -suggestions/guidelines of AC initiatives. -policy on speakers/delegates^{[1][SEP]} -flow chart from DIAAC recommendation to staff implementation^{[1][SEP]} -member attendance policy suggestions -budget submission process^{[1][SEP]} -City Councillor Contact List <p>2.2 Assist P&P in revision of TOR for DIAAC.</p>	Nil	Ongoing	Education and Policy & Planning subcommittee
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3. Educate committee members	3.1 Invite speakers to present to DIAAC.	\$200	Ongoing	Education subcommittee
	3.2 Work with Civic Administration to further identify and clarify existing CofL resources, processes and initiatives that support or can assist DIAAC in its mandate. Eg. Communications, Mayor's Office etc.	Nil	Ongoing	Civic Administration
	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.			
	3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination & anti-oppression in London.	Nil	Ongoing	Education subcommittee and Policy & Planning subcommittee
	3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC.			
	3.6 Keep apprised of recent events in London via news media & other sources pertaining to discrimination in London to report to DIAAC. Bring to DIAAC's attention.	Minimal (cost of parking pass/bus tickets)	Ongoing	Education subcommittee & DIAAC
		Nil	Ongoing	

mandate				
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Appendix D – DIAAC’s Policy and Planning subcommittee workplan (2019-2021)

(1 st 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	Nil	- Ongoing	Policy & Planning
	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		Policy & Planning
	1.2 Monitor the implementation of the Community Diversity & Inclusion Plan.		- - - - -	DIAAC has appointed their rep to this cmte.
	1.2.1. Providing ongoing consultation & review	Nil	- Attend CDIS Leadership Table Meetings and provide input.	
	1.2.2. Monitor and provide support of strategies that are to be implemented at municipal level.	Nil	- - - -	Policy & Planning
	1.3 Monitor implementation of Truth and Reconciliation Commission			
	1.3.1. Request process to be updated on TRC implementation	Nil	Ongoing	Policy & Planning

	<p>1.4 Offer support and monitor progress of immigration strategy</p> <p>1.5 Review the implementation of the CoL Gender, Equity and Inclusion Policies.</p> <p>1.6 Review the following polices when they are up for review by City of London:</p> <p>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.</p>			
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<p>2.0 Encourage greater diversity in all advisory committees</p>	<p>2.1 Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees</p> <p>2.2 Promote appointments process to diverse communities in city of London.</p> <p>2.2.1. In keeping with transparency and inclusivity, DIAAC has discussed that the appointments process may require further promotion among community members, to ensure a broad and diverse pool of candidates for appointment to committees.</p>	<p>Nil</p> <p>TBD</p>	<p>Ongoing</p> <p>Ongoing</p> <ul style="list-style-type: none"> - Discuss opportunities with City Clerk 	<p>Policy & Planning</p> <p>Policy & Planning</p>
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3.0 Support the development of DIAAC's structure	<p>3.1 Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities</p> <p>3.2.Develop monitoring and measurement protocols</p> <p>3.3.Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.</p>	<p>Nil</p> <p>Nil</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Policy & Planning</p> <p>Policy & Planning</p> <p>Policy & Planning</p>
4.0 Developing relationships with City of London	<p>4.1 Establish positive relationships with Council</p> <p>4.1.1. Explore opportunities to work with Council members 4.1.1.1. Propose that all new council members meet w/ DIAAC.</p> <p>4.2 Explore relationships within the Corporation of the City of London whose work is impacted</p>	<p>Nil</p> <p>Nil</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - Review once Equity & Inclusion lens is complete (Fall 2018) <p>May 2018-2019</p>	<p>Policy & Planning</p> <p>Policy & Planning</p>

	<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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Appendix E – DIAAC’s Orientation Package (development led by Mphatso Mlotha; published 2020).

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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

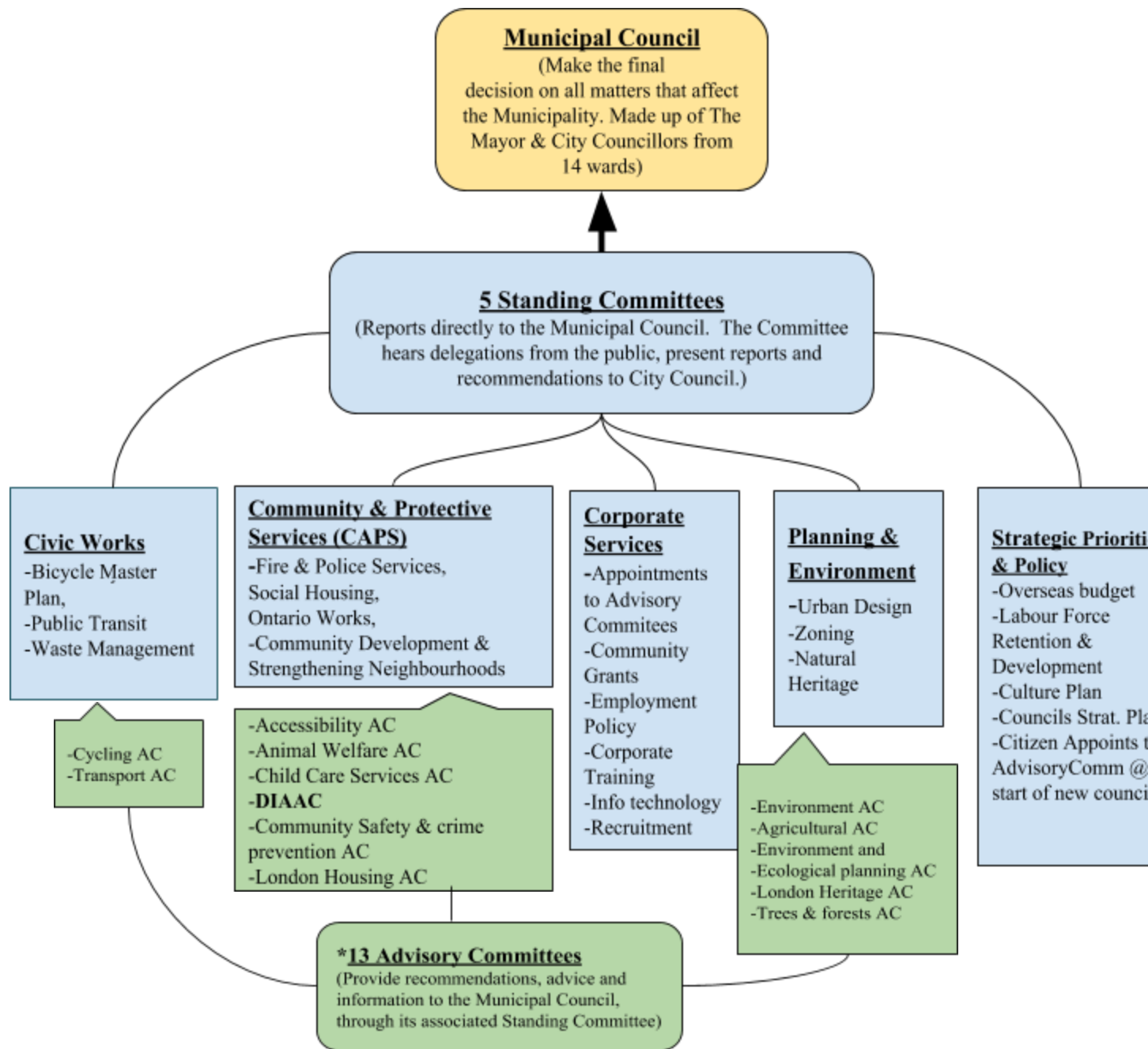
- Periodically prompt/request review of policies, processes and programs related to DIAAC (e.g. Terms of Reference, sub-committees, orientation)
- Serve as a subject matter resource to Civic Administration in the planning and delivery of policies and programs to promote a diversity and inclusion lens 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.

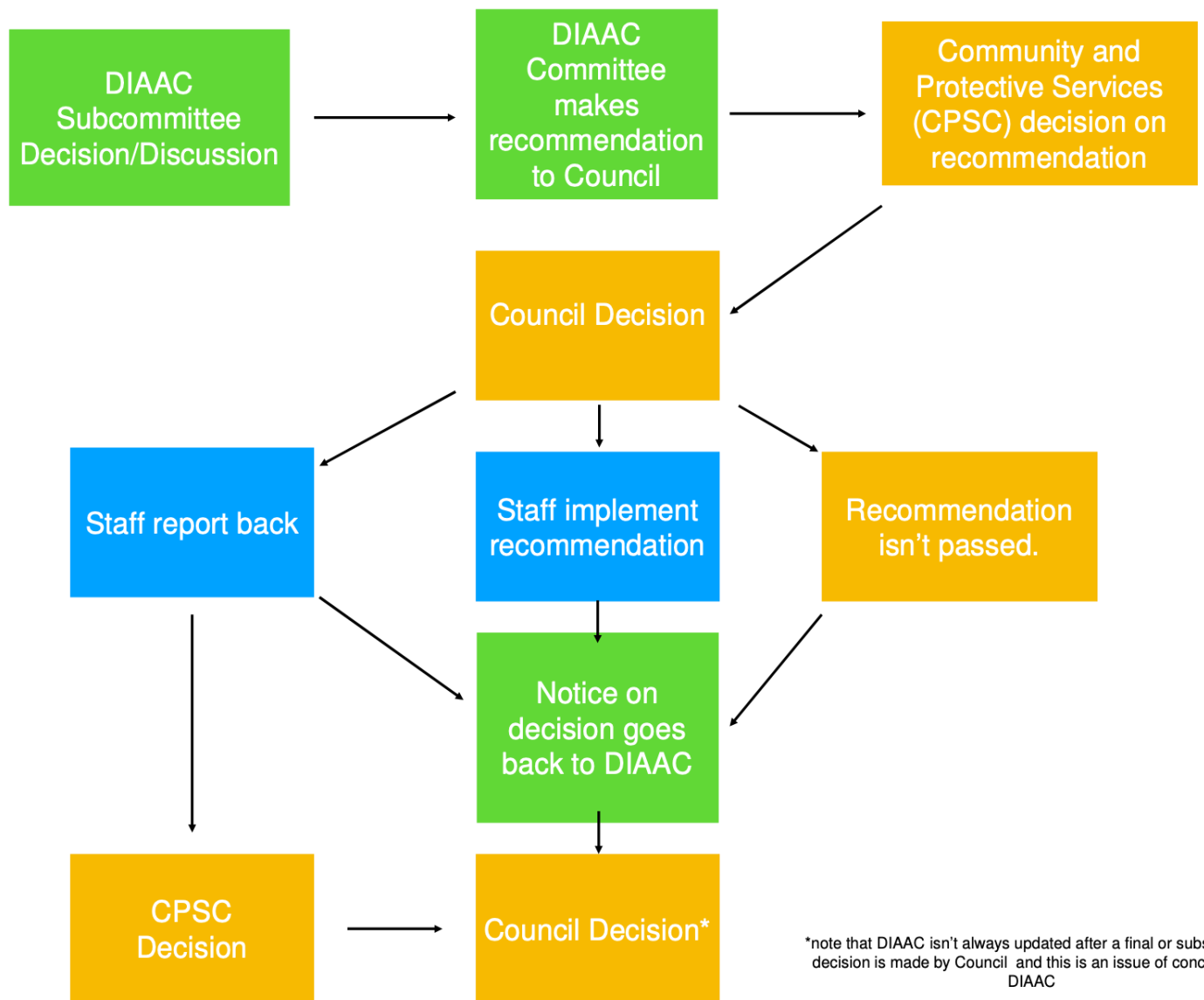
8. Each sub-committee Chair is asked to provide a summary update at each regular monthly meeting.
9. Sub-committees are expected to meet regularly (e.g. each month) at a time convenient to a majority of its members in order to progress the projects and responsibilities in its portfolio.



Governance Model - City Of London

*Standing Committee duties not exhaustive

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



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

T O D O T H I S :	Y O U N E E D T O:	Y O U C A N S A Y T H I S:	M A Y I I N T E R R U P T T H E S P E A K E R?	I M U S T B E S E C O N D E D E D ?	I S T H E M O T I O N D E B A T A B L E?	I S T H E M O T I O N A M E N D A B L E?	I S M A J O R I T Y R E Q U I R E D?
Propose an action	Move a motion	I move...	No	Yes	Yes	Yes	Yes
Discuss / debate	Second a motion	I second the motion...	No	N/A	N/A	N/A	N/A

a p p o s e d m o t i o n							
M o d i f y t h e p r o p o s e d a c t i o n	Amen d a motion (must not be contrar y to main motion)	I move that the motion be amende d to read/by. ..	No	Yes	Yes	Yes	Yes
E n d t h e m e e t i n g	M a k e a m o t i o n t o a d j	I mov e that the mee ting adjo urn	No	Yes	No	No	Yes

	o u r n						
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
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
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

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](#);

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;

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.

DRAFT

Diversity, Inclusion and Anti-oppression Advisory Committee (DIAAC) 2021 Year End Report

11 November 2021

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DIAAC 2021 Year End Report

Introduction

The Diversity, Inclusion and Anti-oppression Advisory Committee (DIAAC) is pleased to submit this 2021 year-end report to the City Clerk's Office London City Council.

This year end report is submitted in place of the workplans of DIAAC's subcommittees (Awards and Recognition, Education and Awareness, Policy and Planning) normally finalised in the Fall of each year. Two factors motivate the submission of a year-end report in lieu of subcommittee workplans for the 2021-22 period/cycle. First, as with virtually all of the work of the City's advisory committees, DIAAC's activities were effectively halted by the COVID-19 pandemic from March 2020 to May 2021 (including cancellation of meetings in March and April 2021). Accordingly, DIAAC's 2019-20 workplans were suspended for most of the time from March 2020 to the present. Our work recommenced in full in May 2021. Notwithstanding work and progress from May 2021 to present (e.g. Awards and Recognition nominations recently submitted to SPPC), the 2019-20 workplans were carried forward into this year.

A second factor leading to the creation of a year-end report is the City's current review of advisory committees scheduled to be completed later this year. The executive summary of the City Clerk's Advisory Committee Review – Interim Report VI (published 17 May 2021 by the City Clerk) submitted to the City's Governance Working Group states:

The purpose of this interim report is to provide draft details for consideration, related to a proposed new advisory committee structure...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.

Two implications follow from the review Report. First, for our purposes, we acknowledge the potential for new advisory committee structures and processes to emerge out of this governance process in 2022. This includes, as discussed in the Report, 'Community Engagement Panels' as well as alternative mandates for committees and panels such as citizen 'engagement' or 'expert advice'. We respect that the review continues and acknowledge, therefore, that the role and nature of DIAAC may change in future. Second, we appreciate the opportunity to provide feedback in this process and we submit this year end report to that end. We welcome the opportunity to provide further input into the review process going forward.

Regrettably, reminders of the vision and mission of DIAAC are all too common. The slaying of the Afzaal family in May 2021 happened 'at home' here in London and was a moment of reckoning perhaps like none other in our local history. The discovery and growing awareness of residential school graves across Canada over 2021 underscores the decolonisation challenges that lie ahead. What DIAAC does and what it represents is, we argue, vital to a more inclusive and positive future in London and beyond.

Recommendation #1: overarching goal of this year-end report is to stress the importance of maintaining a neutral and non-partisan ‘voice’ that can both engage citizens and advise Council on matters of diversity, inclusion and anti-oppression. This recommendation reinforces the core mandate of DIAAC as shown in Appendix A.

Work to date

Prior to the pandemic shutdown in Spring of 2021, DIAAC’s subcommittees were working on a number of goals and objectives. These are shown in the appendices (B,C,D) representing each subcommittee’s work. As noted above, the appended 2019-20 workplans were carried forward into 2021 due to the pandemic disruption. An example of our priorities is a new initiative started in early 2020 (Policy and Planning subcommittee) to examine gender-based policies (e.g. pay equity) that affect employment equity within the City. In general, DIAAC’s work to date reflects workplans carried forward from the prior full year of activity as represented in the 2019-20 workplans provided here.

In addition, DIAAC was also focused on examining its own role and structures to better fulfill its terms of reference and mandate. A strength is the Committee’s experience and expertise and reflects, we feel the terms of appointment and reference governing this particular advisory group. DIAAC’s subcommittees are independently chaired and staffed by Council-appointed members or community members-at-large. All members are volunteers who give of their time, expertise and energy to help build a better community. Expertise and experience on DIAAC include:

- Working with relevant organisations, such as ethnocultural and linguistic organisations, police and health care services
- Relevant roles such as community engagement, facilitation, event planning and legal (housing, settlement, human rights)
- Communication, both verbal and written including media relations
- Policy analysis and social planning

Notwithstanding this expertise and experience, there is nevertheless a need for members to ‘on-board’ and become familiar with advisory/sub-committee policies and procedures as well as other aspects of municipal administration such as the Clerk’s office. In light of this, one of our long-standing members - - Mphatso Mlotha - - led the development of an orientation document (see Appendix E) to aid the integration of new members to DIAAC specifically. One can see this item identified in the Education and Awareness subcommittee workplan (Appendix C, items 2 & 3). This document helps members - - continuing and new - - understand our history (origins in LDRRAC), past achievements and scope and role of the subcommittees. Please note this is a ‘living document’ and was created just prior to the pandemic after extensive consultation with City staff. It will evolve in future as the official terms of reference and mandate of DIAAC changes.

Recommendation #2: In whatever form future advisory committees take within the City, we urge Council to use the example of this orientation document (i.e. Appendix E) as an indication of the need for intentional integration of new citizen volunteers.

A further point arises from the status of DIAAC members (and members of all advisory committees) as citizen volunteers. A challenge that we feel the advisory committee review should consider is the

manner in which advisory committees are supported and resourced. By 'resourced' we are referring not to the administrative and procedural supports through the Clerk's office (for which we are grateful) but instead to substantive resources (i.e. personnel, time, expertise) that helps to activate our workplans. Support for the work of DIAAC (and advisory committees generally) may take many forms such as pooled personnel/staff time. Our intent here is not to recommend what form that may take but to raise the challenge of fulfilling our workplans as volunteers and the opportunity to be more effective at meeting our mandate with substantive supports in place.

Next Steps

The appended workplans would form the basis of DIAAC's work beyond 2021. For Award and Recognition, for example, an ongoing and mandated focus is to solicit, receive and make recommendations with respect to community EDID champions; namely via the Mayor's New Year's Honour List and DRRRA). In addition to educating new and existing members (i.e. Appendix C), Education and Awareness seeks to raise DIAAC's profile in the community and develop and facilitate educational opportunities in the community, particularly with EDID-focused organisations. Policy and Planning work was noted above and further includes work toward more effective integration with/advice to the City and indeed encouraging greater diversity amongst all advisory committees. Notably, DIAAC works on cross-fertilisation amongst subcommittees; something we ensure at our regularly scheduled monthly meetings.

While we view the above as positive steps to continue going forward, we feel it is important to raise items of concern as well. The first pertains to the scope of DIAAC's agenda at regularly scheduled meetings. Progress over 2021 has been made both in understanding and developing a smoother process for invited guests (and formally, 'delegations') to our meetings. In addition, given parliamentary rules and parameters for public notification for meetings, the agendas are often fixed too early for our volunteer members to be able to recommend items for meetings. Accordingly, we have agreed to introduce flexibility (e.g. 'Other business' standing agenda item) to our formal agendas to be able to address matters arising or emergent issues that might otherwise be unduly delayed or dropped altogether. We appreciate support the need to be consistent, open and transparent with the running of our meeting processes but maintaining some flexibility is important.

Recommendation #3: that DIAAC have continued reasonable flexibility with our meetings and agendas, including who may attend and which groups may apply/be approved to present (as delegation or otherwise).

Finally, a positive suite of developments has emerged out of a spirit of collaboration with like groups. We welcome this but also raise a caution. For examples, we have seen This issue pertains to the spirit of greater collaboration and cross-fertilisation between DIAAC and the Community Diversity and Inclusion Strategy (CDIS). Respective members have attended each others' group meetings on several occasions over the past few months. We aim to continue this. Similarly, DIAAC welcomes the creation of the City's new (May 2021) Anti-Racism and Anti-Oppression Division (ARAO). Here too we have hosted attendance from the ARAO staff at our meetings in recent months. Across both these groups, DIAAC shares several themes of mutual interest and support such as TRC, anti-Islamophobia and inclusion of citizens with disabilities. Thus, we invite cross-fertilisation for mutual support and development. We also wish to stress the unique and important position of DIAAC as an arm's length and independent entity in service

Council. This independence mutually frees DIAAC from encumbrances in working with municipal administration, for example, while also limiting conflict administration may feel as DIAAC undertakes its work to advise Council.

Recommendation #4: Further to recommendation #1, that DIAAC continue to collaborate and cross-fertilise with relevant groups such as CDIS and ARAO but that DIAAC mission of free and unfettered advice to Council be maintained in these collaborations, in the work that it does and in the understanding of the advice provided to Council (in keeping with its official mandate in Appendix A).

Mandate

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

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

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

Appendix B – DIAAC's Awards and Recognition subcommittee workplan and current year report (2019-2021)

2021 Status Report

The awards and recognition subcommittee (ARSUBCOM) is one of the three working groups of DIAAC. This subcommittee is responsible for the following activities:

- Assist city staff with the management of the Diversity, Race Relations and Inclusivity Awards (DRRIA)
- Assist DIAAC committee members with soliciting nominations for the city of London mayor's honours list in the following two categories: A) Humanitarianism B) Race Relations

In 2020 with the onset of Covid and the fact that the advisory committee did not meet, the ARSUBCOM was unable to participate in the management of the DRRIA awards program. Therefore, city staff took on this role and were able to obtain nominations, review and make recommendations, and present the DRRI awards in three categories.

However, in 2021 when the advisory committee started its deliberations, ARSUBCOM once again took on the lead role in the management of the DRRIA program. This work included the following actions:

- Update of the DRRI awards webpage to include the award recipients from 2020.
- Update the webpage with current contact information.
- Update the webpage to include the revised nomination form for 2021.
- Promote the call for nominations for the 2021 awards using social media (Facebook and Twitter) and through direct emails to community partners and past nominees.
- Review and evaluate all nominations received and make recommendations for awards recipients.

The subcommittee wishes to acknowledge the support it has received from city staff including Glynis Tucker and Audrey Pascal with their contributions with the aforementioned actions. The recommendations of 2021 awards recipients have now been accepted by DIAAC who have forwarded them to the strategic planning and policy committee and then on to city council for final approval. Once this work has been completed, the ARSUBCOM will prepare and distribute letters of acceptance to all award recipients. They will then be recognized at a city council meeting scheduled for early December where the mayor will recognize their contributions and present each recipient with a plaque.

In the past, before Covid-19, the ARSUBCOM would have organized a reception where all nominees would have been invited. They would have been given the opportunity to share their initiatives with all present, build relationships with one another, and be recognized by the mayor and council members for their contributions in the area of Diversity, Race Relations and Inclusivity here in London. Due to Covid, no formal reception is being planned for 2021, however the award recipients will be celebrated in other ways.

Moving forward in 2022, the ARSUBCOM will continue to grow by taking what we have learned this last year and making improvements to the nomination process including the nomination form. We look

forward to holding an in person event to celebrate the work being done by our community partners here in London.

Appendix B, cont'd. 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	<p>1.1 Maintain the Project Plan and complete tasks on scheduled dates</p> <p>1.2 Develop budget for approval by DIAAC and keep costs within budget.</p>	\$1,600 (reflects entire Awards and Recognition budget)	<p>1.1 Ongoing</p> <p>1.2 Budget approved</p>	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	<p>2.1 Pursue nominations towards these awards through the organizations we are engaged with</p> <p>2.2 Increase awareness of the City's Awards to DIAAC network</p>	Within existing budget of \$1,600, if required	Broadened initiative in progress	Awards and Recognition Sub-Committee

<p>3. Increase awareness and participation of the Annual Rewards and Recognition program</p>	<p>3.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event</p> <p>3.2 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition. Present to CPSC.</p> <p>3.3 Work with CoL Communications to increase awareness and engagement in annual nominations process via social media</p> <p>3.4 Leverage International Human Rights Day which could potentially be same date as Awards celebration</p> <p>3.5 Continue to leverage CDIS network</p>	<p>Within existing budget of \$1,600, if required</p>	<p>3.1-3.5 Ongoing</p> <p>3.6 New initiative In progress</p>	<p>3.1-3.3 Awards Sub-Committee and support from CoL Administration and Communication</p> <p>3.4 I. Silver will lead</p> <p>3.5 Sub-Committee members of CDIS to lead (F. Cassar, K. Hussain)</p> <p>3.6 Z. Hasmi and K. Hussain to lead.</p>
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	Create DRIA Information pamphlet and distribute to City sites (i.e. library sites)			
4. Promote Award and Recognition Winners and Nominees	<p>4.1 Provide Councillors with information of winners within their areas and encourage recognition</p> <p>4.2 Leverage social media platforms</p> <p>4.3 Optimize DRIA/City Website</p> <p>4.4 Include nominees in promotion where possible</p> <p>4.5 Request CoL issue media release to promote nominations (i.e. September)</p>	Within existing budget of \$1,600, if required	<p>4.1 Ongoing</p> <p>4.2-4.4 Broadened focus in progress</p> <p>4.5 New initiative in progress</p>	Awards Sub-Committee and CoL Administration and Communication
5. Educate and Engage DIAAC Committee members and Councillors	<p>5.1 Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual award nominations process.</p> <p>5.2 Provide education at DIAAC Committee meetings or other forums as available.</p> <p>5.3 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).</p>	Within existing budget of \$1,600, if required	<p>5.1-5.2 Ongoing</p> <p>5.3 New initiative in progress</p>	<p>Awards Sub-Committee and CoL Administration</p> <p>5.3 Z. Hasmi and K. Hussain to lead</p>
6. Maintain Awards and Recognition By-Laws and Policy	<p>6.1 Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date.</p> <p>6.2 Review By-Law related to Mayor's New Year's Honours List with keen focus on reserves and eligibility criteria (i.e. Advisory members).</p>	Within existing budget of \$1,600, if required	<p>6.1 Ongoing</p> <p>6.2 Broadened focus in progress.</p>	Awards Sub-Committee members in partnership with DIAAC

Appendix C – DIAAC’s Education and Awareness subcommittee workplan (2019-2021)

Goal	Implementation	Budget	Status	Responsibility
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event	TBD	October (tentatively)	Education subcommittee
	1.1.1 Theme: Gender & Intersectionality			
	1.1.2 Identify partnerships in the community for collaborative events.		Ongoing	Ed’n subcommittee & DIAAC
	1.1.3 Plan for International Day for the Elimination of Racial Discrimination/Black History Month.		March	Ed’n subcommittee
	1.1.4 Identify promotional opportunities and strategies for community events.	\$300	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: -org chart illustrating DIAAC in relation to Council & City		Ongoing	Education subcommittee

	<p>Councillors^{[1][2][SEP]}</p> <ul style="list-style-type: none"> -list of commonly used operational definitions within CofL context. Eg. recommendation verbiage^{[1][2][SEP]} -provide document outlining a pre-approved list of budget items^{[1][2][SEP]} -write up of sub-committee mandates^{[1][2][SEP]} -list of common staff contacts. -suggestions/guidelines of AC initiatives. -policy on speakers/delegates^{[1][2][SEP]} -flow chart from DIAAC recommendation to staff implementation^{[1][2][SEP]} -member attendance policy suggestions -budget submission process^{[1][2][SEP]} -City Councillor Contact List <p>2.2 Assist P&P in revision of TOR for DIAAC.</p>	Nil	Ongoing	Education and Policy & Planning subcommittee
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3. Educate committee members	3.1 Invite speakers to present to DIAAC.	\$200	Ongoing	Education subcommittee
	3.2 Work with Civic Administration to further identify and clarify existing CofL resources, processes and initiatives that support or can assist DIAAC in its mandate. Eg. Communications, Mayor's Office etc.	Nil	Ongoing	Civic Administration
	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.			
	3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination & anti-oppression in London.	Nil	Ongoing	Education subcommittee and Policy & Planning subcommittee
	3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC.			
	3.6 Keep apprised of recent events in London via news media & other sources pertaining to discrimination in London to report to DIAAC. Bring to DIAAC's attention.	Minimal (cost of parking pass/bus tickets)	Ongoing	Education subcommittee & DIAAC
		Nil	Ongoing	

				Education Subcommittee
4. Raise profile of DIAAC in community	4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca	Nil	Ongoing	Education and Policy & Planning subcommittee
	4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events & related events. 4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum	\$200 (to be reviewed)	Ongoing	
	4.3 Collaborate/piggyback on smaller projects/events with other organizations that overlap DIAAC's mandate. 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. 4.4.1 Connect with Civic Administration for access to current database	TBD Nil	Ongoing Ongoing	Cross Cultural Learner Centre, London Immigration Partnership, LUSO, NECC
5. Share in role of research, knowledge attainment and providing recommendations to achieve	5.1 Combined efforts of keeping appraised of best practices in other geographic areas and identifying issues happening within the CofL.	Nil	Ongoing	Education, Policy & Planning and Awareness subcommittee

mandate				
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Appendix D – DIAAC’s Policy and Planning subcommittee workplan (2019-2021)

(1 st 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	Nil	- Ongoing	Policy & Planning
	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		Policy & Planning
	1.2 Monitor the implementation of the Community Diversity & Inclusion Plan.		- - - - -	DIAAC has appointed their rep to this cmte.
	1.2.1. Providing ongoing consultation & review	Nil	- Attend CDIS Leadership Table Meetings and provide input.	
	1.2.2. Monitor and provide support of strategies that are to be implemented at municipal level.	Nil	- - - -	Policy & Planning
	1.3 Monitor implementation of Truth and Reconciliation Commissio		Ongoing	
	1.3.1. Request process to be updated on TRC implementation	Nil		Policy & Planning

	<p>1.4 Offer support and monitor progress of immigration strategy</p> <p>1.5 Review the implementation of the CoL Gender, Equity and Inclusion Policies.</p> <p>1.6 Review the following policies when they are up for review by City of London:</p> <p>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.</p>			
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<p>2.0 Encourage greater diversity in all advisory committees</p>	<p>2.1 Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees</p> <p>2.2 Promote appointments process to diverse communities in city of London.</p> <p>2.2.1. In keeping with transparency and inclusivity, DIAAC has discussed that the appointments process may require further promotion among community members, to ensure a broad and diverse pool of candidates for appointment to committees.</p>	<p>Nil</p> <p>TBD</p>	<p>Ongoing</p> <p>Ongoing</p> <ul style="list-style-type: none"> - Discuss opportunities with City Clerk 	<p>Policy & Planning</p> <p>Policy & Planning</p>
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3.0 Support the development of DIAAC's structure	<p>3.1 Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities</p> <p>3.2.Develop monitoring and measurement protocols</p> <p>3.3.Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.</p>	<p>Nil</p> <p>Nil</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Policy & Planning</p> <p>Policy & Planning</p> <p>Policy & Planning</p>
4.0 Developing relationships with City of London	<p>4.1 Establish positive relationships with Council</p> <p>4.1.1. Explore opportunities to work with Council members 4.1.1.1. Propose that all new council members meet w/ DIAAC.</p> <p>4.2 Explore relationships within the Corporation of the City of London whose work is impacted</p>	<p>Nil</p> <p>Nil</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - Review once Equity &Inclusion lens is complete (Fall 2018) <p>May 2018-2019</p>	<p>Policy & Planning</p> <p>Policy & Planning</p>

	<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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Appendix E – DIAAC’s Orientation Package (development led by Mphatso Mlotha; published 2020).

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

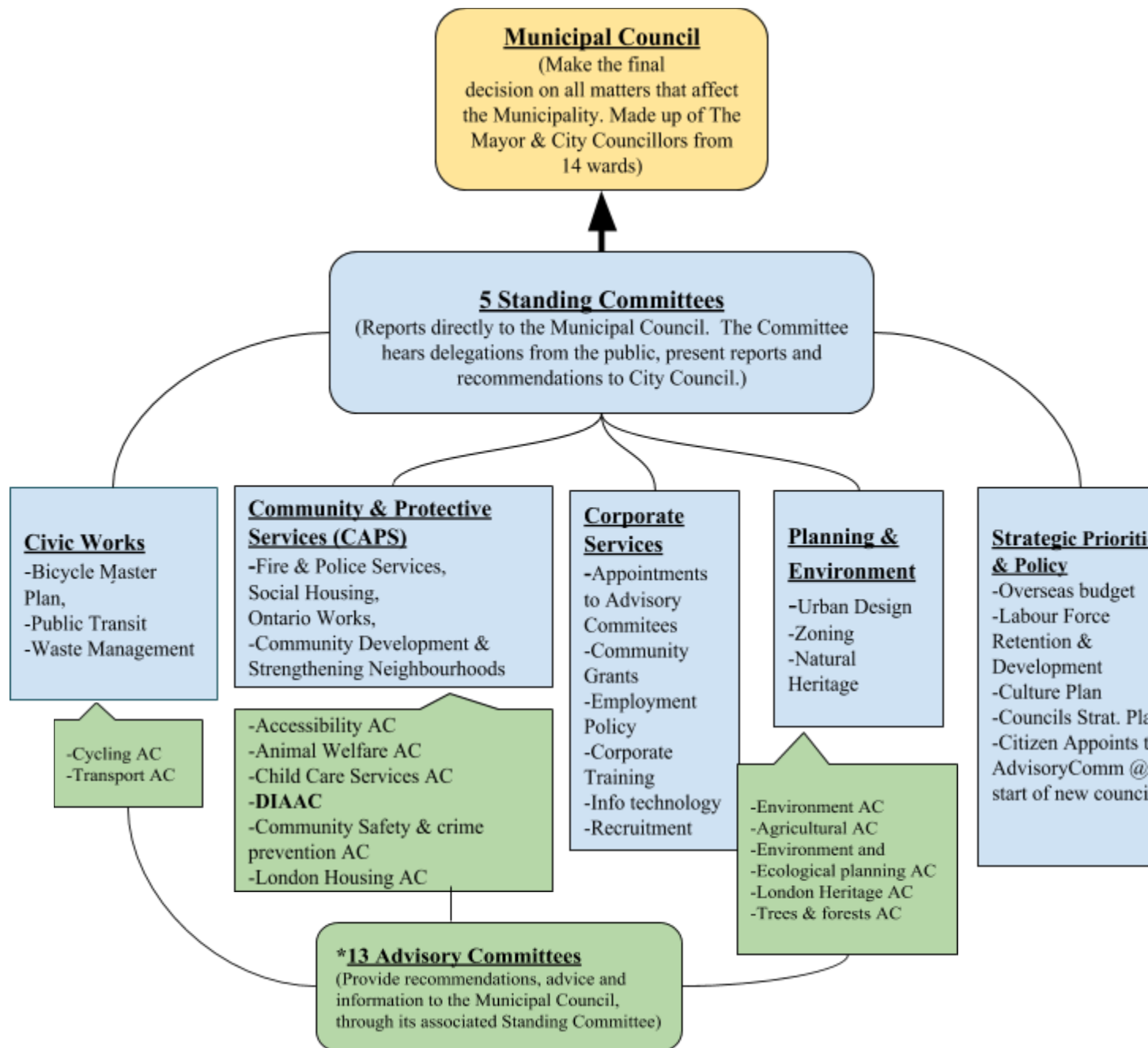
- Periodically prompt/request review of policies, processes and programs related to DIAAC (e.g. Terms of Reference, sub-committees, orientation)
- Serve as a subject matter resource to Civic Administration in the planning and delivery of policies and programs to promote a diversity and inclusion lens 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.

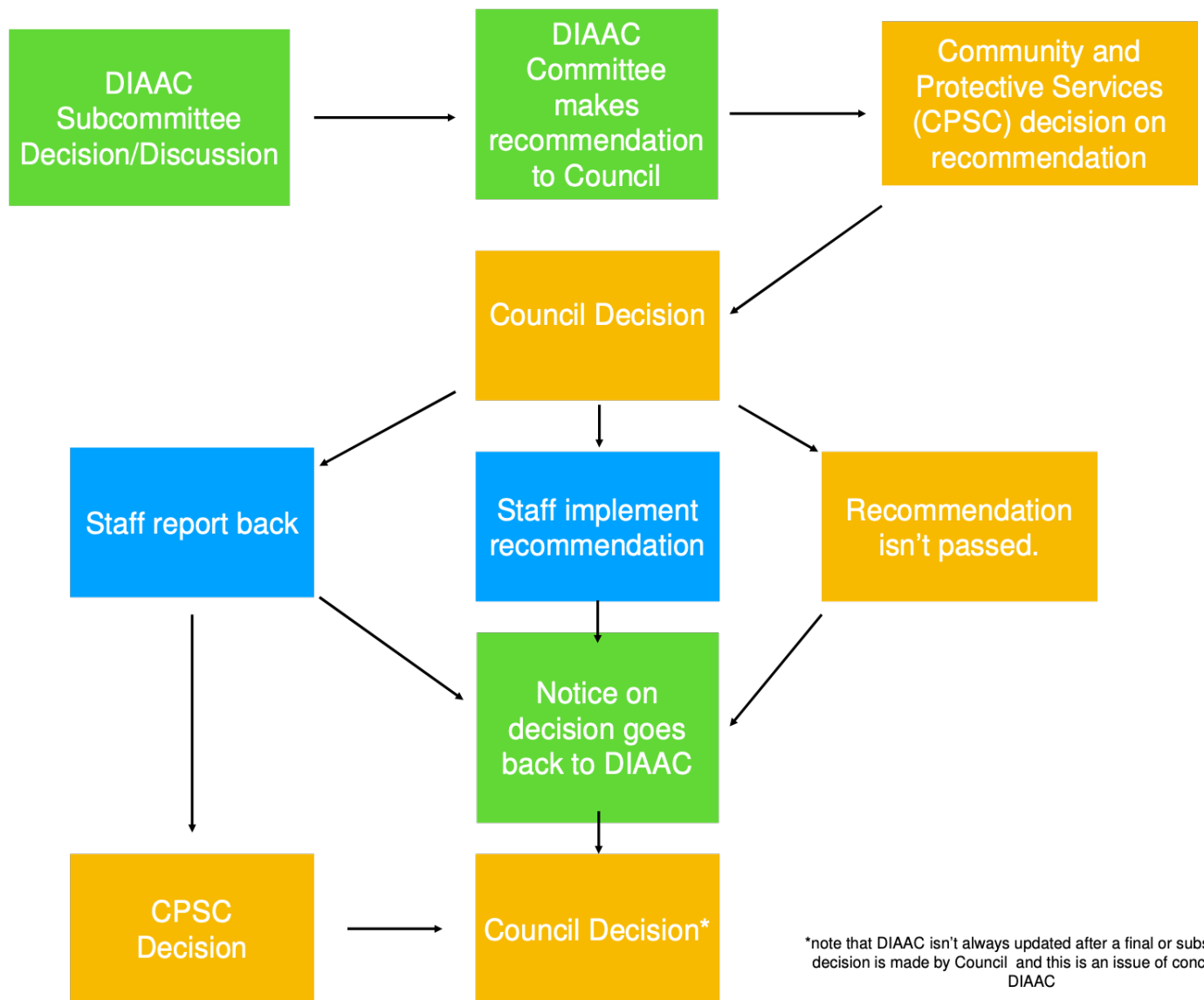
8. Each sub-committee Chair is asked to provide a summary update at each regular monthly meeting.
9. Sub-committees are expected to meet regularly (e.g. each month) at a time convenient to a majority of its members in order to progress the projects and responsibilities in its portfolio.



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

T O D O T H I S :	Y O U N E E D T O:	Y O U C A N S A Y T H I S:	M A Y I I N T E R R U P T T H E S P E A K E R?	I M U S T B E S E C O N D E D E D ?	I S T H E M O T I O N D E B A T A B L E?	I S T H E M O T I O N A M E N D A B L E?	I S M A J O R I T Y R E Q U I R E D?
Propose an action	Move a motion	I move...	No	Yes	Yes	Yes	Yes
Discuss / debate	Second a motion	I second the motion...	No	N/A	N/A	N/A	N/A

a p p o s e d m o t i o n							
M o d i f y t h e p r o p o s e d a c t i o n	Amen d a motion (must not be contrar y to main motion)	I move that the motion be amende d to read/by. ..	No	Yes	Yes	Yes	Yes
E n d t h e m e e t i n g	M a k e a m o t i o n t o a d j	I mov e that the mee ting adjo urn	No	Yes	No	No	Yes

	o u r n						
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
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
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

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](#);

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;

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.



Flags at City Hall

Policy Name: Flags at City Hall

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-114-366); Amended July 24, 2018 (By-law No. CPOL.-114(b)-417); Amended June 11, 2019 (By-law No. CPOL.-114(c)-158); Amended August 10, 2021 (By-law No. CPOL.-114(d)-247); Amended October 5, 2021 (By-law No. CPOL.-114(e)-319)

Last Review Date: October 5, 2021

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy sets out the requirements for the flying of flags at City Hall.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to any person or organization seeking to fly a flag at City Hall.

4. The Policy

4.1 Flags at Front Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the front entrance of City Hall:
 - i) flags deemed by the City Clerk to be in accordance with the flag etiquette of Canada as established by Heritage Canada (restricted to the flag of the City of London, Canadian provinces, the Canadian flag, the personal flags and standards of the Royal Family and the Governor General and the Lieutenant Governors throughout Canada, the Royal Union flag, and the flags of the United Nations, the North Atlantic Treaty Organization and the Commonwealth); and,
 - ii) an appropriate flag on the occasion of a visiting dignitary, on the day of the dignitary's visit to London City Hall, as a gesture of respect and friendship.

4.2 Flags in City Hall

- a) As an annual observance to recognize the anniversary of the London Township Treaty, the five signatory First Nations (Chippewas of the Thames First Nation, Chippewas of Kettle and Stoney Point First Nation, Walpole Island First Nation, Aamjiwnaang First Nation and Caldwell First Nation) shall be invited to have their flags displayed on September 7th of each year, in City Hall. In the event that September 7th falls on a day on which City Hall is closed, the flags shall be displayed on the first day prior to September 7th that City Hall is open for business.

4.3 Community Flag Pole

- a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
 - i) the Canadian flag at such times as there is no flag of a charitable or non-profit organization or the “Every Child Matters Flag” to be flown as provided for in 4.3a)ii) and iii), or at such times as the half-masting of a flag is in order, as provided for under 4.5c), below;
 - ii) to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the City of London in a positive manner; and,
 - iii) the “Every Child Matters Flag” to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation (National Orange Shirt Day).
- b) The following guidelines shall be observed for the flying of flags permitted under 4.3a)ii), above:
 - i) the organization’s flag will fly in connection with a particular event by an organization;
 - ii) no flags of commercial, religious or political organizations shall be permitted;
 - iii) no flags of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted;
 - iv) an organization’s flag shall be flown no more than once per calendar year;
 - v) organizations shall be required to submit requests for their organization’s flag to fly on an annual basis;
 - vi) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less; and,
 - vii) flags shall only be raised and lowered on those business days that City Hall is open.

4.4 Flags at Back Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the back entrance of City Hall facing Reginald Cooper Square:
 - i) The flags of all the provinces and territories and the Canadian Flag are hung, in order of confederation, over the back entrance facing Reginald Cooper Square. The Canadian Flag is hung as per the standards outlined in the National Flag of Canada Etiquette issued from the Federal Government.
- b) The precedence for flag order (from left to right) as per the Position of Honour is as follows:
 - i) the National Flag of Canada;
 - ii) the flags of other sovereign nations in alphabetical order (if applicable);
 - iii) the flags of the provinces of Canada (in the order in which they joined Confederation); and,
 - iv) the flags of the territories of Canada (in the order in which they joined Confederation).
- c) The flags are raised in the spring, and removed before winter.

4.5 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.
- b) The following guidelines shall apply to resolving conflicts arising from this policy:
 - i) conflicts between the flying of flags in accordance with 4.1a)i) and 4.1a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.1a)i) and secondly in favour of those flags being flown in accordance with 4.1a)ii);
 - ii) conflicts between the flying of flags in accordance with 4.3a)i) and 4.3a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.3a)i) and secondly in favour of those flags being flown in accordance with 4.3a)ii);
 - iii) conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,
 - iv) in the event there is a dispute between an organization and the City Clerk as to the eligibility of a request, the appeal process shall be through the Standing Committee of Council whose mandate it is to deal with such matters, with the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.
- c) The following guidelines shall be observed for the half-masting of the Canadian flag on the Community Flag Pole:
 - i) the flying of the Canadian flag at half-mast denotes a period of official mourning or commemoration;
 - ii) the City of London will fly the Canadian flag on the Community Flag Pole at half-mast in the event of a death or to commemorate a solemn occasion. The Canadian flag will be lowered at the direction of the Mayor. In consultation with the Mayor, the City Clerk will provide instruction to lower the Canadian flag on the Community Flag Pole;
 - iii) the position of the Canadian flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the Canadian flag shall be exactly half-way down the mast;
 - iv) the official period of mourning is defined as the day of passing until the day of the funeral; and,
 - v) the Canadian flag will be flown at half-mast on the Community Flag Pole to commemorate the following occasions:

Date	Occasion
April 28	National Day of Mourning for Persons Killed or Injured in the Workplace
August 9	Peacekeepers' Day
Last Sunday in September	National Peace and Police Officers' Memorial Day
November 11	Remembrance Day*
	*Half-masting shall occur at 11:00 a.m. or according to the prescribed order of service at the Cenotaph.
December 6	National Day of Remembrance and Action on Violence Against Women



Illumination of City of London Buildings and Amenities

Policy Name: Illumination of City of London Buildings and Amenities

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-127-379); Amended July 24, 2018 (By-law No. CPOL.-127(a)-422); Amended October 5, 2021 (By-law No. CPOL.-127(b)-320)

Last Review Date: October 5, 2021

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for lighting City of London buildings and amenities for community events and awareness.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to any person or organization seeking the illumination of those City of London buildings and amenities which have multi-colour capable LED lighting.

4. The Policy

- 4.1. The use of multi-colour capable LED lighting installations on some City of London buildings and amenities provides a unique opportunity to display the official colour associated with a charitable or non-profit organization or a City of London event, in order to create awareness of and/or celebrate an organization or a City of London event.

The following guidelines shall be observed:

Eligibility:

- a) Organizations making a lighting request must be charitable or non-profit organizations.
- b) Charitable or non-profit organizations making a lighting request must have undertakings or philosophies that are in keeping with City of London policies or by-laws, and must not espouse hatred, violence, or racism.
- c) City of London buildings and amenities shall not be illuminated for political, religious, or for-profit organizations or purposes.

Frequency/Timing:

- d) City of London buildings and amenities shall be illuminated no more than once per calendar year, per eligible outside organization, in order to maximize access to all eligible outside organizations.
- e) Lighting may be requested for up to one week, or for the duration of the associated event, whichever is less; noting that conflicts between two or more eligible charitable or non-profit organizations would be settled in

favour of the organization which first made its request, with City of London events taking precedence in all instances.

- f) The lighting period will begin and end only on those business days that City Hall is open and staff resources are available to program the lighting. All City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated in a consistent manner to the extent that programming allows.
- g) Charitable or non-profit organizations will be required to submit lighting requests on an annual basis.

Exemptions:

- h) The City of London shall not be restricted as to the number of times, or the period for which, lighting is approved.
- i) The City of London may, at its discretion, illuminate each of its buildings or amenities with multi-colour capable LED lighting installations in a manner which is unique from one venue to the next.
- j) Notwithstanding the above, City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated on the following occasions:
 - i) July 1: red and white for Canada Day
 - ii) November 10 and 11: red for Remembrance Day
 - iii) Rest of November: purple for Shine the Light on Woman Abuse
 - iv) December: red and green for the holidays
 - v) September 30: orange for National Day for Truth and Reconciliation (National Orange Shirt Day).

Administration of Policy:

- k) The City Clerk will administer this policy.
- l) In the event there is a dispute between an outside organization and the City Clerk as to the eligibility of a request, the appeal will be processed through the Corporate Services Committee and Municipal Council shall have full and final say as to whether or not the lighting request will be granted.



Issuance of Proclamations Policy

Policy Name: Issuance of Proclamations Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-115-367); Amended July 24, 2018 (By-law No. CPOL.-115(a)-418); Repealed and replaced on January 14, 2020 (By-law No. CPOL.-397-19)

Last Review Date: January 6, 2020

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for the issuance of proclamations.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to any request for the issuance of proclamations on behalf of the City of London.

4. The Policy

- 4.1. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of City of London Council that officially recognizes public awareness campaigns; charitable fundraising campaigns; and arts and cultural celebrations of organizations that reside/operate within the City of London. The requester must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London's Strategic Plan. A proclamation does not constitute a personal or civic endorsement.

Application Process

- a) Proclamations requests are to be submitted on the City of London Application form to the City Clerk's Office at least six (6) weeks in advance of the requested issuance date.
- b) The Application must provide sufficient background information about the organization, cause or event being proclaimed and the proposed text for inclusion in the proclamation. The proposed text is subject to approval by the City of London to ensure compliance with City of London's policies and by-laws.
- c) Upon receipt of the Application, the City Clerk's Office will review the Application in accordance with this Policy and if the Application appears to be in compliance with the Policy, the Application will be placed on the next available Corporate Services Committee meeting for consideration.
- d) The Corporate Services Committee will review the Application and provide a recommendation to the Municipal Council for consideration with respect to the disposition of the Applications.

Administration of Policy:

- e) The cause or event must contribute to the economic, social and cultural fabric of the City of London.
- f) Repeat requests must be submitted on an annual basis.

- g) An organization may request one proclamation per calendar year.
- h) Organization do not have exclusive rights to the day, week, or month being proclaimed.
- i) Proclamations of a similar topic will be issued on a first come first served basis.
- j) The City of London will not incur any expenses relating to the advertising or promotion of a proclamation. Recipients are responsible for the promotion of the proclamation, organization of related activities and for all associated costs.
- k) Proclamations will not be issued for:
 - Matters of political controversy, ideological or religious beliefs or individual conviction.
 - Events or organizations with no direct connection to the City of London.
 - Campaigns or events contrary to City of London policies or by-laws.
 - National, Independence or Republic Days.
 - Campaign or events intended for profit-making purposes.
 - Recognition of individuals.
 - Recognition of events or organizations that espouse discrimination, hatred, violence or racism.
 - Matters attempting to influence government policy.
 - Matters designed to incite hatred or disorder.
- l) The City of London reserves the right to refuse to issue a proclamation.

From: @studentAsim

Sent: Friday, November 12, 2021 4:33 PM

To: Pascual, Audrey <apascual@london.ca>

Subject: RE: [EXTERNAL] RE: Delegation

Dear DIAAC,

This email serves as a request for delegation for December 16th, 2021. I will present 2 main items in the presentation:

- 1) A digital online solution I have developed that counters Islamophobia “instantly”
- 2) Anti-racism resources including a 400 cultural mural schools have used to affirm student/community identities

Thank you,

Asim Hussain