

Diversity, Inclusion and Anti-Oppression Advisory Committee

Report

5th Meeting of the Diversity, Inclusion & Anti-Oppression Advisory Committee
April 19, 2018
Committee Room #4

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

ABSENT: F. Cassar, A-M. Sanchez and S. Sharma

ALSO PRESENT: T. Allott, F. Andrighetti, K. Husain, S. Khan, M. Sereda, A. Thorne and T. Wall

The meeting was called to order at 12:01 PM.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Opening Ceremonies

2.1 Acknowledgement of Indigenous Lands

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

2.2 Traditional Opening

That it BE NOTED that no traditional opening was received.

3. Scheduled Items

3.1 City of London Diversity Plan

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee received the attached presentation from S. Khan, Organization Development Specialist, with respect to the City of London Diversity Plan.

4. Consent

4.1 4th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 4th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on March 15, 2018 was received.

5. Sub-Committees and Working Groups

5.1 Education & Awareness Sub-Committee

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

5.2 Policy & Planning Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee reviewed and received the attached Minutes and heard a verbal presentation from A. Hamza, Chair, Policy and Planning Sub-Committee, with respect to the Policy and Planning Sub-Committee meeting held on April 5, 2018.

5.3 Award & Recognitions Sub-Committee

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

6. Items for Discussion

None.

7. Deferred Matters/Additional Business

7.1 (ADDED) Mayor's New Year's Honour List

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC) held a general discussion with respect to an article in The London Free Press relating to the Accessibility Advisory Committee requesting an amendment to the Mayor's New Year's Honours List and the amendment not being undertaken.

7.2 (ADDED) Events

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee held a general discussion with respect to current community events and celebrations.

8. Adjournment

The meeting adjourned at 1:08 PM.

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Workplace Diversity and Inclusion Plan Status Update (Sep 2016-March 2018)

Focus Area 1

Create a more diverse workforce, reflective of our community by:

- Maintaining proactive and responsive recruitment outreach activities which will attract a diverse population of potential employees to the Corporation.
- Ensuring recruitment and selection processes and systems are equitable and free from barriers.

Proposed Actions	Status
Develop a multi-year recruitment outreach plan with emphasis toward groups identified in the workforce census results. (attached - B)	Project Plan developed in 2016 Implementation: Employment Ambassador Program 2017-ongoing Poster sessions for agencies that support particular communities April 6: Indigenous Communities April 25: Foreign Trained Professionals and Newcomers/Immigrants May 25: Persons with Disabilities
Enhance the Career Opportunities page on London.ca to support applicants through the recruitment processes and highlight our inclusive work environment.	Underway 2018
Explore possible expansion of the current Internship Program to offer positions toward other focused groups.	Expansion of current internship program in 2016, to include two full time interns per year to complete accreditation for foreign trained professionals
Review and revise our recruitment outreach promotion materials to ensure they reflect our new Workplace Diversity and Inclusion language and programs.	Complete - review done by the Workplace Diversity and Inclusion Committee - recommendations provided to Talent Management Specialists for consideration upon next print of recruitment materials Recruitment promotional materials to be refreshed in 2018
Review the recruitment process through the lens of various dimensions of diversity to identify and resolve potential barriers.	2016-2017 – outside consultant Review provided, with Talent Manager for follow through
Provide ongoing resources to ensure recruitment staff stay skilled with diversity and inclusion practices.	Ongoing at Talent Management team meetings

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Focus Area 2

Foster a more inclusive organizational culture by:

- Developing employee understanding and skill to help create an inclusive workplace.
- Creating workplace activities and systems to acknowledge and celebrate the diversity present in our workforce.
- Ensuring policies, systems, processes and practices are equitable, free from barriers and allow all employees to contribute to their full potential.
- Establishing structures to support the creation and operation of Employee Resource Groups.

Proposed Actions	Status
Identify what diversity and inclusion means to us and its value for the Corporation.	Complete - communicated to employees in the Workplace Diversity and Inclusion Plan booklet, New Employee Orientation and WD&I segment of the "It Starts With Me" training program being delivered to all employees
Identify skills sets which would help build an inclusive environment.	Training program on ICC developed, to be delivered to all employees to build inter-cultural competency and application to their duties Projected delivery to begin 2018
Identify inclusion skills sets in job postings and interview tools.	Under development
Revise existing or create new training and education programs and materials to build knowledge and skills.	Training program under development, to be delivered to all employees to build inter-cultural competency and application to their duties Projected delivery began 2017
Identify inclusion skills sets in employee performance systems.	Under development; to follow the completion of the ICC training to all staff.
Create a library of diversity and inclusion tools and resources for employees.	Complete – section created on the new Team London – with new City Hub July 2016
Launch a "Positive Space" campaign, to create LGBT resource people throughout the Corporation	Ongoing
Establish structures to profile employees celebrating their dimensions of diversity.	Established 2017
Expand the current multi-faith observance calendar to include cultural celebrations and other days of international recognition.	Complete - online calendar launched September 2015 which includes broader days of significance along with their explanation, as well as community events – paper calendars provided to areas without intranet access Renewed each year. Extra information being shared internally at HR and with SLT on days of cultural and religious significance for each month starting Jan 2018.
Establish a "Celebration Space" in city Hall for decorations to mark cultural celebrations and other days of international recognition.	Under review:
Provide information to employees of celebrations occurring within the city of London; particularly those hosted or supported by the Corporation.	Complete - featured in the online calendar noted above
Review existing employee policies and practices with a diversity lens to identify and resolve potential barriers.	All policies under review
Review the existing "Time Off For Religious Observance" guideline	Best practice research completed; guidelines created. 2017

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Conduct regular reviews of the various Human Resources services through lens of various dimensions of diversity to identify and resolve potential barriers	Potential for 2018
Establish structures to support the creation and operation of Employee Resource Groups.	ERGs in operation for women in gender minority occupations, LGBT and employees with under 5 years' service

Other information:

- The City's Internship Program launched September 2013 has hosted 14 positions thus far, including 8 recent immigrants and 6 new graduates (Attached – C)
- The Talent Management team continues to participate in various recruitment outreach activities including job fairs and presentations at schools and events
- Youth: students were hosted in various co-op and school placements with the organization
- All Corporate job postings are sent directly to over 50 community organizations, many of which support people with employability challenges
- A member of the HR team is an Executive Member of the Ability First Coalition
- A member of the HR team provides support to DIAAC and its Policy & Planning Sub-Committee as well as Education sub-committee
- The Corporation maintains its standing as a Pride At Work Canada Partner and has participated in the Pride London Festival parade on an ongoing basis since 2015.
- The Corporation conducted a Workforce Census in Feb 2017.
- The corporation conducts Employee Demographic Surveys at all the Corporate Orientation Sessions.
- The Corporation hosted its first ever: International Women's Day event by UP! in 2017 March; and its first ever Black History Month event hosted by WDIC in Feb of 2018.
- The Corporation hosted OHRC (Ontario Human Rights Commission) in May of 2017 in the Southwestern Region Taking it Local program.
- The Corporation now has representation on the CCMARD Advisory Committee (Councillor Usher and Staff member)

Policy and Planning DIAAC Sub-committee Meeting Minutes

Date: April 5th, 2018

Time: 12pm - pm

Location: HR meeting room at City Hall

In Attendance: Aden Hamza, Rifat Hussain, Saleha Khan, Ian Silver and Kash Husain

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

1. CDIS Update

Continuing to plan for implementation.

2. Update on promoting/campaigning for diversity in upcoming election

None at this time. However, DIAAC will not be able to create a separate logo and must use the City's logo.

3.Update on Policy Review request

The motion has been put forward to request the list of policies which are under review which we believe will be put forward at the next Council meeting.

4. Update on reviewing language for potential Terms of Reference changes

Deferred.

5. Review workplan

The workplan from 2017 was reviewed and updated as needed. It was identified that the workplans for each sub-committee should also be completed

Action: Aden will update the workplan for 2018, including goals and priorities identified at the last meeting. To be completed and circulated prior to next sub-committee meeting. Aden will remind members of DIAAC sub-committee at next meeting that workplans need to be completed.

6. Other business

Saleha provided an update re: Equity & Inclusion Lens, it will be a tool to be applied to policies which should be completed by Fall 2018. Council has requested Gender Equity Lens remains an exclusive piece. Also, the administration will be reporting back on the use of a Gender Equity Lens. In addition, Saleha is in the midst of creating a proposal for an event in December focusing on intercultural competency, Equity & Inclusion and similar issues, and DIAAC could participate in planning this event. This would also be a good opportunity to showcase the work

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of DIAAC, and educational opportunity to explain equity and inclusion. This event is for city staff and professionals from social services/NGOs in London.

Next Meeting: May 3rd, 2018 at 12pm