

## **Policy and Planning DIAAC Sub-committee Meeting Minutes**

**Date:** August 2<sup>nd</sup>, 2018

**Time:** 12pm – 1 pm

**Location:** HR conference room, City Hall

**In Attendance:** Aden Hamza, Rifat Hussain, Saleha Khan, Kash Husain, Ian Silver, & Shawna Lewkowicz

**Regrets:** Terri Tomchick-Condon, and Anne-Marie Sanchez, Leroy Osbourne

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### **1. CDIS Update – did not take place this meeting**

No updates.

Action: Continue to monitor.

### **2. Equity & Inclusion Lens Update**

Equity & Inclusion Lens Update – had initial meeting in July, then feedback meeting last week, now scheduled meeting for August 14<sup>th</sup>, room TBD to review the last edit of the lens.

**Action:** Meeting is Tuesday, August 14<sup>th</sup>, 2018 from 1-3pm, location TBD. If unable to attend, please send in your written comments.

### **3. Orientation Package**

Orientation package – Education committee is starting work on this. The sections to be included thus far are:

- Official orientation document (from the City)
- Supplementary orientation documents (the sub-committee doc I sent you. We are adding more content)
- DIAAC brochure (WIP)
- Councillor contacts (from city)
- Minutes from previous meetings
- Acronym list (eg. CAPs, CDIS, City Clerk) (WIP)
- Governance chart (I have provided the google link for this. We are revising this again to further add clarity for new members)
- Org chart (WIP)
- budget proposals (from city document, we've made some adds to this prior)
- delegation status & presenters (completed)
- DIAAC definitions (completed)
- FAQ about DIAAC (WIP)
- Examples of recommendations (completed)
- Flow chart from AC recommendation to staff implementation (P&P would have better

expertise for this)

-DIAAC meeting agenda legend (WIP)

-CDIS booklet (from city)

We discussed the following items that we believe need to be added:

- Membership list of DIAAC members (i.e. resource members vs member-at-large, who they are representing)
- Identifying different roles
- Chair and vice-chair contact information
- Subcommittee descriptions and potential for working/ad-hoc groups
- TOR for DIACC and subcommittees
- Key contacts from City of London
- List of all advisory committees
- Recommendations on things to keep in mind when making motion: clear timeline, ask for report back, etc.
- DIAAC workplan
- Checklist

Worked on a flowchart regarding how recommendations are submitted, Shawna to create a flowchart for the recommendations. We also talked about having a list of all the recommendations that we've previously done. Rifat to follow-up with Pat. We also discussed assigning a webmaster/social media/communications focal point person on DIAAC. Particularly to assist in the creation and management of a Facebook page (informational only, no comments, etc.) with clear guidelines/standards for postings.

**Action:**

Rifat – follow up with Pat regarding recommendations.

Shawna – create flowchart of how recommendation moves from Advisory Committee to implementation by staff.

Kash – Send Aden checklists used in previous orientations.

Aden – To discuss the potential for having a communications/social media/webmaster focal point person.

Aden - Ask Pat about the opportunity to prepare a binder for all orientation materials or electronic folder.

**4. Human Rights Day event this Fall/Winter –**

Verbal update provided by Saleha.

**5. Truth & Reconciliation Commission Recommendations and Diverse Voices for Change Recommendations Update.**

Rosanna Wilcox unable to attend today. Will reschedule for September.

**Action:** Aden to schedule for September.

## **6. Grants Proposal Policy**

Leroy has requested that a review of the Grant Proposal Policy be put on policy & planning subcommittee agenda to assess and discuss strategies to ensure the grant proposals criteria reflect/encourage diversity/inclusion among applicants. This will now be a standing item on the policy & planning subcommittee agenda until complete.

Action: Deferred.