

Policy and Planning DIAAC Sub-committee Meeting Minutes

Date: June 7th, 2018

Time: 12pm – 1 pm

Location: HR conference room, City Hall

In Attendance: Aden Hamza, Rifat Hussain, Saleha Khan, Kash Husain & Leroy Osbourne

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

1. CDIS Update – did not take place this meeting

2. Review workplan

The updated workplan was circulated to all subcommittee members prior to the meeting. Aden highlighted the main changes/updates to the workplan, no objections identified at the meeting and Aden did not receive any comments/objections/suggestions via email. Aden will connect with Leory and Flo and request that workplans for their subcommittees be sent to me to compile for a final workplan for DIAAC.

Action: Aden to email Flo and Leroy to have them send workplans. Once all compiled, Aden will send to DIAAC secretary to have it added to agenda and send to all DIAAC members for final approval.

3. Update on revising language of TOR

Anne-Marie provided update via email that after reviewing the General Policy for Advisory Committees, there seem to be no changes that can be made to TOR as the policy clearly states we are an advisory to Council, not staff. Aden conveyed this update to the Policy & Planning sub-committee members at the meeting and all were in agreement.

Action: Aden to request Anne-Marie to send final TOR to DIAAC secretary to be forwarded to the appropriate department.

4. Update on Policy Review

After discussions with both Saleha Khan and Rosanna Wilcox, the most efficient process for submitting any policy review recommendations/suggestions/comments would be for Aden to collect all recommendations by policy & planning sub-committee and then to forward any suggestions for HR policies to Saleha, while recommendations for any other department would be sent to Rosanna to be forwarded to the appropriate team. Aden sent the full policies (Appendix C), the proposed changes (Appendix B) and the deadlines for each group of policies via email on May 18th, 2018. Aden requested that any suggestions/comments/recommendations be emailed by June 1st, to ensure enough time for Rosanna to send to the appropriate department by the internal deadline of June 11th. The following recommendations were circulated via email to all policy & planning committee members, then submitted on June 4th to Rosanna Wilcox.

Policy: General Policy for Advisory Committees

Recommendations/Suggestions:

- Include Gender & Equity Lens training for all advisory committee members in first year
- Include Gender & Equity Lens training for all Striking Committee members
- Include that all councillors to meet with advisory committees within the first year after election cycle (once advisory committee appointments process complete)
- Provide clear education/training on the processes of policies and recommendations that are submitted to council (it states that some training will be provided on parliamentary proceeding of a committee, I'm not sure what that includes)

Policy: Coloured Crosswalk Policy

Recommendation/Suggestion:

- Name change required

Action: Monitor/review policies when modernization process is complete. Aden to ask Rosanna Wilcox to earmark policy & planning committee when policies related to diversity, inclusion, accommodations and indigenous affairs.

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

The agenda for the next couple months of Policy & Planning subcommittee were discussed. It was identified that August meeting would be the most appropriate time to have TRC and DV4C updates.

Action: Aden to invite Rosanna Wilcox and City Clerk to provide update on the Truth and Reconciliation Commission recommendations and DV4C recommendations respectively, at the August meeting of the policy & planning subcommittee (August 2nd).

6. Orientation for DIAAC members

This agenda item follows Aden's discussions with Leroy regarding orientation packages that are specific to DIAAC (additional to the general advisory committee orientation). Discussion ensued with members on whether this was necessary, Rifat identified that as chair she has one-on-one discussions with new members. We discussed what a DIAAC-specific orientation package should entail, for example: DIAAC workplan, 1-2 page summary of DIAAC history, list of recommendations and their status of completion, membership list and identifying different roles. Leroy has sent all orientation materials he has to Aden. Suggested to contact Heather for any further orientation materials and review advisory committee orientation checklist.

Action: Aden to collate orientation materials, including asking Heather for any other resources for orientation, and present the orientation information at August meeting of policy & planning committee. Goal is to complete DIAAC-specific orientation package for the incoming DIAAC members 2019.

7. Other business

Equity & Inclusion Lens Consultant meeting – Saleha has requested that our next policy & planning committee meeting be scheduled for Equity & Inclusion Lens Consultant Ms. Turner. Ms. Turner is seeking consultation from DIAAC for the creation of the Equity & Inclusion Lens tool to be completed by August, 2018. No objections were raised at the meeting. Therefore, our next meeting date, July 5th, 2018 at 12:00pm will fully entail the consultation which is expected to last ~1.5hours. Please come prepared with suggestions/comments/recommendations/questions.

Human Rights Day event this Fall/Winter – Saleha provided update re: Human Rights Day event, OHRC has agreed and the event will be open to the public. Date to be confirmed, likely in early December. Updates to be ongoing. Contact Saleha should you like to participate/contribute to the planning of this event.

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.

Next Meeting: July 5th, 2018 at 12pm