

DIAAC Sub-committee Work Plans 2018

DRIA Award and Recognition (A & R) Sub-Committee Work Plan 2018				
Goal	Activities	Budget	Status	Responsibility
1. Plan and Execute an Annual Awards and Recognition Event in collaboration with the City	1.1 Maintain the Project Plan and complete tasks on scheduled dates 1.2 Develop budget for approval by DIAAC and keep costs within budget.	\$1200	1.1 Ongoing 1.2 Budget drafted (\$1,200 recommended for 2018)	F. Cassar with assistance by Awards Sub-Committee members and support from CoL: Diversity Officer, Administration and Communication
2. Increase awareness and participation of the Annual Rewards and Recognition program	2.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event 2.2 Assess the benefits and nature of incentives to increase nominee participation 2.3 Scheduled information session with Rogers Cable 2.4 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition 2.5 Work with CoL Communications to increase awareness and engagement in annual nominations process 2.6 Leverage United Nations Theme of International Human Rights Day		2.1 Ongoing; 2.2 Will assess CoL swag 2.3 CoL Communications to coordinate Rogers Community News update; 2.4 Ongoing; 2.5 Ongoing as required; 2.6 campaign website	All Sub-Committee members CoL Communications And Administration
3. Promote A+R Winners	3.1 Provide Councillors with information of winners within their areas and encourage recognition		3.1 Ongoing	Awards Sub-Committee and CoL Administration

4. Educate and Engage DIAAC Committee members	4.1 Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual Awards program. 4.2 Provide education at DIAAC Committee meetings or other forums as available.		4.1 Ongoing 4.2 Ongoing	DIAAC and Awards Sub-Committee members
5. Maintain Awards and Recognition By-Laws and Policy	5.1 Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. 5.2 Review By-Law related to Mayor's New Year's Honours List.		5.1 On hold, pending DIAAC updates (2018). Policy reviewed in March, 2017. By-laws modified in 2016. 5.2: In Progress: Will review Mayor's Award By-Law Change action plan to recommend linkage and promotion of A&R program with the Mayor's Award in Community.	Awards Sub-Committee members in partnership with DIAAC

DIAAC- Education & Awareness Sub-committee Work Plan 2018

Goal	Implementation	Budget	Status	Responsibility
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event 1.1.1 Theme: Gender & Intersectionality 1.1.2 Identify partnerships in the community for collaborative events. 1.1.3 Plan for International Day for the	\$1500 \$200	October Ongoing January	Education subcommittee Ed'n subcommittee & DIAAC Ed'n subcommittee

	Elimination of Racial Discrimination/Black History Month. 1.1.4 Identify promotional opportunities and strategies for community events.		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 2.1.1 Propose & provide supplemental orientation content to P&P: -org chart illustrating DIAAC in relation to Council & City Councillors.^{[L][SEP]} -list of commonly used operational definitions within CofL context. Eg. recommendation verbiage^{[L][SEP]} -provide document outlining pre-approved list of budget item.^{[L][SEP]} -write up of sub-committee mandates.^{[L][SEP]} -list of common staff contacts. -suggestions/guidelines of AC initiatives. -policy on speakers/delegates^{[L][SEP]} -flow chart from DIAAC recommendation to staff implementation.^{[L][SEP]} -member attendance policy suggestions -budget submission process^{[L][SEP]}	Nil	Ongoing Ongoing	Education and Policy & Planning subcommittee Education subcommittee

	-City Councillor Contact List	Nil	Ongoing	Education and Policy & Planning subcommittee
	2.2 Assist P&P in revision of TOR for DIAAC.			
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.	Nil	Ongoing	Education subcommittee and Policy & Planning subcommittee
	3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination & anti-oppression in London.	Minimal (cost of parking pass/bus tickets)	Ongoing	Education subcommittee & DIAAC
	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.	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.	\$200	Ongoing	
	4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum			
	4.3 Collaborate/piggyback on smaller	TBD	Ongoing	Cross Cultural Learner Centre,

	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	Nil	Ongoing	London Immigration Partnership, LUSO, NECC
5. Share in role of research, knowledge attainment and providing recommendations to achieve mandate	5.1 Combined efforts of keeping apprised of best practices in other geographic areas and identifying issues happening within the CofL.	Nil	Education, Policy & Planning and Awareness subcommittee	Ongoing

DIAAC – Policy & Planning Sub-committee Work Plan 2018

Goal	Implementation	Budget	Status	Responsibility
1. Review of policies at CofL related to Diversity and Inclusion	1.1 Monitor development and implementation of the Diverse Voices 4 Change recommendations. Including voluntary disclosure for all appointments 1.1.1. Diverse Voices 4 Change submitted their recommendations to Council following their research program. DIAAC has requested to be updated as recommendations are implemented/finalized by Staff.	Nil	September - Aden has requested Rosanna Wilcox and City Clerk attend September Policy & Planning subcommittee meeting for update.	Policy & Planning
	1.2 Provide input into the Community Diversity & Inclusion Plan and monitor implementation of plan. 1.2.1. Offer resources and information that may be pertinent for the Diversity & Inclusion plan.	Nil	Ongoing	Policy & Planning

	1.2.2. Providing ongoing consultation & review 1.2.3. Monitor and provide support of strategies that are to be implemented at municipal level. 1.3 Monitor implementation of Truth and Reconciliation Commission 1.3.1. Request process to be updated on TRC implementation	Nil	September	Policy & Planning
	1.4 Offer support and monitor progress of immigration strategy 1.5 Review the following policies when they are up for review by City of London: 1.1.1 CofL policies will be assigned to be reviewed on 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.	Nil	Ongoing - Aden has requested Rosanna Wilcox to present re: progress of TRC recommendations - Once submitted, the final copy will be sent to P&P prior to going to Council	Policy & Planning
2. Encourage greater diversity in all advisory committees	2.1 Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees 2.2 Promote appointments process to diverse communities in city of London.	Nil	Ongoing	Policy & Planning
		TBD	Ongoing	Policy & Planning

	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.		- Discuss opportunities with City Clerk at September meeting.	
3. Support the development of DIAAC's structure	3.1 Review Terms of Reference and membership structure of DIAAC	Nil	Complete - Finalized and sent to Pat.	Policy & Planning
	3.2 Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities			
	3.2.1.Review draft sub- committee work plans	Nil	July 2018	DIAAC
	3.2.2.Consolidate into an aligned document		August 2018	Policy & Planning
	3.2.3.Develop monitoring and measurement protocols		Ongoing	Policy & Planning
	3.3. Provide recommendations and supplemental materials to enhance the DIAAC new member orientation			
	3.3.1.Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.	Nil	Summer 2017 – Completed. Discussed w/ Saleha Khan re: incorporating Gender & Equity Lens into new members orientation	Policy & Planning
	3.3.2.Facilitate development of DIAAC document to be completed by Education sub-committee - Put together materials to be reviewed by Policy & Planning, contribute to creation of DIAAC specific orientation.	Nil	Ongoing Ongoing	Education and Policy & Planning subcommittee All subcommittees

	- Consider diverse ways of distributing orientation materials 3.3.3.Develop the following documents: Established meeting practices, Roles and Responsibilities & Acronym List		Ongoing	
4. Developing relationships with City of London	4.1 Establish positive relationships with Council 4.1.1. Explore opportunities to work with Council members 4.1.1.1. Propose that all new council members meet w/ DIAAC.	Nil	Ongoing - Review once Equity &Inclusion lens is complete (Fall 2018)	Policy & Planning
	4.2 Explore relationships within the Corporation of the City of London whose work is impacted by diversity and inclusion; offering DIAAC as a resource 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 4.2.2. Develop introductory message and prioritization of outreach.	Nil	May 2018-2019 To be discussed at September DIAAC meeting	Policy & Planning
5. Educate new members of DIAAC	5.1 Collaborate with Education subcommittee to create new and revised content to enhance the DIAAC new member's orientation package 5.1.1. Contribute to creation of orientation	Nil	Ongoing – to be completed prior to start of new term	Policy & Planning and Education subcommittee

	materials and provide recommendations/feedback as requested by Education subcommittee.			
6. Raise profile of DIAAC in community	6.1 Assist Education subcommittee with suggestions regarding DIAAC's web page on London.ca	Nil	June 2018 - Suggestions presented and approved in 2018	Education and Policy & Planning subcommittee