

# Item 6.1

## DIAAC – Policy & Planning Sub-committee Work Plan 2020

(1<sup>st</sup> Wednesday of the month, ~ 12PM)

Goal	Implementation	Budget	Status	Responsibility
<b>1.0 Review City of London policies related to Diversity and Inclusion</b>	<b>1.1</b> Monitor development and implementation of the Diverse Voices 4 Change recommendations. Including voluntary disclosure for all appointments	Nil	- Ongoing	Policy & Planning
	<b>1.1.1.</b> 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
	<b>1.2</b> Monitor the implementation of the Community Diversity & Inclusion Plan.	Nil	- - - - - Attend CDIS Leadership Table Meetings and provide input.	DIAAC has appointed their rep to this cmte.
	<b>1.2.1.</b> Providing ongoing consultation & review	Nil	-	Policy & Planning
	<b>1.2.2.</b> Monitor and provide support of strategies that are to be implemented at municipal level.	Nil	- - - -	Policy & Planning
	<b>1.3</b> Monitor implementation of Truth and Reconciliation Commission	Nil	Ongoing	Policy & Planning
	<b>1.3.1.</b> Request process to be updated on TRC implementation	Nil		
	<b>1.4</b> Offer support and monitor progress of immigration strategy			
	<b>1.5</b> Review the implementation of the CoL Gender, Equity and Inclusion Policies.			
	<b>1.6</b> Review the following policies when they are up for review by City of London: <b>1.6.1</b> 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,			

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	Accommodations and Indigenous affairs, the P&P committee be earmarked to also review.			
<b>2.0 Encourage greater diversity in all advisory committees</b>	<b>2.1</b> Develop standard statements that encourage greater diversity for the Terms of Reference of other City advisory committees	Nil	Ongoing	Policy & Planning
	<b>2.2</b> Promote appointments process to diverse communities in city of London.  <b>2.2.1.</b> 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.	TBD	Ongoing - Discuss opportunities with City Clerk	Policy & Planning
<b>3.0 Support the development of DIAAC's structure</b>	<b>3.1</b> Facilitate the development of annual work plans for DIAAC; monitor and measure subsequent activities	Nil	Ongoing	Policy & Planning
	<b>3.2.</b> Develop monitoring and measurement protocols			Policy & Planning
	<b>3.3.</b> Collaborate with Clerk's Office on recommendations submitted via proposed new member orientation checklist.	Nil	Ongoing	Policy & Planning
<b>4.0 Developing relationships with City of London</b>	<b>4.1</b> Establish positive relationships with Council	Nil	Ongoing - Review once Equity & Inclusion lens is complete (Fall 2018)	Policy & Planning
	<b>4.1.1.</b> Explore opportunities to work with Council members <b>4.1.1.1.</b> Propose that all new council members meet w/ DIAAC.  <b>4.2</b> Explore relationships within the Corporation of the City of London whose work is impacted	Nil	May 2018-2019	Policy & Planning

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	<p>by diversity and inclusion; offering DIAAC as a resource</p> <p><b>4.2.1.</b> Reach out to contact people in the following areas of the Corporation, inviting them to a P&amp;P sub-committee meeting to learn about the work they do and possible interfacing with DIAAC: Intergovernmental Liaison Communications, Culture &amp; Municipal Policies, Community Development &amp; Funding, Homelessness, Human Resources, Emergency Measures, Planning, Parks &amp; Recreation, Housing, Social Services &amp; Dearness, Transportation and Engineering</p> <p><b>4.2.2.</b> Develop introductory message and prioritization of outreach.</p>		<p>To be discussed at April DIAAC meeting</p>	
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DIAAC- Education & Awareness Sub-committee Work Plan 2020				
Goal	Implementation	Budget	Status	Responsibility
1. Develop & facilitate educational opportunities	1.1 Facilitate a community awareness event	TBD	October (tentatively)	Education subcommittee
	<p>1.1.1 Theme: Gender &amp; Intersectionality</p> <p>1.1.2 Identify partnerships in the community for collaborative events.</p> <p>1.1.3 Plan for International Day for the Elimination of Racial Discrimination/Black History Month.</p> <p>1.1.4 Identify promotional opportunities and strategies for community events.</p>		Ongoing	Ed'n subcommittee & DIAAC
		\$300	March	Ed'n subcommittee
			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
	<p>2.1.1 Propose &amp; provide supplemental orientation content to P&amp;P:</p> <ul style="list-style-type: none"> <li>-org chart illustrating DIAAC in relation to Council &amp; City Councillors.</li> <li>-list of commonly used operational definitions within CofL context. Eg. recommendation verbiage</li> <li>-provide document outlining a pre-approved list of budget items.</li> <li>-write up of sub-committee mandates.</li> <li>-list of common staff contacts.</li> <li>-suggestions/guidelines of AC initiatives.</li> <li>-policy on speakers/delegates</li> <li>-flow chart from DIAAC</li> </ul>		Ongoing	Education subcommittee

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	<p>recommendation to staff implementation.</p> <ul style="list-style-type: none"> <li>-member attendance policy suggestions</li> <li>-budget submission process</li> <li>-City Councillor Contact List</li> </ul> <p>2.2 Assist P&amp;P in revision of TOR for DIAAC.</p>	Nil	Ongoing	Education and Policy & Planning subcommittee
<b>3. Educate committee members</b>	3.1 Invite speakers to present to DIAAC.	\$200	Ongoing	Education subcommittee Civic Administration
	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	
	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.	Nil	Ongoing	
	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.			Education Subcommittee
<b>4. Raise profile of DIAAC in community</b>	4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca	Nil	Ongoing	Education and Policy & Planning subcommittee
	<p>4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events &amp; related events.</p> <p>4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum</p>	\$200 (to be reviewed)	Ongoing	

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	<p><b>4.3</b> Collaborate/piggyback on smaller projects/events with other organizations that overlap DIAAC's mandate.</p> <p><b>4.4</b> Compile database of contacts for faith centres, neighborhood associations, ethno-cultural organizations and other organizations for DIAAC and other subcommittees use for outreach purposes.</p> <p><b>4.4.1</b> Connect with Civic Administration for access to current database</p>	<p>TBD</p> <p>Nil</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Cross Cultural Learner Centre, London Immigration Partnership, LUSO, NECC</p>
<p><b>5. Share in role of research, knowledge attainment and providing recommendations to achieve mandate</b></p>	<p><b>5.1</b> Combined efforts of keeping appraised of best practices in other geographic areas and identifying issues happening within the CofL.</p>	<p>Nil</p>	<p>Ongoing</p>	<p>Education, Policy &amp; Planning and Awareness subcommittee</p>

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## DIAAC Awards and Recognition Sub-Committee Work Plan 2020

Goal	Activities	Budget	Status	Responsibility
<b>1. Plan and Execute an Annual Awards and Recognition Event in collaboration with the City</b>	<b>1.1</b> Maintain the Project Plan and complete tasks on scheduled dates <b>1.2</b> Develop budget for approval by DIAAC and keep costs within budget.	\$1,600 (reflects entire Awards and Recognition budget)	<b>1.1</b> Ongoing <b>1.2</b> Budget approved	Awards Sub-Committee members and support from CoL Administration and Communication
<b>2. Submit nominations to the City Awards:</b> <b>a) Mayor's Awards</b> <b>b) Distinguished Londoner Award</b>	<b>2.1</b> Pursue nominations towards these awards through the organizations we are engaged with <b>2.2</b> 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
<b>3. Increase awareness and participation of the Annual Rewards and Recognition program</b>	<b>3.1</b> Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event <b>3.2</b> Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition. Present to CPSC. <b>3.3</b> Work with CoL Communications to increase awareness and engagement in annual nominations process via social media <b>3.4</b> Leverage International Human Rights Day which could potentially be same date as Awards celebration <b>3.5</b> Continue to leverage CDIS network	Within existing budget of \$1,600, if required	<b>3.1-3.5</b> Ongoing <b>3.6</b> New initiative In progress	<b>3.1-3.3</b> Awards Sub-Committee and support from CoL Administration and Communication  <b>3.4 I.</b> Silver will lead  <b>3.5</b> Sub-Committee members of CDIS to lead (F. Cassar, K. Hussain)  <b>3.6</b> Z. Hasmi and K. Hussain to lead.

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	<b>3.6</b>	Create DRIA Information pamphlet and distribute to City sites (i.e. library sites)			
<b>4. Promote Award and Recognition Winners and Nominees</b>	<b>4.1</b> <b>4.2</b> <b>4.3</b> <b>4.4</b> <b>4.5</b>	Provide Councillors with information of winners within their areas and encourage recognition Leverage social media platforms Optimize DRIA/City Website Include nominees in promotion where possible Request CoL issue media release to promote nominations (i.e. September)	Within existing budget of \$1,600, if required	<b>4.1</b> Ongoing <b>4.2-4.4</b> Broadened focus in progress <b>4.5</b> New initiative in progress	Awards Sub-Committee and CoL Administration and Communication
<b>5. Educate and Engage DIAAC Committee members and Councillors</b>	<b>5.1</b> <b>5.2</b> <b>5.3</b>	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. Provide education at DIAAC Committee meetings or other forums as available. 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).	Within existing budget of \$1,600, if required	<b>5.1-5.2</b> Ongoing <b>5.3</b> New initiative in progress	Awards Sub-Committee and CoL Administration <b>5.3</b> Z. Hasmi and K. Hussain to lead
<b>6. Maintain Awards and Recognition By-Laws and Policy</b>	<b>6.1</b> <b>6.2</b>	Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. Review By-Law related to Mayor's New Year's Honours List with keen focus on reserves and eligibility criteria (i.e. Advisory members).	Within existing budget of \$1,600, if required	<b>6.1</b> Ongoing <b>6.2</b> Broadened focus in progress.	Awards Sub-Committee members in partnership with DIAAC