

Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) Orientation Package

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****Supplemental online content on City of London website***

DIAAC Terms of Reference (TOR) and General Policy for Advisory Committee

Diversity Inclusion and Anti-Oppression Advisory Committee **(DIAAC) Historical Preamble***

DIAAC is an advisory committee to City Council. The members of this committee are appointed by the City Council. The mandate and goal is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London. Advisory Committees in general have the ability to provide advice and recommend direction/action that may or may not be taken up by Council.

DIAAC was originally created during the 1990-92 Council Term under the moniker London Race Relations Advisory Committee (LRRAC), after the 1980's Kavalkade/Panorama annual week-end Festival terminated. The Kavalkade/Panorama Festival was a cultural event during which the various cultural & Ethnic Groups of the City would display and share their culture (art, food, music and dance) at several different venues around/within the City. Years later LRRAC would be renamed LDRRAC to add the word diversity. DIAAC's present-day name was adopted in 2016.

Original purpose of LDRRAC

The mandate of the Committee was to develop harmony within the City of London by collaboratively working with and advising various community organizations and City Council to achieve such harmony. Part of that mandate also included improving the integration of various cultures and communities and to support and endorse initiatives that encouraged the acceptance and welcoming of immigrants, visible minorities and the ethnic populations.

Past Achievements of the committee

Race Relations policy – first established by LRRAC and the City

London Diversity Policy - first established by LRRAC and the City

Race Relations Recognition Award – yearly, since 1998

Contribution to the Mayor's New Year's Honours List – since the 1990's

Closely connected to Cross-Cultural Learners Centre

Recognized and celebrated:

- Black History Month - February
- March 21, United Nations Day for the Elimination of Racial Discrimination, Citywide – including Essay Contests throughout the Schools at all levels.
- Actively created and promoted the Multiple-coloured Ribbons for “Together we are Better.”
- Created the controversial Poster “We are all Mixed up.” Unfortunately misunderstood by the Media and the Community.
- June 21 – LRRAC participated in several activities with Indigenous Groups at Harris Park
- December 10 – Human Rights Day. Education Sessions throughout the City
- Supported membership in CCMARD (Canadian Coalition of Municipalities Against Racial Discrimination – United Nation Charter)
- Supported and encouraged the Compassionate City initiative
- Recommended to council implementation of availing free menstrual products in City Buildings

The work of the Diversity Inclusion and Anti-Oppression Advisory Committee is supported by several sub-committees. Chaired by a voting member of DIAAC, the sub-committees may include people from the broader community who are not members of DIAAC. While each subcommittee has a unique focus, all share a common role to research, discussion and to bring forward recommendations to DIAAC and follow-through with the implementation of assigned tasks. Each voting and resource member on DIAAC is encouraged to participate in at least one sub-committee.

In addition, Ad Hoc Committees may be struck from time to time to ensure that the work of the DIAAC can be effectively carried out.

Diversity Inclusion and Anti-Oppression Advisory Committee (DIAAC) Sub-Committee Overview

Awards and Recognition:

Focus: To support, in collaboration with Civic Administration and other DIAAC sub-committees, the administration of The City of London's diversity and inclusion award/recognition programs.

Potential activities & responsibilities:

- Provide input and advice, through DIAAC to City Council and Civic Administration with regards to the London Diversity, Race Relations and Inclusivity Award process and recognition program
- Review nominations and recommended recipients to DIAAC for the London Diversity, Race Relations and Inclusivity Award (as per By-law A-7012-284)
- Review nominations and recommend recipients to DIAAC for the Mayor's New Year's Honour List, in the categories of Humanitarianism and Diversity and Race Relations
- Coordinate DIAAC-initiated and approved award recognition reception, as applicable
- Review the Diversity, Race Relations and Inclusivity Award Policy as needed.
- Provide A&R annual report
- Collaborate with P&P, DIAAC's achievements for annual report
- Review the Diversity, Race Relations and Inclusivity Award Policy as needed.

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Education and Awareness

Focus: To support educational opportunities for DIAAC, Civic Administration, Council and the community.

Potential activities & responsibilities:

- Arrange speakers for DIAAC meetings
- Ensure distribution of DIAAC orientation package in coordinator with DIAAC Chair
- Identify opportunities to partner with and support Civic Administration to coordinate community awareness events
- Provide input to Civic Administration for updates to the DIAAC web page on London.ca
- Inform Civic Administration and Council about DIAAC activities
- Liaise with community organizations to help promote their activities and DIAAC to the broader community
- Work collaboratively with Civic Administration Communications staff to promote the activities of DIAAC
- Keep apprised of news, incidents in London to bring forward for discussion at DIAAC
- Request presentation on CofL, Workforce Census (annual)
- Request presentation on London Police Board's hate crimes report (annual)
- Request presentation on changes to CofL hiring practices & policies (as needed)
- Review and update orientation package with P&P sub-committee
- Review promotional strategies to raise the profile of DIAAC

- Coordinate and execute DIAAC communications for public outreach
- Collaborate with P&P, DIAAC's achievements for annual report
- Oversee promotional material (swag, brochures, licensed logos, name tags, banners) for DIAAC
- Provide E&A annual report
- Liaise with Civil Administration on projects as required

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Policy and Planning:

Focus: To provide recommendations to DIAAC and Civic Administration on policies, planning and programs related to diversity and inclusion.

Potential activities & responsibilities:

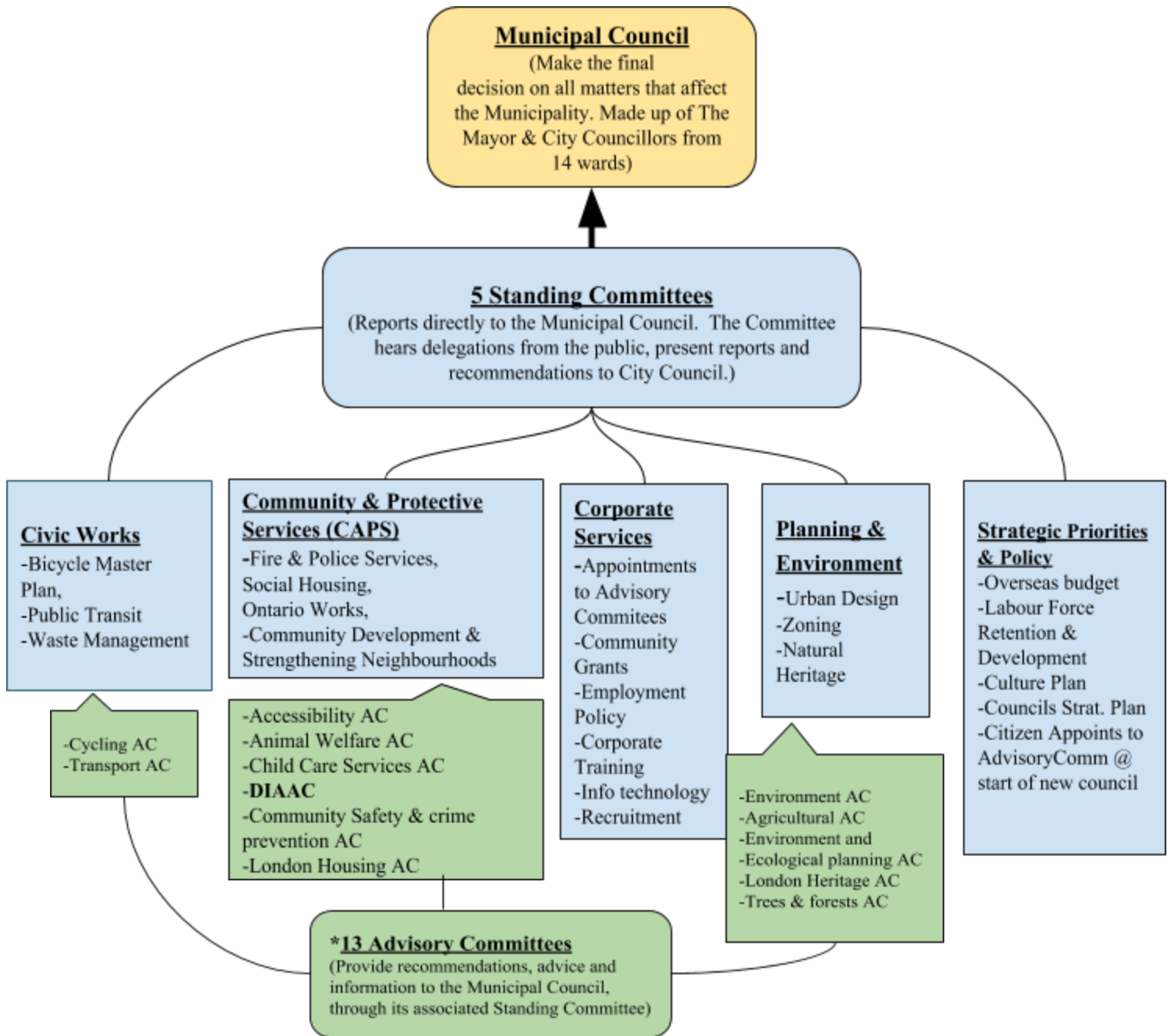
- Facilitate the strategic planning process for DIAAC each Council cycle
- Provide recommendations and support to DIAAC on operational effectiveness
- Coordinate the development of annual work plans for sub-committees
- Periodically prompt/request review of policies, processes and programs related to DIAAC (e.g. Terms of Reference, sub-committees, orientation)
- Serve as a subject matter resource to Civic Administration in the planning and delivery of policies and programs to promote a diversity and inclusion lens being applied
- Monitor the Community & Protective Services Standing Committee agenda and minutes for issues that would apply to DIAAC's mandate.
- Keep apprised of the objectives, initiatives and implementations of CDIS (Community, Diversity Inclusion Strategy), the Diversity Inclusion Specialist and Indigenous Relations Specialist
- Work with Civic Administration to perform a bi-annual review of select city politics including but not limited to:
 - City of London Race Relations Policy
 - Workplace Diversity & Inclusion Plan for the City of London
 - Hiring of Employee Policies
 - Workplace Harassment and Discrimination Prevention Policy
 - Equity & Inclusion Lens
- Liaise with Civil Administration on projects as required: diversity training, workforce profile
- Provide annual report of DIAAC (February)
- Review and update orientation package with E&A sub-committee as needed
- Review status of outstanding DIAAC recommendations and report to DIAAC
- Support other sub-committees as necessary

Meeting dates*: Based on availability of the Chair and subcommittee members. Generally meet first week of each month, in a City Hall Meeting Room. **dates and times subject to change*

Participating on Sub-Committees

1. Each Sub-Committee should include and be Chaired by a Voting Member only.
2. The Chair of DIAAC will be ex-officio on all sub-committees but is not required to attend all meetings.
3. The Chair and Vice Chair of DIAAC will typically serve on Policy & Planning but not necessary to chair.

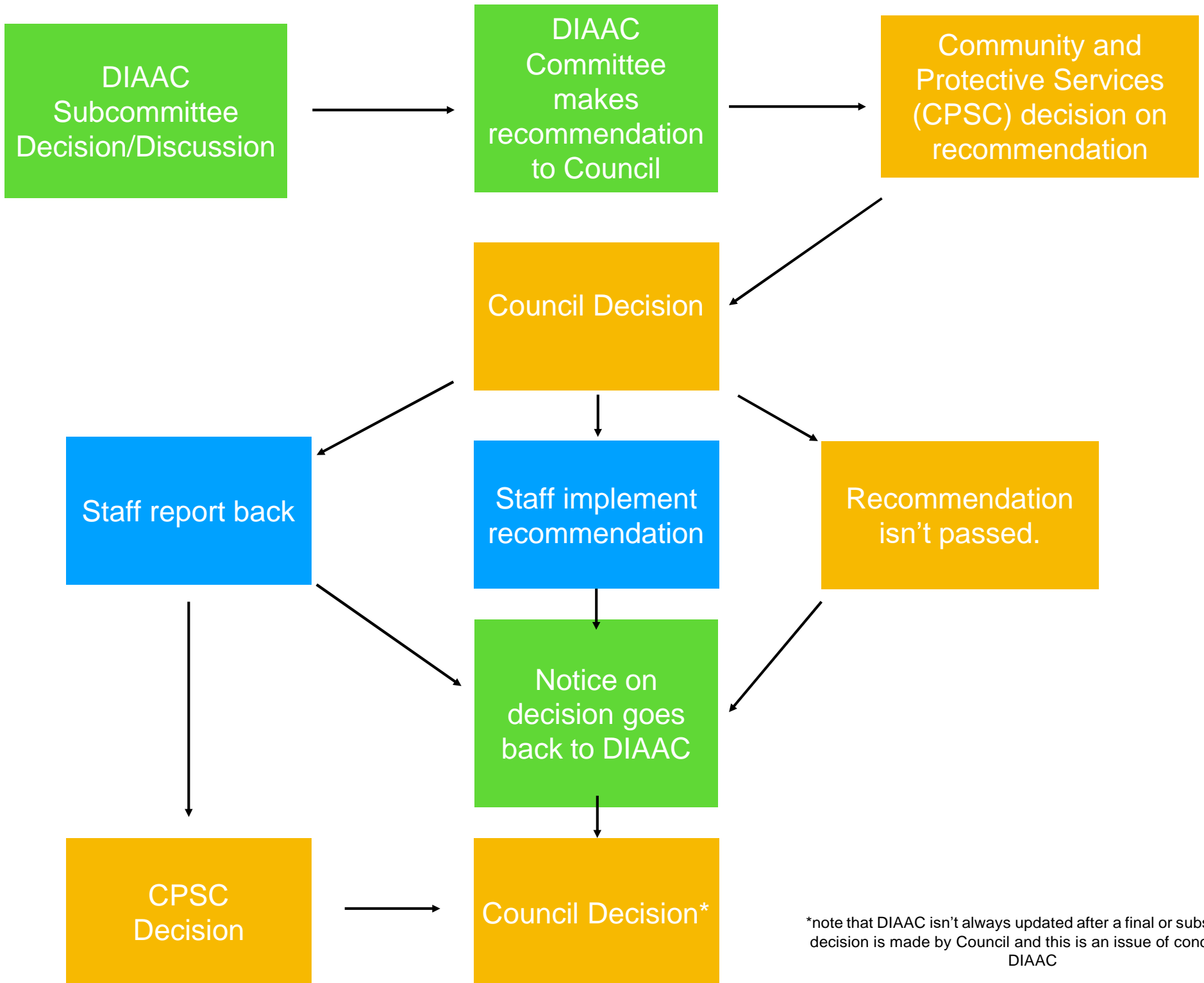
4. Resource members and members at large from DIAAC are encouraged to participate on the sub-committees in order to enable the committee to benefit from a broad cross-section of expertise and energy.
5. Resource city staff can be invited to participate in sub-committees as needed and as per their availability.
6. Each sub-committee should ideally have at least regular and consistent members, but is free to solicit additional support as special events and activities may require.
7. Each sub-committee can have members from the general public participate.
8. Each sub-committee Chair is asked to provide a summary update at each regular monthly meeting.
9. Sub-committees are expected to meet regularly (e.g. each month) at a time convenient to a majority of its members in order to progress the projects and responsibilities in its portfolio.



Governance Model - City Of London

*Standing Committee duties not exhaustive

*Advisory committees may form sub-committees or working groups as need arises.



*note that DIAAC isn't always updated after a final or subsequent decision is made by Council and this is an issue of concern for DIAAC

Budget submissions, Annual reports & Work plans

Budget submissions

Budget submissions are made every March. Budget items are permissible if apply to the mandate of the advisory committee and/or have already been approved by Council. Examples of such items are as follows:

- Speaker's gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops)
- Costs associated with workshops and conferences that members of an advisory committee wish to attend and relevant to that advisory committee's mandate
- Interpreters for the special needs population and purchase of publications to assist in carrying out the advisory committee's mandate;
- Expenses associated with communication and/or promotional efforts being undertaken by an advisory committee, within its mandate, are to be approved by Corporate Communications for consistency in messaging and proper branding, via the Committee Secretary, prior to those expenses being incurred. If Corporate Communications approves the content of those items, then the City Clerk, or his/her designate, shall have the authority to process those expenses, subject to budget availability. Expenses associated with communication and/or promotional efforts that are not to the satisfaction of Corporate Communications, shall require the approval of the Municipal Council, via the appropriate standing committee; and
- Financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Civic Department to be addressed through the approval and reporting processes already established by the Municipal Council for those situations, unless that authority is explicitly provided for by the Municipal Council in an advisory committee's mandate. If that authority has been explicitly provided for in an advisory committee's mandate, then the City Clerk, or his/her designate, shall have the authority to process those particular expenditures.

Annual Report and Work Plan

Advisory Committees shall submit an annual report to its parent standing committee outlining the previous year's accomplishments and a work plan for the upcoming year, for Council approval. The work plan shall set out proposed initiatives to be undertaken that are directly linked to the mandate of the Advisory Committees and the priorities as set out in the City of London's Strategic Plan. The work plan shall include any work required under their mandate and applicable legislation.

Council Meeting Procedures Quick Reference Guide

TO DO THIS:	YOU NEED TO:	YOU CAN SAY THIS:	MAY I INTERRUPT THE SPEAKER?	I MUST BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	IS MAJORITY REQUIRED?	FOR ADD'L DETAIL, REFER TO:
Propose an action	Move a motion	I move...	No	Yes	Yes	Yes	Yes	Section 11
Discuss/ debate a proposed motion	Second a motion	I second the motion...	No	N/A	N/A	N/A	N/A	Section 11.5
Modify the proposed action	Amend a motion (must not be contrary to main motion)	I move that the motion be amended to read/by...	No	Yes	Yes	Yes	Yes	Sections 11.18, 11.19, 11.20
End the meeting	Make a motion to adjourn	I move that the meeting adjourn	No	Yes	No	No	Yes	Section 11.8
Consider something outside of its scheduled order	Make a motion to change the order of business	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	Yes	Sections 6.4, 6.5
Postpone further discussion on a motion until later in the meeting	Make a motion	I move referral until...	No	Yes	Yes – only to time	Yes	Yes	Section 11.16 and 11.17
Postpone consideration of a matter until future meeting	Move a motion	I move that the matter be referred to allow for...	No	Yes	Yes	Yes	Yes	Section 11.16 and 11.17

Additional Points

- if a member in attendance does not vote, they are deemed to be voting against the motion
- a tie vote defeats the motion
- if a member has a conflict of interest in regards to a matter, they must declare this and excuse themselves from discussion, debate and voting

Definitions (Council Procedure By-law)

Advisory committee – “advisory committee” shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its standing committees.

Amend – “amend” shall mean to alter or vary the terms of a main motion without materially changing its purpose, and amendment shall have a corresponding meaning.

Chair – “Chair” shall mean the person presiding at a Council, Committee of the Whole or a standing committee meeting.

Clerk – “Clerk” shall mean the City Clerk of The Corporation of the City of London or his/her designate.

Closed session – “closed session” shall mean a closed session of a standing committee, the Committee of the Whole or the Council not open to the public, held in accordance with section 239 of the Municipal Act, 2001.

Corporation – “Corporation” means The Corporation of the City of London.

Council – “Council” shall mean the Council of The Corporation of the City of London.

Defer – “defer” shall mean to delay consideration of a matter by Council, the Committee of the Whole or a standing committee.

Meeting – “meeting” shall mean a meeting of the advisory committee.

Member -- “member” shall mean a member of the advisory committee (may be voting, or resource/non-voting).

Motion – “motion” shall mean a proposal by a member for the consideration of Council, the Committee of the Whole or a standing committee that is moved by a member and seconded by another member.

Published – “published” shall mean the provision of documents in print and/or electronic formats.

Standing committee – “standing committee” shall refer to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Planning and Environment Committee and the Strategic Priorities and Policy Committee.

Year – “year” shall mean the Council year commencing December 1st and ending November 30th of the calendar year thereafter.

Examples of Recommendation Language*

BE INVITED

That a representative from Sifton Properties Limited BE INVITED to attend a future London Housing Advisory Committee (LHAC) meeting to advise the LHAC of the green initiatives and energy saving projects that were implemented in the West Five subdivision as it relates to market trends and emerging housing needs in the community.

BE REQUESTED

That S. MacDonald, Facilities, BE REQUESTED to attend a future meeting of the London Housing Advisory Committee to discuss energy efficiency measures being implemented in City facilities as it relates to new initiatives.

BE APPROVED

The financing for this project BE APPROVED as set out in the Source Financing Report, appended to the above-noted staff report; and,

BE AUTHORIZED

The Civic Administration BE AUTHORIZED to undertake all administrative acts which are necessary in relation to this project. (2018-F18)

On RECOMMENDATION

On the recommendation of the Managing Director, Development and Compliance Services and Chief Building Official the following actions be taken with respect to the staff report dated February 21, 2018, related to a proposed Public Nuisance By-law amendment to address odour:

BE ENCOURAGED

The Civic Administration BE ENCOURAGED to include designated scooter/wheelchair charging stations in any new municipal buildings, or significant renovations to municipal buildings, as well as including this concept in the next revision to the Facility Accessibility Design Standards (FADS); and,

BE REQUESTED

The Civic Administration BE REQUESTED to collaborate with other service areas, specifically the Service London Team, related to the creation and implementation of a customer service survey in order to better understand the service perception in the public and opportunities for improvement;

BE IMPLEMENTED

That the Internal Audit Report with respect to the Freedom of Information Process Review, Internal Audit Report, issued January 2018, BE RECEIVED and the recommendations BE

IMPLEMENTED as appropriate, and in accordance with applicable legislation.

BE AUTHORIZED

The Civic Administration BE AUTHORIZED to undertake all necessary actions to complete the above-noted review and process improvements.

BE APPROVED

A request for delegation status for the Accessibility Advisory Committee BE APPROVED for the May 29, 2018 meeting of the Community and Protective Services Committee to speak to the above

BE ENDORSED

The "Top Asks" in each of the three key identified areas (transportation, employment, infrastructure), contained in the revised attached Education and Awareness Sub-Committee report, BE ENDORSED by Municipal Council as leading priorities and actions to be undertaken to support accessibility; it being noted that five community open house events identified these three key areas of deficiency as barriers to accessibility;

BE TAKEN

The following actions BE TAKEN with respect to the proposed Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC) brochure; it being noted that the term for the existing DIAAC ends in February, 2019 and the DIAAC has a degree of urgency to reach out to community organizations and individuals in London about DIAAC's existence prior to the next Advisory Committee appointment cycle to ensure diverse recruitment and future collaboration opportunities:

- i) the City Clerk be requested to create an e-mail account for the DIAAC, DIAAC@london.ca, directed to the DIAAC Secretary and the DIAAC Chair's e-mail addresses, respectively; and,
 - ii) the City Clerk be requested to create a "smart" URL for the DIAAC page on London.ca, created here:
<https://www.london.ca/city-hall/committees/advisory-committees/Pages/LDRRAC.aspx>;
- B) the expenditure of \$55 US BE APPROVED for the purchase of the diversity tree licence from www.123rf.com for the proposed DIAAC brochure and for future use on promotional materials and community outreach, keeping in alignment with established past practices; it being noted that the DIAAC has sufficient funds in its 2018 budget for this expenditure;
- C) the Municipal Council BE REQUESTED to approve the attached proposed DIAAC information brochure

BE DIRECTED

The City Manager BE DIRECTED to identify a lead person within The Corporation of the City of London who will be tasked with co-ordinating the London Safe City Initiative alongside ANOVA; it being noted that this person will help coordinate focus groups and regular Steering Committee meetings and manage the launch and dissemination of the mapping tool, with the work totalling approximately 20 hours per week;

the Civic Administration BE DIRECTED to bring forward an addendum report in June of this year with respect to this audit, including specific details of an action plan for implementation of the above-noted recommendations; and,

BE INSTRUCTED

The Civic Administration BE INSTRUCTED to share the process improvements that arise from the review of the above-noted matters with the City's local boards and commissions, and to encourage them to consider making similar adjustments to their own processes, as required;

**some eg. would not be appropriate usage for advisory committees,
listed for informational purposes*

DIAAC Committee FAQs

Q. What do you mean by "Committee?"

A. Advisory Committees, including DIAAC, are appointed groups that help carry out the work of the City of London. Most of the time when the word "Committee" is used, it's a general term that encompasses all of these different kinds of member groups. The thing that is the same about all of them is that members are appointed to them (instead of opting in, like an interest group), and that they help carry out the work of the City of London.

Q. When are DIAAC appointments made?

A. DIAAC Committee appointments are made throughout January and February and their work begins in March. Appointments are made at different times of the year for various reasons (such as sudden vacancies that need to be filled).

Q. Do I have to attend DIAAC meetings?

A. The expectation is that you will attend the DIAAC full monthly committee meetings in person. However, sub-committees, such as Awards and Recognition, have the discretion to allow for virtual attendance.

Q. What if I want to add items to the meeting agenda? How does that work?

A. DIAAC Committee agendas shall be prepared by the Committee's recording Secretary (In consultation with the DIAAC Chair). Agendas shall be distributed electronically to DIAAC members at least five business days in advance of a meeting. Agendas shall be based on the written communications that relate to matters within DIAAC's mandate. Agenda material that is received after the agenda has been prepared and sent to members (but before the meeting) shall be placed on the agenda for a subsequent meeting. DIAAC shall not consider a matter that is not listed on its agenda, unless such a matter is deemed, by the Committee, to be a matter of legitimate urgency. Such matters that are not considered urgent shall be listed on the next agenda for the following meeting.

Q. What are the benefits of serving on DIAAC?

A. There are many benefits to serving on DIAAC, such as: development of leadership skills, chance to effect change, expanded networking opportunities, resume building, the opportunity to give back to your profession, recognition as a leader in your community and experience with big picture thinking.

Q. How do I get -"buy-in"- from my supervisor for serving on DIAAC?

A. Articulate the many benefits of serving on a Committee, and illustrate how those can help inform your work in your day job, and also possibly bring good PR to your organization. For example, serving on Committees helps members build soft skills, like working in a team and also concrete skills such as how to effectively run a meeting.

Q. What's the difference between being a member-at-large and a resource member?

A. A member-at-large is appointed from the community, and votes on all decisions

of the Committee. A resource member is appointed to represent a group or population within the community, and, while participating fully in all meetings, does not vote. Both types of members are appointed by London City Council.

Q. What is the length of time that I'd be serving on DIAAC?

A. Members-at-large are appointed to a four year term. Resource members are appointed for an indefinite term. However, on March 26, 2019 Council approved the recruitment for Voting Members at Large for all advisory committees for the term June 1, 2019 to June 30, 2021. Civic Administration undertakes the task of reviewing the terms of reference for all advisory committees.

Q. I'd like to serve on DIAAC for another term. How do I do that?

A. Complete a Committee volunteer Form

([https://appssl.london.ca/committeeapplication/\(S\(ua1fue55xhulvjmpkcw5bb55\)\)/default.asp](https://appssl.london.ca/committeeapplication/(S(ua1fue55xhulvjmpkcw5bb55))/default.asp) and let your Chair know you're interested. No individual is automatically re-appointed. Submitting a volunteer form is the only way that the City's Striking Committee knows that you're willing and able to continue for another term.

Q. As a City of London employee, can I serve on DIAAC?

A. Some Civic employees are resources to the Committee, and are assigned by supervisor staff.

Q. What kind of compensation do I get for serving on DIAAC (other than the City of London's undying appreciation)?

A. Committee service is an unpaid, volunteer position; however, committee members receive a light lunch, and free parking at City Hall during meetings. The Chair may receive a small Honorarium.

Q. Now that I am part of DIAAC, I would like to know how the selection process works.

A. The City's Striking Committee makes all the appointments. Their job is to build a strong Committee that also ensures that broad representation from among the City of London's residents. The Striking Committee looks at the whole committee and strives for inclusiveness in terms of:

A balanced socioeconomic distribution of members on the Committee; inclusion of both younger and older representation of a variety of experience levels of committee members; diversity of committee members in terms of age, gender, ethnicity, etc. Submitting a complete and detailed volunteer form can help the striking Committee to find your fit with DIAAC's work and its terms of reference.

Q. Can I serve on more than one City Advisory Committee at a time?

A. Yes.

Q. Where can I find out more information about a particular Advisory Committee that I'm interested in?

A. You can find a description on our website

(<http://www.london.ca/city-hall/committees/advisory-committees/Pages/LDRRAC.aspx>). You

are also encouraged to contact the current Chair to get first-hand information about the Committee. Contact information is listed online.

Q. When does my term end on DIAAC?

A. Term length can be found in the City's appointment email sent to each member offering them a spot on a Committee.

Q. When should I expect to be initially contacted by the Chair?

A. Although each Chair may respond differently, you should usually hear from the chair within at least a month of receiving the appointment email.

Q. What do I do if something unexpected comes up and I don't feel like I have the time needed to serve on the group any longer?

A. The best thing to do is to let your Chair know immediately. You can talk through the options with him or her before making any final decision. The key is to deal with the issue promptly. The longer you delay making a decision, the harder it is for you and DIAAC, as the work of the Committee may suffer if tasks assigned to you are not getting completed. If you do choose to resign, there are no penalties or repercussions – your honesty will be appreciated and you are welcome to submit a volunteer form and serve again at a time that is better for you.

Q. I have served on DIAAC as a member, but how do I get to be Chair?

A. Fill out a volunteer form and make a note in there. Let your current Chair know you're interested.

Q. Should I put my contact information on the City of London website?

A. It is not necessary or required for committees to put contact information on the City of London's website.

Q. Can I Tweet or use other social media during my DIAAC meetings?

A. No. Committee members are expected to give their full attention to the meetings.

Q. What do I do if I think I have a conflict of interest?

A. If you have a concern, please err on the side of caution and contact your Chair to discuss the matter further and come to a resolution.

Q. When will I find out where DIAAC or its sub-committees are meeting?

A. Exact meeting locations are advised by the secretary when the agenda is distributed. You can consult with your Chair to find out when your committee is meeting.