

LDRRAC Policy & Planning S. Committee Work Plan – 2015 – v1

Sub-committee focus: To provide recommendations to LDRRAC and Civic Administration on policies, planning and programs related to diversity and inclusion.

Goal	Activities	Timing	Responsibility
facilitate the development of annual work plans for LDRRAC; monitor and measure subsequent activities	<ul style="list-style-type: none"> • Review draft sub-committee work plans • Consolidate into an aligned document • Develop monitoring and measurement protocols 		
provide recommendations and supplemental materials to enhance the LDRRAC new member orientation	<ul style="list-style-type: none"> • Collaborate with Clerks Office on recommendations submitted via proposed new member orientation checklist • Facilitate development of LDRRAC history document to be completed by Education sub-committee • Developed the following documents: <ul style="list-style-type: none"> ○ Established meeting practices ○ Roles and responsibilities ○ Acronym list 		
establish relationships with members of the new Council and offer LDRRAC as a resource support	<ul style="list-style-type: none"> • Explore information about the backgrounds of new Council members • Develop a one page fact sheet about LDRRAC, suitable to provide a quick overview to Council members (e.g. purpose, key activities, contacts, how LDRRAC can assist Council members) • Explore opportunities to meet new Council members 		
provide feedback on The London Plan with a diversity and inclusion lens	<ul style="list-style-type: none"> • Seek volunteers from full LDRRAC to assist with review of The London Plan, assigning one person to each of the 10 principles • Obtain hard copies of the document as required • Each working group member review section of The London Plan with a diversity lens, identifying areas for potential recommendations related to diversity and inclusion • Compile findings into a document with recommendations 		
provide input into the City's new strategic plan; advocating for some focus related to community diversity and inclusion	<ul style="list-style-type: none"> • Seek information as to the process for development of the new strategic plan • Explore opportunities for providing input • Research other municipalities who have diversity and inclusion embedded within their strategic plan and/or formalized 		

<p>explore relationships with areas within the Corporation of the City of London whose work is impacted by diversity and inclusion; offering LDRRAC as a resource support</p>	<p>community diversity and inclusion plans/strategies</p> <ul style="list-style-type: none"> • Develop recommendations for LDRRAC to provide consultation to Strategic Plan and for diversity and inclusion focus • 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 LDRRAC: Intergovernmental Liaison, Communications, Culture & Municipal Policies, Community Development & Funding, Homelessness, Human Resources, Emergency Measures, Planning, Parks & Recreation, Housing, Social Services & Deerness • Develop introductory messaging and prioritization of outreach 	
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LDRRAC
Award and Recognition Sub-Committee Work Plan – 2015 – v1 DRAFT

Sub-committee focus: To provide recommendations to LDRRAC and Civic Administration on awards and recognition related to Diversity, Race Relations and Inclusivity (refer to ToR)

Goal	Activities	Timing	Responsibility
Determine if recommendation is needed for additional recognition of Nominees	<ul style="list-style-type: none"> • Reevaluate Awards Protocols 	TBD	TBD
Collaborate with City on Awards and Recognition Process	<ul style="list-style-type: none"> • Follow-up with City to work with A+R Committee to develop awards process • Follow-up on Recommendations to City Council 	TBD	TBD
Ensure references to Diversity and Race Relations are appropriate in all Inclusivity By-Laws	<ul style="list-style-type: none"> • Review By.Law A.7012-284 • Review By Law related to Mayors New Years' Honours List • City to identify relevant By-Laws to Diversity and Race Relations • Review references to Nominee eligibility 	TBD	TBD
Increase Awareness of Nominee Base	<ul style="list-style-type: none"> • Further discussion and planning approach to be determined • Assess London Plan • Assess City's new strategic plan when available 	TBD	TBD
Orient new LDRRAC members on Awards and Recognition Goals	<ul style="list-style-type: none"> • To provide summary of relevant Awards to be included in the Orientation Package for new LDRRAC members 	TBD	TBD
Collaborate with LDRRAC Policy and Planning Committee to explore awards and recognition related relationships within areas of the City of London as identified by LDRRAC Policy and Planning Committee	<ul style="list-style-type: none"> • 	TBD	TBD

LDRRAC Education Sub-Committee Work Plan – 2015 – v1

Sub-committee focus: To support educational opportunities for LDRRAC, Civic Administration, Council and the community.

Goal	Activities	Timing	Responsibility
<p>Arrange speakers for LDRRAC meetings</p>	<ul style="list-style-type: none"> • We have a draft schedule of voting committee members to speak briefly at each meeting about themselves. • Starting in March, we will again invite award recipients to speak about their programs. • We will invite the Police Diversity Officer to do a brief presentation about her program, in April 		
<p>Identify opportunities to partner with and support Civic Administration to coordinate community awareness events</p>	<p>No activities identified as yet</p>		
<p>Provide input to Civic Administration for updates to the LDRRAC web page on London.ca</p>	<ul style="list-style-type: none"> • We will arrange to meet with the web staff, in December. • We require input from all LDRRAC members as to the content of the website • The website should include links to the constituent organizations represented on LDRRAC • Thus, all resource members are asked to submit info about their organization as soon as possible 		
<p>Inform Civic Administration and Council about LDRRAC activities</p>	<ul style="list-style-type: none"> • There has been discussion about an 'executive summary' of LDRRAC minutes, although the new format supersedes that 		
<p>Liaise with community organizations to help promote their activities and LDRRAC to the broader community</p>	<ul style="list-style-type: none"> • Invite community organizations to speak about current issues in diversity and inclusion 		
<p>Work collaboratively with Civic Administration Communications staff to promote the activities of LDRRAC</p>	<ul style="list-style-type: none"> • Update the brochure • Provide online links to the translations of the brochure • Prepare a poster for City Hall 		

London Diversity and Race Relations Advisory Committee Work Plan – 2015 – draft v1

Goal	Activities	Responsibility
develop a recommendation to Council for a name change of LDRRAC	<ul style="list-style-type: none"> • Explore process for providing a fulsome report on the recommendation to Council • Research rationale and best practice • Develop report/recommendation 	Chad Callendar Chad Callendar TBD
facilitate the development of annual work plans for LDRRAC; monitor and measure subsequent activities	<ul style="list-style-type: none"> • Review draft sub-committee work plans • Consolidate into an aligned document • Develop monitoring and measurement protocols 	Policy & Planning sub-committee
provide recommendations and supplemental materials to enhance the LDRRAC new member orientation	<ul style="list-style-type: none"> • Collaborate with Clerks Office on recommendations submitted via proposed new member orientation checklist • Facilitate development of LDRRAC history document to be completed by Education sub-committee • Develop the following documents: <ul style="list-style-type: none"> ○ Established meeting practices ○ Roles and responsibilities ○ Acronym list 	Policy & Planning sub-committee
establish relationships with members of the new Council and offer LDRRAC as a resource support	<ul style="list-style-type: none"> • Explore information about the backgrounds of new Council members • Develop a one page fact sheet about LDRRAC, suitable to provide a quick overview to Council members (e.g. purpose, key activities, contacts, how LDRRAC can assist Council members) • Explore opportunities to meet new Council members 	Policy & Planning sub-committee
provide feedback on The London Plan with a diversity and inclusion lens	<ul style="list-style-type: none"> • Seek volunteers from full LDRRAC to assist with review of The London Plan, assigning one person to each of the 10 principles • Obtain hard copies of the document as required • Each working group member review section of The London Plan with a diversity lens, identifying areas for potential recommendations related to diversity and inclusion • Compile findings into a document with recommendations 	Policy & Planning sub-committee
provide input into the City's new strategic plan; advocating for some focus related to community diversity and inclusion	<ul style="list-style-type: none"> • Seek information as to the process for development of the new strategic plan • Explore opportunities for providing input • Research other municipalities who have diversity and inclusion embedded within their strategic plan and/or formalized community diversity and inclusion plans/strategies 	Policy & Planning sub-committee

	<ul style="list-style-type: none"> Develop recommendations for LDRRAC to provide consultation to Strategic Plan and for diversity and inclusion focus 	Policy & Planning sub-committee
<p>explore relationships with areas within the Corporation of the City of London whose work is impacted by diversity and inclusion; offering LDRRAC as a resource support</p>	<ul style="list-style-type: none"> 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 LDRRAC: Intergovernmental Liaison, Communications, Culture & Municipal Policies, Community Development & Funding, Homelessness, Human Resources, Emergency Measures, Planning, Parks & Recreation, Housing, Social Services & Dearness Develop introductory messaging and prioritization of outreach Review award protocols and seek feedback from past recipients Determine if additional/different methods of recognition are desired (e.g. plaque, reception, greetings) Review nominee categories and criteria Develop recommendations to Council for changes to by-law and process, as applicable 	Awards & Recognition sub-committee
<p>review by-law for the the LDRRI Award</p>	<ul style="list-style-type: none"> Follow-up with Clerks regarding action of the May 21, 2014 Council resolution to review and comment on LDRRAC's request for Civic Administration to provide leadership responsibility for the LDRRI Award Work collaboratively with Civic Administration to review current processes and provide suggestions for improvement, based on LDRRIA Award recipient feedback Review LDRRAC/sub-committee involvement with identification and recommendation of recipients for the Mayor's New Year's Honours List 	Awards & Recognition sub-committee
<p>collaborate with Civic Administration on review of processes for the LDRRI Award and Mayor's New Year's Honours List selection</p>	<ul style="list-style-type: none"> Review nomination categories and eligibility criteria Brainstorm additional communications and promotions methods Provide summary of relevant Awards to be included in the Orientation Package for new LDRRAC members 	Awards & Recognition sub-committee
<p>support Civic Administration to increase the amount and range of nominations for the LDRRI Award orient new LDRRAC members on Awards and Recognition sub-committee goals</p>	<ul style="list-style-type: none"> Brainstorm additional methods 	Awards & Recognition sub-committee
<p>Explore additional methods of recognizing work in the community and Corporation of the City of London related to diversity and inclusion</p>		Awards & Recognition sub-committee