

London Diversity and Race Relations Advisory Committee Work Plan – 2015 – FINAL

Activity	Tasks	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 	<p>Chad Callendar Chad Callendar</p> <p>TBD</p>
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 	Policy & Planning sub-committee

	<p>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 	
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	<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 & Deerness • Develop introductory messaging and prioritization of outreach 	Policy & Planning sub-committee
Review by-law for the the LDRRI Award	<ul style="list-style-type: none"> • 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
Collaborate with Civic Administration on review of processes for the LDRRI Award and Mayor's New Year's Honours List selection	<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
Support Civic Administration to increase the amount and range of nominations for the LDRRI Award	<ul style="list-style-type: none"> • Review nomination categories and eligibility criteria • Brainstorm additional communications and promotions methods 	Awards & Recognition sub-committee
Orient new LDRRAC members on Awards and Recognition sub-committee goals	<ul style="list-style-type: none"> • Provide summary of relevant Awards to be included in the Orientation Package for new LDRRAC members 	Awards & Recognition sub-committee
Explore additional methods of recognizing work in the community and Corporation of the City of London related to diversity and inclusion	<ul style="list-style-type: none"> • Brainstorm additional methods 	Awards & Recognition sub-committee
Arrange speakers for LDRRAC	<ul style="list-style-type: none"> • Develop schedule for voting committee members to present a brief bio of 	Education and

meetings	<p>themselves</p> <ul style="list-style-type: none"> • Coordinate LDRRI Award recipients to present • Invite the London Police Services LDRRAC representative to present 	Awareness sub-committee
Identify opportunities to partner with and support Civic Administration to coordinate community awareness events	<ul style="list-style-type: none"> • Brainstorm proposed existing or new events for review with LDRRAC 	Education and Awareness sub-committee
Provide input to Civic Administration for updates to the LDRRAC web page on London.ca	<ul style="list-style-type: none"> • Meet with Communications representative to determine parameters for web content • Collect input from LDRRAC members for web page revisions • Develop recommendations and share with Communications 	Education and Awareness sub-committee
Inform Civic Administration and Council about LDRRAC activities	<ul style="list-style-type: none"> • Brainstorm proposed methods for review with LDRRAC 	Education and Awareness sub-committee
Liaise with community organizations to help promote their activities and LDRRAC to the broader community	<ul style="list-style-type: none"> • Invite community organizations to speak about current issues in diversity and inclusion • Inventory current information sources for organizations connected to community diversity and inclusion • Brainstorm methods of coordinating information sharing and promotion 	Education and Awareness sub-committee
Work collaboratively with Civic Administration to promote the activities of LDRRAC	<ul style="list-style-type: none"> • Seek assistance from Communications staff on the development of a communications plan to promote the activities of LDRRAC • Collect input from LDRRAC members on communications plan and specific proposed content (e.g. revision of the LDRRAC brochure, posters) 	Education and Awareness sub-committee