

London Diversity and Race Relations Advisory Committee Work Plan – 2015

April 9, 2015

Activity	Tasks	Responsibility
Develop a recommendation to Council for a name change of LDRRAC (Consultation in process)	<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 • This will be developed from consultation process (details to come) 	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 input into the City's new Diversity and Inclusion Plan;	<ul style="list-style-type: none"> • Provide consultation to Strategic Plan and for diversity and inclusion focus • Offer resources and information that may be pertinent for the Diversity and Inclusion Plan 	Policy & Planning sub-committee
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 	Policy & Planning sub-committee

	<ul style="list-style-type: none"> • Develop introductory messaging and prioritization of outreach 	
Review by-law for 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 meetings	<ul style="list-style-type: none"> • Develop schedule for voting committee members to present a brief bio of themselves • Coordinate LDRRI Award recipients to present • Invite the London Police Services LDRRAC representative to present 	Education and 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	<ul style="list-style-type: none"> • Meet with Communications representative to determine parameters for web 	Education and Awareness sub-

LDRRAC web page on London.ca	<p>content</p> <ul style="list-style-type: none"> • Collect input from LDRRAC members for web page revisions • Develop recommendations and share with Communications 	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