

**MINUTES**

**MEETING:** LDRRAC Policy & Planning Sub-Committee  
**DATE:** April 7, 2016  
**TIME:** 12:00-1:30  
**LOCATION:** HR Board Room 1

**Attendees:** Chad Callender, Aidan Prince, Rifat Hussain, Kash Husain, Shawna Lewkowitz, Anne-Marie Sanchez,  
**Regrets:** Ian Silver, Terri Tomchick-Condon

Item	Discussion	Action
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• Shawna is requesting a member step into the position of Chairperson for the sub-committee</li> <li>• No takers at this time due to workload, although Chad, Anne Marie and Rifat may have capacity in the near future</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Members</b> to identify to Shawna if willing to take Chairperson position</li> </ul>
<b>Committee name change</b>	<ul style="list-style-type: none"> <li>• Anne Marie has purchased a three month subscription to Survey Monkey for the name change feedback survey</li> <li>• She suggests to have the survey open for 3 weeks and estimates 2 weeks for data analysis</li> <li>• Anne Marie developed a draft survey, which was reviewed by the group, with suggestions given</li> <li>• Suggestion to list 2-3 potential committee names in the survey, taking from those suggested at the public input meeting – suggestion to address at upcoming LDRRAC meeting – have group vote on which to include, using dotocracy method</li> <li>• Question as to whether support to promote the survey could be provided by Communications, given the outreach has been requested by Council</li> <li>• Suggestion to reach out to groups which represent various community sectors and dimensions of diversity to encourage them to complete the survey and offer to discuss it with them</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Anne Marie</b> to revise draft based on feedback</li> <li>• <b>Aidan</b> to approach Tara Thomas (Manager, Community Engagement) for support with promotion of survey</li> <li>• <b>Aidan</b> to bring dots for LDRRAC meeting</li> <li>• <b>Members</b> to forward survey link to various groups</li> </ul>

<p><b>Sub-committee work plan</b></p>	<ul style="list-style-type: none"> <li>• Reviewed work plan for any additions</li> </ul> <p>Orientation:</p> <ul style="list-style-type: none"> <li>• Awards and Recognition sub- committee adding info on the awards to the orientation</li> <li>• More detailed/specific to LDRRAC meeting protocol is desired, but don't want to reinvent the wheel – check if other committees have something established as well as build upon the Robert's rules of order presentation that Kash has</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chad</b> to ask Jackie if other committees have meeting protocol document</li> </ul>
<p><b>Community Diversity and Inclusion Strategy</b></p>	<ul style="list-style-type: none"> <li>• Aidan provided an update on the action items from March 1 Council meeting:</li> <li>• A new position has been funded in the Human Resources division to focus on workplace diversity and inclusion – posting in final development</li> <li>• A new position has been funded in the Social Services area to focus on supporting new immigrants – examining allocation of existing work and staffing</li> <li>• Coordination of the development of the community diversity and inclusion strategy will come from the City Manager's Office – an initial meeting with internal stakeholders was held to discuss the first steps for consulting with the community on the approach for the development of the strategy</li> </ul>	
<p><b>Next meeting</b></p>	<ul style="list-style-type: none"> <li>• May 5, 2016 12:00-1:30, Human Resources, City Hall</li> </ul>	