

**Minutes of the LDRRAC Awards and Recognition Committee
Meeting of April 4, 2016**

Attendees: F. Andrighetti, F. Cassar, D. Hamou*, Z. Hasmi, K. Husain*, I. Silver*

Guests: A. Prince

*Denotes regrets

1. Review of Project Plan

Updates were identified to the project plan

Action: A. Prince to update. Complete. **All members** to review the updated project plan (attached) and provide further suggestions for improvement to Aidan and Flo.

2. 2016 Nominations Review Dates

The attendees agreed with the proposed review dates and will ensure nominees are given adequate notice of the event. The dates are:

Oct. 20: LDRRAC review

Nov. 15: CAPS

Nov. 22: Council

Dec. 6: Awards Night

Action: **A. Prince** to communicate notice of Awards Night in communications to nominees (i.e. modify letter), council members as a 'save the date'

3. Support Needs from City

Action: **A. Prince** to invite Meagan to next meeting to discuss communication support and re-branding. Complete.

Action: **A. Prince** to talk to J. Martin re status of by-Law changes and to gain a firm date for completion of updates

Action: **A. Prince** will determine the best approach to gain Councilor feedback on their support needs to promote the Diversity Awards. He will also review the Fact Sheet and recommend improvements to the Sub-Committee.

4. Review of Work plan:

See updates on attached Committee Work plan.

NEXT MEETING: Monday, May 2, 2016