LDRRAC Award and Recognition (A & R) Sub-Committee Work Plan 2016
April 4, 2016

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

Sub-committee focus: To provide recommendations to LDRRAC and Civic Administration that promote awareness of Diversity, Race Relations and Inclusivity awards and recognition related activities s outlined in its By-Laws

Goal	Activities	Status/Action	Responsibility
1. Research and recommend additional forms of A & R	**1.1** Investigate other City Advisory Committees and collaborate (Ottawa, Peel, Hamilton regions) on A & R practices	**April 4: A. Prince recommended a search of city websites and contacting HR or General Information to get contacts. Also recommended Alberta is researched.** **Mar. 4**: I. Silver to talk to A.Prince re potential to include Education and the City's HR in discussion	I. Silver
2. Increase awareness and participation while coordinating the Annual Rewards and Recognition program	**2.1** Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event (ongoing) **2.1** Assess the benefits and nature of incentives to increase nominee participation, ie. bio's of nominees on website **2.2** Schedule information session with Rogers Cable (Andrew Rossiter) **2.3** Develop template to provide Councilors with information relative to events to assist with promotion and recognition **2.4** Invite MP (3) and MPP's (3) to awards celebration to increase recognition and awareness (in Parliament)	**April 4:** - **Evaluate Calendar and determine if there is city swag that can be considered** - **Evaluate opportunities of rebranding at next meeting with Communications** **Mar. 4:** - K. Husain to update posters for distribution throughout Community, DRIA website, COL's intranet, FB site, LDRRAC members; Diversity Officer, LFP	I. Silver/ A. Prince K. Husain
3. Promote A+R Winners	**3.1** Provide Councilors with information of winners within their areas and encourage recognition	**April 4:** - **Update fact sheet** - **Liaise with Councilors to determine their needs**	A. Prince

4. Educate Committee members	**4.1** Identify alternate ways to increase knowledge of diversity, race relations and inclusivity activities in the city **4.2** Provide Education Committee with names of all nominations and request participation at LDRRAC meetings	**Mar 4**: Add new category on nominee inventory for presenters at LDRRAC meetings and invite people to participate. Alternate is to thank presenters and include a link to DRIA site Z. Hasmi to draft set of questions to be used when meeting with Nominees to gain consistency in information that will be	D. Hamou/ Z. Hasmi/I. Silver (4.2)
5. Collaborate with City on Awards and Recognition Process	**5.1** Follow-up with City to confirm internal contact to liaise with A+R Committee to support activities **5.2** Determine interest of the City's Marketing or Communications team to meet to collaborate on the City's annual Communication Plan	**April 4: F. Cassar to contact LDRRAC Chair** **Mar. 4:** F. Cassar to motion a request to CoL to process changes to A+R Bylaws to enable promotion of 2016 program. Include follow-up of appointment of liaison with City.	F. Cassar
6. Maintain Awards and Recognition By-Laws	6.1 Annually review Bylaw A.7012-284 to ensure it is up to date. 6.2 Review By-Law related to Mayor's New Years Honours List;	**Apr 4: Discuss 6.2 with Communications** **Mar 4 :** 6.1 **Decision**: Defer to 2017 in respect of 2015's changes have yet to be implemented 6.2: **Decision**: Change action plan to recommend linkage and promotion of A&R program with the Mayor's Award in Community	F. Cassar
7. Orient new LDRRAC members on A & R	7.1 Provide summary of relevant Awards to be included in the Orientation Package for new LDRRAC members	**April 4: Review complete. LDRRAC Terms of Reference to be reviewed at next meeting.** **Mar 4**: Package currently excludes reference to A+R	K. Husain