

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
Chairperson	<ul style="list-style-type: none"> • Shawna is requesting a member step into the position of Chairperson for the sub-committee • No takers at this time due to workload, although Chad, Anne Marie and Rifat may have capacity in the near future 	<ul style="list-style-type: none"> • Members to identify to Shawna if willing to take Chairperson position
Committee name change	<ul style="list-style-type: none"> • Anne Marie has purchased a three month subscription to Survey Monkey for the name change feedback survey • She suggests to have the survey open for 3 weeks and estimates 2 weeks for data analysis • Anne Marie developed a draft survey, which was reviewed by the group, with suggestions given • 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 • Question as to whether support to promote the survey could be provided by Communications, given the outreach has been requested by Council • 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 	<ul style="list-style-type: none"> • Anne Marie to revise draft based on feedback • Aidan to approach Tara Thomas (Manager, Community Engagement) for support with promotion of survey • Aidan to bring dots for LDRRAC meeting • Members to forward survey link to various groups

<p>Sub-committee work plan</p>	<ul style="list-style-type: none"> • Reviewed work plan for any additions <p>Orientation:</p> <ul style="list-style-type: none"> • Awards and Recognition sub- committee adding info on the awards to the orientation • 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 	<ul style="list-style-type: none"> • Chad to ask Jackie if other committees have meeting protocol document
<p>Community Diversity and Inclusion Strategy</p>	<ul style="list-style-type: none"> • Aidan provided an update on the action items from March 1 Council meeting: • A new position has been funded in the Human Resources division to focus on workplace diversity and inclusion – posting in final development • A new position has been funded in the Social Services area to focus on supporting new immigrants – examining allocation of existing work and staffing • 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 	
<p>Next meeting</p>	<ul style="list-style-type: none"> • May 5, 2016 12:00-1:30, Human Resources, City Hall 	