

**MINUTES**

**MEETING:** LDRRAC Policy & Planning Sub-Committee  
**DATE:** May 5, 2016  
**TIME:** 12:00-1:30  
**LOCATION:** HR Board Room 1

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

Item	Discussion	Action
Committee name change	<ul style="list-style-type: none"> <li>• Anne Marie has circulated the latest draft of the survey to all LDRRAC members for final feedback before the next LDRRAC meeting</li> <li>• Anne Marie has been in communication with Tara Thomas, the Manager of Public Engagement for support with promotion of the survey</li> <li>• Suggestions discussed today:               <ul style="list-style-type: none"> <li>○ Include a statement such as “If you would like a member of LDRRAC to follow-up with you, please provide your contact information” and have an open text comments box</li> <li>○ Add a message to the promotions such as “If you require assistance with the survey or another format, please contact the Committee Secretary at ....”</li> <li>○ The above suggestion should alleviate any need for paper copies and fulfill AODA requirements – following the format of the Canada Census which is done online but with the offer to contact them</li> </ul> </li> <li>• Suggestion to have the survey available the first three weeks of June – have a summary of the results presented at the July or August</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Shawna</b> to confirm Jackie is okay with having her info listed on the survey for assistance (anticipating the need would be little to none)</li> </ul>

	LDRRAC meeting – aim to make a recommendation for the name change to Council by end of September	
<b>New member orientation</b>	<ul style="list-style-type: none"> <li>• Shawna suggested that the Chairperson reach out to new members to fill in orientation gaps – perhaps meet for coffee</li> <li>• Discussed how that was one of the steps in the suggested orientation checklist with the P&amp;P sub-committee had prepared in 2014 (see below)</li> <li>• Suggestion to create a template of the suggested orientation package and provide to Jackie</li> <li>• Kash identified that the presentation he previously provided on Robert’s Rules has been condensed – he offered to condense it further to contain only those rules which are used at LDRRAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Shawna</b> to add orientation checklist to LDRRAC agenda for discussion</li> <li>• <b>Kash</b> to prepare modified Robert’s Rules document</li> </ul>
<b>Community Diversity and Inclusion Strategy</b>	<ul style="list-style-type: none"> <li>• Discussed posting for new Workplace Diversity and Inclusion position, selection process and timeline – discussed LDRRAC providing suggested questions/scenarios for interview process</li> <li>• No new activity related to development of the Community Diversity and Inclusion Strategy – discussed requesting an update from Civic Administration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Shawna</b> to prompt motion at next LDRRAC meeting for update on Community Diversity and Inclusion Strategy</li> </ul>
<b>Next meeting</b>	<ul style="list-style-type: none"> <li>• June 2, 2016 12:00-1:30, Human Resources, City Hall</li> </ul>	

### LDRRAC New Member Orientation Checklist – v3

What	Who	When
Send welcome package to appointee: <ul style="list-style-type: none"> <li>• Letter confirming appointment</li> <li>• Conflict of interest form</li> <li>• Confidentiality form</li> </ul>	Clerks	Prior to first meeting
Receive confidentiality and conflict of interest forms	Clerks	Prior to first meeting
Send supplemental materials <ul style="list-style-type: none"> <li>• Civic Governance Model chart</li> <li>• History of LDRRAC</li> <li>• Updated list of current members</li> <li>• Copy of last meeting report</li> <li>• Established meeting practices</li> <li>• Sub-committee structure and participants</li> <li>• Roles and responsibilities document</li> <li>• Terms of Reference for LDRRAC</li> <li>• Schedule “A” General Policy For Advisory Committees</li> <li>• Acronym list</li> <li>• Link to Diversity and Inclusion Calendar</li> </ul>	Clerks	Prior to first meeting
Send copy of appointment letter to Chair and contact information of new member(e.g. phone, e-mail)	Clerks	Prior to first meeting
Contact new member to review supplemental material, ensure understanding and preparedness for first meeting, ask if any accommodations are required	Chair	Prior to first meeting
E-mail full committee to advise of new member	Chair	Prior to first meeting
Facilitate introduction of members	Chair	At first meeting
Phone call check-in to debrief on first meeting and establish selection of sub-committee(s) to participate on	Chair	One week after first meeting