

Minutes of the LDRRAC Awards and Recognition Sub-Committee Meeting

Meeting of August 8, 2016

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

Guest: Kavita Ramkissonm (Summer Student) *Denotes regrets

1. Communication Updates

a) F. Cassar acknowledged the work coordinated by A. Prince and partners within the City office who collected testimonials from previous year's winners which will be posted on the DRIA page. These are impactful statements expressing the significance of the recognition program.

Action: A. Prince to discuss feasibility of putting in reminders in the Londoner and other city publications using the testimonials and reminding readers of the Sept. 30th submission date. It is hoped that reminders can be published at 60 and 30 days before closing.

b) The Communications team will provide a list of city publications which can be considered for publicizing the program. A cost may be associated with advertising.

c) Letters to previous nominees encouraging participation in this year's program will be coordinated by A. Prince.

2. Awards presented by the City and Role of Advisory Committees in providing Nominations for these Awards

a) K. Hussain refreshed the attendees of the review he conducted of the following documents:

- 1) General Policy on Advisory Committees
- 2) Introduction to Advisory Committees
- 3) LDRRAC Terms of Reference

There is little to no reference of the DRIA award or the participation of nominations to any City award (i.e. Mayors Honors List).

What was also noted was there is no mention of the City's role in providing accommodations for volunteer members of its Advisory Committees. The Sub-Committee agreed to:

- 1) Request the City (via a motion through LDRRAC) to amend documents 1 and 2 listed above to include information that some Advisory Committees can participate in the Mayor's New Year Honour Role and the DRIA awards by providing nominees for these awards
- 2) Amend the LDRRAC Terms of Reference to include reference to the Mayor's Award

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Action: F. Cassar to request updates to the LDRRAC's Terms of Reference at the same time of Policy's Committee to request name change. Also, inquire about lack of accessibility references for volunteers.

3. Promotion of Awards

Action: F. Cassar to request J. Martin or A. Prince sends reminders to Councilors about the deadline of the award. Consider using testimonials with this request to heighten awareness of the impact it has.

Action: F. Cassar to challenge every LDRRAC Advisory member to submit one nomination

Action: A. Prince to speak to Communications about booking Rogers Cable to promote award

Action: F. Cassar to ask J. Martin to invite MP/MPP's to participate in Awards Night

Action: All to use promotional material distributed by J. Martin to create awareness of the award and encourage nominations

NEXT MEETING: Monday, Sept. 12, 2016