

DRIA Award and Recognition (A & R) Sub-Committee 2016 Work Plan Summary

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Sub-committee focus: To provide recommendations to DIAAC 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
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	1.1 Complete. Forwarded to Education Committee for consideration. They will coordinate.
2. Increase awareness and participation while coordinating the Annual Rewards and Recognition program	<p>2.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event (ongoing)</p> <p>2.2 Assess the benefits and nature of incentives to increase nominee participation, ie. bio's of nominees on website</p> <p>2.3 Schedule information session with Rogers Cable (Andrew Rossiter)</p> <p>2.4 Develop template to provide Councilors with information relative to events to assist with promotion and recognition</p> <p>2.5 Invite MP (3) and MPP's (3) to awards celebration to increase recognition and awareness (in Parliament)</p>	<p>2.1 Complete and Ongoing: Inventory is updated from 2013 to current.</p> <p>2.2 Complete and Ongoing. Saved cost of purchasing calendars and used LDRRAC and CoL swag for each nominee. Presented at event and well received. Requested names of all nominees with announcement of winners are included on DRIA website. Insufficient time for rebranding posters, etc. due to need for Council approval on award name change</p> <p>2.3 Ongoing: Rogers didn't respond in a timely manner. Will start request process earlier in 2017.</p> <p>2.4 Complete and Ongoing: Developed and distributed template with support material to Councillors in 2016. Will do same in 2017.</p> <p>2.5 Complete and Ongoing: DIAAC deemed inappropriate for invitation to come from DIAAC and recommended it can be made to Council.</p>
3 Promote A+R Winners	3.1 Provide Councilors with information of winners within their areas and encourage recognition	3.1 Complete and Ongoing: Feedback from Councillors was not received in 2016.
4 Educate Committee members	<p>4.1 Identify alternate ways to increase knowledge of diversity, race relations and inclusivity activities in the city</p> <p>4.2 Provide Education Committee with names of all nominations and request participation at DIAAC meetings</p>	<p>4.1 Complete and Ongoing: a) Provided Awards related information at Racism Event (Sept. 2016) and CDIS events (Jan. 2017).</p> <p>4.2 Complete: Education Committee felt priority will be given to new groups as recognition of nominees is now being done at the Awards Reception</p>
5. Collaborate with City on	5.1 Follow-up with City to confirm internal contact to liaise with A+R Committee to support activities	5.1 Complete and Ongoing: Key contact was A. Prince and S. Khan with support by J. Martin

<p>Awards and Recognition Process</p>	<p>5.2 Determine interest of the City's Marketing or Communications team to meet to collaborate on the City's annual Communication Plan</p>	<p>(Administration) and G. Tucker (Communications) as required. 5.2 Complete and Ongoing: G. Tucker provided assistance near the time of the event and expressed support to continue promoting the Award throughout the year.</p>
<p>6. Maintain Awards and Recognition By-Laws</p>	<p>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;</p>	<p>6.1 Complete and Ongoing: Awards Policy reviewed in March, 2017. By-laws modified in 2016. 6.2: Decision to Defer to 2017: Change action plan to recommend linkage and promotion of A&R program with the Mayor's Award in Community</p>
<p>7. Orient new DIAAC members on A & R</p>	<p>7.1 Provide summary of relevant Awards to be included in the Orientation Package for new DIAAC members</p>	<p>7.1 Complete. Review completed in April 2016. And submitted to Education Committee.</p>