

# DRIA Award and Recognition (A & R) Sub-Committee Work Plan 2017: May, 2017

**Members:** F. Andrighetti, F. Cassar (Chair), Z. Hasmi, K. Husain, I. Silver

**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	Responsibility
<b>1. Plan and Execute an Annual Awards and Recognition Event in collaboration with the City</b>	<p>1.1 Maintain the Project Plan and complete tasks on scheduled dates</p> <p>1.2 Develop budget for approval by DIAAC and keep costs within budget.</p>	<p>1.1 Ongoing</p> <p>1.2 Budget drafted (\$1,600) for approval at May DIAAC meeting</p>	F. Cassar with assistance by Awards Sub-Committee members and support from CoL: Diversity Officer, Administration and Communication
<b>2. Increase awareness and participation of the Annual Rewards and Recognition program</b>	<p>2.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event</p> <p>2.2 Assess the benefits and nature of incentives to increase nominee participation</p> <p>2.3 Scheduled information session with Rogers Cable (Andrew Rossiter)</p> <p>2.4 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition</p> <p>2.5 Work with CoL Communications to increase awareness and engagement in annual nominations process</p> <p>2.6 Leverage CDIS Champions by providing education of the DRIA award and encourage engagement.</p>	<p>2.1 Ongoing;</p> <p>2.2 Will assess CoL swag</p> <p>2.3 Will ask A. Prince to make contact with A. Rossiter re Rogers contact;</p> <p>2.4 Started</p> <p>2.5 Pending participation by CoL Communications in sub-Committee monthly meeting</p> <p>2.6 Prepared presentation, information post cards and e-mail for CDIS Chair to distribute to Champions.</p>	<p>All Sub-Committee members</p> <p>CoL Communications And Administration</p>
<b>3. Promote A+R Winners</b>	<p>3.1 Provide Councillors with information of winners within their areas and encourage recognition</p>	<p>3.1 October, 2017</p>	Awards Sub-Committee and CoL Administration

<p><b>4. Educate and Engage DIAAC Committee members</b></p>	<p><b>4.1</b> Engage DIAAC Committee members to participate in a site visit of all nominees to learn about the organization and support a potential nomination of the annual Awards program.</p>	<p><b>4.1</b> Distributed inventory in mid-April and questionnaire to DIAAC Committee following initial request made at earlier meeting.</p>	<p>DIAAC and Awards Sub-Committee members</p>
<p><b>5. Maintain Awards and Recognition By-Laws and Policy</b></p>	<p><b>5.1</b> Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. <b>5.2</b> Review By-Law related to Mayor's New Year's Honours List.</p>	<p><b>5.1</b> Policy reviewed in March, 2017. By-laws modified in 2016. <b>5.2:</b> In Progress: Will review Mayor's Award By- Law Change action plan to recommend linkage and promotion of A&amp;R program with the Mayor's Award in Community.</p>	<p>Awards Sub-Committee members</p>