

DIAAC Awards and Recognition Sub-Committee Work Plan 2020

Goal	Activities	Budget	Status	Responsibility
1. Plan and Execute an Annual Awards and Recognition Event in collaboration with the City	1.1 Maintain the Project Plan and complete tasks on scheduled dates 1.2 Develop budget for approval by DIAAC and keep costs within budget.	\$1,600 (reflects entire Awards and Recognition budget)	1.1 Ongoing 1.2 Budget approved	Awards Sub-Committee members and support from CoL Administration and Communication
2. Submit nominations to the City Awards: a) Mayor's Awards b) Distinguished Londoner Award	2.1 Pursue nominations towards these awards through the organizations we are engaged with 2.2 Increase awareness of the City's Awards to DIAAC network	Within existing budget of \$1,600, if required	Broadened initiative in progress	Awards and Recognition Sub-Committee
3. Increase awareness and participation of the Annual Rewards and Recognition program	3.1 Maintain an inventory of all nominators/ nominees including contact information and invite participation of the annual event 3.2 Update and distribute template to provide Councilors with information relative to events to assist with promotion and recognition. Present to CPSC. 3.3 Work with CoL Communications to increase awareness and engagement in annual nominations process via social media 3.4 Leverage International Human Rights Day which could potentially be same date as Awards celebration 3.5 Continue to leverage CDIS network	Within existing budget of \$1,600, if required	3.1-3.5 Ongoing 3.6 New initiative In progress	3.1-3.3 Awards Sub-Committee and support from CoL Administration and Communication 3.4 I. Silver will lead 3.5 Sub-Committee members of CDIS to lead (F. Cassar, K. Hussain) 3.6 Z. Hasmi and K. Hussain to lead.

	3.6	Create DRIA Information pamphlet and distribute to City sites (i.e. library sites)			
4. Promote Award and Recognition Winners and Nominees	4.1 4.2 4.3 4.4 4.5	Provide Councillors with information of winners within their areas and encourage recognition Leverage social media platforms Optimize DRIA/City Website Include nominees in promotion where possible Request CoL issue media release to promote nominations (i.e. September)	Within existing budget of \$1,600, if required	4.1 Ongoing 4.2-4.4 Broadened focus in progress 4.5 New initiative in progress	Awards Sub-Committee and CoL Administration and Communication
5. Educate and Engage DIAAC Committee members and Councillors	5.1 5.2 5.3	Invite DIAAC Committee members to participate in site visits of nominees to learn about the organization and support a potential nomination of the annual award nominations process. Provide education at DIAAC Committee meetings or other forums as available. Identify and promote provincial awards and distribute to those on DRIA inventory (i.e. June Collwood Award, Lincoln Alexander, J. Allyn Taylor, Peggy Sadler award).	Within existing budget of \$1,600, if required	5.1-5.2 Ongoing 5.3 New initiative in progress	Awards Sub-Committee and CoL Administration 5.3 Z. Hasmi and K. Hussain to lead
6. Maintain Awards and Recognition By-Laws and Policy	6.1 6.2	Annually review DRIA policy and Bylaw A.7012-284 to ensure it is up to date. Review By-Law related to Mayor's New Year's Honours List with keen focus on reserves and eligibility criteria (i.e. Advisory members).	Within existing budget of \$1,600, if required	6.1 Ongoing 6.2 Broadened focus in progress.	Awards Sub-Committee members in partnership with DIAAC