

2018-19 Human Rights, Inclusion and Engagement Commission Annual Workplan

	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
Proclamation Updates	Review drafts	Review drafts	Review drafts	Finalize & send to city council for approval. Finalize pilot proclamation recommendation	Review drafts	Launch pilot proclamation planning		Finalize remaining proclamations	Review final proclamations w/ Council 4/8/19			
Community Engagement Special Project	Draft survey questions. Outside B.P. Research Conduct staff survey Compile community demographic information			Review Survey Results. Plan interview needs Conduct interviews Plan outreach strategy w/ city staff.	Compile survey and interview results into best practice document.			Continue creating best practice document & conducting community outreach	Discuss best practice document and next steps for Outreach phase of Engagement Project	Finalize recommendation to Council on phase II of Engagement Project	Present next steps recommendations to City Council.	
Essay Question	Finalize Question and Send to Schools.				Review and refine scoring rubric			Review and choose winning essays		Reception for Essay winners Discuss Question Ideas	Draft Question	Finalize Question
Rosefest party in the park	Review participation							Discuss participation & plan activity				
Rosefest Parade							Application	Discuss participation in 2019			Parade	
Training				Complete Community Engagement & Inclusion Training								
Misc. Items					Discuss how to integrate business community into work.	Review 2018 Work						

