



*The Corporation of The City Of  
Kawartha Lakes*

**Human Services Department  
Memorandum**

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**To:** Victoria Manor Committee of Management  
**From:** Rod Sutherland, Director  
**Date:** April 16, 2018  
**RE:** Accessible Monthly Operations Report template

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As part of the continuing requirement to ensure that all reports and documents comply with Provincial and City Accessibility Standards, the format of the monthly operations reports is being changed.

Changes being made to the format include reducing the use of tables and simplifying the information provided in the remaining tables. The information previously listed in a table will be provided through free form text.

Where tables are included, they must incorporate alternate text descriptions in the table properties. Other formatting changes are font size and line spacing as well as moving to a portrait orientation on letter size paper.

The attached (Appendix A) sample report, adapted from the February 2018 Operations Report, is provided for reference. It is anticipated that the new format will be used for non-confidential and confidential operations reports starting in May 2018.

**Recommendation:** That the memorandum dated April 16, 2018 from the Director regarding changes to the monthly operations report format be received.

**Attachment:** Appendix A – Sample Accessible Operations Report



Non-Confidential  
template.docx

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