

Committee Work Plan Tool

Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	2019
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Provide a Fall Accessibility Forum	a) Secure Keynote Speaker b) Develop theme c) List activities necessary to complete for success d) Decide on participants e) Planning and development of agenda and timelines f) Completion of tasks as per item c) g) Invite stakeholders h) Present the day	a) & b) Q1 d) & e) Q2 f) Q3 g) Oct 23	Successful day measured by number of attendees (aiming for an attendance of 100-150), success learning experience, successful networking, feedback received
2. Presentation of the 2019 Accessibility Awareness Recognition Awards	a) Draft information to be included in a media release and disseminate b) Secure June 4, 2019 on the Council Agenda, meeting room for light refreshments, photo shots c) Utilize Social Media platforms and other means such as publically displayed posters to raise awareness d) At closing make review of the nominations received and qualify e) Provide summary of reasoning and recommendation to be included in a	a) & b) Q1 b) Q1 c) Q2 d) Q2 e) Q2 f) Week prior to event. g) to k) Day of	Successful day measured by number of nominations received (goal to encourage at least 5 nominations), number of qualified recipients selected by Council, participation, media exposure and feedback received

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	<p>Council Report for consideration</p> <p>f) Upon Council endorsement notify recipients of the award, date and time of the ceremony.</p> <p>g) Invite Mayor and Councillor Veale to participate in the presentation ceremony</p> <p>h) Order Awards and engraved plates for City Hall wall plaque</p> <p>i) Order light refreshments for luncheon</p> <p>j) Host recipients</p> <p>k) Participate in presentation of Awards</p>		
<p>3. Outreach – Create greater awareness through several avenues such as participation in local events, by creating information brochures, posters and continuing to reach audiences through social media platforms</p>	<p>a) Creation of informational booklets on Accessibility</p> <p>b) Creation of posters</p> <p>c) Creating a closer informational network with the CKL Chamber Offices and BIA</p>	<p>a) & b) Q1 & 2</p> <p>b) On-going</p>	<p>a) And</p> <p>b) completion and dissemination</p> <p>c) will be on-going through Downtown Revitalization projects and other avenues</p> <p>Communications, Advertising and Marketing Division have been assisting with this goal.</p> <p>Benchmarks could be set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces. This will be monitored throughout the year.</p>

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4. explore the development of list of standard comments to be included when reviewing and providing recommendation during the Site Plan Review process. New statistics from Stats Canada and Angus Reid available.	a) research b) draft c) development of a one page list of accessibility considerations that would be considered standard in site plan development	2019/early 2020	Measurable success of the final product will be discussed in the development to include Increased awareness, inquiries
5. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2019 development stages – Research and consultation	On-going	Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features.
6. Continued participation in the public processes associated with Downtown Revitalization and Reconstruction	Advisory to Staff and Council	On-going	By number of reviews completed.
7. Continue to support Age-Friendly initiatives in Kawartha Lakes	Advisory and Support	On-going	By number of actions taken to provide assistance.

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<p>8. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. This includes the compliance review and report submission of the requirements of the AODA as required by the City by year end.</p>	<p># of consultations # of comments</p>	<p>On-going</p>	<p>Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.</p>