

Committee Work Plan Tool

Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	(Appendix A) 2019 Activities Report
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
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	-136 Attendees - coverage by Global News providing great awareness - His honour David C. Onley once again provided valuable message - Alec Denys along with 11 other presentations offered a wide variety of information and was well received with excellent feedback received from participants - 52 visitors (Accessibility Coordinators) from across the Province attended City Hall October 24 th for their Fall ONAP meeting. The group complimented City Hall improvements and Downtown Lindsay establishments.

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2. Presentation of the 2019 Accessibility Awareness Recognition Awards	<ul style="list-style-type: none"> 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 Council Report for consideration f) Upon Council endorsement notify recipients of the award, date and time of the ceremony. g) Invite Mayor and Council Liaison to participate h) Order Awards and engraved plates for City Hall wall plaque 	<ul style="list-style-type: none"> 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	Pleased to report that the Committee exceeded their measurement of success with the presentation of (9) Nine Accessibility Awareness Awards in 2019.

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	i) Order light refreshments for luncheon j) Host recipients k) Participate in presentation of Awards			
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	a) Creation of informational booklets on Accessibility b) Creation of posters c) Creating a closer informational network with the CKL Chamber Offices and BIA	a) & b) Q1 & 2 b) On-going	a) And b) completion and dissemination c) will be on-going through Downtown Revitalization projects and other avenues Communications, Advertising and Marketing Division have been assisting with this goal. Benchmarks set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces.	-Several booklets of information have been published by the Province. -A display was purchased for City Hall to house materials of interest on Accessibility. -this information is replenished and new is added to the display when created. -Accessibility Forum held during Business Week, start time adjusted to meet the needs of business, event publicized through Chamber, BIA and other -Presentation directed to local business through Workforce Development Board Speakers Series -On-going for 2020

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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 list of accessibility considerations in site plan development	2019/early 2020	Measurable success of the final product will be discussed in the development to include Increased awareness, inquiries	-standardized comments such as statistics on the increase in the number of people with disabilities, etc. introduces comments provided on each site plan review. -project on-going through 2020
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.	Research and connections on-going into 2020

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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.	Consultation and comment provided on design for Downtown Reconstruction in Lindsay
7. Continue to support Age-Friendly initiatives in Kawartha Lakes	Advisory and Support	On-going	By number of actions taken to provide assistance.	Both the Chairperson of the AAC and the Accessibility Officer attend Steering Committee Meetings in support of Age-Friendly initiatives.
8. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. Including the City AODA compliance review and report submission by year end.	# of consultations # of comments	On-going	Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.	Consultation and comment provided on but not limited to: -Eleven (11) Site Plan applications in 2019 -participation in the Secondary Plan Policy Development - Development stages of the renewed Council Strategic Plan -Bobcaygeon Beach Park design -Parking strategy -etc.