

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	(Appendix B) 2020 Work Plan
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Presentation of the 2020 Accessibility Awareness Recognition Awards	a) Draft information to be included in a media release and disseminate b) Secure May 26, 2020 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	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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	consideration f) Upon Council endorsement notify recipients of the award, date and time of the ceremony. g) Invite Mayor and Councillor Veale to participate in the presentation ceremony h) Order Awards and engraved plates for City Hall wall plaque i) Order light refreshments for luncheon j) Host recipients k) Participate in presentation of Awards		
2. 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 educational newsletter (quarterly leading to monthly) for City Staff and community b) Creating a closer informational network with the CKL Chamber Offices and BIA	a) & b) Q1 & 2 b) On-going	a) completion and dissemination b) will be on-going through Downtown Revitalization projects and other avenues Communications, Advertising and Marketing Division have been assisting with this goal. 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.

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3. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2020 development stages – Research and consultation, presentations and the development of useful documents associated with education on accessible design.	On-going	Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features. This year will include the creation of an accessibility checklist for developers, an Accessibility Bootcamp Workshop for Planning, Engineering, Parks and Recreation Staff and others associated with Accessible Design of Public Spaces, etc.
4. Continue to support Age-Friendly initiatives in Kawartha Lakes.	Advisory and Support	On-going	By number of actions taken to provide assistance.
5. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. This includes such items as Secondary Plan Policy development, Active Transportation Master Plan, etc.	# 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.