

**1ST REPORT OF THE**  
**ACCESSIBILITY ADVISORY COMMITTEE**

Meeting held on January 26, 2017, commencing at 3:00 PM, in Committee Room #4, Second Floor, London City Hall.

**PRESENT:** M. Dawthorne (Chair), M. Cairns, F. de Lasa, A. Forrest, J. Madden, J. Sanders and J. Bunn (Secretary).

**ABSENT:** J. Bell, J. Ehiwario, L. Firby and J. Menard.

**ALSO PRESENT:** C. Childs, C. Da Silva, K. Husain and K. Walsh.

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**I. CALL TO ORDER**

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

**II. ORGANIZATIONAL MATTERS**

2. Election of Chair and Vice-Chair for Term Ending November 30, 2017

That it BE NOTED that the Accessibility Advisory Committee elected M. Dawthorne and J. Madden as Chair and Vice Chair, respectively, for the term ending November 30, 2017.

**III. SCHEDULED ITEMS**

**IV. SUB-COMMITTEES & WORKING GROUPS**

3. Built Environment and Facilities Sub-Committee

The following actions be taken with respect to the Built Environment and Facilities Sub-Committee reports from the meetings held on December 12, 2016 and January 9, 2017:

- a) prior to the development of a newly constructed or renovated Community Garden Project, Civic Administration BE REQUESTED to provide the Accessibility Advisory Committee (ACCAC) with a proposed site plan for review and an opportunity for comments related to design considerations for accessibility;
- b) a member of ACCAC BE REQUESTED to attend the upcoming Urban Agriculture Planning Meeting to be held on February 4, 2017; it being noted that if a member of ACCAC is not able to attend, a member of the Urban Agriculture Planning Meeting will come to the February

ACCAC meeting to give an update;

- c) the Urban Agriculture Team BE REVISED to include ACCAC as a Council Committee “stakeholder” that supports an Urban Agriculture Strategy that recognizes accessibility and provides inclusive design considerations for our community; and,
- d) prior to the development of a newly constructed Urban Agriculture project location, the ACCAC BE PROVIDED with a proposed site plan for review and opportunity for comments related to design considerations for accessibility.

4. Mental Health Working Group

That it BE NOTED that the Mental Health Working Group report from its meeting held on January 9, 2017, was received.

5. Policy Sub-Committee

That it BE NOTED that the Policy Sub-Committee report from its meeting held on December 5, 2016, was received.

**V. CONSENT ITEMS**

6. 11th Report of the Accessibility Advisory Committee

That it BE NOTED that the 11th Report of the Accessibility Advisory Committee from its meeting held on November 24, 2016, was received.

7. Municipal Council resolution adopted at its meeting held December 19, 2016 with respect to the 11th Report of the Accessibility Advisory Committee

That it BE NOTED that the Municipal Council resolution from its meeting held on December 19, 2016 with respect to the 11th Report of the Accessibility Advisory Committee, was received.

8. News Release - Ontario Helping Protect People with Developmental Disabilities

That the news release from Dr. H. Jaczek, Ministry of Community and Social Services, dated November 16, 2016, related to Ontario Helping Protect People with Developmental Disabilities, was received.

9. Accessible City Council and Committee Meetings

That it BE NOTED that the Accessibility Advisory Committee (ACCAC) held a general discussion with respect to the accessibility of City Council and Committee Meetings; it being

noted that the ACCAC received a communication from K. Husain and B. Ryan related to this matter.

## **VI. ITEMS FOR DISCUSSION**

### **10. City of London Multi-Year Accessibility Plan - Annual Status Update 2015**

That it BE NOTED that the Draft City of London Multi-Year Accessibility Plan - Annual Status Update 2015, was received.

### **11. Sub-Committee Calendar**

That it BE NOTED that the Accessibility Advisory Committee discussed the attached Sub-Committee Calendar.

### **12. Accessibility Advisory Committee Work Plan - 2016**

That the attached 2016 Work Plan for the Accessibility Advisory Committee BE FORWARDED to the Municipal Council for their information.

### **13. Accessibility Advisory Committee Work Plan - 2017**

That the 2017 Accessibility Advisory Committee (ACCAC) Work Plan BE DEFERRED to the February meeting of the ACCAC, pending the completion of the City of London Multi-Year Accessibility Plan; it being noted that the committee held a general discussion related to this matter.

## **VII. DEFERRED MATTERS/ADDITIONAL BUSINESS**

### **14. Alternate Formats for Council and Standing Committee Agendas to Support Greater Participation in Local Government**

That Civic Administration BE REQUESTED to work with the Policy Sub-Committee with respect to alternate formats for Council and Standing Committee agendas to support greater participation in local government; it being noted that the Accessibility Advisory Committee received the Municipal Council resolution from its meeting held on December 19, 2016 with respect to this, and related, matters.

### **15. (ADDED) Delegation Enquiry Regarding Assistive Technologies**

That it BE NOTED that C. Da Silva, Specialist, Municipal Policy (AODA), requested a delegation at a future meeting of the Accessibility Advisory Committee with respect to assistive technologies; it being noted that C. Da Silva will report back at a future meeting with more information.

16. (ADDED) Community Diversity and Inclusion Strategy

That the following actions be taken with respect to the Community Diversity and Inclusion Strategy:

- a) Kate Graham, Director, Community and Economic Innovation, BE INVITED to the February meeting of the Accessibility Advisory Committee (ACCAC) to give an update on the status of the Community Diversity and Inclusion Strategy development; and,
- b) the draft Community Diversity and Inclusion Strategy BE PROVIDED to the ACCAC for review prior to the March, 2017 meeting of the committee in order to provide comments.

**VIII. ADJOURNMENT**

The meeting adjourned at 4:47 PM.

NEXT MEETING DATE: February 23, 2017

# 2017 ACCAC Sub-Committee Calendar

To: **All ACCAC Members**

Sub-Committee Meetings are an important part of our Advisory Role. As they are not as formal or time-restrained as a General Meeting they are a great way to strengthen member awareness and knowledge of accessibility related issues. It is at the sub-committee level that time is made for general discussion of topics and how best our General Committee can proceed to implement our agreed upon Work Plan strategies.

Although not mandatory, attendance at these meeting is expected and strongly encouraged and does not require a significant commitment. Watch for posted agendas of these meetings for an interesting-to-you topic, or better yet a discussion matter that you may already have experience with to share with others, and simply show up. Note: that attendance at these meeting by non-committee "friends" is also welcomed at this level. As such, if you know of a person with an interest in a subject matter being discussed, please feel free to invite him/her to attend along with you.

If unable to attend any of the following meeting dates and times, perhaps consider contacting the Committee Chair to offer your support of the subject matter(s) being discussed prior to the meeting, or to arrange for an alternative connection to involve yourself as best you can at the time of the meeting. (example: by speaker phone or Skype)

The following dates are currently scheduled for these meetings, however please understand that last minute date or time changes made be necessary at the discretion of the Sub-committee Chair. (again, watch your email for agenda postings)

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Presently, our location of choice for these meetings is:

**North London Optimist Community Centre** (Mtg Rm #1), 1345 Cheapside Street (at Highbury)

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**Policy Sub-Committee**

Chair: **Michael Cairns** [cairns27@gmail.com](mailto:cairns27@gmail.com)

**Mental Health Working Group**

Chair: **Michael Dawthorne** [mdawthorne@chsl.ca](mailto:mdawthorne@chsl.ca)

**Built-Environment and Facility Sub-Committee**

Chair: **Jim Sanders** [playchek@rogers.com](mailto:playchek@rogers.com)

**Education and Awareness Sub-Committee**

Chair: **Florencia DeLasa** [fdelasa@rogers.com](mailto:fdelasa@rogers.com)

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Monday, January 9, 7:00pm.....Policy Sub-Committee

Monday, January 9, 7:30pm.....Mental Health Working Group

Monday, January 9, 8:00pm.....Built-Environment Sub-Committee

Monday, January 9, 8:00pm.....~~Education and Awareness Sub-Committee (cancelled)~~

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Monday, February 6, 7:00pm .....Policy Sub-Committee

Monday, February 6, 8:00pm .....Mental Health Working Group

~~Monday, February 13, 7:00pm .....Built Environment Sub-Committee (cancelled)~~

Monday, February 13, 7:00pm .....Education and Awareness Sub-Committee

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Monday, March 6, 7:00pm .....Policy Sub-Committee

Monday, March 6, 8:00pm .....Mental Health Working Group

Monday, March 13, 7:00pm .....Built-Environment Sub-Committee

Monday, March 13, 8:00pm .....Education and Awareness Sub-Committee

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Monday, April 3, 7:00pm .....Policy Sub-Committee  
Monday, April 3, 8:00pm .....Mental Health Working Group  
Monday, April 10, 7:00pm .....Built-Environment Sub-Committee  
Monday, April 10, 8:00pm .....Education and Awareness Sub-Committee

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Monday, May 1, 7:00pm.....Policy Sub-Committee  
Monday, May 1, 8:00pm.....Mental Health Working Group  
Monday, May 8, 7:00pm.....Built-Environment Sub-Committee  
Monday, May 8, 8:00pm.....Education and Awareness Sub-Committee

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Monday, June 5, 7:00pm.....Policy Sub-Committee  
Monday, June 5, 8:00pm.....Mental Health Working Group  
Monday, June 12, 7:00pm.....Built-Environment Sub-Committee  
Monday, June 12, 8:00pm.....Education and Awareness Sub-Committee

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Tuesday, July 4, 7:00pm .....Policy Sub-Committee  
Tuesday, July 4, 8:00pm .....Mental Health Working Group  
Monday, July 10, 7:00pm .....Built-Environment Sub-Committee  
Monday, July 10, 8:00pm .....Education and Awareness Sub-Committee

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Month of August .....No meetings scheduled (summer break)

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Tuesday, Sept. 5, 7:00pm .....Policy Sub-Committee  
Tuesday, Sept. 5, 8:00pm .....Mental Health Working Group  
Monday, Sept. 11, 7:00pm .....Built-Environment Sub-Committee  
Monday, Sept. 11, 8:00pm .....Education and Awareness Sub-Committee

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Monday, Oct. 2, 7:00pm .....Policy Sub-Committee  
Monday, Oct. 2, 8:00pm .....Mental Health Working Group  
Tuesday, Oct. 10, 7:00pm .....Built-Environment Sub-Committee  
Tuesday, Oct. 10, 8:00pm .....Education and Awareness Sub-Committee

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Monday, Nov. 6, 7:00pm .....Policy Sub-Committee  
Monday, Nov. 6, 8:00pm .....Mental Health Working Group  
Monday, Nov. 13, 7:00pm .....Built-Environment Sub-Committee  
Monday, Nov. 13, 8:00pm .....Education and Awareness Sub-Committee

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Monday, Dec. 4, 7:00pm .....Policy Sub-Committee  
Monday, Dec. 4, 8:00pm .....Mental Health Working Group  
Monday, Dec. 11, 7:00pm .....Built-Environment Sub-Committee  
Monday, Dec. 11, 8:00pm .....Education and Awareness Sub-Committee

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**ACCESSIBILITY ADVISORY COMMITTEE  
2016 WORK PLAN  
(final report)**

	<b>Project/Initiative</b>	<b>Background</b>	<b>Lead/Responsible</b>	<b>Proposed Timeline</b>	<b>Proposed Expenses</b>	<b>Proposed Budget</b>	<b>Relation to London Strategic Plan</b>	<b>Status</b>
1.	Accessibility themed open-houses/community consultations	ACCAC has identified a need to better represent the incredibly diverse needs of ALL disabilities and aspects of accessibility that cannot be sufficiently met by a committee of 13 members. Consultations will solicit information on existing barriers and successes that could be expanded upon. Solicited information will form the basis of the development of the 2017 Accessibility Advisory Committee Work Plan and will contribute to the writing of the City's Accessibility Plan (required in 2017/18). Proposing 4 to 6 consultations spread across all wards, potentially working with Ward Councillors.	Education and Awareness Sub-committee	Fall 2016	Food, Marketing, Promotional materials	\$1000-\$1200	Leading in Public Service 1A; 4A; Strengthening Communities 2B; 3A; 5C; 5H	INCOMPLETE: Working Group formed. The Lead of the working group resigned. Decision to suspend and differ to 2017. Still allows solicitation of information prior to City's next five-year accessibility plan.  No budget utilized.
2.	Long Term Planning	Host a Strategic Planning Session with all ACCAC members to develop short term (2017 Work Plan), mid-range (balance of term) and long term (for consideration in the 2018-2022 Accessibility Plan) goals. Ensures city compliance with aspects of the Accessibility for Ontarians with Disabilities (AODA) implementation.	Chair/Vice-Chair	Fall 2016	Food, Space	NIL	Strengthening Communities 3A Note: development of Accessibility plan in conjunction with ACCAC is mandated under Accessibility for Ontarians with Disabilities (AODA) legislation	COMPLETE: Strategic planning session completed following November 2016 ACCAC meeting. 2017 work plan to be submitted to council.
3.	Review/Discuss Employment for Persons with Disabilities	Unemployment and/or under employment for persons with disabilities are disproportionately high Intention	All members	Spring/Summer 2016	NIL	NIL	Strengthening Communities 2B; 3A; Growing our economy 1B; 5C	COMPLETE: Ability First provided a presentation/delegation at the

		is to determine strategies and initiatives for future Work Plans. This work is timely as it overlaps to some degree with the current poverty work undertaken by the City.						September ACCAC meeting
4.	Review Accident data/prevention strategies (re. cycling, pedestrian)	Accidents are a leading cause of preventable acquired disability May require consultation with other Advisory Committees (Transportation Advisory Committee, Cycling) and requests for information and data from city partners (e.g. MLHU). No action is expected at this time, however this information may inform the development of future ACCAC goals and work plans.	Chair/Vice Chair; in consultation with partners as described	Spring/Summer 2016	NIL	NIL	Strengthening Communities 3A; Building a Sustainable City 2C	PARTIALLY COMPLETE: Referred to Policy Sub-Committee. Motion made to City requesting accident data. Waiting for City to respond
5.	Mental Health/Stigma Reduction Initiative	From June 26, 2014 Council Resolution "9. <i>That the following actions be taken with respect to the 5th Report of the Accessibility Advisory Committee (ACCAC), from its meeting held on May 22, 2014:a) the matter of the naming of Sanitorium Road BE REFERRED to the Civic Administration, and more particularly to the Child and Youth Network, for engagement and conversations to break down potential barriers and to assist in eliminating stigmas specific to children's mental health;</i> "	Proposing a new ACCAC Working Group (Chair to be determined) to address solely this Project/Initiative; Working Group will consist of ACCAC members and community agency representatives in the area of Mental Health Services	2016-2017	Most expenses will likely be incurred in the implementation of recommendations developed throughout this process. These cost will be variable dependent on recommendations and are expected to be incurred in 2017 or later	\$1000-\$1200 noting the implementation costs are Variable; ultimately Council will have the authority to endorse and support recommendations from this initiative in full or in part and can assess cost benefit at that time.	Strengthening Communities 2B; 3A; 5C; 5H Leading in Public Service 1A	PARTIALLY COMPLETE: Narrowed scope from internal, customer service and external, noting city has existing internal plan and has undertaken external plan development. MHWG has compiled list of 14 recommendations. On track for completion in 2017 per 2016 work plan.  No budget utilized.
6.	Complete review of Audible Pedestrian Signals, considering recommendations provided by CNIB	City staff requested a review of the existing implementation timeline/ priorities in Fall 2015	Built Environment Sub-Committee	Jan/February 2016	NIL	NIL	Strengthening Communities 5H; 5I	COMPLETE: Recommendations made and responded to by city staff.

7.	Development of a Playground Accessibility Design Standard Outdoor Standard as an accompaniment to FADS (to be included in future FADS revisions)	Historically ACCAC has had a member sit in on Playground RFP evaluations. Existing legislation and standards are either poor or silent on minimum accessibility requirements for playgrounds. In 2014 early 2015 ACCAC developed a playground survey (available on london.ca) to solicit feedback on existing perception of accessibility in city parks.	Built Environment Sub-Committee	Ongoing - compiling existing standards and best practices Review of survey data Fall 2016 Development of recommended London Playground Standard - Fall 2016- Winter 2017	NIL	NIL	Strengthening our Community 4C; 5H Building a Sustainable City 2A, 4D	PARTIALLY COMPLETE: Underway. Existing standards and best practices in other jurisdictions have been collected. Information contained in those standards/ practices used by ACCAC representative in selection of new Springbank playground. Will be completed in 2017 per 2016 work plan.
8.	Develop best practices/accessibility guidelines and considerations for Site plan review process	Site Plan review is mandated responsibility of ACCAC since the ODA (2001). Changes to Accessibility for Ontarians with Disabilities (AODA), Ontario Building Code and FADS have ensured most accessibility requirements are now met. Legislation still has some gaps or variances (e.g. applicable to different parties). Best practices/ accessibility guidelines and considerations may include a review checklist or information document available/distributed with building or renovation permit requests.	Built Environment Sub-Committee	Fall 2016	NIL	NIL	Leading in Public Service 5A	COMPLETE: Checklist for site plan accessibility complete and submitted to city for use/testing.
9.	Awareness campaign - Automatic Doors	Many door buttons throughout London are poorly located, non-functional or not present at all. Outreach materials could provide recommendations on placement, rationale for	The Education and Awareness Sub-Committee with support of Built Environment Sub-Committee	Spring/Summer 2016	Print Materials	>\$1000	Leading in Public Service 1B; Strengthening our Community 3A	COMPLETED: Materials printed in December

		investing in the door mechanism (Return on investment), and potential sources of funding. Intended to be provided to local businesses in outreach similar to past accessible parking campaign by ACCAC.						
10.	Update Financial Resources for Persons with Disabilities Guide currently available on ACCAC section of london.ca	Financial resource guide was developed in 2011 by ACCAC. Focused on funding sources available to persons with a disability (related to the disability). Most extensive and comprehensive guide of its kind at the time. New funding has since become available, others have been discontinued. Discussions of adding new segments for corporate funding for accessibility initiatives (e.g. renovations, employment, etc.)	Education and Awareness Sub-committee	Spring 2016	NIL	NIL	Leading in Public Service 1B; 1C Strengthening our Community 3A	PARTIALLY COMPLETE: Revisions complete. Final draft being reviewed/edited prior to submission for posting to website. Will be complete early 2017.
11.	Review ACCAC brochure/marketing outreach materials	Originally designed at the creation of ACCAC Structure of ACCAC (non-voting member composition, sub-committees) has changed over time. Revise duties and role of ACCAC to mirror ACCAC Terms of Reference. Ensure contact information is correct. These materials are required for other initiatives in this work plan.	Education and Awareness Sub-committee	Winter 2016	Design costs (Note printing costs are included in budget of other proposed initiatives)	>\$1000 including printing; Dependent on whether existing brochure template is available for edit	Leading in Public Service 1B	COMPLETED: Materials printed in December
12.	Review/Revise Parking Awareness leaflet	Accessible Parking leaflet was produced in early days of ACCAC to be used as an Awareness tool (place on windshield of illegally parked vehicles or those not properly displaying a parking pass).	Education and Awareness Sub-committee	Fall 2016	Design costs, printing costs,	>\$1000 including printing; Dependent on whether existing leaflet template is available for edit	Leading in Public Service 1B; Strengthening our Community 3A1	COMPLETED: Materials printed in December

13.	Review/Revise ACCAC Terms of Reference	Developed at the onset of ACCAC (after its inception in 2001) Legislation changes have negated some duties originally included in Terms of Reference while new responsibilities or roles have evolved over time.	Policy Sub Committee	February 2016	NIL	NIL	Leading in Public Service 2A; 4C	COMPLETED: Recommended revisions submitted to council and city clerk for consideration.
14.	Review City's compliance to meet existing/upcoming Accessibility for Ontarians with Disabilities (AODA) implementation requirements	This has been ongoing collaboration between ACCAC and the City. Timeline is tentative dependent on the hiring of a municipal policy (AODA) specialist.	Policy Sub Committee	Winter/Spring 2016	NIL	NIL	Per ACCAC Terms of Reference; Accessibility for Ontarians with Disabilities (AODA) Legislation	COMPLETED: Formalized compliance reports and 2015 Annual Report reviewed by Policy Subcommittee
15.	Transportation Advisory Committee (TAC) Representative	Designated ACCAC representative on TAC.	As elected by ACCAC	Ongoing	NIL	NIL	The strategic plan repeatedly references the Transportation Master plan, one of the primary documents used to direct the actions of TAC	COMPLETED: J. Madden appointed as the ACCAC representative on TAC (June 2016)
16.	Trails Advisory Group (TAG) Representative	Designated ACCAC representative on TAG.	As elected by ACCAC	Ongoing	NIL	NIL	Building a sustainable City 2.A (pg 11)	COMPLETED: Ongoing; ACCAC participated in Trails Guidelines review
17.	Site Plan Reviews	This is mandated under Accessibility for Ontarians with Disabilities (AODA) legislation (See Site Plan Process best practice Initiative).	Chair/Vice-Chair	Ongoing	NIL	NIL	This is mandated under Accessibility for Ontarians with Disabilities (AODA) legislation	COMPLETED: Ongoing
18.	Review Poverty Initiative recommendations throughout process/at completion from Accessibility-specific perspective	ACCAC received a presentation from Deputy Mayor Cassidy at the October 2015 meeting outlining the Poverty Initiative. ACCAC stressed the overlap between this initiative and some aspects of ACCAC's mandate. Although ACCAC believes the panel will develop a comprehensive plan, we want to ensure our population is not inadvertently missed in any aspect of the plan.	All members	Ongoing; dependent on reports delivered by the poverty initiative panel	NIL	NIL	Strengthening Communities 3A; Leading in Public Service 1A	COMPLETED
19.	Work with City Staff to fill	ACCAC is mandated to have 10	Chair/Vice-Chair in	Immediate/On	Marketing/outr	Variable	Per ACCAC Terms of	COMPLETED:

	Non-voting positions on ACCAC	non-voting members Historically (and currently) only about 3 to 4 are filled at any time. Non-voting members increase the scope and breadth of knowledge available to ACCAC when formulating recommendations for the City.	conjunction with City staff as needed	-going as needed	each	depending on vacancies, minimal, within existing city budgets	Reference	Ongoing; Motion to CPSC - August 23. Website was not revised to include non-voting resource vacancies.
20.	Advise City on Accessibility aspects of the implementation of the Community Gardens Strategic Plan	On the recommendation of city staff Council approved the Community Garden Strategic Plan and Year one implementation plan (Late summer 2015). The Strategic Plan calls for increased focus on Accessibility but does not detail how this will be achieved. ACCAC has already made offers to support this implementation, which were accepted by staff.	Built Environment Sub-Committee	Ongoing per Community Garden implementation plan	Proposed expenses should be included under the existing approved Community Garden budget	NIL	Strengthening Communities 1A; 2B; 3A; 4C; 5B; 5C; 5H Building a Sustainable City 4D	COMPLETED: Scott Stafford has attended Built Environment sub-committee meetings to provide updates on the program. Actions undertaken by city to enhance accessibility at Ed Blake community garden and future developments.
21.	Participate in annual FADS review	Recurring role of ACCAC since FADS was adopted by the City. It is expected areas specific to Parks, Playgrounds and Community Gardens will be impacted by other initiatives undertaken in this Work Plan.	Built Environment Sub-Committee	Ongoing as requested by City Staff -	Nil	NIL	Per ACCAC Terms of Reference	PARTIALLY COMPLETED: ACCAC made motion to CAPS recommending any revision to FADS include expansion to departments other than facilities.
22.	Consult/Advise members of the public/external; parties upon requests or referral from city staff	Historically ACCAC has received, often through City staff or accessibility@london.ca, requests to advise builders, architects, businesses, and citizens (amongst many other groups) on aspects of accessibility.	Variable sub-committees or ACCAC Chair/Vice Chair; as appropriate	Ongoing	NIL	Nil	Strengthening our Community 1A; 5B; 5C; 5H	COMPLETED: Ongoing
23.	Undertake Community Outreach to raise Awareness of ACCAC and its role within the city;	ACCAC has historically partaken in outreach varying from hosting full day conferences, to Lunch 'N'	Education and Awareness Sub-committee	Ongoing	registration costs, ACCAC materials	>\$100 per session; not to exceed \$600 annually	Leading in Public Service 1A; Strengthening Communities 2B; 3A;	PARTIALLY COMPLETED: Member attended the Advisory Committee

	Promote resources developed by ACCAC to Londoners	Learns, to exhibiting at community events (e.g. Car-free Sundays). Opportunities will focus primarily on exhibiting at events, and may include King's College Social Work Week, Dundas Street Festival, etc.						education/outreach joint meeting discussions – June and September. Declined participation in events pending resource revisions.  No budget used.
					Total	Did not exceed \$6000 (ACCAC's current approved Annual budget)		

#### SUMMARY

The 2016 ACCAC work plan consisted of 23 action items

- 16 were completed in full
- 6 were partially completed or were scheduled to span both 2016 and 2017 work plan for which the 2016 portions were completed
- 1 was incomplete

The 2016 work plan allotted a budget of up to \$6000.

- 3 actionable items with allotted budget did not use any money
- Balance used partial allotted budget
- ACCAC was significantly under budget for 2016