

Hello TAC Members,

**RE: WORK PLAN**

In order to move forward with a work plan for 2017, we need to close out our 2016 work plan, and build a new one. It looks like our agenda for the April 4th meeting leaves plenty of room to complete this.

I propose that we undertake the following activities:

1. Each of us provide a final report on any 2016 Work Plan items for which we are a lead. A short verbal statement and a recommendation to either continue with or remove the item in 2017 is sufficient.
2. Each of us complete an attached Work Plan Proposal for any items that we wish to include in the 2017 work plan, including any items to be carried over from the 2016 Work Plan. I've attached a blank form, and one completed for a Pedestrian Charter work plan item.

If this template doesn't work for you, please come prepared with details of the action items you'd like to add to the TAC Work Plan. The committee will decide whether to add each item to the Work Plan. You should be prepared to be the lead on any item put forward unless you've arranged for another member to be the lead.

Completed templates can be sent to Jerri at [jbunn@london.ca](mailto:jbunn@london.ca) by 9 AM on Monday, April 3 in order to be included in the printed packet at the meeting. If you wish, you could also forward them to the committee to review whenever you have them ready.

The Work Plan is a living document, and items can be added or changed later in the year, but I hope that by the end of our April 4th meeting, we'll have a good start to a productive remainder of 2017.

Thank you,  
Amanda