

## Unfinished Business Tracking Chart

Accessibility Advisory Committee Motions/Requests as of March 1, 2021

<b>Motion/Request/Item</b>	<b>Details/Minutes</b>	<b>Due Date</b>	<b>Current Completion</b>	<b>Next Steps</b>
<b>Accessibility Awareness Week</b>	Create a COVID-19 safe way to celebrate Accessibility Awareness Week.	April 30, 2021	10%	J. Kramer to continue researching.
<b>Accessible Taxis</b>	Request to learn more about what other municipalities are doing to attract and retain accessible taxis.	N/A	50%	J. Kramer to continue researching.
<b>Building Audits</b>	Audit the accessibility of buildings.	August 2021	0%	J. Kramer to create a checklist for accessible audits.
<b>Business Letters</b>	Create a set of letters to send to businesses about the requirements under the AODA and resources they can request through the Town of Cobourg.	April 21, 2021	10%	J. Kramer to complete the letters for approval by the AAC.
<b>Reporting and Feedback Increases</b>	Increase the usage of the Town website to increase accessibility reports and concerns.	N/A	50%	<ul style="list-style-type: none"> <li>• Two more social media posts to be released.</li> <li>• Engagement report to come back to the Committee.</li> </ul>
<b>WHEELS Policy and Procedure</b>	Update the WHEELS (Specialized Transit) Policy and Procedure for 2021.	May 1, 2021	50%	Century to respond to Staff request.