

4. Community Council Work Plans and Annual Reports

4.1 Work Plan

Each Community Council will develop an annual work plan that guides how it encourages, inspires, leads and supports its vision of community inclusion and participation of people with developmental disabilities in all aspects of community life. Work plans can cover a period of one to three years. If a Council work plan covers more than one year, it is important that it identifies the goals and activities for each of the years. The most detailed plan will likely be for the coming year with the next two years leaving room for learning and change in year one.

Some examples of questions to guide or to be considered by a Council as it begins to develop its work plan are found in Guidelines for Developing a Council Work Plan in **Appendix 16**.

Councils set aside a time each spring to review the year's work and the plan that guided it, and to update or set a new plan for the coming year(s). The CLBC annual planning and review calendar goes from April 1st of a calendar year to March 31st of the next calendar year. Some Councils meet from September of one year until June of the next year, with no meetings over the summer.

In developing and reviewing Council work plans, the yearly designation that makes the most sense to the Council should be chosen and noted on all planning and annual review documents. Councils should be aware that CLBC will require a province-wide reporting out from Community Councils at the end of its planning time frame (April to March). More discussion about the year-end review is provided in **Section 4.3**.

The Council work plan includes goals that identify what the Council wants to achieve each year. It is important to identify what is acceptable to the Council as indicators of success or in measuring the achievement of its goal(s) and the impact / difference it made in its community. The chosen strategies are key elements in helping achieve Council goals. Some examples of goals and strategies are below.

GOAL ➔ Build alliances with people and organizations outside of the community living sector to work together on one or more community building activities	
Outcome	One new alliance with another group to work together on issues of belonging and inclusion
Evidence the goal is met	At least one project is jointly sponsored and carried out with another group whose interest is also focused on building more welcoming communities
Strategies	<ul style="list-style-type: none"> • Host an event • Through ongoing discussion and agreement, meet with local media to highlight a topic or significant positive change in community • Co-sponsor a meeting with local leaders to talk about a vision for more inclusive community • Join with a seniors' group to raise concerns about universal access to services and the impact of poor transportation on all vulnerable adults

GOAL ➔ Recruit new Council members	
Outcome	Full Council membership
Evidence the goal is met	At least two new people are recruited each year
Strategies	<ul style="list-style-type: none"> • Make at least one presentation to a Chamber of Commerce / Business Improvement Association / Rotary Club, etc. • Invite community media to do a story on at least one successful Council activity or initiative, and include a call for more members (with contact information)

Other examples of goals include

- Increase the number of community businesses that welcome people with disabilities as customers and potential employees
- Increase the number of individuals with developmental disabilities who are present at and a part of the organizing committee for local community events
- Influence planners or managers of local health services to consider and make changes to better address access challenges experienced by adults with developmental disabilities and their families

Examples of planning templates are found in **Appendix 17**.

In developing the work plan remember to:

- Pace the work and set reasonable expectations in order to be successful and satisfied
 - ◆ what are the goals (and targets) for year one, year two, year three?
 - ◆ how will each year be used to build momentum for the next year?
 - ◆ what needs to be done in order to be ready? (e.g. recruit new members; find resources; attend other community group meetings)

4.2 Community Council Initiatives Flowing from Annual Work Plans

Councils engage in a wide range of initiatives that flow from their annual work plans. For example, they may:

- Address gaps and inform and educate communities regarding inclusive approaches to services
- Provide information to CLBC about barriers to inclusion based on the experiences of Council members and others in the community

Some examples of these kinds of initiatives are found in **Appendix 18**.

4.3 Annual Report

Each year Councils are required to prepare an annual report for the period of April 1st to March 31st that:

- Highlights Council initiatives, projects and challenges that the Council faced over the past year and how these were addressed
- Identifies plans for the next year(s) and any themes or issues that need to be highlighted (issues heard / learned from talking with individuals with developmental disabilities and their families, community organizations, businesses, leaders and other individuals)

In reviewing the past year's plan and activities, Councils can assess how effective they were in achieving their goals. They can identify what was particularly helpful in achieving success and what contributed to a less successful outcome. This analysis will help the Council update or set new plans for the next year(s).

The office of the Executive Director of Communications and Stakeholder Relations combines the annual Community Council reports into a single report that is sent to all Council members, CLBC Board of Directors and senior management team and is posted on the CLBC website. This report is a vehicle to inspire and share valuable lessons learned over the course of the last year. It can also create opportunities for Councils to cooperate and coordinate planning and actions for the next year. The Annual Report Template is found in **Appendix 19**.