

Appendix 17 – Examples of Planning Templates

Community Council Work Plan

YEAR ONE - From _____ To _____

GOAL	STRATEGIES	ACTIVITIES	EVIDENCE OF SUCCESS	TIME LINE	ASSIGNMENT	STATUS
<ul style="list-style-type: none"> Local media will use more appropriate and respectful language and context when referring to people with developmental disabilities 	<ul style="list-style-type: none"> Document current practices 	<ul style="list-style-type: none"> Committee will listen to and document local broadcast media Committee to scan and document local printed media 		Year 2		<ul style="list-style-type: none"> In planning and research stage
	<ul style="list-style-type: none"> Develop relationships with local media leaders 	<ul style="list-style-type: none"> Who are they? Get introduced Meet with local media 		Year 1 & 2		
	<ul style="list-style-type: none"> Develop written materials to submit for publication / broadcast 	<ul style="list-style-type: none"> Are there partners who share your interest? Identify writers (on or friends of Council) Are there CLBC resource staff you want to ask for assistance? Draft articles for feedback Submit articles 		Year 2		

GOAL	STRATEGIES	ACTIVITIES	EVIDENCE OF SUCCESS	TIME LINE	ASSIGNMENT	STATUS
<ul style="list-style-type: none"> Local media will use appropriate and respectful language and context when referring to people with developmental disabilities 	<ul style="list-style-type: none"> Document current practices 	<ul style="list-style-type: none"> Identify all local radio stations, TV stations and newspapers 		<ul style="list-style-type: none"> Sept / 2014 		
		<ul style="list-style-type: none"> Recruit a media watch Committee with a Council Chair and Council and community membership 		<ul style="list-style-type: none"> Sept / 2014 		
		<ul style="list-style-type: none"> Using Council and Committee discussion to identify references and concerning language Do they use person first language? Are people described as "suffering from" a disability Are people identified as having a disability when it has nothing to do with the story being reported, or described? Do they do stories / reporting of good news regarding community inclusion and / or people with developmental disabilities? 		<ul style="list-style-type: none"> Sept – Oct / 2014 		
		<ul style="list-style-type: none"> Set and begin the work of monitoring and documenting 				
	<ul style="list-style-type: none"> Develop relationships with local media leaders 	<ul style="list-style-type: none"> Develop lists of local media to meet / talk with Are there partners who share your interest who you can work with? Identify community connectors to introduce you Identify Council members who will meet with local media Develop meeting agendas using documentation collected 				

GOAL	STRATEGIES	ACTIVITIES	EVIDENCE OF SUCCESS	TIME LINE	ASSIGNMENT	STATUS
<ul style="list-style-type: none"> Local media will use more appropriate and respectful language and context when referring to people with developmental disabilities 	<ul style="list-style-type: none"> Meet with local media leaders 	<ul style="list-style-type: none"> Get introduced to local media leaders Introduce your interest and concerns Inquire about their current policies and practices Discuss your ideas and present your documentation summary Ask how you can be helpful in adding to their current information Suggest what you think might be a positive policy and / or practice 		<ul style="list-style-type: none"> Year 3 		
	<ul style="list-style-type: none"> Develop written materials to submit for publication/broadcast 	<ul style="list-style-type: none"> Identify possible community partners who share your interest? Identify writers (on or friends of Council) Seek input from CLBC resource staff (optional but often helpful) Draft articles for feedback Submit articles 		<ul style="list-style-type: none"> Year 3 		

_____ Community Council Work Plan

From month/year To month/year

GOAL	STRATEGIES	ACTIVITIES	EVIDENCE OF SUCCESS	TIME LINE	ASSIGNMENT	STATUS