

**Outreach Working Group's  
Outstanding Business List**

**November 2023**

**1. Continue to pursue collaboration and learning opportunities with other organizations.**

We will continue to explore collaborations with other organizations especially with regards to organizing the Annual Accessibility Event. We had HDEN help us with the fair this year and it was a very productive collaboration. They brought volunteers from the SEARCH program with the YWCA as well as assisted with advertising and brought in Exhibitors. It is a great example of successful collaboration.

**2. 2023 calendar revision and redesign.**

Staff has requested that we put the Calendar in a more accessible and easier to maintain list format. Chair has not had a chance to complete this project. Canva files and research can be transferred to the new group for them to complete. Most of the hard work has been done already and should provide a quick success for the next term is they want to get into it. After it has been altered,

it will only require small amounts of maintenance annually to ensure it is accurate.

### **3. Accessibility fair planning.**

We have an annual accessibility fair to plan in conjunction with the Accessibility Awards. The Website has a generic address of hamiltonacpd.ca and the administrator access can be transferred to the new group. We recommend looking into venues that already provide things like tables and chairs as well as assistance in setting them up in the future. Doing it on the Forecourt is extremely labour intensive. 4'x40' banner has been made and can be updated easily to hang over City Hall. We also suggest approaching Mohawk to see if we can utilize students learning about event planning to assist us in exchange for practical experience.

### **4. Periodic review of pamphlet to ensure correct information.**

OWG should periodically ensure the accuracy of the Pamphlet. It has been updated twice now since its creation.

### **5. Accessibility Awards.**

## **9.3(c)**

We now have an annual accessibility award program and a budget to pay for it. It shall be held in conjunction with the fair in order to allow both programs to grow. A staff member will be assigned to assist with this project but the ACPD will be involved with its organization and judging.

### **6. Wheelchair/scooter rescue.**

A member is delegating to GIC in November or December. We will have more information afterwards.

### **7. ACPD Website**

When we set up the Fair website, a lot of members wanted things added that were not related to the fair itself. It was suggested that we investigate having a permanent website for the committee so that we can highlight things of interest to citizens regarding disability issues. We have a generic domain name of hamiltonacpd.ca and it should be paid for annually out of the Fair budget. It will be primarily a fair website, but there is a lot of functionality to explore. Plan has 200gb storage and allows for multiple users. We suggest the new term explore harnessing it more.

### **8. Convention and Special Event Equipment and Name Tags**

## **9.3(c)**

As we are trying to collaborate with other groups more, this means attending other's events. While we have a table banner, it has been pointed out that it is too hard to read and set up. We recommend looking into purchasing a table runner instead as well as a vertical banner with a brief description of who we are. Proper name tags would be a good idea as budgets allow.