

## Measuring Up The North

### Planning and Reporting Checklist\*\*

Tasks	Yes	Partial	No	Projected Date	Actual Date	Explanation, details and comments
<b>Establish Project Liasons</b>						
Project Community Liaison						
Project NCMA Liaison						
<b>Strike a Measuring Up The North Committee including</b>						
People representing various disabilities <sup>1</sup>						
A municipal leader						
A business leader						
Spirit of BC committee representation						
Seniors						
Youth						
Aboriginal Representatives						
Business, home builders, tourism, hospitality, restaurants, public works, transportation, employment, recreation, parks, etc						
Others (identify)						
<b>Pass Council resolution(s)</b>						
To increase accessibility and inclusion using the MUTN process						

<sup>1</sup> This includes visual, hearing, mobility, learning and emotional challenges - visible and invisible.

\*\* Checklist is modified from the 2010 Legacies Now Measuring Up Fund Planning and Reporting Checklist

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Tasks	Yes	Partial	No	Projected Date	Actual Date	Explanation, details and comments
To appoint a MUTN committee						
To commit to the 10x10 Challenge						
<b>Initial Meeting of MUTN Committee</b>				Nov/07		
Have your MUp committee discuss and rank your community on each MUp area (See Simple Checklist)						
Identify accomplishments						
Identify potential priorities						
Discuss how you will invite input from your broad community						
Discuss how to conduct Community Assessment						
<b>Conduct your Community Assessment</b>						
Make your community aware of goal to increase accessibility and inclusion						
Identify and collect previous surveys, project reports etc.						
Decide on Tools to be used for Assessment						
Make the results of your inventory available, including the priorities identified						
Invite the active participation of your broad community						
Take steps to ensure that people with communication and other challenges are actively included						
Ensure that your forum or other means of gaining community feedback was fully accessible and inclusive						

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Tasks	Yes	Partial	No	Projected Date	Actual Date	Explanation, details and comments
Confirm that the priorities identified in your inventory are added and agreed to by your community						
Invite and record personal stories						
Share the results of your assessment with your community (ie: media)						
Find ways to celebrate your findings and community accomplishments						
<b>Set your targets (project priorities) and plan how you will achieve them</b>				Jan/07		
Ensure that priorities are affordable, achievable, time-limited and inspiring?						
Develop a budget?						
Need additional partners?						
Ensure successful completion of your target(s)?						
Tangible Projects?						
Policy Projects?						
Establish MUTN Committee on-going						
<b>Host Community Events, Celebrations of Success</b>						
<b>Establish an Accessibility/Inclusivity Strategic Plan</b>				Feb/07		
<b>Record New Relationships Developed, Meetings</b>						
Evaluate and celebrate your success?						
<b>Apply for Funding</b>				On-going		
2010 Legacies Now?				Dec/07		

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Tasks	Yes	Partial	No	Projected Date	Actual Date	Explanation, details and comments
Other funding Sources (list)						
<b>Submit monthly reports of progress to MUTN Project Director</b>						
<b>Submit Six month and One year Report to MUTN Project Director</b>						

**Please Submit Comments, Questions and Reports to:**

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**MUTN Project Director**  
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**250-563-6942**