

DATE OF MEETING | MAY 20, 2020 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER

SUBJECT | **ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS 2020 KEY DATE CALENDAR**

OVERVIEW

Purpose of Report

To present the Advisory Committee on Accessibility and Inclusiveness with their draft 2020 Key Date Calendar and request that they recommend Council approve the calendar. |

Recommendation

That the Advisory Committee on Accessibility and Inclusiveness endorse the 2020 Key Date Calendar as attached to the staff report and forward it to Council for approval.

BACKGROUND

The Advisory Committee on Accessibility and Inclusiveness (the Committee) was formed to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life. |

DISCUSSION

At their meeting held 2020-FEB-26 the Committee determined by consensus that an evening meeting time works best for the majority of members. Due to the limited availability of the Boardroom, Staff have proposed meetings be held on select Wednesdays from 5:00 p.m. to 7:00 p.m. The Terms of Reference state that meetings will be held every two months. The calendar outlining the specific dates is attached (Attachment A). Following the City's general practice no meetings will be held in August. The calendar has been prepared taking into consideration Staff's capacity and other scheduling obligations. If the Committee passes the recommendation, it will be brought forward to Council for approval at a future Council Meeting. During the COVID-19 pandemic committee meetings are to be held from 3:00 p.m. and 5:00 p.m. If meetings are held during the pandemic, they will be scheduled accordingly. |

OPTIONS

1. That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve its 2020 Key Date Calendar.

- The advantages of this option: Staff and Council representatives have confirmed their availability to attend these meetings. Room bookings have been confirmed. The Committee members determined by consensus that evening meetings work best for the majority of the group.
 - The disadvantages of this option: The Committee may wish to meet on a different day of the week.
 - Financial Implications: Light snacks are typically provided at evening committee meetings. The Committee has a budget for these costs.
2. That the Advisory Committee on Accessibility and Inclusiveness recommend that Staff determine alternate dates for their meetings.
- The advantages of this option: The Committee may wish to meet on a different day.
 - The disadvantages of this option: Depending on the dates chosen the Boardroom may not be available and Staff and Council representatives may have scheduling conflicts.
 - Financial Implications: Light snacks are typically provided at evening committee meetings. The committee has a budget for these costs. |

SUMMARY POINTS

- The draft 2020 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar has been prepared.
- Meetings are scheduled from 5:00 p.m. to 7:00 p.m. on Wednesdays, approximately every two months.
- During the COVID-19 pandemic, meetings will be held from 3:00 p.m. to 5:00 p.m.
- The Committee is requested to recommend that Council approve the calendar.

ATTACHMENTS:

Attachment A: Draft 2020 Key Date Calendar |

Submitted by:

Sky Snelgrove
Steno Coordinator/
Deputy Corporate Officer|

Concurrence by:

Karen Robertson
Deputy City Clerk

Richard Harding
General Manager,
Parks, Recreation and Culture |