

DATE OF MEETING November 25, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR AND DEPUTY CORPORATE OFFICER

**SUBJECT 2021 ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS KEY DATE CALENDAR**

## **OVERVIEW**

### **Purpose of Report**

To request that the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

### **Recommendation**

That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

## **BACKGROUND**

Prior to December 31<sup>st</sup> of each year, committee key date calendars are prepared and presented to Council for approval. The calendar is prepared based on “Council Procedure Bylaw 2018 No. 7272”, Committee Operating Guidelines and the Advisory Committee on Accessibility and Inclusiveness (ACAI) Terms of Reference. In accordance with these documents the Corporate Officer determines the schedule of meetings including the day and times. During the beginning of the COVID-19 pandemic meetings were held from 3:00 p.m. to 5:00 p.m. Meetings will continue to be held during this time for 2021. Meetings will be conducted virtually over Zoom. If health recommendations and guidelines change, the Corporate Officer may consider reinstating in-person meetings. The Chair and staff liaisons for each meeting will meet in person, maintaining physical distancing while members participate electronically. When the committee was originally struck, it was determined that meetings would be held every two months and the 2021 key date calendar is consistent with that schedule. Special meetings may be held if required.

## **DISCUSSION**

The Advisory Committee on Accessibility and Inclusiveness is requested to recommend that Council approve their key date calendar as presented. If endorsed by the committee, the recommendation will be forwarded to a Council meeting for approval then invitations will be sent out.

## **OPTIONS**

1. That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

- The advantages of this option: The committee will have a reoccurring meeting date and time.
  - The disadvantages of this option: The committee may wish to meet more or less frequently than proposed.
  - Financial Implications: The committee has a budget for scheduled meetings.
2. That Advisory Committee on Accessibility and Inclusiveness provide alternative direction.
- The advantages of this option: The Advisory Committee on Accessibility and Inclusiveness may wish to amend their meeting schedule.
  - The disadvantages of this option: Based on direction received Staff would review the suggested alternative to determine if there are sufficient resources such as room, staff and chairperson availability, to accommodate the change.
  - Financial Implications: To be determined based on alternative direction. |

### **SUMMARY POINTS**

- The Advisory Committee on Accessibility and Inclusiveness is requested to recommend Council approve their 2021 key date calendar.
- Advisory Committee on Accessibility and Inclusiveness meetings are scheduled on select Wednesdays, from 3:00 p.m. to 5:00 p.m., via Zoom.
- The meeting schedule is prepared based on “Council Procedure Bylaw 2018 No. 7272”, Committee Operating Guidelines and the Terms of Reference.

### **ATTACHMENTS:**

Attachment A: Draft 2021 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar |

#### **Submitted by:**

Sheila Gurrie  
Director, Legislative Services |

#### **Concurrence by:**

Richard Harding,  
General Manager, Parks, Recreation and  
Culture |