



City of  
**Peterborough**

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**To: Members of the Accessibility Advisory Committee**

**From: Kathryn McLeod, Accessibility Coordinator**

**Meeting Date: May 6, 2015**

**Subject: Report AAC15-022  
Timing of Sub-Committee Meetings**

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## **Purpose**

A report to recommend that the Accessibility Advisory Committee (AAC) change the timing of the meetings of the Built Environment and Transportation Sub-Committees to enable the inclusion of draft minutes in agenda packages, in addition to verbal reports from the respective Chairs at AAC meetings.

## **Recommendations**

That the Accessibility Advisory Committee approve the recommendations outlined in Report AAC15-022, dated May 6, 2015 of the Accessibility Coordinator as follows:

- a) That Report AAC15-022 with respect to the timing of Sub-Committee meetings be received for information.
- b) That the AAC approve the proposed change in timing of the Built Environment and Transportation Sub-Committees to enable the inclusion of draft minutes in agenda packages, in addition to verbal reports from the respective Chairs at AAC meetings.

## **Budget and Financial Implications**

There are no budgetary or financial implications associated with the recommendation.

## Background

At present, the Transportation Sub-Committee meets on a bi-monthly basis on the same day as the meeting of the Accessibility Advisory Committee. The Built Environment Sub-Committee also meets on a bi-monthly basis the day after the meeting of the AAC. In both cases, additional special meetings are called on an as-needed basis.

The current meeting schedule does not allow for the provision of draft minutes from the meetings of both Sub-Committees as a component of the report provided to the AAC by the respective Chairs. Moving the timing of both Sub-Committee meetings to approximately two weeks in advance of the meeting of the AAC would enable the inclusion of draft minutes in the agenda package for the AAC, in addition to the verbal report provided by each Chair.

This change would also enhance accessibility by enabling members of the AAC to review the draft minutes in advance in written format, and ask prepared questions of the Sub-Committee Chairs about specific aspects of the proceedings.

In consultation with the Chairs and members of the Sub-Committees, the Accessibility Coordinator can facilitate the creation of a revised meeting schedule starting in September, 2015.

Submitted by,

Kathryn McLeod, Accessibility Coordinator

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