



2023 Accessibility Advisory Committee Meeting Dates and Nominating Subcommittee Appointments

Date	January 24, 2023
To	Accessibility Advisory Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	ACC23-1

RECOMMENDATION

That the Accessibility Advisory Committee:

1. Approve its 2023 meeting dates to be held on Tuesdays at 4:00 p.m., as follows:
 - March 21st, 2023
 - May 16th, 2023
 - September 19th, 2023
 - November 14th, 2023
2. Approve its first meeting in 2024 to be held on Tuesday, January 23, 2024 at 4:00 p.m.
3. Appoint two committee members to the nominating subcommittee as outlined under the Discussion section of this report; and
4. Approve its Nominating Subcommittee meeting to be held on a specified date and time, from October 3 to October 13, 2023.

ISSUE

The purpose of this report is to facilitate a decision of the Accessibility Advisory Committee on appointing members to the nominating subcommittee; and scheduling the dates and times for the

Committee's meetings, the nominating subcommittee meeting for 2023; and determining the first meeting of the Committee in 2024.

IMPACTS

There are no accessibility, financial, environmental, policy/strategic, legal/risk, or other impacts.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

An updated calendar will be circulated which includes the meeting dates of City Council and all committees. This calendar will be provided to the local media and any other interested parties who request the information.

DISCUSSION

Scheduling Meeting Dates

The Accessibility Advisory Committee should establish its regular meeting schedule for 2023, with the dates selected:

- to allow timely submission of reports to City Council or other Committees;
- to avoid conflict with other scheduled meetings, such as the Executive Committee; and
- to fit the schedules of Committee members.

It is also proposed that the Accessibility Advisory Committee select a date for its first meeting in 2024. Based on this year's meeting schedule, it is proposed the Committee hold its first meeting of 2024 on Tuesday, January 23, 2024 at 4:00 p.m.

Nominating Subcommittee and Annual Nominating Subcommittee Meeting

A review of the annual appointment process to boards, committees and commissions of Council was conducted in 2022. It was identified that a new informal governance process be adopted for nominating applicants to City Council, to be appointed to a board, committee or commission of Council. In previous years the informal nominating process included the Chairperson of the Committee and the non-voting Councillors assigned to the Committee by City Council. As a result, a nominating subcommittee is to be established for each quasi-judicial board, committee and commission of Council where citizen members are appointed to them.

Composition of the Nominating Subcommittee

Subcommittee Composition	Exceptions to the Nominating Subcommittee Composition
Chairperson	<ol style="list-style-type: none">1. In the event the chairperson has an expiring term within that same year, the Vice Chairperson will be required to be appointed to the nominating committee.2. In the event the Vice Chairperson has an expiring term within that same year, then another member of the Committee is to be appointed that does not have an expiring term within that same year.
Committee Member	One member that does not have an expiring term within that same year.
Two Members of Council appointed as non-voting members to the Committee	The two Members of Council appointed to the Committee by City Council will be automatically appointed to the nominating subcommittee.

Nominating Subcommittee Meeting and Role

The nominating subcommittee meeting is scheduled in conjunction with the annual appointment process timelines to ensure the target date is met for the report that is required to be prepared for Council’s consideration at their first meeting in November of each year. This meeting must be scheduled in 2023 from October 3 to October 13.

The role of the nominating subcommittee is to review the applications that are received, to fill any Committee vacancies, by the application deadline and submit a list of recommended nominees to City Council for their consideration to approve for appointments based on the evaluation criteria that will be provided to the nominating subcommittee.

DECISION HISTORY

At its meeting held on November 23, 2022, City Council approved the meeting schedule for 2023. A calendar which lists approved meeting dates for City Council and Committees is attached as Appendix “A”. Their schedule is set each year in accordance with the provisions of *The Procedure Bylaw, 9004*.

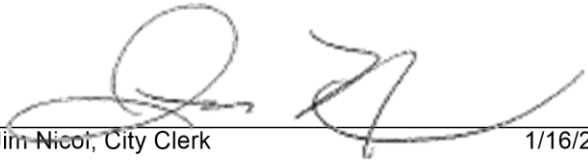
The Accessibility Advisory Committee has the authority to establish a meeting schedule.

Respectfully Submitted,

Respectfully Submitted,


Amber Ackerman, Deputy City Clerk

1/16/2023


Jim Nicol, City Clerk

1/16/2023

Prepared by: Martha Neovard, Council Officer