



## **Administrative Report**

### **Office of the Manager, Records and Accessibility/Deputy Clerk**

**To:** Warden MacDonald and Members of Essex County Council

**From:** Katherine Hebert  
Manager, Records and Accessibility/Deputy Clerk

**Date:** Thursday, December 07, 2023

**Subject:** 2024 ECAAC Meeting Schedule

**Report #:** 2023-1207-LCS-R25-KH

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#### **Purpose**

To provide the Essex County Accessibility Advisory Committee with the proposed dates for the 2024 ECAAC meetings.

#### **Background**

The ECAAC has historically met once per month, or as required, to fulfill its mandate. Meetings may be cancelled or scheduled at the call of the Chair, if it is determined that a change to the typical meeting dates is required.

#### **Discussion**

The proposed Essex County Accessibility Advisory Committee Meeting Schedule for 2024 is attached as Appendix 'A'.

Meetings are typically scheduled on the First or Second Thursday of each month, but may be scheduled according to availability of Committee members. It is also deemed advantageous to schedule ECAAC meetings on the same week as a County Council meeting date.

In 2021, the ECAAC voted in favour of switching from a 3:00PM start time to a 5:00PM start time, to accommodate its members, and further voted to allow meetings to take place virtually over zoom as required. Should there be a need to change to this arrangement, the committee may raise the issue for discussion at a meeting.

## 2024 Important Dates to Consider:

- May 1, 2024 – Spring Delegation at County Council
- May 25, 2024 to June 1, 2024 National AccessAbility Week
- December 18, 2024 – Year End Delegation at County Council

## Financial Implications

Expenditures resulting from the ECAAC meetings are covered within the Proposed 2024 County of Essex Budget.

## Consultations

Crystal Sylvestre, Coordinator, Legislative and Community Services was consulted during the preparation of this report.

## Recommendation

That the Essex County Accessibility Advisory Committee receive and adopt the proposed 2024 ECAAC Meeting Schedule.

## Approvals

Respectfully Submitted,

*Katherine Hebert*

Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

Appendix	Title
A	2024 ECAAC Meeting Schedule (Proposed)