

May 22, 2017

The Corporation of the City of London
London City Hall
300 Dufferin Avenue
London, On
N6A 4L9

Dear City Councillors:

I am pleased to be writing to invite you to participate in an initiative of the Accessibility Advisory Committee (ACCAC) of the City of London that will help shape and define the Multi-Year Accessibility Plan starting in 2018. We are organizing XXX accessibility-themed open houses to take place in October 2017, in XXX different community centres of the city and one to be held at the London Central Public Library. We would like to extend this invitation to councillors wishing to lead each of the XXX accessibility-themed open houses.

The planned programme of the open house will be as follows:

- a) The open house will begin with an introduction by a Councillor, specifically addressing accessibility at the City of London. This presentation will be 5-10min in length.
- b) Following this, there will be a presentation about accessibility at the City of London. The presentation will also address ACCAC successes and achievements over the years and encourage participants to brainstorm and share their thoughts on how accessibility can be further improved at the City of London and in the London area.
- c) Next, participants will meet in small groups in areas organized by topic, or at one general table depending on the number of attendees. There will be a facilitator at each group. The suggestions of participants will be jotted down by a scribe.
- d) This process will be repeated twice to allow participants share their views on more than one topic. Again, this will be contingent upon the number of participants attending.
- e) At this point, participants will be invited to rate the jotted ideas in order to determine the most relevant from the lists. 20 minutes will be allotted to this.
- f) Finally, we will wrap up the open house by highlighting the ideas and suggestions that participants found to be most relevant.
- g) In total the open house event will be 2.5 hours long.

Please find below the dates, times and location for the Open House events. If you are interested in leading one of the open houses, please indicate which location, day and time is best for your schedule. Your leadership and participation would be much appreciated.

Date	Location	Time
TBD		
TBD		
TBD		
TBD		

We look forward to working with you on this initiative.

Many thanks,

Florencia de Lasa
Education and Awareness Sub-Committee Chair
City of London Accessibility Advisory Committee Member