

**GENDER EQUITY COMMITTEE MINUTES**  
1999 May 11, 7:00 pm  
Room 480, 3000 Guilford Way

Present: Councillor Thorne, Councillor Becker, Merrill Davis, Keith Chong,  
Dennis Palmer, Donald Daunais, Barry Elliott, Al Patterson,  
Darcel Moro, Pat Cooper

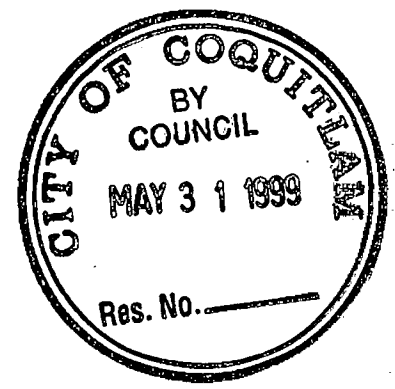
Regrets: Fiona McQuarrie

Minute Taker: Wendy Wiederick

**NEW BUSINESS**

**Introductions**

- Councillor Diane Thorne - Chairperson
- Councillor Kent Becker - Chairperson, Alternate
- Meryl Davies - Committee Member
- Keith Chong - Committee Member
- Dennis Palmer - Committee Member
- Donald Daunais - Committee Member
- Al Patterson - Committee Member
- Pat Cooper - Committee Member
- Darcel Moro - Committee Member
- Fiona McQuarrie - Committee Member
- Wendy Wiederick - Staff Representative
- Barry Elliott - General Manager Leisure & Parks Services



**Committee Terms of Reference**

Members received the Human Rights Code S.B.C. 1996 C.210 documentation regarding the Special Program.

**MOVED BY MERYL DAVIES AND SECONDED BY AL PATTERSON**

That the Terms of Reference of the Gender Equity Committee be adopted with the inclusion of the following item; "to provide input and direction to the consultant regarding the data collection."

**CARRIED UNANIMOUSLY**

**Gender Equity Special Fund - Grant Application Form**

- Content and Format Discussion - modifications made to include definitions and process application dates, see attached application form.
- Publicity/Advertising Discussion - suggested strategies to include ads in local newspapers, notices mailed to all community organizations, information inserted with tax notice, notification to Sport BC and Promotion Plus and posting information on the Web Site.

**Meeting Schedule**

- No Committee meetings scheduled until September
- September 14, 1999 - 7:00 pm at 3000 Guildford Way
- September 28, 7:00 pm at 3000 Guildford Way
- Regular schedule for Gender Equity Committee will be established at September 14<sup>th</sup> meeting

**Adjournment**

- The Gender Equity Committee adjourned at 9:15pm

# CITY OF COQUITLAM

## Policy and Procedure Manual

<b>GENDER EQUITY COMMITTEE</b>	<b>Chapter:</b> 7
	<b>Section:</b>
	<b>Issue Date:</b> 1997 Jan 02
<b>TERMS OF REFERENCE</b>	<b>Revision Date:</b> 1999 Mar 16

### COMPOSITION

The Committee is an advisory Committee composed of six or eight Coquitlam citizen representatives and one Council member appointed by Mayor and Council, upon recommendation of the Mayor, at the inaugural meeting of Council.

### CHAIR AND SECRETARY

The Chair is the Council member.

The Secretary is the General Manager Leisure and Parks Services, or designate.

### QUORUM AND PROCEDURES

A quorum will be a simple majority of the members, but must include the Councillor, appointed to the Committee.

Minutes of the meeting shall go forward to the Leisure, Parks, Environment and Cultural Services Committee and then on to Council with specific items marked for Committee/Council action where consideration of resolutions is necessary.

### COMMITTEE MANDATE

The Committee's mandate is as follows:

- to make recommendations to Council regarding the City's gender equity in sports program budget;
- to provide direction to staff regarding the administration of the gender equity in sports program budget;
- to provide input and direction to the consultant regarding the data collection system.

# **CITY OF COQUITLAM**

## **Policy and Procedure Manual**

- to review the data and statistics collected and the cost analysis/subsidy reports prepared by the City on the gender-specific utilization of Coquitlam's programs, services and facilities;
- to make recommendations to Council regarding changes to the City's Gender Equity Policy;
- to provide direction to staff regarding the administration and implementation of the Gender Equity Policy and the Gender Equity Program adopted by the City in March 1999;
- to make recommendations to Council for the adoption of criteria governing the eligibility of a sport group to apply for assistance from the Gender Equity Special Fund;
- to receive and review applications from sport and physical activity groups for assistance from the Gender Equity Special Fund;
- to make recommendations to Council for the equitable allocation of the Gender Equity Special Fund monies; and
- to make recommendations to Council related to the achievement of the short-term and long term goals of the special program.

### **TERMINATION OF THE COMMITTEE**

The Committee exists as one component of the Special Program under Section 42(3) of the B.C. Human Rights Code as approved by Council in March of 1999. The Committee may be terminated with the approval of the Deputy Chief Commissioner of the Human Rights Commission.

**City of Coquitlam**  
**Gender Equity Special Fund**  
**1999 Grant Information and Application Form**

**Purpose**

The Gender Equity Special Fund is part of a new Special Program directed to the development and advancement of gender equity in sport and physical activity in the City of Coquitlam.

**Objective**

The Gender Equity Special Fund is one strategy in it's Special Program that the City of Coquitlam will use to encourage and increase participation by all females in sport and physical activity in Coquitlam.

**Definitions**

For purposes of this document, the following definitions apply:

- “gender equity” means the principle and practice of fair and equitable allocation of resources and opportunities for females and males.
- “physical activity” means any bodily movement produced by skeletal muscles that results in an increased energy expenditure.
- “sport” includes recreational activities and physical activity.

**How This Program Works**

**Who may apply?**

In 1999, to be eligible , an applicant for a tax or grant exemption from this Special Fund must:

- a) be seeking a grant or tax exemption for a “sport”;
- b) be predominantly female, the percentage for the 1999 calendar year is 70%;
- c) be a bona fide non-profit sports organization;
- d) have as part of its active membership, 60% Coquitlam resident ratio;
- e) exist at the time of the application;
- f) promote the objectives of the Program;
- g) the sport activity must be based in Coquitlam; and,
- h) not have access to public facilities subsidized by Coquitlam.

**How much money is each application eligible to receive?**

The Gender Equity Committee established under the Special Program will be responsible for determining the eligibility of an applicant and for ensuring the equitable allocation of the Gender Equity Fund and for making recommendations to City Council on the distribution of the fund to those making application.

A fund of \$50,000.00 will be distribute annually from 1999 to 2003 with the amount granted to each qualifying applicant being determined by Council after having considered the recommendations of the Gender Equity Committee.

The Gender Equity Committee may accept an review an application which requests a tax exemption from a "sport" group which pays property taxes in Coquitlam on land or improvements used a part of its operations. Any amount of revenue lost to Coquitlam by providing such permissive tax exemptions will be deemed to be part of the \$50,000.00 fund. Coquitlam City Council will, at its sole discretion, determine whether to provide a user group with a tax exemption or a cash grant.

**Who is not eligible to apply?**

A sport group which has access to a subsidized Coquitlam facility is not eligible, to apply for a grant or tax exemption for the Gender Equity Fund for any new program, regardless of whether the proposed new program is intended to be held in a facility not subsidized Coquitlam.

**Process**

**Application Deadlines**

- 1) Applications must be made and received at the City Hall Main Floor Reception Desk no later than August 15,1999 for the 1999 Gender Equity Special Fund allocation process.
- 2) Grants will not be approved for a project or program that has concluded prior to receiving official approval of funds.
- 3) Expenditures must be directly related to the operation of a sport, physical activity or recreation program in Coquitlam for females.
- 4) A complete and accurate membership list of names, addresses, telephone number, ages and gender of all active members of the applicant group must be submitted with the application form.

**Follow Up Process**

You may be contacted by a City staff member concerning your application. Later, the Gender Equity Committee will review all application and make recommendations to Council in the Fall of 1999. Following Council's review of the recombination and approval of the allocation of funds, each applicant will receive notification of the results of its request.

**Gender Equity Special Fund**

**1999 Grant Application Form**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Person: \_\_\_\_\_

**Brief History and Purpose of Your Organization:**

How is our group organized? Do you have an executive? If so, who are they?

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Vice-Chairperson \_\_\_\_\_

Treasurer \_\_\_\_\_

What activity does your group do?

For how long has the group been involved in this activity?

Where does your activity occur? (location)

How many members are there?

Female: \_\_\_\_\_ Male: \_\_\_\_\_

How many members are Coquitlam residents?



Have you included your membership list?

How do you intend to use any grant or tax exemption ( your project )?

**Description of Project:**

Goal of the Project ( overall purpose ):

Objectives of the Project ( specifics to achieve the goal ):



Activity Plan and Timelines:

Persons involved in the Project ( include individuals and organizations ):

How will success be measured?



How will you ensure your project continues when the grant is finished?



**Financial Information**

Please provide your proposed budget for the balance of 1999. If our organization has prepared financial statements, please provide a copy of them.

Funding requested: \$ \_\_\_\_\_ for period \_\_\_\_\_ to \_\_\_\_\_  
 (dd/mm/yy) (dd/mm/yy)

**Project Budget:**

Expenditures		Revenues		
Description	Value	Description	Value	Committed
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
	\$		\$	Yes( ) No ( )
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>	

Signature of Applicant's Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Please forward all applications to:

**Gender Equity Special Fund  
 1999 Grant Application  
 Reception Area - Main Floor  
 City of Coquitlam  
 3000 Guildford Way  
 Coquitlam, B.C. V3B 7N2**

1999 May 19

«FirstName» «LastName»  
«Company»  
«Address»  
«City»  
«PostalCode»

Dear Sport Groups:

**Re: Gender Equity Human Rights Agreement**

The City of Coquitlam has recently entered into an agreement with the Human Rights Commission related to gender equity. The City has committed to demonstrating leadership by working toward the long term goal of eliminating unintended, systemic or any discriminatory practices which are barriers to equitable female participation in sport.

One component of the Human Rights Agreement is that; commencing August 1999, Coquitlam will require, as a pre-condition of facility use:

- confirmation by each user group renting Coquitlam's sport and physical activity facilities that the group has a gender equity policy in place; and
- for at least the next five years, the collection and submission of complete membership data including gender information to the City of Coquitlam for purposes of the compilation of gender statistics for each season

These changes will be incorporated into the Facility or Sportfield Use License, and will be implemented in August 1999. If you are legitimately unable to meet the August timeline, we would like to hear from you as soon as possible. Staff will be in touch with you to obtain your assistance in developing the most appropriate data collection form for your organization.

You may also want to check with your provincial sport governing body on whether they have a gender equity policy that you could modify and/or adopt. If you do need help in developing one, staff are prepared to assist you.

Sports Groups  
1999 May 19

We recognize that achieving gender equity in sport is a complex, long-term, and difficult task. We hope that you will work with us to try to reach our goal. If you require further information, or would like to hear more details of the Gender Equity Agreement we have entered into, please feel free to contact your staff liaison:

Sports Centre	David Leavers	933-6060
Chimo Aquatic Centre	Dave Stevens	933-6025
Dogwood Pavilion	Jill Rowledge	933-6080
City Centre Aquatic Complex	Steve Borthwick	927-6994
Pinetree Community Centre	Tom Crawshaw	927-6970
Outdoor Sportfields	Ric Graham	927-6962
Manager Leisure Services West Division	Laurie Cavan	933-6015
Manager Leisure Services East Division	Edie Doepker	927-3532

Yours truly,

Barry Elliott  
General Manager Leisure & Parks Services

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**C O Q U I T L A M**

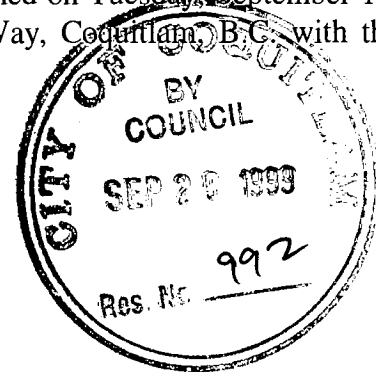


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**GENDER EQUITY COMMITTEE REGULAR MEETING MINUTES**  
**SEPTEMBER 14, 1999**

The Meeting of the Gender Equity Committee of Council convened on Tuesday, September 14, 1999 at 7:00 p.m. in Room 480, City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor D. Thorne, Chair  
P. Cooper  
M. Davies  
K. Chong  
D. Palmer  
F. McQuarrie  
D. Moro  
A. Patterson



Staff Present: B. Elliott, General Manager Leisure & Parks Services  
E. Doepker, Manager Leisure Services East Division  
W. Wiederick, Gender Equity Coordinator

Absent: D. Daunais  
Councillor K. Becker

**ITEM I - MINUTES OF PREVIOUS MEETING**

The Committee approved the Minutes of the Gender Equity Committee Regular Meeting held May 11, 1999.

**ITEM II - BUSINESS ARISING FROM MINUTES**

**ITEM III - NEW BUSINESS**

1. **Gender Equity Special Fund**

a) **Conflict of Interest and Confidentiality Discussion**

Committee members discussed definition of conflict of interest according to City Solicitor. Members were advised of the following points of interest in summary:

A handwritten signature in black ink, appearing to be 'M'.

- A committee member, who is, either directly or indirectly through family connections, associated with a grant applicant, must not participate in the grant allocation process or be given access to application forms.
- Membership lists of applicants should only be used by the Gender Equity Coordinator to confirm residency of members and female ratio of membership.
- Financial statements submitted by applicants can be viewed by the committee as long as the information is criteria for assessing the allocation of funds. The Committee has a positive duty under the Freedom of Information and Protection of Privacy Act not to disclose financial information about a third party that could be harmful to its interests.
- All discussions that involve financial information to be held "in camera" with only the conclusion going forward to the open meeting.

Committee members were then asked to remove themselves from the evaluation process of the allocation of the Special Fund monies if they were considered in a conflict of interest position. At this time, Keith Chong has decided to not participate in the September 28, 1999 grant allocation meeting because of a conflict of interest with an applicant.

b) **Criteria for Application Evaluation**

Committee reviewed the sample evaluation form provided and modified the evaluation form to be used with the Application Forms for determining fund distribution.

The Committee made recommendations for changes to be made to the next Special Fund Grant Application Form as follows:

- Include a question relating to the organizations status as a registered society.
- Define membership clearly; indicate how many members actively participate in the physical activity of the organization.
- Include a follow-up evaluation form for the applicant to complete to evaluate success of the project.

c) **Ranking Scale for Criteria**

It was agreed by the Committee to not use a ranking scale for this set of grant applications, but it will be considered for the 2000 Grant Application process.

d) **Distribution of Applications Forms**

Copies of the six applicants proposals will be sent to all Committee Members with the exception of Keith Chong. Wendy to also confirm that Donald Daunais is not in a conflict of interest position before sending him a copy of the proposals.

2. Gender Equity Data Gathering System

An excerpt of the Draft Report by the consultant from KPMG was circulated for an update on the progress of the Data Gathering System development. A full report is planned for November.

It was suggested to include the recipients of the Gender Equity Special Fund in the data collection process. This will be passed along to the consultant working on the project for inclusion.

3. Meeting Schedule Discussion

Members agreed to set the second Tuesday of the month as the regular meeting schedule for the committee. The next meetings dates were set:

- Tuesday September 28, 1999 – In Camera meeting re: Grant Applications
- Tuesday October 12, 1999 – Regular meeting of Committee
- Tuesday November 9, 1999 – Regular meeting of Committee
- Tuesday January 11, 2000 – Regular meeting of Committee

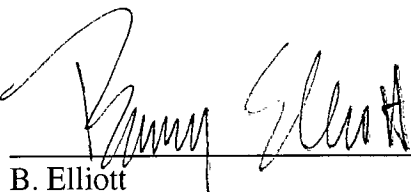
Note: There will be no meeting in the month of December

**ITEM IV - OTHER BUSINESS**

**ITEM V - ADJOURNMENT**

The Chair declared the meeting adjourned at 9:30 p.m.

Next regular meeting date: Tuesday, October 12, 1999 at 7:00 p.m.



\_\_\_\_\_  
B. Elliott  
General Manager Leisure & Parks Services

\_\_\_\_\_  
CHAIR

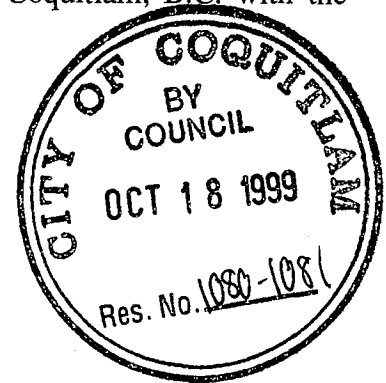


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**GENDER EQUITY COMMITTEE REGULAR MEETING MINUTES**  
**OCTOBER 12, 1999**

The Meeting of the Gender Equity Committee of Council convened on Tuesday, October 12, 1999 at 7:00 p.m. in Room 480, City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor D. Thorne, Chair  
D. Daunais  
M. Davies  
K. Chong  
D. Palmer  
F. McQuarrie  
A. Patterson



Staff Present: B. Elliott, General Manager Leisure & Parks Services  
W. Wiederick, Gender Equity Coordinator

Absent: P. Cooper  
Councillor K. Becker  
D. Moro

**ITEM I - MINUTES OF PREVIOUS MEETING**

The Committee approved the Minutes of the Gender Equity Committee Regular Meeting held September 14, 1999.

**ITEM II - BUSINESS ARISING FROM MINUTES**

**ITEM III - NEW BUSINESS**

**COUNCIL ACTION** 1. Gender Equity Special Fund  
That Council allocate the 1999 Gender Equity Special Fund of \$50,000, to the predominantly female, non-profit sport groups and in the amounts as follows:

Apex Netball Club	\$ 2,000.
Ariel Trampoline Club	\$ 2,705.
Omega Gymnastic Academy	\$38,084.
Westcoast Gymnastic Society	\$ 7,211.

App'd  
Resin # 1081

*[Handwritten signature]*

The Committee approved the following recommendation related to the unsuccessful applicants of the Special Fund:

That the Gender Equity Coordinator contact the Hoy Creek Seniors and the Women's Inline Skating Club to assist them in moving forward with their projects.

b) **Application Process for 2000 Special Fund**

Committee reviewed the draft timeline for the next 5 years in order to ensure the Special Fund process follows the regular City grant process dates by October 2000.

The Committee made recommendations for changes to be made to the next Special Fund Grant Application Form as follows:

- Specify whether the fund is for special projects or regular operational costs.
- Maintain the 70% female ratio and 60% Coquitlam residency ratio as outlined in the Human Rights Agreement.
- Clarify with definitions, the criteria for eligibility including the terms "sport", "member", and "program objective".

Wendy to create a draft application form based on the discussion at this meeting plus the items identified at the September 14 meeting. The sample form will be available at the October 26 meeting for discussion and revision.

2. Gender Equity Data Gathering System

The consultant from KPMG will be conducting a presentation on the Gender Equity Data Gathering System Report on December 14, 1999. The presentation will begin at 6:30pm at City Hall. A social evening will follow at the Coquitlam Keg for Committee members.

3. Gender Equity Coordinator Update

- Community Seminars/Workshops –

***Advertising for Non-Profit Groups***

Tuesday November 2, 7-8:30pm at City Hall

Wednesday November 3, 1-2:30pm at Poirier Community Centre

Conducted by Pat Cooper, editor of the NOW newspaper, and Leisure and Parks Services staff focusing on how to access free or low cost advertising opportunities in the community.

Additional workshops, seminars, and forums are planned over the next year to develop the capacity of community organizations to function more effectively and efficiently. These sessions may include *Board Development, Volunteer Management, Insurance and Risk*

*Management Issues, Fundraising, and Grant Writing*, In addition sessions on Gender Equity issues such as *Increasing the Participation*



*of Girls and Women in Sport, Body Image and Eating Disorders, Motivating Girls to be Active, Girls and Self-Esteem, and Health Benefits of Physical Activity for Women* will be presented.

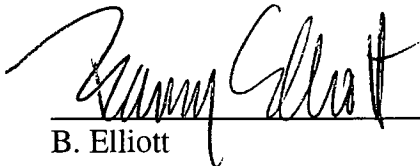
- Reviewing Leisure and Parks Services policies and procedures related to facility allocation and evaluating processes based on equitable criteria.
- Second letter is currently being sent to all Sport User Groups using City facilities to confirm their Gender Equity Policies are in place as a condition of facility use.

**ITEM IV - OTHER BUSINESS**

**ITEM V - ADJOURNMENT**

The Chair declared the meeting adjourned at 8:56 p.m.

Next regular meeting date: Tuesday, October 26, 1999 at 7:00 p.m.



\_\_\_\_\_  
B. Elliott  
General Manager Leisure & Parks Services

\_\_\_\_\_  
CHAIR

CITY OF \_\_\_\_\_

COQUITLAM

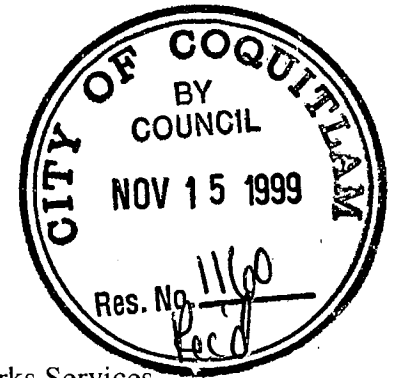


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**GENDER EQUITY COMMITTEE REGULAR MEETING MINUTES**  
**OCTOBER 26, 1999**

The Meeting of the Gender Equity Committee of Council convened on Tuesday, October 26, 1999 at 7:15 p.m. in Room 480, City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor D. Thorne, Chair  
P. Cooper  
M. Davies  
K. Chong  
F. McQuarrie  
D. Moro  
D. Palmer  
A. Patterson



Staff Present: B. Elliott, General Manager Leisure & Parks Services  
E. Doepker, Manger, Leisure Services - East  
W. Wiederick, Gender Equity Coordinator

Absent: D. Daunais  
Councillor K. Becker

**ITEM I - MINUTES OF PREVIOUS MEETING**

The Committee approved the Minutes of the Gender Equity Committee Regular Meeting held October 12, 1999.

**ITEM II - BUSINESS ARISING FROM MINUTES**

1. Gender Equity Special Fund  
Council approved the recommendation of the Gender Equity to allocate the Special Fund of \$50,000. The Gender Equity Coordinator has also followed up with the unsuccessful applicants regarding other opportunities that may be available.

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**ITEM III - NEW BUSINESS**

1. Application Process for 2000 Special Fund

The 2000 Application form draft was circulated and discussion was held regarding revisions to the document. An amended draft copy will be made available to all Committee members for a last proofread by December 14, 1999. Revisions to the document include:

- a) the addition of an evaluation form;
- b) the addition of a statement requiring groups to complete the evaluation form;
- c) the removal of the explanation of tax exemption as a choice – it has been confirmed that Council will be making cash grants only. It will be noted that the cash grant can be to used by the group to pay their taxes.
- d) the addition of a question regarding the volunteer status of board members.

Seed Money For New Groups

The Committee would like to address the issue of new groups who do not meet the criteria for the Special Fund being supported by Leisure & Parks Services. Wendy will research some options that may address this issue and present at the January meeting.

Publicity

Fiona expressed concern that the article in the Tri-City Newspaper regarding the allocation of the Gender Equity Special Fund was misleading in its headline that identified \$250,000 being allocated. It was agreed by all Committee members that Fiona would write a letter to the editor of the Tri-City News expressing the concern of the Committee.

2. Coquitlam Minor Softball Association

The information from the Coquitlam Minor Softball Association (CMSA) delegation that appeared before the Leisure, Parks, Environment & Cultural Services Committee on October 25, 1999 was distributed.

The Committee approved the following recommendation related to the CMSA report:

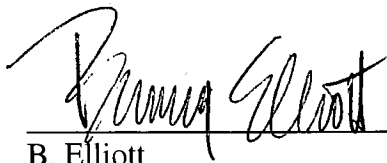
That the Gender Equity Coordinator send the Coquitlam Minor Softball Association a letter acknowledging the receipt of their information and to let them know that they will be receiving a copy of the report that Leisure & Parks Services staff will be preparing for the Leisure, Parks, Environment, & Cultural Services Committee, and at that time the Gender Equity Committee will confirm that the gender equity concerns expressed were dealt with. At that time, the Gender Equity Committee may ask the CMSA to appear as a delegation at a regular meeting.

**ITEM IV - OTHER BUSINESS**

**ITEM V - ADJOURNMENT**

The Chair declared the meeting adjourned at 9:20 p.m.

Next regular meeting date: Tuesday, December 14, 1999 at 6:30 p.m.



\_\_\_\_\_  
B. Elliott  
General Manager Leisure & Parks Services

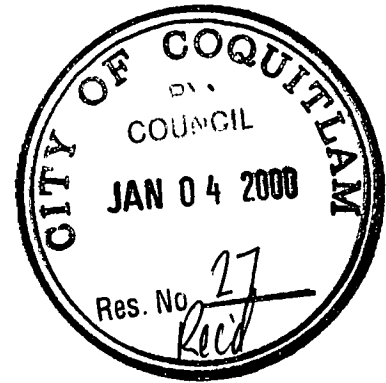
\_\_\_\_\_  
CHAIR



**GENDER EQUITY COMMITTEE REGULAR MEETING MINUTES**  
**DECEMBER 14, 1999**

The Meeting of the Gender Equity Committee of Council convened on Tuesday, December 14, 1999 at 7:00 p.m. in Room 480, City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor M. Wilson, Chair  
P. Cooper  
M. Davies  
K. Chong  
F. McQuarrie  
D. Daunais  
D. Palmer  
A. Patterson



Staff Present: B. Elliott, General Manager Leisure & Parks Services  
E. Doepker, Manger, Leisure Services East Division

Absent: Councillor D. Thorne  
D. Moro  
W. Wiederick

**ITEM I - MINUTES OF PREVIOUS MEETING**

Committee members requested to change the word 'would' to 'could' in Item III (1) to read as follows:

Publicity

Fiona expressed concern that the article in the Tri-City Newspaper regarding the allocation of the Gender Equity Special Fund was misleading in its headline that identified \$250,000 being allocated. It was agreed by all Committee members that Fiona could write a letter to the editor of the Tri-City News expressing the concern of the Committee.

The Committee approved the Minutes, as amended, of the Gender Equity Committee Regular Meeting held October 26, 1999.

**ITEM II - BUSINESS ARISING FROM MINUTES**

**ITEM III - NEW BUSINESS**

1. **Presentation of Gender Equity Data Collection Strategy**

Tony Seguss from KPMG Consulting provided a brief presentation on the Gender Equity Data Collection Strategy project currently underway in collaboration with Leisure and Parks Services staff. Attached to the minutes are the copies of the presentation slides.

Committee members discussed the data collection strategies designed to date. It was agreed that the report on subsidies by gender would include:

- the Special Fund Grant recipient information;
- the Gender Equity Coordinator cost and cost of putting system together.


In addition, it was noted that it would be useful to add a non-resident category in Summary by Residence, if possible.

**ITEM IV - OTHER BUSINESS**

**ITEM V - ADJOURNMENT**

The Chair declared the meeting adjourned at 7:55 p.m.

Next regular meeting date: Tuesday, January 11, 2000 at 7:00 p.m.

  
\_\_\_\_\_  
B. Elliott  
General Manager Leisure & Parks Services

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CHAIR