

**MINUTES**

Thursday April 28, 2022

**Location:** Room 304

**Time:** 9:00am

**Present:** K. Lizotte, L. McClure, Councillor S. Peters, S. Rodaway, M. Sylvester, T. Tiersma, C. Topping, A. Williams

**Guest:** J. Hindley, Corporate Administrative and Accessibility Assistant

9:12am The meeting convened with Councillor S. Peters Vice-Chair presiding.

**ELECTION OF NEW CHAIR**

Councillor S. Peters informed the committee that a letter of resignation from the previous Chair was received.

Motion by: M. Sylvester – A. Williams

THAT: That C. Topping be appointed Chair for the remainder of 2022.

Carried.

**DISCLOSURES OF INTEREST**

NIL

**ADOPTION OF MINUTES**

Motion by: K. Lizotte – M. Sylvester

THAT: The minutes of the meeting held on March 24, 2022 be confirmed.

Carried.

**NEW BUSINESS**

1. **2022 Municipal Election Accessibility Plan:** J. Hindley attended the meeting to answer any questions that the committee had on the Plan that was endorsed at the last meeting. Councillor S. Peters asked who a voter would call if they were having issues or required assistance. J. Hindley noted that they could call the Customer Service line. He also shared that there are prepared procedures for election, there will be a voter's help centre and a mobile voter's help center. An iPad will be available for use at the Clerk's office and that friends/family are allowed to assist voters. A. Williams noted that doesn't believe anyone would refuse assistance from an attendant based on confidentiality reasons.
2. **Resignation Letter** – Former Chair B. Ryan submitted a letter of resignation to Councillor S. Peters which was forwarded to J. Hindley, the Accessibility Coordinator to submit to Council. The committee requested that the secretary

draft a letter on behalf of the Chair to thank Brenda for her service on the committee. The secretary will add the appointment terms of service to the 2022 Committee Member List and redistribute to members.

3. Update the Accessibility Technical Committee (ATC) - The secretary gave a brief overview of the role of the ATC and shared that more information can be found at [Accessibility - City of St. Thomas \(stthomas.ca\)](https://stthomas.ca). Matthey Byl, the representative from this committee, who will also sit on the MAAC committee as a member, will be formally introduced at the next meeting.
4. Approval of the 2022 Accessibility Plan - Committee members discussed the Plan but has requests with respect to a few items.

Motion by: M. Sylvester – A. Williams

THAT: The Committee accepts the 2022 Accessibility Plan with the following revisions – that in section 2.3, the column of the charts on pages 14-17 titled ‘Role of MAAC’ be renamed to ‘Status’ and, that the 2<sup>nd</sup> bullet point of the second paragraph under Section 1.3 be the 1<sup>st</sup> bullet point.

Carried.

5. Site Audits for 2022 – M. Sylvester volunteered to order lunch for the committee and additional 2 staff members (11 in total). C. Topping will request that Councillor S. Peters inquire about a dedicated means of transportation to perform the site visits.

## REPORTS of COMMITTEES

1. **Budget:** Aside from the purchase of the AccessAbility Flag, no other funds have been used to date.
2. **Special Events:** Nothing to report as S. Rodaway shared there hasn't been another meeting yet.
3. **Site Plan Control:** C. Topping shared that she requested van spaces and additional accessibility parking spaces in the underground parking of the apartment development at 1025 Talbot Street.

## UNFINISHED BUSINESS

1. **National Accessibility Week – Sunday May 29<sup>th</sup> – Saturday June 4<sup>th</sup>** - The flag would be ready for pick up on Friday May 30<sup>th</sup>. Councillor S. Peters offered to pick this up and it was delivered to the Mayor's office by the secretary. C. Topping offered that if members wanted the word “AccessAbility” put on their own supplied red shirt for the flag raising and “red shirt’ day, they could phone her for more details. Members were reminded that the **Flag Raising is scheduled for Monday May 30<sup>th</sup> at 10:00am**. Because the steps at the front of City Hall are not accessible, C. Topping suggested having photos taken at the side accessible entrance to commemorate the event.

2. **Annual Open House** – Chair, C. Topping lead the Committee through the Open House Task Sheet to distribute duties. The secretary was asked to send the assigned list to members and members were asked to consider taking tasks that still need to be owned. The Chair also requested the assistance of a Co-Chair for the event – M. Sylvester offered to take on this position. **The Open House is scheduled for Thursday September 22, 2022 from 1:00-3:00pm.** The room will be requested from 10:00am – 5:00pm to give time for the committee and vendors to set-up/tear-down.

NEXT MEETING

Thursday May 19<sup>th</sup> at 9am in Room 304

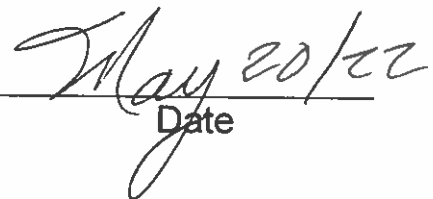
ADJOURNMENT

Motion by: A. Williams – M. Sylvester

THAT: The committee adjourned at 10:36 a.m.

Carried.

  
Signed, Chair, Municipal Accessibility Advisory Committee

  
Date

