

MINUTES

Date: Thursday February 22, 2024

Location: Committee Room #304 & Microsoft Teams

Time: 9:00 a.m.

9:04 a.m. The meeting convened with M. Sylvester, Chair presiding.

Attendance:

Members

Michelle Sylvester, Chair

Catherine Topping, Vice Chair

Councillor Rose Gibson

Sheila Rodaway

Sarah Savoie

Ed Vandermaarel

Absent

Joe Docherty Jr.

Amanda Stark

John Allen

City Officials

Jon Hindley, Deputy City Clerk

DISCLOSURES OF INTEREST

NIL

ADOPTION OF MINUTES

Motion by Councillor Gibson - C. Topping:

THAT: The minutes of the meeting held on January 25, 2024, be confirmed.

Carried.

REPORTS of COMMITTEES

1. Budget

There was no update under this committee.

2. Special Events

S. Rodaway provided an overview of recent events that had been approved by the Special Events Committee, including a new walk event in Waterworks Park.

3. Site Plan Control

The Vice Chair advised that with new requirements for buildings under ten units not requiring site plan approval, there have been very few applications circulating.

The members discussed inviting the Chief Building Official to a future meeting to discuss accessibility requirements in the Ontario Building Code.

E. Vandermaarel advised that there is a proposal to convert the former Centre Street Baptist Church at 28 Southwick Street into residential units that could potentially require site plan approval.

UNFINISHED BUSINESS:

1. Senior's Centre – Request for more Accessible Parking

Councillor Gibson advised that a request to the City for additional accessible parking at the Senior's Centre would be discussed at their next regular meeting.

NEW BUSINESS

1. 2024 AccessAbility Open House

The members discussed the creation of a sub-committee for planning of the 2024 AccessAbility Open House event.

The members nominated S. Savoie as the Chair for the sub-committee.

S. Savoie accepted the nomination.

The Deputy City Clerk advised that he could send out the initial vendor request letters and that the sub-committee members could focus on follow-ups.

The members of the sub-committee agreed to hold a meeting in Room #304 and via Microsoft Teams on March 7, 2024 at 4:30 p.m.

S. Savoie advised that she would reach out to Elgin County to confirm any involvement the Elgin County – Central Elgin Joint Accessibility Advisory Committee and any potential financial contribution they may be able to make for the 2024 event.

Motion by C. Topping - E. Vandermaarel:

THAT: A sub-committee for planning of the 2024 AccessAbility Open House event be formed with Sarah Savoie as the Chair and Catherine Topping and Michelle Sylvester as members.

Carried.

a. Event Hours

The members agreed to change the event hours to be 11:00 a.m. to 4:00 p.m.

b. 2024 Checklist Template

The members reviewed the 2024 Checklist template.

c. Gift Bags for Event

The members agreed to consider the purchase of reusable bags again for this year.

The Deputy City Clerk advised that he would reach out for pricing and report back at the next meeting.

d. Advertising Plan – Estimated at approximately \$500

The Deputy City Clerk provided an overview of the advertising done in 2023 and advised that he would bring forward a proposed budget for this at the next meeting.

The members discussed advertising in the Elgin County Market, instead of the St. Thomas Times Journal and looking into advertising with Accessible Media Inc.

e. Vendor List

The members discussed reviewing the vendor list at the sub-committee meeting and that there may not be room to invite too many new vendors based on venue capacity.

The members discussed adding a question to the door prize ballot asking how they heard about the event and potentially asking for their e-mail to be notified of future events.

f. Draft Vendor Letter and Application

The members discussed some changes to the vendor letter and application, including removal of the “Scope of Organization” section, including pictures from last years event and providing some information about the history of the event.

The members discussed that more information about the event could be provided in a follow-up letter or e-mail.

2. Knights of Columbus Hall

Councillor Gibson advised that some renovations were being proposed at the Knights of Columbus Hall to improve accessibility.

NEXT MEETING

The next meeting is scheduled for March 21, 2024 at 9:00 a.m.

ADJOURNMENT

Motion by Councillor Gibson – Sheila

THAT: The committee adjourned at 10:31 a.m.

Carried.

Signed, Chair, Municipal Accessibility Advisory Committee

Date