

**County of Elgin/Central Elgin**  
**Joint Accessibility Advisory Committee Minutes**  
**Central Elgin Boardroom**  
**May 31, 2017 at 9:00 – 10:30 AM**

Members were invited to the Main Beach in Port Stanley for 11 am to see the accessibility improvements that have been made and have their photo taken. Media was also invited.

Members Present: Harry Muir, Douglas Mayer, Michelle Horton, Deputy Mayor Martyn, Dianne Wilson, Jennifer Cowan  
Regrets: Arnold Row

**1. Call to Order**

The Chair called the meeting to order at 9:02 AM.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

**3. Adoption of Previous Minutes**

**Moved by Deputy Mayor Martyn**

**Seconded by Michelle Horton**

**THAT the minutes dated March 15, 2017 be approved. CARRIED**

**4. Delegations**

None.

**5. Old Business**

**a. Benches**

Jennifer Cowan presented a report regarding the bench modification suggestion raised by the JAAC during the March meeting.

**Moved by Michelle Horton**

**Seconded by Harry Muir**

**THAT the report be received and filed. CARRIED**

**b. Rest Areas on Sidewalks**

Jennifer Cowan presented the finalized guidelines for municipalities regarding rest areas on sidewalks.

**Moved by Deputy Mayor Martyn  
Seconded by Harry Muir**

**THAT the guidelines be approved and forwarded to each local municipality for final approval.  
CARRIED**

**c. Portable Washroom Specifications**

Jennifer Cowan provided a verbal update on the question raised at a previous meeting regarding the specifications on portable washroom specifications.

**d. Fire Plan**

Jennifer Cowan presented the County's updated fire plan and is seeking feedback from the JAAC on how to proceed.

Committee members may contact Jennifer directly by June 9, 2017 to provide feedback.

**6. New Business**

**a. Committee Meeting Guidelines – FOR INFORMATION**

Jennifer Cowan presented draft meeting guidelines for the committee to review and provide comments on. This document will be presented back to the committee at a later date.

Committee members are to provide Jennifer any feedback on the document in advance of the next meeting.

**b. Door changes on second floor – FOR INFORMATION**

The County replaced two 30" doors on the second floor with 36" doors at the Administration Building located at 450 Sunset Drive in St. Thomas. This includes side lites and lever hardware.

**7. Next Meeting – August 23, 2017 – Central Elgin Boardroom**

**8. Adjournment**

**Moved by Harry Muir  
Seconded by Michelle Horton  
THAT the meeting adjourn at 10:05. CARRIED**