

**County of Elgin/Central Elgin**  
**Joint Accessibility Advisory Committee Minutes**  
**Central Elgin Boardroom**  
**November 27, 2018 – 1:30 PM – 3:30 PM**

Members Present: Deputy Mayor Martyn, Doug Mayer, Michelle Horton, Harry Muir, Sam McFarlane, Dianne Wilson

Regrets: Arn Row

**1. Call to Order**

The meeting was called to order at 1:30

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

None observed.

**3. Adoption of Previous Minutes**

**Moved by** Michelle Horton

**Seconded by** Harry Muir

**THAT the minutes dated August 21, 2018 be approved. CARRIED**

**4. Delegations**

None.

**5. Old Business**

**a. Trail Consultation**

**i. Survey review and document finalization to be circulated**

Trail consultation document reviewed and finalized. Accessibility Coordinator to present a final write up including survey results at next meeting to be approved and circulated to local municipalities.

**b. Committee Member Handbook/Meeting Guidelines**

**i. Handbook finalization**

Minor edits to handbook. JAAC Terms of reference to be reviewed at next meeting to incorporate 4 year terms of committee members. Handbook and Terms of Reference to be finalized at next meeting.

**c. POA Building Occupancy**

Building occupancy expected in fall of 2019. Interior details relating to accessibility to be reviewed. Accessibility Coordinator to schedule a reminder to follow up with staff on timing closer to occupancy.

**d. OBIAA Main Street Accessibility Workshop update**

Accessibility Coordinator provided update on the OBIAA Main Street Accessibility workshop in St. Thomas on October 30, 2018. Accessibility Coordinator to continue to provide updates on progress of accessible main streets handbook.

**i. Port Stanley BIA**

Accessibility Coordinator inquired about structure and operations of Port Stanley BIA. It was noted that the Annual General Meeting in February. Accessibility Coordinator to follow up about attending.

**6. New Business**

**a. Site Plan Review**

No site plans to be reviewed.

**b. Meeting location**

**i. Heritage Centre Tour**

Next meeting to be at the Heritage Centre for increased accessibility.

**7. Next Meeting – March 2019 at 10:00 am – Heritage Centre**

**8. Adjournment**

Meeting adjourned at 2:20