



County of Elgin/Central Elgin
Joint Accessibility Advisory Committee
Minutes

Wednesday, January 12, 2022
 10:00 a.m.
 Virtual via Zoom

Attendees: Doug Mayer, Chair
 Tom Marks, Deputy Warden, County of Elgin
 Michele Horton, Community Member
 Dianne Wilson, Deputy Clerk, Municipality of Central Elgin
 Sarah Savoie, Accessibility Coordinator, County of Elgin
 Katherine Thompson, Manager of Administrative Services, County of Elgin
 Jenna Fentie, Legislative Services Coordinator, County of Elgin

Regrets:

1. Call to Order

The County of Elgin/Central Elgin Joint Accessibility Committee met this 12th day of January 2022 via Zoom. The Chair called the meeting to order at 9:56 a.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Adoption of Previous Minutes – October 20, 2021 and November 10, 2021

Moved by: Michele Horton
 Seconded by: Doug Mayer

RESOLVED THAT the minutes of the meeting held on October 20, 2021 be approved.

Recorded Vote

	YES	NO	ABSTAIN
Deputy Warden Marks	X		
Michele Horton	X		
Doug Mayer, Chair	X		
TOTAL	3	0	0

- Motion Carried.

Moved by: Deputy Warden Marks
Seconded by: Michele Horton

RESOLVED THAT the discussion notes of the meeting held on November 10, 2021 be approved.

Recorded Vote

	YES	NO	ABSTAIN
Deputy Warden Marks	X		
Michele Horton	X		
Doug Mayer, Chair	X		
TOTAL	3	0	0

- Motion Carried.

4. Delegations

None.

5. New Business

a. JAAC Membership Update

i Terms of Reference

The Accessibility Coordinator informed the Committee that Council approved the amendment of the Terms of Reference for the Joint Accessibility Advisory Committee in order to align with the Council Procedural By-Law regarding electronic voting.

The Accessibility Coordinator also noted that the Committee Terms of Reference will need to be reviewed as a result of the possibility that Local Municipal Partners may join the Committee. Consultation for the review of the Terms of Reference will include the Deputy Clerk, Chief Administrative Officer, Director of Human Resources, and the Local Municipal Partners. The changes to the Terms of Reference will be presented to the Joint Accessibility Advisory Committee for feedback and approval at their next meeting before they are presented to Elgin County Council for approval.

ii New Members

The Accessibility Coordinator informed the Committee that a letter was sent to Harry Muir from the Chair of the Joint Accessibility Advisory Committee thanking him for his service to the Committee.

As a result of Mr. Muir's resignation, the Accessibility Coordinator met the Chief Administrative Officer, Deputy Clerk and Director of Human Resources to discuss the recruitment of new members. A new member will be recruited for Mr. Muir's vacancy for the remainder of the term of the Committee. The Accessibility Coordinator reminded the Committee that due to the Municipal Election this year, all Committees of Council will be disbanded and reformed when the new Council is formed. Members who are interested in joining the Committee will be invited to apply in November/December 2022.

The Accessibility Coordinator noted that the Township of Southwold, Municipality of West Elgin, and the Town of Aylmer have expressed interest in joining the Committee. All members will be voting members and the majority of members must be persons with disabilities.

b. Accessibility Compliance Report Update

The Accessibility Coordinator informed the Committee that all Local Municipal Partners and Elgin County submitted their Accessibility Compliance Report to Ministry for Seniors and Accessibility before December 31 deadline, and there has been one desk audit completed since the reports were submitted. The Accessibility Coordinator noted that several Local Municipal Partners reported compliance with Question 14 on web accessibility. The next compliance reporting period will be in 2023. New compliance reporting may be required under the Accessible Canada Act and the Accessibility Coordinator will provide the Committee with more information once it becomes available.

c. Consultation Requirements with JAAC

i Playground Consultation Guide Revisions

The Accessibility Coordinator provided an update to the Committee with regards to revisions to the consultation guides that are available to Local Municipal Partners. Currently, there is not clear direction in the guides that the Joint Accessibility Advisory Committee needs to be consulted on accessibility projects. Currently, only the members of the JAAC (Municipality of Central Elgin and the County of Elgin) are required to consult with the Committee on accessible projects. The other Local Municipal Partners that are not on the Committee only need to consult the public and people with disabilities. The Accessibility Coordinator noted that should more Local Municipal Partners decide to join the Committee, the Committee may want to take a similar approach to Middlesex County in terms of what projects Committee consultation is required. Middlesex County requires that all projects are submitted to the Accessibility Coordinator to determine if the project

should go to the Committee for consultation. If consultation is required for every project, it can slow down the process and create additional work for the Committee and the Local Municipal Partners.

d. Hamlet of Richmond Reconstruction Update

The County of Elgin, in partnership with the Municipality of Bayham, is undertaking the reconstruction of Heritage Line and Richmond Road within the Hamlet of Richmond. County of Elgin staff have asked the Joint Accessibility Advisory Committee to confirm that no on-street accessible parking is required in the Hamlet of Richmond Road. Currently there is no designated on-street parking in the area because it is a solely residential area.

Moved by: Michele Horton

Seconded by: Deputy Warden Marks

RESOLVED THAT the Committee confirm that no on-street parking is required in the Hamlet of Richmond.

Recorded Vote

	YES	NO	ABSTAIN
Deputy Mayor Marks	X		
Michele Horton	X		
Doug Mayer, Chair	X		
TOTAL	3	0	

- Motion Carried.

e. Accessibility Policies Update

The Accessibility Coordinator is currently reviewing the County of Elgin's Accessibility Policies. The policies will be presented to the Committee in advance of their presentation to County Council.

f. Elgin Joint Annual Accessibility Status Report 2021

New for this year, the County of Elgin and the Local Municipal Partners have collaborated to create the Joint Annual Accessibility Status Report. The report is a requirement of the IASR and is intended to highlight the progress made in regards to the Joint Multi-Year Accessibility Plan. The report includes Continuous Achievements in Accessibility and Highlights for 2021. The Accessibility Coordinator presented the report to the Committee and asked for feedback regarding the projects completed by the Committee in 2021. The Manager of Administrative Services/Deputy Clerk noted that the report omitted the Elgin County Administration Building Elevator Addition and Washroom Renovation. The Accessibility

Coordinator will forward the report to the Committee for further comments and plans to present the report to County Council at a meeting in February.

Moved by: Michele Horton
Seconded by: Deputy Warden Marks

RESOLVED THAT the Elgin Joint Accessibility Status Report 2021 be approved and presented to Elgin County Council for their consideration.

Recorded Vote

	YES	NO	ABSTAIN
Deputy Mayor Marks	X		
Michele Horton	X		
Doug Mayer, Chair	X		
TOTAL	3	0	0

- Motion Carried.

6. Next Meeting

The next meeting will be tentatively scheduled for April 6, 2022 at 10:00 a.m.

7. Adjournment

Moved by: Deputy Warden Marks
Seconded by: Michele Horton

RESOLVED THAT we do now adjourn at 10:34 a.m. to meet again on April 6, 2022.

Recorded Vote

	YES	NO	ABSTAIN
Deputy Mayor Marks	X		
Michele Horton	X		
Doug Mayer, Chair	X		
TOTAL	3	0	0

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer/Clerk.

Doug Mayer,
Chair.