



**Joint Accessibility Advisory Committee**  
**Wednesday, February 8, 2023 at 7:00 p.m.**  
**Virtually via Microsoft Teams**

**A G E N D A**

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1. Call to Order	
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12.Date of Next Meeting – Wednesday, March 8, 2023 via Teams

13.Adjournment

# JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, January 11, 2023

## Draft Minutes

### Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held virtually on Wednesday, January 11, 2023, at 7:00 p.m. via Microsoft Teams.

### Attending

#### JAAC Members

Mary Fox – Citizen Member (Chair)  
Doug Ralph – Citizen Member (Vice Chair)  
Councillor Lexie Misner – District 2  
Alan Price – Citizen Member: West  
Ben Brown – Citizen Member (signed in at 7:18 p.m.)  
Crystal McCormack – Citizen Member: Central  
Dino Wamboldt – Citizen Member: East  
Don Nauss – Citizen Member  
Andy Vermeulen – Commissioner, Village of Canning  
Michael Keith – Commissioner, Village of Cornwallis Square  
Quentin Hill – Commissioner, Village of New Minas  
Robert Sealby – Commissioner, Village of Greenwood  
Mike Bishop – Commissioner, Village of Kingston  
Scott Leier – Commissioner, Village of Port Williams

#### Municipal Staff

Terry Brown – Manager of Inspection & Enforcement Division  
Katie MacArthur – Accessibility Coordinator  
Shawn Fevens – Recreation Coordinator  
Laurie-Ann Clarke – Recording Secretary

### 1. Call to Order

Mary Fox, Chair, called the meeting to order at 6:57 p.m.

### 2. Roll Call

Attendance was taken by the Recording Secretary from the Microsoft Teams record.

**3. Amendments to the Agenda** Manager Brown requested to add an agenda item as Item 8d.

**4. Approval of the Agenda** On motion of Commissioner Vermeulen and Mr. Price, that the Joint Accessibility Advisory Committee approve the January 11, 2023 meeting agenda with one addition.

The question was called on the motion. Motion carried.

**5. Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.

**6. Approval of Minutes**

**a. December 14, 2022** On motion of Commissioner Leier and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on December 14, 2022 be approved as circulated.

The question was called on the motion. Motion carried.

**7. Business Arising from the Minutes** There was no business arising from the minutes.

**8. Business**

**a. Citizen Member Vacancy** Katie MacArthur, Accessibility Coordinator, advised that the advertisement for the JAAC's citizen member vacancy has been published to the Municipality's website and social media and shared with committee members via email. She requested that members continue to share the ad in order to fill the position.

**b. Discussion of Meeting Schedule** At the December 2022 meeting, the Committee discussed the meeting schedule for the upcoming calendar year and requested that staff review the Terms of Reference and Inter Municipal Service Agreement to determine if a meeting frequency was written into these documents. Ms.

MacArthur shared that upon review, there is nothing that dictates how often the JAAC must meet. There was a discussion surrounding how to make the most of meeting times, what members would like to discuss, and staff welcomed Village Commissioners and Citizen Members to make additions to the meeting agendas. Through consensus, the Committee made the decision to maintain a monthly meeting schedule with the option to cancel a meeting if there are no urgent items or host via Teams if the meeting is expected to be short.

**c. Provincial Grant Funding**

Ms. MacArthur advised that there are currently two Provincial grants available for accessibility upgrades. The information on the grants was emailed to Village Clerks and the deadline to apply is February 14, 2023. She offered to assist with applications as needed.

**d. Acknowledgement of Kirk MacLennan’s passing**

Manager Brown acknowledged the passing of Commissioner Kirk MacLennan in December 2022. He served on the JAAC for the Village of Aylesford and the Committee thanks him for his work.

**9. Other Business**

There was no other business.

**10. Correspondence**

There was no new correspondence.

**11. Public Comments**

There were no members of the public in attendance.

**12. Date of Next Meeting**

The next meeting will be held on February 8, 2023 at 7:00 p.m. via Microsoft Teams. Councillor Misner gave her regrets for the February meeting.

**13. Adjournment**

**There being no further business, on motion of Commissioner Sealby and Commissioner Vermeulen, the meeting adjourned at 7:26 p.m.**

Approved by:

DRAFT