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|  | **Accessibility Advisory Committee Agenda** |

Date: Wednesday, December 15, 2021

Time: 1:00 p.m.

Location: Zoom

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Members: Janet deVos, Ashley Everets, Adrien McKenna, Andrew Poirier, Hugh Hanly (Chair), Rabiya Azeez (Vice Chair), and Councillor Stewart Patterson

Regrets: Andrew Poirier

Staff: Trish Cardwell, Manager, Customer Experience & Communications  
Kyra Hayes, Supervisor, Customer Experience & Communications  
Brittany Burley, Coordinator, Customer Experience & Communications  
Tracey Willis, Administrative Coordinator, Public Works Operations

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1. **Disclosures of Pecuniary Interest**

None.

1. **Introductions**

Kyra began the meeting welcoming all members. All members introduced themselves and were given an overview of the new Customer Experience and Communications (CEC) division. The new division oversees customer service, corporate communications, municipal licensing and accessibility, which was strategically moved from Citizen & Legislative Services to CEC given its direct link to customer experience.

1. **Staffing update – Accessibility Coordinator**

Kyra shared that when the new CEC division was being developed, it was determined that hiring an Accessibility Coordinator was required to strengthen our focus on accessibility and move accessibility-related priorities forward. The job will be a part-time permanent position based out of HCAB and the job description is in the process of being finalized. The job is to be evaluated by the rating committee early in the new year with the job posting going up by February 2022.   
  
This position will be responsible for overseeing all accessibility-related matters for Haldimand County. This includes developing new and updating existing policies and procedures, updating the corporation’s 5-year accessibility plan, developing enhanced AODA training for staff and essentially acting as an advisor to all divisions with respect to fulfilling AODA requirements. This position will become the committee’s new staff liaison once they are hired.

Tracey was thanked for her dedication and ongoing support of the committee; Trish reiterated that staff and the committee will continue to look to Tracey for guidance as the new Accessibility Coordinator position is onboarded.

1. **2021 Accessibility Compliance Report**

Kyra reported that this has been completed. The report must be done every two years. We identified one area of non-compliance which is the website. In order to meet compliance in this area, staff will need additional training on how to update the website. This will be a collaborative effort between IT, staff members from each department and the CEC division.

1. **Appointment of AAC member to Diversity, Equity and Inclusion (DEI) Advisory Committee**

Kyra provided background information on this new committee whose purpose is to advise council on all matters of diversity, equity and inclusion from programming to service delivery, special initiatives, etc. Their purpose is to provide recommendations to council on how the County moves forward ensuring that we are accommodating diverse populations in everything that we do. The DEI Advisory Committee’s Terms of Reference states that one member of the AAC should sit on their committee. Kyra will send the committee the Terms of Reference for the DEI Advisory Committee and we can discuss in January who the appointment will be.

Committee has agreed to defer decision to mid-January.

1. **2022 meeting schedule**

Trish suggested a meeting schedule of 4 – 6 meetings per year with timing around capital budgets to ensure the committee can give input around the larger scale items. Hugh suggested quarterly meetings, plus an initial meeting in January to do a committee review. Ashley mentioned that previously it was 4x per year with additional meetings as required based on special project needs. Rabiya asked if 2022 will be the new term for the new AAC committee. Hugh said that the next AAC will be elected in 2023 following the 2022 election.

Kyra asked what everyone’s meeting preferences are so that we can best accommodate everyone. Do you prefer virtual, in-person, what time of day, week, etc?  
  
Committee suggested a virtual meeting in January and then meeting quarterly on the third Wednesday of the month, in-person at HCAB with two of the meetings being scheduled at 1:00 p.m. and the other two being scheduled at 4:00 p.m.

Hugh requests the committee be sent the January meeting agenda with those dates and times included. Rabiya to chair January’s meeting as Hugh will be away.   
  
Kyra will send DEI committee terms of reference and minutes to the committee in advance of next meeting. Kyra will also send a meeting invitation and agenda for the mid to late January meeting based on the group’s day/time preferences.

1. **Other Business**

None.

1. **Adjournment**

Adrien motions to adjourn meeting.  
Seconded by Rabiya.  
All in favour.  
Motion carried. Meeting adjourned at 1:43 p.m.

**Next Meeting:**

To be determined