

**Joint Accessibility Advisory Committee – ADMIN GROUP
For the Municipalities of
Lincoln, West Lincoln, Thorold, Pelham,
Niagara-On-The-Lake and Grimsby
Administrative Group
Meeting Agenda
Wednesday, March 1, 2017
2:00 p.m.
City of Thorold – Committee Room #1**

PRESENT: Hazel Soady-Easton, Town Clerk, Town of Grimsby
William Kolasa, Clerk – Town of Lincoln
Nancy Bozzato, Clerk – Town of Pelham
Peter Todd, Clerk - Niagara-on-the-Lake
Donna Delvecchio, Clerk – City of Thorold
Joanne Goulet, Acting Deputy Clerk – City of Thorold
Steve Murphy, Region of Niagara Accessibility Coordinator
Donna Herrington, Consultant – The Herrington Group

REGRETS: Carolyn Langlely, Clerk – Township of West Lincoln

1. Presentation by Steve Murphy from Niagara Region about Stop Gap Initiative

Steve Murphy provided a Powerpoint presentation about the Stop Gap initiative. He provided details about the initiative and advised this program is offered across Canada and locally there are approximately 21 ramps across the Region. He stated the ramps are a tool to raise awareness and provide ease of access to local businesses. Mr. Murphy highlighted some potential partners both in the public and private sector that could contribute to this project.

Concerns were expressed related to possible trip hazards, responsibility for making the ramps, risk management and ownership of the ramps.

2. Approval of October 19, 2016 Minutes

Moved by: Hazel Soady-Easton
Seconded by: William Kolasa

That the October 19, 2016 JAAC Admin Group minutes be approved.

CARRIED

3. Consultant Topics:

1. JAAC Logo Design – Donna Herrington advised the designer of the logo is presenting to JAAC on March 9, 2017.

2. Public Consultation for new Multi-Year Accessibility Plan for 2017 – Donna Herrington advised that a new plan is required and asked the Admin Group to provide her a list of who she should be contacting in each municipality.
3. Consultant needs after 2017 – the Admin Group requested a multi-year contract from the Herrington Group for 2018 & 2019 be presented in early fall 2017.

The Town of Grimsby requested assistance related to new developments and Town of Niagara-on-the-Lake requested assistance on training of new employees.

4. Hosting of monthly JAAC meetings amongst all members – Donna Herrington advised the JAAC would like to meet in each member community. Donna Herrington will send a doodle poll to seek availability of hosting.
5. Mandate of Committee – Donna Delvecchio advised that the JAAC seems interested in reviewing their mandate in lite of their recent projects related to social media project and exploring of Stop Gap. The Admin Group requested a revised mandate proposal be made by the JAAC to review.

3. **New Business:**

1. Livestreaming and Closed Captioning of Council meetings – Town of Niagara-on-the-Lake only livestreams their Council meetings and concerns were expressed about closed captioning for the archived meetings.

Donna Herrington advised that the livestream does not have to be closed captioned, however the archived meetings must be done. The Admin Group generally discussed the challenges with having to closed caption.

2. New Application from Town of Lincoln – An application was received by the Town of Lincoln for an at-large member. Donna Delvecchio advised that Thorold required an additional member and was willing to approach the applicant to seek her interest in sitting as Thorold's representative

Adjournment:

The meeting adjourned at approximately 3:45 p.m.

Prepared by:

**Donna Delvecchio, Clerk
City of Thorold**

