

# **Essex Accessibility Advisory Committee**

## **Meeting Minutes**

A meeting of the Essex Accessibility Advisory Committee (EAAC) was held on Thursday, January 23, 2020 in the large meeting room of the Essex Municipal Office, 33 Talbot Street South, Essex, Ontario.

Chair, Richard Kokovai called the meeting to order at 9:34 AM.

### **1. Roll Call**

#### **Present:**

Richard Kokovai, Chair  
Lisa Wallace, Vice Chair  
Geraldine Dozois  
Ron McDermott  
Councillor, Sherry Bondy

**Also Present:** Doug Sweet, Director, Community Services  
Jeffrey Morrison, Director, Corporate Services  
Janice Aloisio, Committee Secretary

**Regrets:** Claudette Gauthier

Julia Welch

**Resignation:** Earl Brownell

### **2. Declarations of Conflict of Interest**

- There were no declarations of conflicts of Interest.

### **3. Delegations:** Brandi Sieben and Heather Metcalfe

- a. Brandi Sieben, Manager, Human Resources for the Town of Essex

- Brandi provided a PowerPoint presentation to the committee (see attached) as it pertains to the areas her department provides Accessible best practices, policies and accommodations to town staff and potential new hires then proceeded to field any questions of the members;
- Brandi provided the committee with a copy of the Town's Accessible Customer Service Policy (copy attached) as well as individual instructions and a month's access to the training modules the town uses for their training (24/7) and advised that specific modules will be made available for a month so that committee members could familiarize themselves with aspects of the town's training provided to all staff and new hires;
- Committee suggested that all town staff receive an annual refresher of the Town's Accessible Customer Service Policy to which Doug Sweet advised he would bring the suggestion forward to the senior management team as he too felt it would be beneficial to implement an annual review;
- Brandi was thanked by the Chair for her presentation and left the meeting.

b. Heather Metcalfe, Assistant Manager, Programs

- Heather introduced herself and provided a PowerPoint presentation to the committee (see attached) as it pertains to the accessible programming aspect of the Community Services department;
- Heather fielded questions from the committee and advised she would further investigate a question pertaining to the Library Swim Pass Program, would provide the secretary with further information on the response for circulation to the committee; and
- Heather was thanked by the Chair for her presentation and left the meeting at 10:04 am.

#### 4. Election of Committee Chair and Vice Chair

- The Committee Secretary opened the floor to nominations for Committee Chair for the 2020 meetings;
- Ron McDermott put forth Richard Kokovai's name and Lisa Wallace seconded the nomination;
- No other nominations for the Chair seat came forward, accordingly the nominations were closed and Richard was asked if he would stand as Chair for the 2020 meetings;
- Richard Kokovai accepted the role of Chair, was congratulated and took over the meeting.
- The Chair, Richard Kokovai, opened the floor to nominations for Committee Vice-Chair for the 2020 meetings;
- Lisa Wallace put forth Sherry Bondy's name to which Sherry declined with thanks and nominated Lisa Wallace as Vice Chair;
- No other nominations for the Vice-Chair seat came forward, accordingly the nominations were closed and Lisa was asked if he would stand as Vice-Chair for the 2020 meetings;
- Lisa Wallace accepted the role of Vice Chair for the 2020 meetings and was congratulated on the seat.

#### 5. Adoption of Published Agenda

- c. Regular Essex Accessibility Advisory Committee Agenda for January 23, 2020

Moved by: Ron McDermott

Seconded by: Geraldine Dezois

**(EAAC20-01-001)** That the published agenda for the Thursday, January 23, 2020, regular meeting of the Essex Accessibility Advisory Committee be adopted as circulated. **"Carried"**

## **6. Adoption of Minutes from December 5, 2019**

- a. Regular Essex Accessibility Advisory Committee Minutes for December 5, 2019

Moved by: Ron McDermott

Seconded by: Lisa Wallace

**(EAAC20-01-002)** That the minutes of the regular Essex Accessibility Advisory Committee meeting held December 5, 2019, be adopted as circulated. **“Carried”**

## **7. Old Business**

### **a) Community Awareness Project Partnership with Essex District High School and Kingsville District High School Update**

- Doug Sweet advised that he spoke with both student council members and they are both very enthusiastic with the project concept and would like to meet with the committee chair and vice-chair prior to a regular council meeting to discuss the project further;
- Decision was made that the chair and vice chair will meet with the two student council members prior to the February 18 regular council meeting; and
- Doug will advise the student councilors of the meeting date; and
- Richard and Lisa will meet prior to this to discuss final plans for their meeting with the student councilors.

### **b) Closed Captioning of Council Meetings**

- Lisa Wallace inquired of the status of the committee’s recommendation and Doug advised that the Clerk’s department is working on a report for a future Council meeting.

## **8. New Business**

- none

## 9. Correspondence

- b. No correspondence was received

## 10. Next Meeting Date

- Discussion was had by committee members for the yearly schedule of the Accessibility committee
- The next two meeting dates are as follows:
- Thursday, February 20 at 9:30 AM in the large committee room of the Essex Municipal Office; and
- Thursday, March 19, 2020 at 9:30 AM in the large committee room of the Essex Municipal Office.

## 11. Adjournment

Moved by: Geraldine Dozois

Seconded by: Lisa Wallace

**(EAAC20-01-003)** That this meeting adjourns at 10:24 am. **"Carried"**

---

Richard Kokovai, Chair

---

Janice Aloisio, Secretary