

**Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham,
Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne**

Administration Group Meeting

Wednesday, December 14, 2022, 1 pm via Zoom

Meeting Minutes

Present: Donna Herrington (Consultant), Mary Murray (Port Colborne), Matthew Trennum (Thorold), Katie Viccia (Grimsby)

Regrets: Julie Kirkelos (Lincoln), Lauren Kruitbosch (Niagara-on-the-Lake)

Absent: Joanne Scime (West Lincoln), Holly Willford (Pelham)

1) JAAC Terms of Reference updated (current version emailed by Donna on Nov 23)

Currently, the TOR allows for 12 representatives. It is the consultant's opinion that there should be 15 representatives, meaning two reps per municipality (14). Of those fourteen, up to five reps may be people without disabilities, and 1 Council Rep.

Motion: Be it resolved, that the JAAC be made up of 15 representatives, 2 per municipality and 1 Council representative. Confirmation of this change will be secured by email. Donna will then update the Terms of Reference and redistribute them to the Admin Group

2) JAAC Admin Contact appointment

Mary's schedule does not allow her to continue in this role. The responsibilities of the JAAC Admin Contact includes:

- Attending the JAAC meetings (every other month, on Thursdays at 6:30 pm)
- Being the link between the JAAC, the consultant, and the administrative contacts
- Bring issues to the Admin Group from the JAAC and consultant
- Arrange Admin Group meetings at the request of the Consultant
- Take minutes at Admin Group meetings and distribute
- Distribute JAAC meeting minutes to the Admin Group

We are looking for a municipality to volunteer for this role.

3) JAAC appointments – status

Lincoln – unknown at this time

West Lincoln – unknown at this time

Pelham – unknown at this time

Thorold – to be appointed January 17, 2023

NOTL – unknown at this time

Grimsby – unknown at this time

Port Colborne - 2 representatives have been appointed

The JAAC will meet for the first time on Thursday, January 12, 2023 at 6:30 pm, via Zoom.

4) JAAC flag

New flags have been printed to include Port Colborne. Donna will deliver the flags to each JAAC partner next week.

5) JAAC Work Plan

Audits will resume in the new year. Five facilities, or parks, can be done per municipality. Donna also intends to continue with the Accessibility Awards in all JAAC partner municipalities.

6) Other Business:

Matthew asked Donna to send the current Terms of Reference and Thorold's Multi-Year Accessibility Plan directly to him.