

# The Township of McNab/Braeside

## Accessibility Advisory Committee Meeting Minutes

Tuesday October 17<sup>th</sup> 2023

---

### 1. Call to Order & Roll Call

Christina Mulcahey called the meeting to order at 9:03 a.m.

The following Members of the committee present were:

Member: Christina Mulcahey – Administrative Assistant

Member: Ryan Frew – Public Works Director

Member: Austin Hisko – Building Inspector

Member: Andrea Lamontagne – Recreation Director

Regrets:

Member: Lindsey Lee – CAO/Clerk

### 2. Adoption of the Agenda

Moved by Andrea Lamontagne, Seconded by Austin Hisko

**THAT** the agenda dated October 17<sup>th</sup> 2023 be adopted as submitted and circulated. **CARRIED.**

### 3. Adoption of Previous Meeting Minutes

The committee reviewed the minutes from the June 2, 2022 meeting.

Moved by Ryan Frew Seconded by Andrea Lamontagne

**THAT** the minutes of the June 2, 2022 Accessibility Advisory Committee meeting be adopted as submitted and circulated. **CARRIED.**

### 4. Updates – 2023 Compliance Report

Christina Mulcahey informed the Committee that she has to submit the 2023 Compliance Report as directed by the CAO/Clerk by December 31<sup>st</sup> 2023. She also noted that this should be published on the website so will also have that done once completed.

### 5. New Business

#### 5.1 – MCP Building

The Committee discussed the new MCP building. Ryan Frew noted that they are moving forward with the plans for new MCP Building and that tenders would be accepted in January next year. Mr. Frew noted that yes, there will be accessible washrooms. Andrea mentioned the countertop would be bar height however, staff would be trained to make accommodations for those in need.

## **5.2. Website**

Christina showed the committee members some of the documents on the website under the Accessibility tab. She noted that a couple of the forms were recently updated with the new township logo and contact information. She asked the committee if they were familiar with the Notice of Disruption of Service Form. The committee was unsure at this time and thought it was more of an in-house form for the township to use and post as necessary. Christina will confirm with the CAO/Clerk.

## **5.3 Annual Status Report**

Christina informed the Committee that she will also be working on completing the Annual Status Report for 2023. This report is to support the Townships Accessibility Plan each year and provide an update on how things are progressing with the plan.

## **5.4 Committee Requirements**

Christina mentioned that while doing research about Accessibility Advisory Committees she noted that it is not a requirement to have a committee with a population of under 10,000. The committee discussed and agreed that it is still beneficial to have our Committee.

## **6. Round Table Discussion**

Andrea mentioned that the Recreation Department has a new staff member who would be a great addition to this committee.

Christina brought up the parking spaces at the rear of the Municipal Office and questioned if we would designate more spaces as accessible. Ryan noted that we have the required amount of spaces already for this building so there really isn't a need for more.

## **7. Next Meeting**

The committee proposed April 2024 for the next meeting. Committee also discussed how often they will meet and the decision was twice per year. Christina will set up a date and send an invitation to committee members.

## **8. Adjournment**

This meeting was adjourned at 9:22 am.