

**MINUTES**  
**ACCESSIBILITY AND INCLUSIVITY ADVISORY COMMITTEE**  
**MONDAY, MAY 3, 2023 – 3:00 P.M.**  
**ELECTRONIC ZOOM MEETING**

<https://us06web.zoom.us/j/86906405743?pwd=c0ZnUmN1NnVyYkhUZkFtNGEyUkNmUT09>

PRESENT: Michelle Smibert, Council Representative  
Michelle Coghlin, Community Representative (*retired from meeting at 3:30 p.m.*)  
Shauna Rae, Community Representative  
Steve MacDonald, Director of Community Services & Facilities/Staff Representative  
Sara Henshaw & Jana Nethercott, Recording Secretary

ABSENT: Tom Heeman, Council Representative  
Jesse Farquharson, Community Representative

The Director of Community Services and Facilities called the meeting to order at 3:02 p.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed.

2. ELECTION OF CHAIR

(a) Nominations for Chair Position – The Director of Community Services and Facilities called for nominations for the Chair position of the Accessibility and Inclusivity Advisory Committee and the following person was nominated:

It was: Michelle Smibert.

Moved by: S. Rae  
Seconded by: M. Coghlin  
(Resolution # AIAC-001-2023)

**THAT** the nominations be closed, and that Michelle Smibert be appointed as the Chair of the Accessibility and Inclusivity Advisory Committee.

Carried.

3. ELECTION OF VICE-CHAIR

(a) Nominations for Vice-Chair Position – The Chair called for nominations for the Chair position of the Accessibility and Inclusivity Advisory Committee and the following person was nominated:

It was: Michelle Coghlin.

Moved by: S. Rae  
Seconded by: M. Smibert

Accessible formats and communication supports are available, upon request.

(Resolution # AIAC-002-2023)

**THAT** the nominations be closed, and that Michelle Coghlin be appointed as the Vice-Chair of the Accessibility and Inclusivity Advisory Committee.

Carried.

4. PRESENTATIONS/DELEGATIONS – None.

5. REPORTS OF STAFF

**(a) Review Terms of Reference**

The Director of Community Services & Facilities provided an overview of the Terms of Reference, including the following topics:

- Purpose of committee
- Frequency of meetings
- Subcommittees
- Accessibility Coordinator at Middlesex County
  - Committee Resource
  - Will attend a future AIAC meeting

**(b) 2023 Budget**

The Director of Community Services advised the following:

- 2023 Budget for this committee is \$1000, but is awaiting confirmation if this amount is shared with another Committee of Council or not
- Will report back to the committee at the next meeting
- There is money leftover from 2022 for the 2023 Pride Event

**(c) Summary of Past Committee Initiatives**

The Director of Community Services provided a summary of previous initiatives that this committee has accomplished, including the following:

- In 2022, hosted 1<sup>st</sup> Pride event in Thames Centre
- Accessible Park near the FlightExec Centre
- Utilized grants to install free interactive wayfinding technology in Thames Centre to assist with navigation for people who are visually impaired
  - This is located at the Dorchester Park, Thorndale Park, FlightExec Centre and Thorndale Lions Community Centre

- Initiated amendment to Thames Centre Fireworks By-law to include the third day of Diwali as a listed holiday

The committee inquired about the following:

- Library staff (County employees) being members of subcommittee
- Accessibility Committee at County level
- Staff training –
  - Diversity, Equality & Inclusion (DEI)
  - Indigenous Awareness

The Director of Community Services & Facilities provided the following:

- Thames Centre would have no concerns with library staff being part of the subcommittee, cannot speak for Middlesex County as the employer
- Overview of Accessibility Committee at Middlesex County level
- Some training has been completed by staff, but there are opportunities
- Overview of committee's role in relation to Council – can make recommendations to Council, staff resource helps with this process

The Committee discussed the following:

- Wellness training
- Land Acknowledgements –
  - Council participation
  - Potential financial/legal complications
  - Municipalities unsure how to move forward
- Costs of training staff
  - Good as a way of reparation

***The meeting ended at 3:30 p.m. due to a loss of quorum.***