



Accessibility Advisory Committee

MINUTES

Date: June 8, 2023
Time: 4:00 pm
Location: Oakville and Trafalgar Rooms

Members: Councillor Gittings
Karen Bodolai
Devin Bright
Nora Lavell
Deborah Metrakos
Julie Romanow
David Underwood

Staff: Andrea Coyne, Manager of Elections, Policy and Print Services
Ana Lee, Supervisor Corporate Print and Mail Services
Kendall Wayow, Director of Facilities & Construction
Jennifer McPetrie, Senior Manager of Recreation Planning & Development
Christina Tizzard, Manager of Urban Design
Lisa Vallis, Manager of On Demand Services
Sarah Stewart, Web Coordinator
Jill Marcovecchio, Council and Committee Coordinator
Natasha Coric, Council and Committee Coordinator

Also Present: Town Staff:
Nelia Cabral, Manager of HR Advisory Services
Heather Wray, Branch Supervisor, Oakville Public Library

A meeting of the Accessibility Advisory Committee was held on June 8, 2023, in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, commencing at 4:00 p.m.

These minutes will go forward to the Council meeting of July 11, 2023, for approval. Please view those minutes to note any changes Council may have made.

1. Regrets

There were no regrets for this meeting.

2. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

In accordance with Section 2(8) of the Procedure By-law, the items were considered out of order.

3. Confirmation of Minutes of Previous Meeting(s)

3.1 Minutes of March 9, 2023

Moved by David Underwood

That the minutes of the Accessibility Advisory Committee meeting of March 9, 2023, be approved.

CARRIED

4. Discussion Item(s)

4.1 Introduction of Staff and Committee Members

Staff and committee members introduced themselves for the new term of the committee.

4.2 Committee Orientation from Jill Marcovecchio

Jill Marcovecchio, Council and Committee Coordinator, presented the Committee Orientation for Citizen Advisory Committees on behalf of the Clerk's Department as provided in the PowerPoint presentation.

Moved by David Underwood

That the Committee Orientation from the Clerk's Department, be received for information purposes only and no further action is required.

CARRIED

4.3 Election of Chair and Vice-Chair 2023

Jill Marcovecchio, Council and Committee Coordinator, chaired the meeting in the absence of the Chair, as it was the first meeting of the committee for the new term.

It was the consensus of the committee that the elections of Chair and Vice-Chair be deferred to the next meeting.

Moved by Deborah Metrakos

That elections of Chair and Vice-Chair of the Accessibility Advisory Committee for the year 2023, be deferred to the September 14, 2023 meeting.

CARRIED

4.4 AAC 2022-2026 Committee Orientation

- Andrea Coyne, Manager of Elections Policy and Print Services and Ana Lee, Supervisor Corporate Print and Mail Services, presented the Oakville Accessibility Advisory Committee Orientation as provided in the PowerPoint presentation.
- Ana Lee distributed a "Celebrating our diversity!" handout and Customer Service Standard postcard.
- Sarah Stewart, Web Coordinator, presented the Information and Communication Standard.
- Nelia Carbal, Manager-HR Advisory Services, presented the Employment standards.
- Lisa Vallis, Manager of On Demand Services, presented the Transportation Standard.
- Jennifer McPetrie, Senior Manager Recreation Planning & Development presented the Design of Public Space Standard.
- Kendall Wayow, Director Facilities & Construction, presented the Town Buildings.
- Heather Wray, Branch Supervisor Oakville Public Library, presented the Oakville Public Library Accessible Services.

- Andrea Coyne, presented the Role of Accessibility Advisory Committee; Mandate and Goal.
- Christina Tizzard, Manager of Urban Design, presented the Site Plan Process.
- Andrea Coyne - asked that the members contact her should they have any questions regarding the committee and accessibility. Ms. Coyne advised that further information on Accessibility & Inclusion can be viewed on the town website at <https://www.oakville.ca/town-hall/accessibility-inclusion/>.

Moved by Deborah Metrakos

That the AAC 2022-2026 Committee Orientation be received for information purposes only and no further action is required.

CARRIED

5. Information Item(s)

5.1 2023 Meeting Schedule

5.2 Confidential Committee Membership Listing

Moved by David Underwood

That the information item(s) be received.

CARRIED

6. Date and Time of Next Meeting

September 14, 2023
Oakville Municipal Building
Oakville and Trafalgar Rooms - 4:00 p.m.

7. Adjournment

The Acting Chair adjourned the meeting at 5:33 p.m.