

# Meeting Minutes

## City of Guelph Accessibility Advisory Committee (AAC)

Tuesday, December 20, 2022

Remote meeting through Microsoft Teams

In-person meeting in Meeting Room B at Guelph City Hall

From 3:00 to 5:00 p.m.

Meeting Chair: Sarah Cunneyworth

Meeting Vice-Chair: Leanne Warren

**Members in Attendance:** Andrew Cameron, Bryan McPherson, Chris Lytle, Deborah Stienstra, Donna McMurdo, Ted Stevens, Elizabeth Lowenger, Janette Svehla, Jennifer Popkey, Lorelei Root, Mike Dodd, Susan Ferguson Prior, Zehava Jacobs

Staff: Sarah Cunneyworth (Accessibility), Leanne Warren (Accessibility), Stephen O'Brien (City Clerk's Office), Elizabeth Barber (City Clerk's Office), Stefan Ilic (Parks), Carrie Murray-Sprague (City Clerk's Office), Jennifer Slater (City Clerk's Office)

Regrets: Shannon Cooper-Webb and Kathleen Beitz

### Agenda Items:

Welcome to all.

Territorial Acknowledgement was read by Chair.

#### Item 1, 2 and 3

Item 1: Approval of the Agenda

**Motion to approve:** Lorelei

Seconded: Ted

**Carried**

Item 2: Declaration of Conflict of Interest – None heard

Item 3: Approval of Minutes of October 18, 2022

**Motion:** to amend the October 18, 2022 Meeting Minutes (Item 10) to include the following: Members of the AAC expressed concern about the context and tone of both the presentation itself and the responses from presenting staff to the AAC's feedback, using terms like ableist, offensive, inappropriate and harmful.

**Motion by:** Lorelei

Seconded: Ted

**Carried**

#### Item 4

Orientation of Accessibility Advisory Committee members – **For Information** –Dylan McMahon – Manager, Legislative Services, City Clerk's Office, [Added] Stephen O'Brien - General Manager, City Clerk's Office/City Clerk [End Added], City Clerk's Office, Elizabeth Barber – Board and Committee Coordinator, City Clerk's Office, Sarah Cunneyworth – Accessibility Coordinator and Leanne Warren – Accessibility, Project Specialist

Dylan McMahon was unavailable due to illness, Stephen O'Brien attended and facilitated the orientation of AAC members alongside Elizabeth Barber, Sarah Cunneyworth and Leanne Warren.

Discussion ensued regarding various procedures as they apply to advisory committees of Council.

A member asked if a form (or otherwise) could be developed for AAC members to complete voluntarily to consent to sharing their contact information with other AAC members.

- Stephen responded that this is something Accessibility Staff and the City Clerk's Office can facilitate.

A member asked for clarity about AAC members meeting in a public setting and what may be considered permissible.

- Stephen clarified that members cannot gather with quorum present and cannot meet in an official capacity. Further, members should not discuss committee business outside of AAC meetings.

A member asked for clarification on how members can propose agenda items.

- Sarah clarified the agenda preparation process and outlined that a call for agenda items gets sent to all members, by email, approximately 1 month prior to the next scheduled meeting.

A member asked about the meeting occurrences and opportunity for the committee to meet more often.

- Leanne provided members with a response referencing the committee's terms of reference (TOR) and those meetings are held as outlined in the terms of reference. Further, the advisory committees of Council (ACOC) TORs will be reviewed in 2024.

A member asked for clarification regarding the meeting chat being disabled and how it may be helpful to a member who has a disability.

- Stephen responded that Staff would work with committee members individually to accommodate.

A member asked about the election of Chair and Vice-Chair and concerns about waiting until the committee's first annual meeting in February to elect a Chair and Vice-Chair and would like to call for a special meeting in January to address this concern.

- Sarah responded that this meeting is focused on orientating committee members, and as per the ACOC policies the election of Chair and Vice-Chair is planned for February (the first annual meeting of the committee).
- Stephen notified the committee that they can call a special meeting, cancel or reschedule a meeting with enough notice to Staff and the public.

Due to time, the orientation presentation was not completed, and ended on slide/page 30.

**Motion:** For a special meeting of this committee be called for January 17, 2023 from 3 to 5 p.m. and that on the agenda the first order of business be the election of AAC Chair and Vice-Chair and to wrap up what wasn't covered at the December 20, 2022 AAC meeting.

**Motion by:** Lorelei

Seconded: Janette

**Carried**

**Motion:** to adjourn at 5:08 p.m.

Motion by: Mike

Seconded: Zehava

**Carried**

### **Item 5 - Deferred**

Annual Play Equipment Lifecycle Project Process Review and 2023 Early Engagement

– **For Engagement**– Stefan Ilic – Park Planning Technologist, Parks, Mallory Lemon – Park Planner, Parks and Luke Jefferson – Manager, Park and Trail Development, Parks

### **Item 6 - Deferred**

Review of Post Municipal Election Accessibility Report – **For Information** – Jennifer Slater – Manager, Information, Privacy and Elections/Deputy City Clerk, Carrie Murray-Sprague – Council and Committee Coordinator, City Clerk’s Office and Stephen O’Brien – General Manager, City Clerk’s Office/City Clerk

### **Item 7- Deferred**

Wrap up – **For Information** – Sarah Cunneyworth – Accessibility Coordinator and Leanne Warren – Accessibility, Project Specialist

### **Next Meeting:**

Tuesday, January 17, 2023

Hybrid (in-person at City Hall meeting room and virtual through Microsoft Teams)

# Technical Information

## Terminology Explained

1. **For Information** – Something has taken place or there is an event that the Committee members should be aware of. For example, Access Recognition Awards by the Guelph Barrier Free Committee
2. **For Recommendation** – Committee will make a motion that provides a recommendation to staff or Council
3. **For Discussion** – Committee will discuss a topic and provide the Liaison with direction. For example, topics reported in detail to the Committee of Council
4. **For Engagement** – These note the formal engagement of committee members on topics, usually directly related to the Engagement requirements in the AODA

## Microsoft Teams Keyboard Shortcut Keys

### Toggle mute off and on

Windows: Ctrl and Shift and M

Mac: Command and Shift and M

### Raise or lower your hand

Windows: Ctrl and Shift and K

Mac: Command and Shift and K

### Toggle video off and on

Windows: Ctrl and Shift and letter o

Mac: Command and Shift and letter o

### Zoom in

Windows: Ctrl and Plus (+)

Mac: Command and Plus (+)

### Zoom out

Windows: Ctrl and Minus (-)

Mac: Command and Minus (-)

### Return screen to 100%

Windows: Ctrl and letter o

Mac: Command and letter o