



# MINUTES

**KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE MINUTES  
TUESDAY, FEBRUARY 20, 2018 @ 4:00 P.M.  
COMMITTEE MEETING ROOM 'A'  
2021 DIVISION ROAD N., KINGSVILLE, ON N9Y 2Y9**

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## **A. CALL TO ORDER**

Chairperson, Thomas Neufeld called the Meeting to order at 4:00 p.m. with the following persons in attendance:

**Members:**

Thomas Neufeld  
Corey Gosselin  
Jackie Barraco  
Michele (Missy) Chauvin  
Todd Bradley

**Members of Administration:**

Deputy Clerk – Administrative Services R. Baines  
Manager of Facilities T. Del Greco

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Chairperson, Thomas Neufeld reminded members that any declaration and its general nature are to be made prior to each item being discussed.

## **C. PRESENTATIONS/DELEGATIONS**

NONE

## **D. FINANCIAL REPORTS**

### **1. Financial Report – RE: Budget actuals ending February 28, 2018**

The 2018 budget actuals was reviewed and adopted.

**01-2018** Moved by Jackie Barraco, seconded by Todd Bradley the Committee adopts the Financial Report ending February 28, 2018.

**CARRIED**

## **E. STAFF REPORTS**

NONE

## **F. BUSINESS/CORRESPONDENCE**

### **1. Accessibility Workshop with BIA**

Recommendation to reach out to Mary Birch at County of Essex to team up for a workshop. The Committee directed administration to reach out to County of Essex and BIA to find a speaker for the workshop. Date and location to be determined.

### **2. Grovedale House**

The Manager of Facilities presented the design plans for Grovedale House. The Committee reviewed accessible washroom facilities, parking spots, elevator, and push button accesses. Manager of Facilities will obtain clarification on the elevator size requirement and parking spots. Outdoor paths will be the required width.

**02-2018** Moved by Missy Chauvin seconded by Corey Gosselin to receive the Grovedale House drawings.

**CARRIED**

## **G. ADOPTION OF MINUTES OF PREVIOUS MEETING**

Minutes were reviewed, minor corrections noted and accepted.

**03-2018** Moved by Todd Bradley, seconded by Corey Gosselin the Committee adopts the December 12, 2017 minutes as amended.

**CARRIED**

## **H. NEW AND UNFINISHED BUSINESS**

1. Self-Help Counter in reception area in Municipal Office  
The Manager of Facilities presented the design for accessible self-help counter. The Committee agreed on the design and directed the Manager of Facilities to proceed with the construction of the self-help counter.
2. Service Animal Policy  
The Committee discussed companion animal, required documentation for service animal, the Town's policy and the right to refuse service. It was suggested this was good a question for the BIA for the upcoming workshop. Committee agreed to address issues like this before it becomes a problem. More information and discussions to come.
3. Todd Bradley Resignation  
Todd read his letter of resignation to the Committee. His resignation is effective November 30, 2018. Chair Neufeld stated that a person interested in being a replacement will have to apply for the new Committee term.
4. Draft Newsletter  
Discussion on newsletter and posting it on the Town website, social media and copies placed in employee pay stub envelopes.

**04-2018** Moved by Corey Gosselin, seconded by Todd Bradley the Committee direct administration to post newsletter on social media, Town website and copies included in the next paystub envelope.

**CARRIED**

**05-2018** Missy Chauvin, seconded by Todd Bradley to receive business items 1 - 4.

**CARRIED**

## **I. ADJOURNMENT**

**06-2018** Moved by Missy Chauvin, seconded by Todd Bradley the Committee adjourn the meeting at 4:45 p.m. to meet again at the call of the chair.

**CARRIED**

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**CHAIRMAN, Thomas Neufeld**

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**DEPUTY CLERK – ADMINISTRATIVE SERVICES,  
Roberta Baines**