



Elgin/Central Elgin Joint Accessibility Advisory Committee

Minutes

May 29, 2025, 4:00 p.m.

Council Chambers

450 Sunset Drive

St. Thomas ON

Members Present: Todd Noble, Elgin County Councillor (virtual)
Tom Marks, Chair
Dave Baughman, Municipality of Central Elgin Councillor (virtual)
Jenn Salverda
Carleen Green (virtual)

Staff Present: Katherine Thompson, Manager of Administrative
Services/Deputy Clerk, County of Elgin
Emily Waldick, Manager of Human Resources, County of Elgin
Stefanie Heide, Legislative Services Coordinator, County of
Elgin
Scarlett Redman, Legislative Services Coordinator, Municipality
of Central Elgin

1. Call to Order

The meeting was called to order at 4:00 p.m. with Tom Marks in the chair.

Quorum was not met, so the Chair moved to Item 6.1 while waiting for more Committee Members to join the meeting.

2. Approval of Agenda

Resolution Number: JAAC25-1

Moved by: Councillor Noble

Seconded by: Jenn Salverda

RESOLVED THAT the agenda for the May 29, 2025 Elgin/Central Elgin Joint Accessibility Advisory Committee meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: JAAC25-2

Moved by: Councillor Noble

Seconded by: Dave Baughman

RESOLVED THAT the minutes and closed meeting minutes of the October 22, 2024 Joint Accessibility Advisory Committee meeting be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

None.

6. Reports/Briefings

6.1 Manager of Human Resources - AccessAbility Week 2025 (verbal)

The Manager of Human Resources provided a verbal update on Elgin County's AccessAbility Week 2025 (Sunday, May 25 - Saturday, May 31, 2025). Internal and external programming held this week included:

- Release of AODA and DEI training for Elgin County Staff; this training will also be made available to staff of Elgin County's Long Term Care Homes.
- Social Media Posts highlighting AccessAbility Week programming.
- Warden's Recognition of AccessAbility Week 2025 at Elgin County Council Meeting.
- Email Campaign Launch highlighting accessibility features and programs at Elgin County, including at the Long Term Care Homes and Libraries.
- A reading list that includes stories featuring characters of all abilities, as curated by Elgin County Library staff.
- Alzheimer's Society SouthWest Partners Education Session on Dementia Friendly Communities for Elgin County Staff presented in hybrid format.
- Accessible Documents and Branding Education Session for Elgin County Staff presented in hybrid format.

As quorum was not yet met, the Committee moved to Item 6.3 and returned to vote on Item 6.1 at 4:11 p.m. after quorum was met.

Resolution Number: JAAC25-3

Moved by: Jenn Salverda

Seconded by: Carleen Green

RESOLVED THAT the verbal report titled "AccessAbility Week 2025" from the Manager of Human Resources dated May 29, 2025 be received and filed.

Motion Carried.

6.2 Manager of Human Resources - Joint Annual Accessibility Status Report 2023 and 2024

The Manager of Human Resources presented a report on the Joint Annual Accessibility Status Report 2023 and 2024. The Manager of Human Resources stated that the Status Report covers 2023 and 2024 due to a lag time in staffing changes, is legislatively required, and outlines all the steps taken by Elgin County and Local Municipal Partners to implement their Joint Accessibility Plan.

Committee Member Todd Noble joined the meeting at 4:08 p.m.

Resolution Number: JAAC25-4

Moved by: Councillor Noble

Seconded by: Jenn Salverda

RESOLVED THAT the report titled "Joint Annual Accessibility Status Report 2023 and 2024" from the Manager of Human Resources dated May 29, 2025 be received and filed; and

THAT the report titled "Joint Annual Accessibility Status Report 2023 and 2024" be approved by County Council.

Motion Carried.

6.3 Manager of Human Resources - Compliance Reporting and Update on Desk Audits (verbal)

The Manager of Human Resources provided a verbal report on Compliance Reporting including the following:

- AODA Compliance Reporting is required in 2025 and will be due on December 31, 2025. A draft report will be submitted to this Committee and then Elgin County Council for approval prior to the reporting deadline and this will be a publicly posted document as is required by the Province of Ontario. The reporting form has been updated by the Ministry for Seniors and Accessibility to streamline the reporting process.
- A random-selection, standard desk audit was received from the 2023 Compliance Reporting with a submission deadline of June 9, 2025.

Committee member Carleen Green joined the meeting at 4:04 p.m. and quorum was met. The Committee then proceeded to Item 6.2.

Resolution Number: JAAC25-5

Moved by: Jenn Salverda

Seconded by: Carleen Green

RESOLVED THAT the verbal report titled "Compliance Reporting and Update on Desk Audits" from the Manager of Human Resources dated May 29, 2025 be received and filed.

Motion Carried.

6.4 Manager of Human Resources - Joint Accessibility Open House 2025 with City of St. Thomas (verbal)

The Manager of Human Resources provided a verbal report on the Joint Accessibility Open House 2025 with the City of St. Thomas. Committee members indicated an interest in participating.

Committee Member Dave Baughman joined the meeting at 4:13 p.m.

Resolution Number: JAAC25-6

Moved by: Jenn Salverda

Seconded by: Dave Baughman

RESOLVED THAT the verbal report titled "Joint Accessibility Open House 2025 with City of St. Thomas" from the Manager of Human Resources be received and filed.

Motion Carried.

7. Other Business

None.

8. Correspondence

None.

9. Closed Meeting Items

9.1 Closed Meeting Minutes - October 22, 2024

10. Motion to Rise and Report

None.

11. Date of Next Meeting

The Joint Accessibility Advisory Committee will meet again at the call of the Chair.

12. Adjournment

Resolution Number: JAAC25-7

Moved by: Councillor Noble

Seconded by: Dave Baughman

RESOLVED THAT we do now adjourn at 4:19 p.m. to meet again at the call of the Chair.

Motion Carried.

Katherine Thompson,
Manager of Administrative
Services/Deputy Clerk.

Tom Marks,
Chair.