



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: Dec 4th, 2025

Time: 4:32 pm – 6:00 pm.

Location: Virtual only

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Chair: Paula

Recorder: Ayesha Sajid

File Name: Accessibility Advisory Committee

Guest: Meaghan Lichti

	ITEM	DISCUSSION	ACTION
Welcome			

	ITEM	DISCUSSION	ACTION
Adoption of Agenda	Agenda – Accepted as presented.	Motion to adopt by Paula Seconded by Tina	

Age-Friendly Accessibility Assessment findings (South Western Public Health)	<p>Meagan Lichti shared findings from the AAC Age-Friendly Accessibility Assessment, particularly regarding Outdoor Spaces and Buildings. Common concerns included washrooms in parks that were missing or too small, slanted or uneven sidewalks, and a limited number of accessible public spaces. Meagan shared that in 2026, their Committee will present the findings and an action plan to area municipalities, which will suggest solutions to the identified problems. Ayesha asked whether Meagan was comfortable with her sharing the findings with area municipalities' representatives before Meagan does, and Meagan encouraged that.</p> <p>Action: Ayesha will forward the Age-Friendly Accessibility Assessment Report to the Area Municipalities.</p> <p>Meagan, on behalf of Chris from South Gate Centre, also inquired whether AAC would be willing to provide an accessibility lens for the new building, including furniture, signage, etc. Depending on the day and time, AAC will be willing to do so. Ayesha will share the details with AAC once Chris gets in touch with her.</p>	
Accessible Playground Checklist (draft)	<p>Ayesha shared the draft Checklist prepared by Karyn with the AAC. Ayesha noted that this Checklist differs from the one the AAC previously developed, as it is more concise. Ayesha will send this Checklist draft to the AAC for changes. If anything stood out to the AAC during the Joint AAC Meeting presentation on accessible playgrounds, they can add it to the draft. The AAC suggested that the resources section include the names of accessible playgrounds so recreation staff can get in touch with the right people who can direct them to vendors with accessibility expertise.</p>	

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Invisible Disabilities Week (Oct 19th - 25th)	<p>AAC members supporting Invisible Disabilities Week took a group photo at Museum Square. The photo was posted on the County's Newsroom and social media, allowing viewers to identify whether anyone in the photo has a hidden disability that may be visible from appearance.</p> <p>Ayesha asked the AAC if they are finding the webinars helpful. Ayesha mentioned that after the AAC has attended all the webinars, the last one being in March, AAC will develop a washroom checklist. So attendees need to take notes on things from the webinars that are different and can only be obtained from someone with lived experience. Ayesha encourages AAC to attend the upcoming ones, so we are all on the same page regarding accessible washrooms. Ayesha also mentioned that attending these series would give them a certification, and that could also be used to promote our AAC's work. This will also provide AAC with direction and expertise.</p>		

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Accessibility issues/best practices	<p>Ayesha informed AAC that the Corporate & Strategic Initiatives Coordinator from the Township of Zorra has reached out to inquire about meeting with AAC annually rather than on a case-by-case basis. The Township of Zorra has previously endorsed the Inclusion Charter, which encourages consultation with AAC to meet the diverse needs of County residents.</p> <p>Ayesha also provided an update on the County's Accessibility Assessment Checklist, a guiding resource for "If you are planning renovations/retrofits in your building." Action: She will email the Facilities Manager to inform them of the Checklist and ask whether they have any suggestions to make the document more user-friendly. She will also share it with area municipalities.</p> <p>Ayesha also updated on the MYA Plan draft, which has been shared with the Clerks Department, and a final version will be shared with AAC soon.</p>		

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Other outstanding items	<p>AAC also discussed forming a joint venture with Area Municipalities to raise accessibility flags during National Accessibility Week, which requires Ben's approval.</p> <p>Library Audit Project: Ayesha will get in touch with Tammy to find out what the Norwich Public Library Audit included. Was it more experience-based, or did AAC also provide technical advice?</p> <p>Karyn also mentioned that her role has transitioned in the County. She has taken it upon herself to ensure accessibility is considered from the start of every project, not just an afterthought. The current project is a point-of-sale system, similar to those in libraries. From an accessibility perspective, she asked if AAC members have any suggestions. Action: This will be added to the agenda for the next meeting.</p>		
Next Sub-Committee Meeting			
Next In-Person Meeting Date & Time	The date and place for the next meeting are Feb 12 th , 2026, at OCAB, Room 129, from 4:30 pm to 6:30 pm.		