
MINUTES

Accessibility Advisory Committee – Special Meeting

Thursday, May 22, 2025 – 2:30 p.m.

Microsoft Teams : [Click here to join the meeting](#)

Present: Ather Shabbar **(AS)**, Terry Scott **(TS)**, Councilor Bonnie Fokkens **(BF)**, Shealah Stratton **(SS)**, William Barnes **(BB)**, Wendy Barnes **(WB)**

Absent: Melissa Graham **(MG)**

Also Present: Grant Munday – Director of Planning & Development Services **(GM)**, Emily Clulow – Permit Application Clerk **(EC)**

1. MEETING CALLED TO ORDER AT 2:40 P.M.

2. APPROVAL OF AGENDA

Approval of May 22, 2025, meeting agenda Mover: TS /Seconder: BB

3. DECLARATIONS OF INTEREST

Conflict of Interest – “Having reviewed the agenda, does any committee member have a need to disclose a direct or indirect pecuniary interest with respect to today’s agenda

None

4. WE WILL TABLE AND APPROVE THE TOR WHICH REFLECTS THE CLERK'S COMMENTS. GM (GRANT TO GET THE TERMS OF REFERENCE BACK FROM THE CLERK'S OFFICE BY MAY 21ST)

GM provided details on the feedback provided from the City Clerk – email sent to committee. Discussion took place on quorum requirements. **TS** asked for the 2018 TOR emailed, **GM** confirmed and advised on our website.

SS volunteered to edit the TOR and have reviewed by committee. To be sent a week prior to next meeting. **GM** will provide a revised copy to the City Clerk prior to going to council.

Discussion continued with updates to TOR.

GM confirmed we can review at June meeting to approve. Draft can be circulated in advance.

BF to chair June meeting.

5. PROVIDE PROGRESS ON THE SITE PLAN REVIEWS PROPOSAL AND THE VOLUNTEER RECRUITMENT STRATEGY FOR AAC. GM

GM – shared Site Plan Proposal feedback with committee. Discussion took place on revisions. GM suggested using the City of Welland checklist at this time, not the Mississauga Facilities Accessibility Design Standards. GM offered to resend the City of Welland site plan review checklist. GM spoke about the process for Site Plan approvals.

AS agreed with the proposed changes and to use existing checklist. AS suggested this document should merge with checklist.

GM suggested a vote once the final version is available. AS asked BB & WB to review once edits have been completed.

GM did not have any concerns/comments with the Volunteer Recruitment Strategy. The City Clerk is fine getting out the message using different avenues.

BF asked for the number of members with disabilities listed, to be in line with the TOR.

GM to work with the Communications Dept. and have approved with council.

6. FOLLOW UP ON THE MYAP TO SEE THE PROPOSED OUTLINE REFLECT AAC FEEDBACK AND INPUT HARRINGTON GROUP

AS would like the committee to review before going to council. GM to share once final version is approved.

BF asked for information on accessibility passes to be readily available on our website, GM will review and follow up at next meeting.

7. ADJOURNMENT

That there being no further business, the meeting be adjourned at 3:25 p.m.

***The minutes are signed by the Chair or Vice-Chair (whoever presided over the meeting) and the Secretary.*