



## **Minutes**

### **Municipality of Thames Centre**

### **Accessibility & Inclusivity Advisory Committee**

**January 7, 2025, 12:00 P.M.**

**Hybrid Meeting**

**Attendance, both virtual and in person  
In Person attendance at Municipal Office  
4305 Hamilton Road, Dorchester**

Members Present: Michelle Smibert, Chair/Council Representative  
Danielle Lockie, Council Representative  
Shauna Rae, Community Representative

Members Absent: Michelle Coghlin, Vice Chair/Community Representative  
Jesse Farquharson, Community Representative

Staff Present: Steve MacDonald, Director of Community Services &  
Facilities/Staff Representative  
Jana Nethercott, Recording Secretary  
D. Barrick, Chief Administrative Officer  
M. Ramnanan, Manager of Communications  
S. Henshaw, Deputy Clerk

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#### **1. Call To Order**

The meeting was called the meeting to order at 12:00 p.m.

**2. Approval of Agenda**

**Resolution: AIAC- 001-2025**

**Moved by:** S. Rae

**Seconded by:** D. Lockie

**THAT** the January 7, 2025 Regular Meeting Agenda of the Accessibility and Inclusivity Advisory Committee **BE APPROVED** with the addition of Survey Questions under New Business.

**Carried.**

**3. Disclosure Of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**4. Previous Minutes**

**Resolution: AIAC- 002-2025**

**Moved by:** D. Lockie

**Seconded by:** S. Rae

**THAT** the minutes of the Accessibility and Inclusivity Advisory Committee Regular Meeting held on May 6, 2024 **BE RECEIVED**.

**Carried.**

**5. Reports of Staff**

**5.1 2024 Accessibility and Inclusivity Accomplishments**

The Clerk noted that in her report she missed mentioning the Pride Celebration which was planned by the Accessibility and Inclusivity Advisory Committee and held in Dorchester on July 14, 2024.

**Resolution: AIAC- 003-2025**

**Moved by:** S. Rae

**Seconded by:** D. Lockie

**THAT** Report No. AIAC-001-25, 2024 Accessibility and Inclusivity Accomplishments Report, **BE RECEIVED** for information.

**Carried.**

**5.2 Draft Terms of Reference**

There was some discussion regarding the draft Terms of Reference as it related to a potential survey. Direction was provided to staff to ensure that the Terms of Reference for the County Accessibility Advisory Committee is provided to the Committee.

**Resolution: AIAC- 004-2025**

**Moved by:** D. Lockie

**Seconded by:** S. Rae

**THAT** the draft Terms of Reference be **DEFERRED** until such time as the results of a survey has been received and evaluated.

**Carried.**

**6. Correspondence**

**Resolution: AIAC- 005-2025**

**Moved by:** S. Rae

**Seconded by:** D. Lockie

**THAT** Correspondence Item **BE RECEIVED** for information.

**Carried.**

**6.1 UNESCO Coalition of Inclusive Municipalities Welcome Letter**

**7. Unfinished Business**

**8. New Business**

**8.1 Community Survey**

M. Ramanan, Communications Manager provided some draft questions to the Committee to review for a Community Survey. Discussion was had and it was requested that the Committee be provided time to review and comment on these questions before the survey was finalized. The Clerk was directed to send a copy of the draft questions to all members requesting feedback.

**9. Scheduling of Meetings**

**Resolution: AIAC- 006-2025**

**Moved by:** D. Lockie

**Seconded by:** S. Rae

**THAT** the Accessibility and Inclusivity Committee hereby approve the following 2025 meeting dates:

- March 18
- June 17
- September 16
- November 18

**AND THAT** the time for the meetings be set at 12 noon, with all meetings being held hybrid, with the physical location of the meeting being at the Municipal Office at 4305 Hamilton Road, Dorchester.

**Carried.**

**10. Adjournment**

There being no further business to discuss it was:

**Resolution: AIAC- 007-2025**

**Moved by:** S. Rae

**Seconded by:** D. Lockie

**RESOLVED THAT** the meeting adjourn at 12:49 p.m.

**Carried.**