



## **Region of Queens Municipality Accessibility Advisory Committee**

**Monday, February 2, 2026**

**6:00 p.m.**

**Microsoft Teams**

### **Minutes**

Present:

Councillor Roberta Roy, Chair (*resigned during meeting*)

Charlene Park, Vice Chair

Elise Johnston, Public Member

Sally Tanner, Public Member

Natalie Covell, Public Member

Councillor Vicki Amirault

Holly McConnell, Staff Liaison

Kate Wong, Recording Secretary

#### **1.0 Call to Order**

The meeting was called to order at 6:00 p.m.

The Chair asked if members were comfortable with the meeting being recorded for the purpose of minute-taking, and members agreed.

#### **2.0 Approval of Agenda**

The Chair reviewed the agenda and invited additions.

The Committee agreed to add "New Member Application - Joel Zwicker" under 4.0 Committee Personnel (as Item 4.1). It was also noted that Elise would be presenting background material that aligned with 5.0 Motion from Council (January 13, 2026), relating to costed accessibility actions and planning.

*No motion made.*

### **3.0 Adoption of Minutes**

3.1 Accessibility Advisory Committee Minutes – October 26, 2025

**Moved by Sally Tanner, seconded by Vicki Amirault;**

**THAT** the minutes of October 26, 2025 be adopted as circulated.

**MOTION CARRIED.**

3.2 Accessibility Advisory Committee Minutes – December 15, 2025

**Moved by Elise Johnston, seconded by Sally Tanner;**

**THAT** the minutes of December 15, 2025 be adopted as circulated.

**MOTION CARRIED.**

### **4.0 Committee Personnel**

#### 4.1 Chair Resignation

Roberta advised the Committee that she was resigning as Chair due to current workload and capacity constraints. Roberta confirmed she wished to remain a member of the Committee and continue participating.

Members discussed next steps and noted the Vice Chair, Charlene Park, was not initially present when the resignation was raised. Once Charlene joined, she advised she was also experiencing a particularly busy period and was not prepared to commit to stepping into the Chair role at that time, though she could support chairing meetings when Roberta was unavailable.

The Committee agreed to proceed without a formal appointment at this meeting and return to the leadership discussion at a future meeting.

*No motion was made.*

#### 4.2 New Member Application - Joel Zwicker

The Committee discussed the application of Joel Zwicker to join as a public member. Members noted Mr. Zwicker's visible community advocacy, including accessibility-related concerns raised publicly (e.g., sidewalks) and constructive engagement encouraging residents to consult municipal information directly.

The Committee reviewed the Terms of Reference membership limit (up to five public members) and confirmed Mr. Zwicker's appointment would remain within the permitted complement, subject to Council appointment through the recruitment process.

**Moved by Charlene Park, seconded by Natalie Amirault;**

**THAT** the Accessibility Advisory Committee recommend the appointment of Joel Zwicker as a public member, and forward the recommendation to Council for approval through the regular recruitment process.

**MOTION CARRIED.**

### **5.0 Motion from Council at Regular Meeting – January 13, 2026**

The Committee discussed follow-up required to support Council's direction, including the need for an actionable plan to inform budget decisions and future capital planning. It was noted that in order to include accessibility projects in capital budgets, the Municipality requires a workplan and cost estimates for municipally owned facilities (including, but not limited to, Queens Place, the Courthouse, and the Astor Theatre) and other identified actions required by 2030.

Elise noted that the Accessibility Plan contains a list of actions, but many items require further development into a practical implementation tool with responsibilities, sequencing, and cost ranges. Elise advised that some actions would involve physical infrastructure, while many others involve training, policy/procedure changes, standards implementation, and departmental ownership. Elise also noted that standards and available provincial resources have improved substantially over recent years.

Elise presented an Excel-based framework intended to translate the Accessibility Plan into a costed, assignable implementation tool. The spreadsheet was described as structured by category, with columns for required actions, estimated costs, department lead(s), and resources. Categories included Built Environment, Education, Employment, Information and Communications, Transportation, and Goods and Services.

Elise highlighted examples including:

- grant tracking and leveraging existing grant resources (with no direct cost identified for maintaining a grant register)

- the integration of CSA accessibility standards into the building code, reducing duplication of effort for some items
- the use of audit tools/templates for built environment assessments, with an emphasis on the feasibility of completing certain audits in-house rather than through consultants
- education and awareness building activities, including outreach and training supports, suggesting an initial operating allocation (discussed as approximately \$2,000, subject to refinement) and noting many resources are now available through provincial partners and organizations.

Elise advised she would further refine the tool (including facility-specific detail where possible) and circulate it following the meeting. Holly noted she would confirm what level of funding is being proposed in the budget for accessibility, distinguishing between operating needs (training/outreach) and capital project requirements, and report back to the Committee.

## **6.0 Terms of Reference**

The Committee discussed the Terms of Reference and the intent that the Committee provide advice and lived-experience input to support recommendations to Council. Members noted the Terms are general in nature and reflect the Committee's advisory role rather than expecting members to conduct regulatory research or procure professional services.

A question was raised regarding public notice requirements and whether meetings should be advertised. It was confirmed that committee meetings are open to the public, and that agendas/minutes are posted through the Municipality's established channels. It was clarified that while the public may attend, the public does not participate in discussion unless invited as a guest for a specific agenda item.

**Moved by Elise Johnston, seconded by Charlene Park;**

**THAT** the Accessibility Advisory Committee adopt the Terms of Reference as presented, and recommend same to Council for approval.

**MOTION CARRIED.**

## **7.0 RBC Barrier Buster Grant**

Elise provided an update on the RBC Barrier Buster Grant, noting it is partnered with the Rick Hansen Foundation and is expected to be competitive. Elise advised potential funding is in the approximate range of \$20,000–\$40,000.

Elise outlined proposed items for inclusion in an application:

- an accessible water chair suitable for pool use (approximately \$5,000) that could also support splash pad access; and
- minor improvements to the lower washroom at the Astor Theatre (approximately \$10,000–\$15,000, preliminary estimate).

Elise noted she would seek letters of support (e.g., from community partners such as the Aquatic Society or Astor Society, as appropriate) and advised that committees of Council may have limitations in providing letters of support for municipal grant applications. Elise advised the application deadline was approximately one week away, with results anticipated by late February or early March 2026.

## **8.0 Roundtable Discussion**

The Committee discussed rescheduling the next meeting originally planned for February 16, 2026 (Family Day). Members agreed to reschedule to Monday, February 23, 2026, at 6:00 p.m. in the Council Chambers

Staff noted a report to Council would be prepared to support the recommended appointment of Joel Zwicker, subject to agenda deadlines and confirmation with the Municipal Clerk.

No additional items were raised.

## **9.0 Adjournment**

The Chair called for adjournment at 7:05 p.m.

\_\_\_\_\_ Date: \_\_\_\_\_

Roberta Roy, Chair

\_\_\_\_\_ Date: \_\_\_\_\_

Kate Wong, Recording Secretary