



## Essex County Accessibility Advisory Committee Meeting Agenda

**Date:** Thursday, October 3, 2024  
**Meeting Time:** 5:00 PM  
**Location:** Council Chambers, 2nd Floor  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6  
<https://video.isilive.ca/countyofessex/live.html>

Pages

### 1. Call to Order

### 2. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

### 3. Recording of Attendance

### 4. Disclosure of Pecuniary Interest

### 5. Adoption of the Minutes

Minutes of the September 10, 2024 meeting of the Essex County Accessibility Advisory Committee

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That the minutes of the September 10, 2024 meeting of the Essex County Accessibility Advisory Committee be adopted as presented.

### 6. Delegations and Presentations

### 7. Communications

4 - 6

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That items listed on the Essex County Accessibility Advisory Committee meeting agenda, as items 7. Communications, be received and that any noted action are taken.

7.1 Accessibility for Ontarians with Disabilities Act (AODA)

AODA Toolbox Latest Edition and Archives

7.2 Accessibility for Ontarians with Disabilities Act Alliance

AODA Alliance, What's New in Our Program?

7.3 CNIB News

CNIB News

7.4 Autism Ontario

September 2024 Newsletter

7.5 Ontario Today with Amanda Pfeffer

September 26, 2024: When it comes to disability accessibility, what barrier is making life more difficult where you live?

**8. Unfinished Business**

8.1 2024 Workplan

7 - 8

October Review

**9. Reports from Administration**

9.1 Outdoor Accessibility Fest-for-All After Event Report

9 - 18

Report 2024-1003-LCS-R02-CS from Crystal Sylvestre, Coordinator, Legislative and Community Services regarding after event information pertaining to the Outdoor Accessibility Fest-for-All.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That the Essex County Accessibility Advisory Committee receive report number 2024-1003-LCS-R02-CS, 2024 Outdoor Accessibility Fest-for-All After Event Review as information.

9.2 WE Check the Trails feedback 19 - 21  
Feedback Review  
Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
That Essex County Accessibility Advisory Committee receive report number 2024-1003-LCS-R03-CS WE Check the Trails Feedback as information.

9.3 2025 ECAAC Meeting Schedule 22 - 22  
Review and approve the 2025 ECAAC Meeting Schedule.  
Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
That the Essex County Accessibility Advisory Committee meeting schedule for 2025 be approved as presented.

9.4 Civic Centre Renovations Phase 3  
Review and discuss plans for Phase 3 of the Civic Centre renovations

9.5 Annual Multi-Year Accessibility Plan Review  
MYAP Online

**10. New Business**

**11. Next Meeting Date**

The next meeting of the Essex County Accessibility Advisory Committee is scheduled for Thursday, November 7, 2024 at 5:00 PM at the Essex County Civic Centre Council Chambers.

**12. Adjournment**

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
That the October 3, 2024 meeting of the Essex County Accessibility Advisory Committee be adjourned at (TIME) PM.



## **Essex County Accessibility Advisory Committee Meeting Minutes**

**Tuesday, September 10, 2024  
5:00 PM  
Colchester Park  
80 County Road 50, Harrow, ON**

Committee Members: Dennis Sanson, Chair  
Debbie Alexander, Vice Chair  
Sherri Currie  
Rachel Jewell  
Diana Kirkbride  
Julie Miles

Absent: Kimberly DeYong, Deputy Mayor, Town of Kingsville

Administration: Katherine Hebert, County Clerk/Manager, Records and Accessibility  
Crystal Sylvestre, Coordinator, Legislative and Community Services

### **1. Call to Order**

The Chair called the meeting to order at 5:04 PM.

### **2. Land Acknowledgement Statement**

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

### **3. Recording of Attendance**

Members of the Essex County Accessibility Advisory Committee attended the meeting at the Colchester Park, Harrow, ON.

Kimberly DeYong was absent.

**4. Disclosure of Pecuniary Interest**

There were no conflicts of pecuniary interest declared.

**5. Adoption of the Minutes**

Minutes of the August 15, 2024 meeting of the Essex County Accessibility Advisory Committee

**Moved By** Debbie Alexander

**Seconded By** Sherri Currie

That the minutes of the August 15, 2024 meeting of the Essex County Accessibility Advisory Committee be adopted as presented.

**Carried**

**6. Delegations and Presentations**

There were no Delegations scheduled for the September 10, 2024 ECAAC meeting.

**7. Communications**

**Moved By** Sherri Currie

**Seconded By** Julie Miles

That items listed on the Essex County Accessibility Advisory Committee meeting agenda, as items 7. Communications, be received and that any noted action are taken.

**Carried**

**7.1 Accessibility for Ontarians with Disabilities Act (AODA)**

[AODA Toolbox Latest Edition and Archives](#)

**7.2 Accessibility for Ontarians with Disabilities Act Alliance**

[AODA Alliance, What's New in Our Program?](#)

**7.3 CNIB**

[CNIB News](#)

**8. Unfinished Business**

There was no Unfinished Business for September 10, 2024.

**9. Reports from Administration**

**9.1. Outdoor Accessibility Fest-for-All Update**

Crystal Sylvestre provided the Committee with an update of the Fest-for-All plans. The ECAAC review and discussed each item of the event and approved the plans as presented. The discussion was followed by a tour of the facility.

The County of Essex Communications team had advertised the event on the County Website and Social Media channels. Exhibitors had been sent the information to share with their connections.

**10. New Business**

There was no New Business to discuss.

**11. Next Meeting Date**

The next meeting of the Essex County Accessibility Advisory Committee is schedule for 5:00 PM on October 3, 2024 at the Essex County Civic Centre Council Chambers.

**12. Adjournment**

**Moved By** Sherri Currie  
**Seconded By** Julie Miles

That the September 10, 2024 meeting of the Essex County Accessibility Advisory Committee be adjourned at 6:15 PM.

**Carried**

## **ECAAC Initiatives**

### **2024 Timing and Planning Guide (October Meeting)**

#### **October**

- October 3, 2024 – ECAAC Meeting
- Civic Centre Phase 3 Review
- After Event discussion RE Fest-for-All
- Annual MYAP Review

#### **November**

- November 7, 2024 – ECAAC Meeting
- Tour of Civic Centre Cafeteria and New Office Space
- Prepare for Year End Council Delegation

#### **December**

- December 4, 2024 - Essex County Council – Year-end Delegation for ECAAC
- December 5, 2024 – ECAAC Year End Meeting

#### **February 2025**

- February 6, 2025 ECAAC Meeting
- Election of a Chair and Vice Chair for 2025
- Brainstorming for Accessibility Initiatives for 2025
- Setting Goals and Workplan (Deadline: May Delegation)

#### **March 2025**

- March 6, 2025 ECAAC Meeting

## **April 2025**

- April 3, 2025 ECAAC Meeting

## **May 2025**

- May 8, 2025 ECAAC Meeting
- May 21, 2024 Delegation at County Council by ECAAC
- May 25-31, 2025 National AccessAbility Week
- Monday May 26? Accessibility Flag Raising
- Wednesday, May 28, 2025 – Easter Seals Red Shirt Day

## **June 2025**

- June 5, 2025 ECAAC Meeting

## **August 2025**

- August 7, 2025 ECAAC Meeting

## **September 2025**

- September 4, 2025 ECAAC Meeting

## **October 2025**

- October 2, 2025 ECAAC Meeting

## **November 2025**

- November 6, 2025 ECAAC Meeting

## **December 2025**

- December 3, 2024 Year End Delegation to Council
- December 4, 2025 ECAAC Meeting





## **Administrative Report**

**To:** The Chair and Members of the Essex County  
Accessibility Advisory Committee

**From:** Crystal Sylvestre  
Coordinator, Legislative and Community Services

**Date:** Thursday, October 3, 2024

**Subject:** 2024 Outdoor Accessibility Fest-for-All After Event  
Review

**Report #:** 2024-1003-LCS-R02-CS

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### **Purpose**

To provide the Essex County Accessibility Advisory Committee (ECAAC) with information pertaining to the awareness event held on September 13, 2024.

### **Background**

In May 2024, the ECAAC elected to focus the annual awareness event on inclusive outdoor activities. To determine the most appropriate location for the event, Administration connected with each of the County's Local Municipal Partners to gather information regarding their facilities. After deliberation with the ECAAC at their May 2024 meeting, it was determined that the Colchester Community Centre, Beach and Marina was a suitable location for this event. Administration contacted Town of Essex administration to vet the idea and ensure this type of event was practical and appropriate in their park. The Town of Essex was supportive of the idea and made plans to be a participant in the festival as well. The event was scheduled for Friday, September 13, 2024 from 10 AM to 2 PM.

To begin engaging participants, an Expression of Interest form was posted on the County of Essex website and Social Media platforms throughout May and June 2024. The Expression of Interest was an opportunity for accessible-minded organizations or companies to submit their intentions to participate. Several organizations responded to the opportunity through the online form and also through connections to Administration directly, such as County of Essex departments, local municipal partners and allied agencies.

The information was presented to the ECAAC at their July 18, 2024 meeting. The Committee unanimously supported the proposed festival plan and named the event the **Outdoor Accessibility Fest-for-All!**

Plans were finalized through August and the beginning of September. The event was included thirty-three (33) information booths from the following organizations:

- [Assisted Living Southwestern Ontario \(ALSO\)](#)
- [Canadian Hearing Services](#)
- [Canadian Mental Health Association \(CMHA\) Windsor-Essex County](#)
- [Coco Yoga](#)
- [Community Living Essex County](#)
- [County Wide Active Transportation System \(CWATS\)](#)
- [EazyLyft](#)
- [Essex Region Conservation Authority](#)
- [Windsor-Essex Mobile Medical Support](#)
- [Essex County Library](#)
- [Essex-Windsor EMS](#)
- [LaSalle Rowing Club](#)
- [LIFE Day Respite Program Essex](#)
- [Miracle League of Amherstburg](#)
- [MOVATI - Kingsville](#)
- [Municipality of Lakeshore](#)
- [Ontario Clean Water Association](#)
- [Ontario Personal Support Worker Association](#)
- [Provincial Chrysler - BraunAbility van](#)
- [Rose City Riot Parasports Club](#)
- [Rotary Club of Harrow](#)
- [Safe at Home](#)
- [Sonder Occupational Therapy](#)
- [Special Olympics Ontario](#)
- [SueSanity Pound Fitness](#)
- [Town of Essex](#)
- [Town of Amherstburg](#)
- [Town of LaSalle](#)
- [Tourism Windsor Essex Pelee Island](#)
- [Ursa Major Day Support](#)
- [Windsor Essex Neighbourhood Ambassadors](#)
- [Windsor Essex Therapeutic Riding Association \(WETRA\)](#)
- [Xperience Home Health Care](#)

Events schedule throughout the day were:

- Movati Adaptive Fitness
- Coco Adaptive Yoga
- SueSanity Pound Fitness

Interactive Demonstrations throughout the day were provided by:

- LaSalle Rowing Club
- Rose City Riot Parasports Basketball Team

Rotary Club of Harrow provided a hot dog and sausage lunch. The cost of the lunch was sponsored by Wills Business Law.

Over forty (40) County of Essex staff members and members of the Town of Essex Accessibility Advisory Committee volunteered to support the event. They were assigned to the raffle table, traffic and pedestrian control, assisting exhibitors, AV components, popcorn machine, interactive gardening, quiet space, staff the Special Olympics and snack table.

County staff with experience in sign language were available for guests and closed captioning was provided during the interactive demonstrations.

County of Essex Communications Department was engaged to manage social media and the County website to promote the event.

A final number of guests who visited the event was difficult to determine due to the numerous access points at the venue. To measure participation, one could consider that there were approximately 100 County of Essex swag bags and water bottles given away. Rotary reported they provided 350 hot dogs and sausages.

During the event and afterwards, Administration received very positive feedback from the guests, exhibitors and politicians.

Exhibitors were invited to offer feedback in a form. The responses are attached as Appendix A.

Administration sent thank you letters to the Town of Essex and County of Essex volunteers and management.

## **Discussion**

An After-Event Discussion should include an assessment of the event to identify successful components and gaps. Questions to consider:

- Was this style of event appropriate to fulfill the goal to “raise awareness around opportunities and information that promote inclusion in activities, services and spaces for people with varying levels of ability.”?
- Was the location accessible and appropriate?
- Was the date of event appropriate?
- Was the length of the event appropriate?
- Did the event reach its target audience?
- Was the event successful or unsuccessful?
- Would it be appropriate to host an event like this again?

## **Financial Implications**

The event absorbed nearly \$7,000 of the committee’s annual budget of \$9,000.

## **Consultations**

Katherine Hebert, County Clerk  
Exhibitor Feedback

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li> <li><input checked="" type="checkbox"/> Focusing "Team Essex County" for Results</li> <li><input type="checkbox"/> Advocating for Essex County's Fair Share</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Being an Employer with Impact</li> <li><input checked="" type="checkbox"/> A Government Working for the People</li> <li><input type="checkbox"/> Promoting Transparency and Awareness</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing Reliable Infrastructure for Partners</li> <li><input checked="" type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li> <li><input type="checkbox"/> Harmonizing Action for Growth</li> <li><input type="checkbox"/> Advancing Truth and Reconciliation</li> </ul>

**Recommendation**

That the Essex County Accessibility Advisory Committee receive report number 2024-1003-LCS-R02-CS, 2024 Outdoor Accessibility Fest-for-All After Event Review as information.

**Approvals**

Respectfully Submitted,

*Crystal Sylvestre*

Crystal Sylvestre, Coordinator, Legislative and Community Services

Concurred With,

*Katherine Hebert*

County Clerk

<b>Appendix</b>	<b>Title</b>
A	Exhibitor Feedback

## **Appendix A: 2024 Outdoor Accessibility Fest-for-All Exhibitor Feedback**

16 of 33 responded

**The event goal "To raise awareness around opportunities that promotes inclusion in activities, services and spaces for people with varying levels of ability" was the focus of the day.**

- 14 Strongly Agree
- 2 Agree

**Overall, the event was worthwhile.**

- 15 Strongly Agree
- 1 Agree

**If this event is held again, our organization would participate.**

- 16 Yes

**I would recommend participating in this event to other organizations.**

- 15 Yes
- 1 Maybe

**I would recommend connecting with the following organization(s):**

- More medical supply companies.
- More companies that provide services for accessibility.
- Funders like March of Dimes."
- All Levels CrossFit to bring attention to their Adaptive program.
- WEEG - Windsor Essex Employment Group (supports people with disabilities)
- BIAWE - Brain Injury Association Windsor Essex"
- Windsor Essex Chamber of Commerce - Windsor Advocacy Committee
- Windsor Family Network - Tina Szymczak
- Ontario Provincial Police Community Safety Officers
- Bayshore Personal Support Workers

**How did you learn about this event?**

- 3 Word of Mouth
- 10 Email
- 3 Other - Please specify: contacted by County

**The duration of the event was:**

- 16 Right Length

**We are looking for suggestions on how to advertise this event. Please enter any ideas you have.**

- Social Media and Radio.
- In Amherstburg we would recommend the Rivertown Times. I've also heard from a childcare provider that they would have loved to visit as they have a child with accessibility needs. Perhaps I would also reach out to the school boards for the flyer to be included in places with Edsby.
- News outlets (CTV, CBC, radio, etc) , municipal social medias
- Ask participating org's to share to their social media
- Earlier advertising not just on social media but also flyers making it more known to residents that do not receive supports but may need them in the future
- Social media, other markets/festivals or similar events
- "These were likely done to a certain extent already but I would recommend adding additional focus to:
- Leveraging exhibitor social media platforms by supplying ready made posts for them to use well in advance of the event
- Source some very good prize donations that can be given away at different points throughout the event but advertised well in advance.
- Grow the database of Accessibility Group contacts for municipalities throughout Ontario and make sure they receive email invites for their members and communities well in advance of the event."
- Post in local news paper. Asking other organizations to share this event information.
- Targeted mailing, sponsored social media posts, interviews with local news/radio stations

**What did you most appreciate, enjoy or think was the best? Do you have some suggestions for improvement?**

- The weather was great.
- Just keep growing it. It should grow with an annual event."
- I loved that the vendors got a chance to meet one another, the exhibits/demos were awesome and the location was SO great!
- Loved the variety of events for the public (ie. gardening, yoga, etc). Community members were able to see what the region offers them.



- "The event was very well run. I appreciate the hard work put in by organizers.
- It was great to have the help of workers.
- Maybe on a weekend, in a more centralized location to attract more attendance and diversity."
- You can never predict the weather but it sure was the perfect summer/fall day for this event!
- As a participant, it is valuable to connect with the other exhibitors, network and learn what services are available
- Already very organized but would like to see more older people out to the event also I enjoyed the basketball game and the interactive events such as doing a flower pot We enjoyed cooking for all
- The event ran smoothly, and we appreciate how much support there was. From the moment we arrived, there was a Town of Essex Employee helping to unload and ensure we knew where our table was located. We also appreciated the support with set-up and tear-down, there were multiple people to assist without even asking which helped keep things on time and avoid long delays.
- I liked the demonstrations - they were fun to watch.
- I loved the organization of the event. Everything was clear and straightforward, so many people were helpful, there were no interruptions to our day as everything went smoothly - even people helping us take down our tent. I was so impressed.
- The attendees were wonderful but it was the Organizing Committee and Volunteers that truly stood out for their commitment and hard work. Special mention goes out to both Crystal Sylvestre and Aaron Swartz for their work that helped ensure that our experience was a very, very good one!
- We appreciated the help to setup. Getting a food vendor present might be beneficial.
- This was an amazing event. My only suggestion would be the location. I believe centralizing the event would increase traffic.
- Loved that it was outdoors (I just need to purchase a tent for next year lol)
- "The wide range of events/activities made for a great day that flew by quickly! There was a great, diverse group of organizations, companies, and municipalities - these booths were an eye opener not only to accessibility, but to how many events/initiatives go on around Essex County that people have no idea about.

- I personally think the duration of the event was just right, but I did notice a few people trickle in when we were packing up, upset that they missed the event."

**Were there any barriers encountered that could be considered for the next event?**

- No
- None from us
- No.
- No. Very well planned.
- No barriers that I noticed. I know that parking is difficult in that area but it was managed well with people being dropped off and spaces being open.
- Transportation is always a challenge! We covered the cost of approximately \$350.00 for about 15 ALSO clients to attend. Perhaps there could be transportation made available from a central city location to the event. This could help more people with disabilities to get out.
- I didn't see any
- Accessible transportation. This is a barrier across Windsor Essex leaving many unable to attend these great events. Accessible transportation has limited options, the ones that do exist are inflexible in terms of pick-up and drop-offs and are expensive for the clientele base they are trying to serve. We ended up partnering with another provider and covering the cost for the clients to attend, but the bus had limited seating so not everyone could attend.
- I received a little bit of feedback from the guests that the event could have been better attended had it been run on a weekend. I know it's challenging to get vendors for weekends, but I thought I would share.
- I think the timing of it could be improved - outside of work hours so more people can attend
- The possibility of rain is the only thing that might have adversely impacted the event but the weather was perfect.

**What type of event would you like to see the ECAAC host in the future?**

- Presentation of upcoming accessible technologies can be interesting
- This should be an annual event!



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council

**From:** Crystal Sylvestre  
Coordinator, Legislative and Community Services

**Date:** Thursday, October 3, 2024

**Subject:** WE Check the Trails Feedback

**Report #:** 2024-1003-LCS-R03-CS

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### Purpose

To provide the Essex County Accessibility Advisory Committee with information received through the WE Check the Trails feedback mechanism.

### Background

WE Check the Trails is a community engagement exercise, born out of the concept of inclusivity and access for all. The Essex County Accessibility Advisory Committee and the County of Essex have implemented a data collection tool that members of the community can use to report on features, conditions and issues that may impact the overall accessibility of local public trails. This information will be reviewed by the project team and reported to those who are responsible for the trails.

### Discussion

Feedback has been received regarding parking and shelters; as follows:

- Begin with parking. Many sections have no place to park other than the side of the road on the grass if there's even room, hardly safe and definitely not accessible if you're limited in mobility. We have so many wonderful trails in Essex County and it'd be nice if all could be accessed easily.
- Shelters along the Chrysler trail in the Kingsville area. Wondering if the County of Essex Accessibility has any thoughts on projects like this?

### Financial Implications

n/a

**Consultations**

n/a

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li> <li><input type="checkbox"/> Focusing "Team Essex County" for Results</li> <li><input type="checkbox"/> Advocating for Essex County's Fair Share</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Being an Employer with Impact</li> <li><input checked="" type="checkbox"/> A Government Working for the People</li> <li><input type="checkbox"/> Promoting Transparency and Awareness</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing Reliable Infrastructure for Partners</li> <li><input checked="" type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li> <li><input type="checkbox"/> Harmonizing Action for Growth</li> <li><input type="checkbox"/> Advancing Truth and Reconciliation</li> </ul>

**Recommendation**

That Essex County Accessibility Advisory Committee receive report number 2024-1003-LCS-R03-CS WE Check the Trails Feedback as information.

## Approvals

Respectfully Submitted,

*Crystal Sylvestre*

Crystal Sylvestre, Coordinator, Legislative and Community Services

Concurred With,

*Katherine Hebert*

Katherine Hebert, County Clerk

<b>Appendix</b>	<b>Title</b>
N/A	N/A

## **Appendix 'A'**

### **Essex County Accessibility Advisory Committee**

#### **Meeting Schedule for 2025**

Regular meetings of the Essex County Accessibility Advisory Committee are scheduled for the First or Second Thursday of each month.

Regular meetings are scheduled to take place at **5:00 PM** and are held at the Essex Civic Centre, 360 Fairview Ave. W., Essex, Ontario N8M 1Y6 or if deemed necessary, will be virtual meetings.

**February 6, 2025**

**March 6, 2025**

**April 3, 2025**

**May 8, 2025\***

**June 5, 2025**

**August 7, 2025**

**September 4, 2025**

**October 2, 2025**

**November 6, 2025**

**December 4, 2025**

\*Indicates August meeting scheduled to coincide with County Council meeting schedule.