

WOODSTOCK ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Date: November 13, 2024

Time: 4:00 pm

Location: Committee Room A

	Pages
1. Matters Arising from Minutes	
1.1 Audible Crossings	
1.2 Accessible Sign	
1.3 Royal Canadian Legion	
2. Minutes	
2.1 October 9, 2024 WAAC Meeting Minutes	2
3. Additions to the Agenda	
4. Delegations	
5. Correspondence	
6. Business	
6.1 2024 Santa Claus Parade	
6.2 Donna Burleigh Accessibility Award Nominee Results	
6.3 2025 WAAC Presentation to Council	
6.4 2025 WAAC Meeting Dates	6
7. Adjournment	

Woodstock Accessibility Advisory Committee Minutes

Date: October 9, 2024
Time: 4:00 pm
Location: Hybrid - Committee Room A and
Zoom Meeting

Members in Attendance: Alan Taylor - Chair, Councillor Kate Leatherbarrow, Anita Griffioen (left the meeting at 5:50 p.m.), Jennifer Harrington, Wes Mazur, Sue Pieters, Carolina Spagnuolo, Avi Zalizky

Members Absent: Michelle Doucette, Julie Skuse, Mayor Jerry Acchione

Staff Members in Attendance: Heather Buchanan, Manager of Corporate Services, Colleen Collins, Manager of Marketing & Communications, Cynthia Hislop, Clerk's Services Coordinator

1. Matters Arising from Minutes

2. Minutes

2.1 September 11, 2024 WAAC meeting minutes

Moved By S Pieters

Seconded By W Mazur

That the minutes from the Woodstock Accessibility Advisory Committee from September 11, 2024 meeting to be adopted as printed.

Carried

3. Additions to the Agenda

4. Delegations

4.1 Colleen Collins - Manager of Marketing and Communications

C. Collins provided direction about an online questionnaire with the following suggestions:

- Begin with an outline of WAAC's mandate
- List City services that members of the public access

- Determine the services that the majority need and focus on that department
- If the Committee wishes to do a series of surveys, it was recommended to issue them quarterly so the feedback can be analyzed and next steps published
- Another way to build awareness would be posting short accessibility videos on the City's social media

Action Items:

- C. Hislop to invite J. Springsted, City of Woodstock Transit Supervisor to future meeting to discuss how WAAC can support transit from an accessibility standpoint.
- C. Hislop will circulate city locations of audible crossings to the committee.
- Volunteer from WAAC to attend Roger's TV's "What's up Oxford?" on October 29th

5. Correspondence

5.1 Tip O'Neill Sports Field

A. Taylor suggested a wheelchair sign should be placed above the location where a person in a wheelchair should sit in the bleachers.

Action items:

- C. Hislop to contact Parks staff to about the sign request
- Any accessibility issues can be reported on the City's website on the [Accessibility Feedback Report Form](#)

6. Business

6.1 2025 WAAC Budget

Ideas discussed included:

- Purchase banner to raise awareness from budgeted funds in public education
- Invite inspirational speakers to a Zoom conference
- Promote in local schools an art contest related to accessibility
- Presentation with a Paralympic athlete from Woodstock

Action Items:

- A. Taylor will present a summary of WAAC's activities and events to Council at the February 2025 meeting and include a plan to show Council how the budgeted money will be used.
- Committee members bring more ideas to next meeting

Moved By C Spagnuolo

Seconded By A Zalizky

That the Committee recommends no changes to the 2025 Accessibility budget.

Carried

6.2 Santa Claus Parade

The Committee discussed details related to the Santa Claus Parade.

Moved By J. Harrington

Seconded By C Spagnuolo

That the Committee use \$1000 of the public education campaign budget to purchase decorations, handouts for children, and a gift for the Voyago bus driver for the 2024 Santa Claus Parade.

Carried

6.3 Banner Cost Discussion

The Committee discussed promotion using banners on buses.

Moved By J. Harrington

Seconded By A Zalizky

That the Committee use \$350 of the public education campaign budget to purchase banners for buses.

Carried

6.4 Donna Burleigh Accessibility Award Nominee Results

C Spagnuolo provided an update.

6.5 Reminder of the Joint AAC Meeting at the County of Oxford

The Committee discussed the Joint AAC meeting that will occur in County Council Chambers on October 22, 2024

6.6 Discussion on the request by the Royal Canadian Legion - S. Pieters

The Committee discussed the Legion's need for wheelchairs and walkers for members of the community. Although WAAC cannot give budgeted money to other organizations, it can raise awareness that the Legion is in need.

Action Item:

- H. Buchanan to provide information at next meeting.

6.7 Purchasing a Promotional Tent - A. Taylor

Discussion occurred relating to options for purchasing a promotional tent.

Moved By S. Pieters

Seconded By K. Leatherbarrow

That the Committee use \$250 of public education campaign budget to purchase a grey tent from Vevor.

Carried

7. Adjournment

Moved By J Harrington

Seconded By C Spagnuolo

That the meeting adjourned at 5:55 p.m.

Carried



Office of the City Clerk
City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7
519-539-1291
accessibility@cityofwoodstock.ca

November 5, 2025

**2025 Woodstock Accessibility
Advisory Committee Meeting Dates**

The following are the meeting dates for the Woodstock Accessibility Advisory Committee during 2025:

- January 8, 2025
- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025
- June 11, 2025
- September 10, 2025
- October 8, 2025
- November 12, 2025

Kind regards,

A handwritten signature in blue ink that reads 'C. Hislop'.

Cynthia Hislop
Clerk Services Coordinator