

**Newmarket Accessibility Advisory Committee
Action Item List**

No	Priority	Description	Owner	Date Assigned	Due Date	Status	Date Closed
1	1	Re-design and update of AAC website				February 20, 2014 Entire website is under construction. ACTION – Staff to provide update at the March meeting.	
2		Ongoing public awareness campaign	Accessibility Advisory Committee				
3		Stop Gap Project	Accessibility Advisory Committee				
4		Annual Accessibility Award(s)					
5		Presentation/report to Town Council on AAC/accessibility accomplishments	Accessibility Advisory Committee			February 20, 2014 No presentation done to date this term of Council. ACTION – New presentation to be compiled by the Committee – no past presentation found.	
6		Draft a budget request to Town Council for AAC activities (NAAW)	Legislative Services Department – Boards and Committees Review 2014	October 28, 2013	December 2014	Request referred to Senior Management. Recommendation from Senior Management to Committee of the Whole on October 28, 2013 to refer to Boards and Committees Review in 2014 and continue under Rec and Culture budget until then. Recommendation carried.	
7		Research and submit request for AAC Coordinator position to Town Council				February 20, 2014 Committee satisfied – allocated resource has been provided (Deputy Clerk)	February 20, 2014

8		Committee Terms of Reference				February 20, 2014 Full Committee review being completed by Legislative Services Staff, inclusive to Terms of Reference for the next Term of Council. ACTION – Committee members to provide feedback on current Terms of Reference to the Deputy Clerk.	
9		Tannery Washrooms – Letter to be drafted to Sterling Silver	Chair of Committee	October 15, 2013		March 11, 2014 Property Owner information forwarded to the Chair.	
10		Accessibility Audit of Town Facilities	Accessibility Advisory Committee	October 15, 2013		March 14, 2014 Draft audit checklists and dates prepared for Committee review.	
11.		Amendments to Municipal Act re: offsite meeting participation	Accessibility Advisory Committee	December 5, 2013		March 13, 2014 Staff reviewing legislation in order to determine if alternate forms of meeting (ex. Skype) are permitted.	
12.		York Region Area Accessibility Advisory Meeting	Chair of Committee	Fall, 2014		Chair to approach York Region Accessibility Advisory Committee in respect to Newmarket hosting the meeting this fall.	
13.		Voting Equipment Tutorial and Trial	Legislative Services Department – Election 2014	February 20, 2014		March 11, 2014 Legislative Services awaiting confirmation of a trial date from the vendor.	