

**Newmarket Accessibility Advisory Committee  
Action Item List**

<b>No</b>	<b>Priority</b>	<b>Description</b>	<b>Owner</b>	<b>Date Assigned</b>	<b>Due Date</b>	<b>Status</b>	<b>Date Closed</b>
1.	1.	Re-design and update of AAC website	Lisa Lyons/Chrisanne Finnerty	March 20, 2014	May 15, 2014	February 20, 2014 Entire website is under construction. March 20, 2014 Update provided at the AAC meeting ACTION – Staff working on amendments to the website for presentation at the May 15, 2014 AAC meeting. June 13, 2014 Most upgrades have been completed. An e-mail will be circulated to Committee members seeking their input on the revisions.	
2.		Stop Gap Project	Councillor Twinney				
3.		Presentation/report to Town Council on AAC/accessibility accomplishments	Lisa Lyons/Chrisanne Finnerty	March 20, 2014	September 22, 2014	February 20, 2014 No presentation done to date this term of Council. March 20, 2014 New presentation to be prepared by Legislative Services for the Committee's review with a tentative presentation date to CoW in September	

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4.		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 Recreation and Culture budget until then. Recommendation carried.	
5		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
6.		Committee Terms of Reference	Committee Members/Staff	March 20, 2014	September, 2014	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. March 20, 2014 ACTION – Staff to circulate the most recent Terms of Reference with a deadline date for members to review and provide comments. March 28, 2014 Terms of Reference circulated for review. ACTION – Committee members to provide comments by Thursday, May 1, 2014.	

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7.		Tannery Washrooms – Letter to be drafted to Sterling Silver	Chair of Committee	October 15, 2013	May, 2014	March 11, 2014 Property Owner information forwarded to the Chair. March 20, 2014 Property Owner information forwarded to the Chair.	
8.		Accessibility Audit of Town Facilities	Accessibility Advisory Committee	October 15, 2013	October, 2014	March 14, 2014 Draft audit checklists and dates prepared for Committee review. March 20, 2014 Committee reviewed checklists – some gaps were determined. U. Rehdner to acquire sample checklist.	
9.		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. March 20, 2014 Staff to bring motion to a future Committee meeting for endorsement.	

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10.		Voting Equipment Tutorial and Trial	Legislative Services Department – Election 2014	February 20, 2014	April 30, 2014	<p>March 11, 2014 Legislative Services awaiting confirmation of a trial date from the vendor. March 20, 2014 Attempting to arrange for April 17, 2014</p>	April 17, 2014
						<p>April 1, 2014 Accessible Voting Equipment Trial included on the April 17, 2014 AAC Agenda. April 17, 2014 Accessible Voting Equipment Trial completed.</p>	April 17, 2014