

ACCESSIBILITY ADVISORY COMMITTEE MEETING

November 18, 2021, 4:00 P.M.

Location: Video Conference

Present: Warden Amanda Mombourquette, Laurier Samson, Ronalda Boudreau, Marcilyn Cianfarani, Maxine David, Allison Martell, Meghan Hayter and Jessica Gibson

Absent: Councillor Michael Diggdon, Kelly Hibbert, Natalie Groom

Warden Amanda Mombourquette called the meeting to order at 4:07 p.m.

Items Added to the Agenda (Approval of Agenda):

No items added

Moved by Maxine David, seconded Allison Martell, that the agenda be approved as presented.
Motion carried.

Review of Minutes re: October 21, 2021

Moved by Meghan Hayter, seconded by Marcilyn Cianfarani, that the minutes be approved as presented.

Review of Minutes re: November 3, 2021

Moved by Maxine David, seconded by Allison Martell, that the minutes be approved as presented

Planning for RFP Review & Consultant Selection

- Have not received any emails, questions or calls in regards to the RFP. A little concerned but still hopeful
- Think it was too large of a project to take on, might be best to split it up. Have separate RFP's for the Accessibility Plans and the Rick Hansen Certification
- The RFP is posted on the provincial procurement website as well our website, Facebook page and the Reporter
- Our options: If we get bids we set up a time to evaluate, if we only receive on bid we decides if it's doable based on references and experience and if we don't receive bids we could extend the deadline or split it up into 2 separate documents
- Question was asked if we didn't get submission, could we hire a consultant on a 4-month term?

- If we don't receive submissions we have agreed to separate the Accessibility Plans and the Rick Hansen Certification

Next Steps

- Laurier will send an email after 4:00 pm on November 19 with any submissions we received. If no submissions, he will send off the updated RFP removing the Rick Hansen Certification and cost associated with it. Once everyone agrees via email, the new RFP will be released for 2 weeks.

Items Added to the Agenda

No items added

Next Meeting

Next meeting will be on November 25 @ 4:00 pm if we received submissions for RFP evaluation. We will have the ones that can review join and discuss and bring recommendations back to the entire committee.

If no submissions were received next meeting will be held on December 9 at 4:00 pm.

Adjournment

Moved by Marcilyn Cianfarani, seconded by Meghan Hayter that the meeting be adjourned. Motion carried.

There be no further business, meeting was adjourned at 4:35 p.m.

CO-CHAIR:

CO-CHAIR:
