



Accessibility Advisory Committee

Minutes - November 29, 2010

GODERICH, ONTARIO



**HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE
(HCAAC)**

Goderich, Ontario
November 29th, 2010

The Huron County Accessibility Advisory Committee (HCAAC) met in the Court House Council Chambers, in Goderich on the 29th of November, 2010. All members of the Board were present except for member Chris Knapp. Staff members present were C.A.O. Larry Adams, Planner Claire Dodds, Social Services appointment Robyn de Weerd, ODA Working Group representative Lynda Rotteau, Accessibility Co-ordinator Sandra Thompson and Clerk Barb Wilson. Chair Dorothy Kelly called the meeting to order at 9:35 a.m.

Welcome from Accessibility Coordinator and Introductions of Committee Members:

Each member of the Committee was given an opportunity to introduce themselves. Sandra Thompson, Accessibility Co-ordinator introduced Charlene O'Reilly. Charlene is interested in becoming a member of the Committee as a caregiver.

Declaration of Pecuniary Conflict of Interest and the General Nature Thereof:

There were no pecuniary conflicts of interest stated by members of the Committee.

Adopt the Agenda:

MOTION:

Moved by: Member G. McLachlan and Seconded by: Member J. Austin:

THAT:

The Agenda for Monday November 29th, 2010; be adopted and all the Reports be received.

CARRIED

Minutes:

MOTION:

Moved by: Member B. Fisher and Seconded by: Member J. Austin:

THAT:

The minutes of the September 13th, 2010 Huron County Accessibility Advisory Committee; be adopted as circulated.

CARRIED

2. Review, discuss and approve revised Vision, Mission and Mandate for the website:

Our Vision (revised):

Let's start now to make Huron County accessible for all.

Our Mission:

The Huron County Accessibility Advisory Committee assists County Council and participating municipalities to fulfill the purpose of the *Ontarians with Disabilities Act (ODA)* and the *Accessibility for Ontarians with Disabilities Act (AODA)* by providing vision and advice to Council in regards to the removal of barriers by 2025.

Our Mandate:

The authority to establish the Huron County Accessibility Advisory Committee originated from the provisions of the *Ontarians with Disabilities Act (ODA)* and will continue to exist under the provisions of *the Accessibility for Ontarians with Disabilities Act (AODA)*.

Among our mandated tasks are:

- Advising Council annually; as required by legislation, regarding the preparation, implementation and effectiveness of the annual accessibility plans of the participating municipalities.
- Reviewing site plans and drawings under *Section 41 of the Planning Act* with regards to barrier-free best practices.
- Advising participating municipalities on the accessibility of buildings, structures or premises, or part of a building, structure or premises, that the municipalities lease, purchase, construct or significantly renovate using the Region of Waterloo Accessibility Survey – III) Physical Architectural Tool.

- Carrying out other functions specified in the *Ontarians with Disabilities Act* (ODA) and *the Accessibility for Ontarians with Disabilities Act* (AODA).
- Educating local businesses and community agencies on the *Accessibility for Ontarians with Disabilities Act* (AODA) standards by providing links to the internet of information and resources and providing community forums to present relevant information as it is made law at the Provincial level.

MOTION:

Moved by: Member L. Falconer and Seconded by: Member E. Bezaire:

THAT:

The Huron County Accessibility Advisory Committee approve; "Our Vision", "Our Mission" and "Our Mandate" with the applicable revisions.

CARRIED

3. Review, discuss and approve revised Terms of Reference for the Huron County Accessibility Advisory Committee:

Members of the Committee were encouraged to provide written comments regarding the *draft* Terms of Reference to Accessibility Co-ordinator Sandra Thompson. The suggestions will be included in the Terms of Reference for the Committee to review at a future meeting.

4. Review updated Follow-Up List

5. Accessibility Co-ordinator to contact North Huron regarding any plans for accessibility on Main Street in Wingham: A letter to North Huron is to be sent.

6. Accessibility Policy Manual for municipalities:

Letter to each municipality to follow up regarding the Accessibility Policy Manual for Municipalities to be sent by Sandra Thompson. Claire Dodds will assist Sandra with this letter.

15. Give members access to a disk of the training for customer service:
Sandra Thompson will email that information.

17. Business community awareness outreach on customer service:

There is a document that should be on the Huron County web site. Sandra Thompson will follow up with this to Marian Doucette, Huron County's web architect.

21. Letter to municipalities and planning department as reminder to include accessibility provision when designed new structures of issuing permits:

Sandra Thompson has a letter to be sent to the member municipalities.

22. Status of Library Board's attempt to access funding to ensure accessible library entrances throughout the County:

C.A.O. Adams advised the Committee that the County provides library services to its' residents, the infrastructure is owned by the member municipalities.

One suggestion regarding the accessibility of the libraries is that the punch pads on the exterior doors should be lowered. This would be the responsibility of the member municipality. A letter should be sent to the member municipalities about the accessibility of their libraries and also to advise of the funding that is available through the Federal Government.

23. Hold committee meetings around the County to raise awareness about the committee and build relationships with municipalities, etc.:

Sandra is preparing a Summary to send to Huron County Council. After a great deal of discussion the following Motion was considered by the Committee.

MOTION:

Moved by: Member B. Fisher and Seconded by: Member E. Bezaire:

THAT:

The Huron County Accessibility Advisory Committee meetings; be held in the Court House Council Chambers;

AND FURTHER THAT:

The Committee plan to have two road trips annually to the member municipalities;

AND FURTHER THAT:

The Building Review Committee plan to hold their review meetings in the member municipality's Municipal Offices.

CARRIED

MOTION:

Moved by: Member M. McCauley and Seconded by: Member L. Falconer:

THAT:

Staff be directed to prepare a calendar showing the six Committee meetings, the two road trips and the date of the Budget meeting.

CARRIED

25. Letter to gas stations for participating in the program:

Sandra Thompson has letters to forward to gas stations. Glenn advised this list needs to be updated. There was more discussion regarding the gas stations later in these minutes.

5. Review, discuss and approve 2011 Priorities and Actions for HCAAC

MOTION:

Moved by: Member L. Falconer and Seconded by: Member M. McCauley:

THAT:

The *draft* 2011 Priorities and Actions for HCAAC, as amended; be approved.

CARRIED

6. Review, discuss and approve the following Terms of Reference for subcommittees suggested in the 2011 Priorities and Actions document:

There was some discussion about the Terms of Reference for subcommittees. The following three subcommittees were decided.

1. Site Plan Review Committee combined with the Physical Architectural Assessment Committee (also attached is the Region of Waterloo Accessibility Survey - Physical Architectural Tool)
2. Directive and Regulation Review Committee
3. Awareness & Community Education Committee and the National Access Awareness Week Committee

MOTION:

Moved by: Member M. McCauley and Seconded by: Member L. Falconer:

THAT:

The Terms of Reference for Subcommittees in the 2011 Priorities and Actions, as amended; be approved.

CARRIED

7. Select committee members to participate on the subcommittee identified in the 2011 Priorities and Actions document:

Members are to email their preference of the three subcommittees to Sandra Thompson.

8. Review the feedback provided to the Minister of Community and Social Services and County Council with regards to the Integrated Accessibility Regulation:

The letter to The Honourable Madeleine Meilleur, Minister of Community and Social Services, c/o Accessibility Directorate of Ontario is attached as Schedule A to these Minutes.

9. Review and approve the draft thank you letters to gas stations who participated in our In-Vehicle Incentive Program.

Sandra and Glenn McLachlan agreed to review and revise the letters to those gas stations who participated in the "In-Vehicle Incentive Program".

The sign has not been developed yet. The Committee wanted more than just the accessibility sign. A suggestion was for the County Sign Department to develop the sign that must be big enough to be seen from the road.

MOTION:

Moved by: Member Lorie and Seconded by: Member Maureen:

THAT:

Staff be directed to prepare a report regarding for the gas station signage for the next Committee meeting.

CARRIED

10. Review and approve draft letter to Municipal Clerks regarding Huron County's Universal Design and Accessibility Guidelines for Site Plan Control Document and the draft Built Environment Standard:

Claire Dodds and Sandra Thompson will revise a letter to the Clerks of the member municipalities and the Clerks will forward the letter along to the Chief Building Officials.

11. Distribute and make any necessary revisions to the HCAAC member list.

MOTION:

Moved by: Member E. Bezaire and Seconded by: Member B. Fisher:

THAT:

Charlene O'Reilly; be appointed as a member of the Huron County Accessibility Advisory Committee as a caregiver;

AND FURTHER THAT:

The Committee; accept with regret, the resignation of Juan Legge.

CARRIED

12. Distributed for HCAAC members' information; the following documents:

- Letter to the Minister of Community and Social; from Mary Kardos Burton, Chair of the AODA Accessible Built Environment Standards Development Branch; introducing the revised draft standard.
- Final Proposed Accessible Built Environment Standard
- Summary for the Final Proposed Accessible Built Environment Standard
- Comparison of Initial Proposed and Final Proposed Accessible Built Environment Standard
- Guidelines for Understanding, Use and Implementation of Accessible Pedestrian Signals
- Summary of "NO" Votes on the Final Proposed Accessible Built Environment Standard
- Final Proposed Accessible Built Environment Standard – Questions and Answers

13. Distributed Huron County's Accessibility Standards For Customer Service & Use of Assistive Devices Policy as requested:

14. Review draft letter to North Huron Main Street Revitalization Committee and have a discussion on next steps.

Lorie Falconer and Sandra Thompson will review and revise the letter to North Huron Main Street Revitalization Committee.

15. Discussion Regarding Committee Membership and the need to fill vacancies:

MOTION:

Moved by: Member L. Falconer and Seconded by: Member J. Austin:

THAT:

Staff be directed to prepare a *draft* story for the media about the Accessibility Advisory Committee; including the dates of the meetings in 2011 and a request for more interested citizens to sit on the Committee.

CARRIED

16. Next meeting dates and locations:

The next meeting is Monday January 17th, 2011 at 9:30 a.m. in the Court House Council Chambers, Goderich.

The schedule of meetings is as follows:

Monday March 21st, 2011

Monday June 20th, 2011

Monday September 19th, 2011

Monday November 21st, 2011

The afore-mentioned meetings will all be at 9:30 a.m. in the Court House Council Chambers, Goderich.

17. Possible Future Agenda Items

The 2011 proposed Budget to be discussed at the next meeting.

Appointments to the Subcommittees will be discussed at the next meeting.

9. Adjournment:

MOTION:

Moved by: Member B. Fisher and Seconded by: Member J. Austin:

THAT:

The Huron County Accessibility Advisory Committee; adjourn at 12:13 p.m.

CARRIED

Chair Dorothy Kelly