



# Accessibility Advisory Committee

Minutes - September 17, 2012

GODERICH, ONTARIO



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

Goderich, Ontario  
September 17<sup>th</sup>, 2012.

The Huron County Accessibility Advisory Committee met in the Goderich Town Hall, Goderich, on the 17<sup>th</sup> of September, 2012. In the absence of Chair Klopp, the meeting was called to order at 9:30 a.m. by Committee Member Lynda Rotteau. Acting Chair Rotteau welcomed the members to the meeting. All members of the Committee were present except member Tracey Carter.

Staff present was; Accessibility Coordinator Sandra Thompson, County Planner Claire Dodds, ODA Working Group Representative Lynda Rotteau, Social Services representative Robyn de Weerd, and arriving late were Acting CAO & Deputy Clerk, Heather Adams, and Warden B. MacLellan.

**Pecuniary Conflict of Interest:**

There were no declarations of pecuniary conflict of interest.

**Agenda:**

MOTION:

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

THAT:

The HCAAC Agenda for September 17<sup>th</sup>, 2012; be accepted and all the Reports included in the Agenda; be received.

CARRIED

**Minutes:**

MOTION:

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

THAT:

The minutes of the June 11<sup>th</sup>, 2012 Huron County Accessibility Advisory Committee; be approved.

CARRIED

**Introduction of New Member:** Chair L. Rotteau introduced Jim Spence, Building Official for the town of Goderich. J. Spence was a member of the

North Perth Accessibility Advisory Committee. The committee recognized the importance of his experience.

MOTION:

Moved by Member L. Falconer and Seconded by: Member C. Knapp:

THAT:

In order to fill the vacancy caused by Kirk Livingston's resignation, Jim Spence be accepted as the Committee's Building Official Representative.

CARRIED

**Committee Member Issues:**

Member M. McCauley requested that an Action Plan be brought forward at the next meeting.

Member L. Falconer informed the committee of a new bakeshop in Blyth that recognizes the importance of accessibility and has a recessed entrance and accessible bathrooms.

Member M. McCauley wanted to express her concern for the lack of support for the committee and coordinator during the serious changes happening at the County. Coordinator S. Thompson feels she is receiving enough support from Acting CAO, H. Adams and Human Resources Manager, J. Anderson.

**7. Report of the Accessibility Co-ordinator:**

Sandra Thompson, Accessibility Co-ordinator and County Planner Claire Dodds presented the reports; for the information of the Board.

**7.1 Master Plan Downtown Rebuild – Accessible Parking:**

Member C. Dodds reviewed the Master Plan Downtown Rebuild and the outcome of the Building Plan Review & Physical Architectural Assessment Committee meeting with B.M. Ross on August 21<sup>st</sup> regarding Accessible Parking and to review the tender drawings.

The key areas of concern discussed were as follows:

1. Location of Accessible Parking to service the Court House
2. Location of Accessible Parking on the Square
3. Accessibility to entrances of buildings on the Square

The meeting on August 21<sup>st</sup> was in response to the Committee's letter outlining the three areas of concern noted above. C. Dodds clarified that the Planning Partnership's Master Plan and the Master Plan Committee of the Town of Goderich has made the decision that the Grove Quadrant is the only area where courthouse parking will be allowed and it will be for judges and police only. This entrance is a secured entrance and again the Town of Goderich has decided that it cannot be used by anyone except police and judges.

C. Dodds reviewed the placement of accessible parking spots. The spots will be long enough for rear loading and wide enough for right and left side entry. There will be additional accessible parking spaces on South Street (by the Bedford). The subcommittee identified the challenge of distance and that it will be difficult for people with disabilities and more specifically those with mobility issues.

The HCAAC raised concerns consistent with the subcommittee, about the distance some people with mobility issues will have to travel from the accessible spaces located on the inner square near the south street access. C. Dodds explained that while accessible parking is required, the regulations do not set a maximum distance that accessible parking must be located within. It does state that accessible spaces for a public building to be "near" the accessible entrance and be clearly marked and have a clear path of travel. It does not state that the accessible space must be located within a specified distance. The subcommittee also expressed concern about the path of travel being clear in the winter time but again this is an issue that needs to be discussed with the Town of Goderich.

It was noted that the placement of the parking spots is out of the control of B.M. Ross and was a decision made by the Town of Goderich and that it is not within BM Ross' purview to change without direction from the Town. There was a lengthy discussion on the need to take our concerns to the Town of Goderich even though the tender process has been finalized and construction has begun.

**MOTION:**

Moved by Member: B. Fisher and Seconded by: Member B. Hicks

**THAT:**

A meeting with the Town of Goderich's Master Plan Committee to discuss this concern further be arranged. This meeting may include staff from the Corporation of the County of Huron and the Courts.

**CARRIED**

**7.2 Design of Public Spaced Built Environment Standard (Member C. Dodds Presented):** The government has released the proposed Accessibility Standards for Design of Public Spaces for public comment until October 1, 2012. This standard was originally the built environment standard, which included the inside of buildings but has now been changed to only cover public spaces. These standards will become a part of the Integrated Accessibility Standard. The Built Environment component will be covered in revisions and additions to the Building Code (to come at a later date).

C. Dodds explained that these new standards only affect new construction and planned re-development and is an example of the Town of Goderich's responsibilities in the re-development of the square. This standard is the same as the others with the Ontario Government having to be in compliance first followed by the Public Sector (including municipalities, universities, hospitals, etc.) and then Private and Not-For-Profit Sector.

This draft regulation primarily covers exterior built environment features including trails and beaches, outdoor use eating areas, outdoor play spaces, exterior paths of travel, pedestrian signals and accessible parking. The draft regulation also proposes accessibility standards for service counters. It is proposed to come into effect January 1, 2016. Other amendments include a joint public sector accessibility plan; accessible resources at libraries of educational and training facilities; third parties hired by municipalities involved in consultations and dates for submission of accessibility reports.

MOTION:

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

THAT:

County Planner C. Dodds and Accessibility Coordinator S. Thompson provide feedback on the Design of Public Spaced Built Environment Standard to the Ministry of Community and Social Services on behalf of the HCAAC and Huron County by October 1, 2012.

CARRIED

**7.3 Integrated Accessibility Standards Policies:** Accessibility Coordinator S. Thompson presented the draft Integrated Accessibility Standards Policies along with a communication to be presented to County Council for approval.

MOTION:

Moved by: Member C. O'Reilly; Seconded by: Member M. McCauley

THAT:

The draft Integrated Accessibility Standards Policies be presented to County Council for approval.

CARRIED

**7.4 Integrated Accessibility Training Update:** Accessibility Coordinator S. Thompson has met with M. Doucette of IT with regards to developing a training package in order to be in compliance with the Integrated Accessibility Standard. M. Doucette and S. Thompson attended a training session in St. Catherines and have some excellent resources to use when developing the training. This training will include how to create an accessible document, which will have different levels of training for different levels of staff.

The HCAAC suggested that this training also include a component on how to use Browse Aloud and TextNet.

**7.5 Draft Annual Accessibility Plan:** Accessibility Coordinator S. Thompson will email committee members an electronic copy of the draft annual plan for their review shortly. All comments and feedback will need to be submitted to S. Thompson prior to the November 26<sup>th</sup> meeting. A final draft will be reviewed at the November 26<sup>th</sup> meeting and taken to County Council for approval in December.

**7.6 Integrated Accessibility Regulation Audits:** Accessibility Coordinator S. Thompson informed the HCAAC that approximately 20 municipalities have received notice from the Ministry of Community and Social Services that they are being audited with regards to their compliance to accessibility standards. Huron County has not been notified at this point in time.

## **8. Accounts and Financial Statement:**

MOTION:

Moved by: Member B. Fisher and Seconded by: Member B. Hicks:

THAT:

The Accounts and Financial Statement for the Huron County Accessible Advisory Committee; be approved.

CARRIED

Committee members are to advise S. Thompson if they had any items for the 2013 committee budget.

**STANDING MOTION:**

Moved by: Member M. McCauley and Seconded by: Member B. Fisher

**THAT:**

All surplus monies be put in the HCAAC's reserve and

**THAT:**

The Accessibility Coordinator be involved in the budget planning process.

CARRIED

**9. Reports from the HCAAC Sub-Committees:**

**a) Building Plan Review & Physical Architectural Assessment Committee:**

The Sub-Committee reviewed the tender drawings for the Master Plan Downtown Rebuild with B.M. Ross on August 21<sup>st</sup>, 2012. Meeting notes included in agenda package.

**b) Special Events, Awareness & Community Education Committee:**

A final financial report for the National Access Awareness Week event held in May, 2012 was distributed. This committee will meet on October 18<sup>th</sup> to discuss next year's event.

**c) Directive and Regulation Review Committee:** Nothing to report.

**10. New Business and/or Unfinished Business:**

Awards Program: Member C. Dodds agreed to talk to Monica Walker-Bolton, about their awards event held every November, which is a high profile event. The Special Events, Awareness and Community Education Subcommittee will establish criteria for the suggested awards program. All suggested recipients for the award to be forwarded to S. Thompson.

Accessible Parking Permits: There was a discussion on the Province's criteria for issuing accessible parking permits. Member L. Falconer will share recent

literature she received on the different levels of parking permits with the committee.

Wheelchair Parking Enforcement: It was agreed that the next time the Accessibility Working Group meets they will discuss whether each municipality is enforcing and ticketing violators for parking in wheelchair parking.

**11. Items for the Next Meeting Agenda:**

- Action Plan – S. Thompson to meet with M. McCauley
- IAR Standard Training Module
- Annual Plan Approval
- Budget for 2013

**12. Next Meeting:**

The next meeting of the HCAAC will be Monday November 26<sup>th</sup>, 2012 at 9:30 a.m., in the Council Chambers of the Court House in Goderich.

**Adjournment:**

MOTION:

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

THAT:

The HCAAC meeting; do now adjourn at 11:00 a.m.

CARRIED

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Member Lynda Rotteau  
for Chair Paul Klopp