

Essex Accessibility Advisory Committee

Meeting Minutes

November 25, 2020

Essex Centre Sports Complex Shaheen Room

60 Fairview Avenue West, Essex

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An in-person meeting of the Essex Accessibility Advisory Committee (EAAC) was held on Wednesday, November 25, 2020 in the Shaheen meeting room of the Essex Centre Sports Complex, 60 Fairview Avenue West, Essex, Ontario. Due to the ongoing COVID-19 pandemic and current restrictions in place, the meeting was open to the public with social distancing and other public health guidelines in place however, no public members attended.

Present: Richard Kokovai, Chair
Lisa Wallace, Vice-Chair
Geraldine Dozois
Claudette Gauthier
Fern Walsh
Ron McDermott
Councillor, Sherry Bondy

Also Present: Deb and Steve Fournier
Rita Jabbour, Manager, Planning Services
Jay Affleck, Assistant Manager, Parks and Facilities/Manager, Harbour
Janice Aloisio, Recording Secretary

Regrets: Doug Sweet, Director, Community Services/Deputy CAO
Jeff Morrison, Director, Corporate Services/Treasurer

Absent: Julia Welch
Breanna Caverhill

1. **Call to Order**

Chair, Richard Kokovai welcomed the delegates present as well as the committee members and municipal staff in attendance and called the meeting to order at 10:32 AM.

2. **Delegation**

2.1. **Deb and Steve Fournier**

2.1.1. Deb Fournier spoke to the number of Harrow businesses that currently have accessible issues such as a step that make it near impossible for her to attend due to her use of a motor scooter and she would like the committee to champion on her behalf for the various Harrow businesses to do the necessary work required to accommodate those with mobility challenges;

2.1.2. Committee discussed the issues brought forward by the delegate and would like to embark on an educational campaign highlighting the use of the Town's CIP Program and their accessibility allowance component, that the CIP Program will lapse at the end of 2021 and educate businesses through the BIA and Chambers encouraging them to enhancing their accessible component to their business through the CIP program before it is gone;

- 2.1.3. The Chair thanked the Fournier's for their appearance and welcomed them to stay for the meeting;
- 2.1.4. Councilor Sherry Bondy indicated that direction to Council with a recommendation that a letter should be delivered to all businesses in the Town advising them of their responsibilities to make their businesses accessible under the AODA and that the Town has a component within the Town's Community Improvement Program (CIP) that expires at the end of 2021 that they can access to off-set costs associated with making their businesses accessible to those with mobility challenges and that she would be happy to assist in hand-delivering the letter to businesses once completed and that further promotion can be circulated on the Town's social media pages including available links to the CIP program, AODA regulations and potential services that could make their business accessible.

EAAC20-11-014

Moved by: Sherry Bondy

Seconded by: Ron McDermott

That Council support a recommendation to have administration draft a letter to all municipal business informing them of the availability of potential accessibility funding through the Town's CIP program and further advising them that the funding will lapse at the end of 2021 and ensure circulation to all businesses within the Town and further to support a promotional social media campaign setting forth the same information and promoted through the Town's various social media platforms.

Carried

2.2. Rita Jabbour, Manager, Planning Services

- 2.2.1. Rita Jabbour explained to the Committee the committee's role in reviewing and providing comments to the Planner on any new developments and more specifically any Site Plan Control (SPC) accessibility and mobility challenges as they may relate to the town's commitment to a barrier free municipality and the Accessibility for Ontarians with Disabilities Act (AODA) and as further set out in the town's zoning bylaw;
- 2.2.2. Rita Jabbour indicated she would forward the Recording Secretary a copy of the town's Zoning By-law for circulation and highlight the specific sections which would directly indicate applicable provisions as they may apply to the committee's accessibility and mobility review;
- 2.2.3. Rita Jabbour spoke to the committee about their review of circulated Site Plan Control and indicated to the committee that instead of the committee individually submitting their comments on SPC, she would prefer if the Committee held a meeting, discussed the SPC and any issues and that the Chair compile one summarized motion and submitted the resolution to her when finalized;
- 2.2.4. Discussion ensued regarding Rita Jabbour's recommendation and she reminded all committee members that it should not be an issue for the Committee to call an emergency meeting outside of the committee's regular meeting as provisions have been made and issued through an amendment made by Council at their March 23, 2020 meeting to the Procedural By-Law 1681 to provide that during an emergencies only, members of committees may have the ability to participate

electronically in meetings subject to the provisions and requirements of the Town of the Town of Essex Procedural By-Law.

3. **Declarations of Conflict of Interest**

3.1.1. There were no declarations of conflicts of Interest.

4. **Adoption of Published Agenda**

4.1. Regular Essex Accessibility Advisory Committee Agenda for November 25, 2020

EAAC20-11-015

Moved by: Ron McDermott

Seconded by: Geraldine Dozois

That the published agenda for the Wednesday, November 25, 2020, regular meeting of the Essex Accessibility Advisory Committee be adopted as circulated with the following additions under new business:

- Potential training opportunity at Athabasca University for town staff;
- Declaration for December 3rd International Day of Disabilities; and
Creation of a Facility Accessibility Design Standard document. **Carried**

5. **Adoption of Minutes**

5.1. Regular Essex Accessibility Advisory Committee Minutes for October 28, 2020

EAAC20-11-016

Moved by: Claudette Gauthier

Seconded by: Geraldine Dozois

That the minutes of the regular Essex Accessibility Advisory Committee meeting held October 28, 2020, be adopted as circulated. **Carried**

6. **Unfinished Business**

6.1. Communities' Multi-Year Plan Working Initiatives

6.1.1. The Committee reviewed and discussed the Schedule B – Planned Initiatives 2019 – 2024 Awareness Project Partnership of the town's multi-year plan and noted all items continue to be on track as the timeline indicated with the exception of item 39 Continue to perform site visits to town owned or leased facilities that are accessed by the public to identify barriers will be put on hold until such time as the current pandemic issues do not pose a health concern to committee members and Item 44 to meet with representatives from the Canadian Institute for the Blind which can be moved to the 2-3 year timeline ;

6.1.2. Under the annual sidewalks and curb-cuts discussion was had regarding the Cranberry Court issue of the sidewalk just ending suddenly;

EAAC20-11-017

Motion by: Sherry Bondy

Seconded by: Ron McDermott

That Council support the Committee's recommendation and instruct administration in the Public Works department to complete the connection on Cranberry Court by providing a curb-cut and sidewalk connections between the two existing roads and to report back to the Committee on a time-line for completion.

Carried

6.2. Enabling Accessibility Fund Youth Innovation Component Grant Application Update

6.2.1. The Recording Secretary advised that the grant application was completed by town administration in conjunction with the Town's Student Council representative Ehva Hoffmann and the application was submitted prior to the deadline of November 30, 2020 and that the project submitted was for a set of accessible doors at one of the entrances of the Essex Centre Sports Complex.

7. Correspondence

7.1. Receipt of Correspondence

EAAC20-11-018

Moved by: Ron McDermott

Seconded by: Geraldine Dozois

That correspondence listed in agenda items 7.1.1, 7.1.2 and 7.1.3 be received for information by the committee.

Carried

8. New Business

8.1. Elimination of Accessible Parking Spot at Harrow Agriculture Building

8.1.1. The Chair brought forward that a member of the Harrow Fair Board asked him to investigate the reason that the accessible parking spots

previously located in front of the Harrow Agriculture building were removed;

8.1.2. The Recording Secretary advised the committee that there were two handicap accessible signs out in front of the building when passing by the building prior to the meeting and that when she returns to the arena location, she will forward the committee pictures of the current signs in place;

8.1.3. The Chair will follow-up with the Fair Board member to seek clarification;

8.1.4. Councilor Bondy indicated that perhaps the issue wasn't in reference to the signs on the posts but the ground markings and asked for a response from Public Works on the issue.

8.2. Election of Chair and Vice-Chair for January meeting

8.2.1. General reminder to the committee of annual election of Chair and Vice-Chair at the first regular meeting of the new year.

8.3. Virtual Training Opportunity for Staff at Athabasca University

8.3.1. Lisa Wallace brought forward a virtual training opportunity at the Athabasca University – Introduction to Accessibility in the Built Environment – Accessible Space 101;

8.3.2. Committee discussion ensued

EAAC20-11-019

Moved by: Lisa Wallace

Seconded by: Ron McDermott

That Council support the Committee's recommendation that the Manager of Planning Services or an alternate from the Development Services Department take the course and that funds for the course come from the Accessibility Committee's budget.

Carried

8.4. International Day of Disabilities

- 8.4.1. Lisa Wallace brought forward that December 3rd is International Day of Disabilities and would like the Town to put forward a proclamation in support of the day;
- 8.4.2. Doug Sweet responded by advising that the Manager of Communications has that date on an annual promotional acknowledgement on that date.

8.5. Establishing an Facility Accessibility Design Standards Document

- 8.5.1. Lisa Wallace brought forward that she was asked about an accessibility installation situation and in doing further research trying to help this person, she discovered that the town does not have a Facility Accessibility Design Standards document but found some on other local municipality's websites.
- 8.5.2. Discussion on a Facility Accessibility Design Standards document ensued by the committee.

EAAC20-11-020

Moved by: Lisa Wallace

Seconded by: Geraldine Dozois

That Council support and direct administration to complete a town Facility Accessibility Design Standards document including all applicable AODA

regulations and Ontario Building Code standards as they relate to Town's policies and make the same available on the Town's website under the Accessibility Committee's page.

Carried

9. **Future Meetings**

9.1.1. The committee discussed that there is nothing pressing at this time to hold a December meeting as it would fall during the holiday season;

9.1.2. The next regular accessibility committee meeting will be scheduled for Wednesday, January 27, 2021 at 10:30 AM in the Shaheen Room at the Essex Centre Sports Complex.

10. **Adjournment**

EAAC20-11-021

Moved by: Lisa Wallace

Seconded by: Geraldine Dozois

That this meeting adjourns at 12: 10 AM

Carried

Richard Kokovai, Chair

Janice Aloisio, Recording Secretary