



## Accessibility Advisory Committee Minutes

Date: Friday, May 26, 2023  
Time: 10:00 am  
Location: Municipal Office Meeting Room

Staff Present     Fiona Hamilton, Director of Legislative and Legal Services (Clerk)  
Dominic Paquette, Building Inspector

Members           Gregory J. McLean, Councillor  
Debbie Braun  
Tim Malo  
Tom Wingfield  
Suzanne Wingfield  
Marion Last  
Joseph Martel  
Maryanne Buehlow

Also Present     Carol Patterson

### 1.     **Call to Order and Acceptance of Agenda**

Fiona Hamilton, Director of Legislative and Legal Services (Clerk) welcomed the Committee members and thanked them for volunteering their time to help improve Brockton. Ms. Hamilton explained that as the Clerk she would act as the Chairperson until such time as the Committee had appointed a Chairperson.

Councillor McLean expressed Council's gratitude and appreciation for the insights and perspectives offered by the members of the committee.

#### **Resolution**

Moved By: Debbie Braun

Seconded By: Tim Malo

That the Accessibility Advisory Committee hereby approve the agenda for the meeting on May 26, 2023 as presented.

**Carried**

### 2.     **Declaration of Pecuniary Interest and General Nature Thereof**

### 3.     **Appointment of Chair and Vice Chair**

The Committee discussed the difficulty associated with nominating and appointing a Chairperson when the Committee had not yet started meeting. Fiona Hamilton, Director of Legislative and Legal Services (Clerk), suggested that it would be appropriate for the Member of Council to act as the Chairperson until the Committee was more established.

#### **Resolution**

Moved By: Joseph Martel

Seconded By: Suzanne Wingfield

That the Accessibility Advisory Committee hereby approve Councillor Greg McLean as the Chairperson for the Committee until such time as the Committee had met and gained momentum.

**Carried**

#### **4. Review of Accessibility Advisory Committee Terms of Reference and Code of Conduct and Accessibility Plan**

Fiona Hamilton, Clerk, reviewed the Terms of Reference and the explained the key provisions in the Council Code of Conduct. Ms. Hamilton noted that the Council Code of Conduct would apply to each member as the Accessibility Advisory Committee was a Committee of Council. Ms. Hamilton emphasized that municipal staff were available as resources to the Committee that were available to provide guidance or answer any questions related to the Code of Conduct.

The Committee reviewed the Multi-Year Accessibility Plan and Ms. Hamilton explained its importance as a central guiding document. It was noted that the Committee may wish to review or revise the Multi-Year Accessibility Plan on a routine basis to ensure appropriate implementation.

The Committee confirmed interest in attending site visits and directed staff to schedule facility visits.

#### **5. Topics of Discussion/Future Projects**

##### **5.1 Downtown Sidewalk Signage**

The Committee discussed the many encroachments and barriers that existed along the Durham Street sidewalks. It was noted that the sidewalks were particularly challenging because they are narrower than sidewalks in many other communities. Ms. Hamilton noted that vendors and businesses were often reminded of the need to keep a clear path. The Committee highlighted the need for additional education and communication with business owners. The Committee decided to set-up a sub-committee that would be dedicated to investigating and advocating for accessibility along Durham street in Walkerton.

The Committee also discussed changing the accessible parking spaces in front of the Canada Post/Municipal Office facility. Dominic Paquette, Building Inspector, described that the Committee would need to provide a site plan showing the number and location of spaces to ensure conformity with applicable by-laws. The Committee authorized establishing a sub-committee to create the site plan.

The Accessibility Advisory Committee meeting approved establishing a sub-committee to investigate and advocate for more accessible sidewalks along Durham Street in Walkerton, with Joseph Martel, Marion Last, and Tim Malo agreed to sit on the Sidewalk Sub-Committee.

##### **Resolution**

Moved By: Tom Wingfield

Seconded By: Tim Malo

The Accessibility Advisory Committee approved creating a sub-committee to submit a site plan to amend the location of the accessible parking space at the Canada Post/Municipal Office location with Debbie Braun, Joseph Martel and Maryanne Buehlow sitting on that sub-committee.

**Carried**

##### **Resolution**

Moved By: Tim Malo

Seconded By: Marion Last

The Accessibility Advisory Committee approved establishing a sub-committee of Debbie Braun, Joseph Martel and Maryanne Buehlow to

prepare a site plan to amend the location of the accessible parking space at the Canada Post/Municipal Office building.

**Carried**

5.2 Traffic Light/Crosswalk Hinderances

The Committee discussed the need to ensure the traffic light and crosswalks areas throughout the community remained barrier free, particularly along Durham Street.

5.3 Review of Residential Development Plans, Site Plans, Soccer Field Parking Lot

Dominic Paquette, Building Inspector for the Municipality of Brockton, provided an overview of key features of the plan and highlighted some of the details that may be of interest to the Committee. The Committee requested that Brockton ensure that there were adequate exterior electrical outlets on the exterior of the building in the viewing areas to allow for charging of assistive devices. It was noted that these outlets would need to be along an accessible pathway as well.

Fiona Hamilton, Clerk, noted the legislative changes that were introduced over the past year regarding the approval timelines for Site Plan Applications. The Committee discussed the types of Site Plans of interest to the Committee and directed staff to bring forward any residential or public facing site plans for consideration at this time.

**Resolution**

Moved By: Joseph Martel

Seconded By: Debbie Braun

The Accessibility Advisory Committee requests that the Soccer Washroom and Concession Building include exterior electrical outlets to ensure for charging of assistive devices, to be located in the public viewing areas along accessible trails and otherwise supports the plan as presented.

**Carried**

5.4 Facility Accessibility Design Standards - City of London Example

Dominic Paquette, Building Inspector, described the goals and purpose of the FADS example provided as a guide for helping the Committee in making recommendations. Mr. Paquette also explained the role of the *Ontario Building Code* in establishing interior accessibility standards.

**6. New Business**

6.1 Committee/Volunteer Recognition Event and Awards

Fiona Hamilton, Clerk encouraged the Committee to consider nominating a person for an award and invited all members of the Committee to consider attending the event.

**7. Method of Delivery for Agendas/Meeting Schedule**

The Committee discussed meeting on the last Friday of the month as a starting point for meetings. Fiona Hamilton, Clerk confirmed the best method for delivering the Agenda to the Committee members. The Committee Members commented on the difficulty in accessing the meeting room at the municipal office and suggested that members enter through the back door as held open by a staff member.

**8. Adjournment**

Resolution

Moved By: Maryanne Buehlow

Seconded By: Tim Malo

The Accessibility Advisory Committee hereby adjourns at 11:00 a.m. to meet again on June 23, 2023 at 10:00 a.m. at the municipal office.

**Carried**

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Chair– Greg McLean

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Director of Legislative and Legal Services (Clerk) – Fiona Hamilton