



Accessibility Advisory Committee Minutes

Friday, July 4, 2025 at 10:00 am
Maple Court Villa, 5 Fourth Street, Walkerton, ON N0G 2V0

Members Present: Kym Hutcheon - Deputy Mayor and Acting Chairperson
Maryanne Buehlow
Holly DeVisser
Marion Last

Guests Present: Carol Patterson

Staff Present: Fiona Hamilton, Director of Legislative and Legal Services (Clerk) and
Recording Secretary
Sarah Johnson, Deputy Clerk

Members Absent: Gregory J. McLean, Councillor and Chairperson
Tim Malo

Vision Statement

Working to build a strong community where every single person, regardless of ability, has an equal opportunity to participate, contribute and experience a sense of belonging.

1. Call to Order and Acceptance of Agenda

The meeting was called to order at 10:04 a.m.

Deputy Mayor Kym Hutcheon acted as Chairperson for the meeting.

Resolution:

Moved By: Maryanne Buehlow

Seconded By Marion Last

That the Accessibility Advisory Committee hereby approve the agenda for the meeting on July 4, 2025 as presented.

Carried

3. Declaration of Pecuniary Interest and General Nature Thereof

4. Adoption of the Minutes

4.1 Accessibility Advisory Committee Minutes - April 11, 2025

4.2 Accessibility Advisory Committee Minutes - May 30, 2025

Resolution:

Moved By: Marion Last

Seconded By: Maryanne Buehlow

That the Accessibility Advisory Committee hereby approve the minutes from April 11, 2025 and May 30, 2025 as presented.

Carried

5. Business Arising from the Minutes

6. Correspondence

6.1 Accessible Bathroom Design Online Training

Julie Sawchuk is hosting a [webinar series](#) focused on accessible bathroom design. The webinar series will happen at 12:00 p.m. for one-hour on September 2, 2025, October 7, 2025, November 4, 2025, December 2, 2025, February 3, 2026 and March 3, 2026. The cost of the webinar series is \$241.00.

The Committee discussed the benefits of the webinar or internal information provided by the Municipality's Chief Building Official.

The Committee decided to register for the webinars, increasing the opportunities for awareness, and altering the meeting dates to meet in conjunction with the webinars at the Municipal Office.

Action: Municipality of Brockton to register for the webinar series for the Accessibility Committee to attend.

7. Old Business/Ongoing Projects

7.1 Accessibility Awareness Day (Map Mission)

The Accessibility Awareness Day will take place on Friday, July 11, 2025 at 10:00 a.m. beginning at the Market Garden park in Walkerton. The Awareness Day has been advertised on Council Agendas, Brockton Buzz Newsletters, and the Business Newsletter.

The Committee discussed their approach to the event, including their accomplishments/goals to showcase businesses positively and advocate to improve accessibility in Brockton. The Committee will split into groups along Durham Street and complete a review of businesses. Brockton staff will add the Committee's reviews to the AccessNow website/app following the event.

The Committee suggested creating a checklist of tasks to complete for the review, and a handout for businesses, providing information on the project, and how to view the reviews and learn more about AccessNow.

Action: Brockton staff to create a checklist and handout for businesses and set up the event at Market Garden. Brockton staff to create reviews on AccessNow following the event.

The Committee discussed the remaining grant funding under the Community Improvement Program Accessibility Improvements Grant and advocated to increase the budget in 2026 to encourage more businesses to make accessibility improvements. Fiona Hamilton, Director of Legislative and Legal Services (Clerk) suggested that the Committee distribute formal correspondence to Mayor Peabody for this budget request, and increased funding under the CIP grant program.

The Committee discussed the use of statistics that could be beneficial in future advertising to increase the awareness in our community of the number of individuals with a disability.

The Committee noted the challenge for some business owners, as several businesses are under lease agreements, and must receive approval from the landlord in order to make physical changes to the business. The Committee noted that businesses could encourage accessibility through online sales, customer service, and installing a doorbell.

The Committee noted that built environments can pose a challenge, but increasing accessibility awareness is influential, and provides the opportunity for individuals to become more aware and considerate.

The Committee discussed what to include in the reviews, and materials required to be set up at the Market Garden as the meeting location.

7.2 Accessibility Awareness Ambassador Program

The Committee discussed the involvement associated with the Ambassador Program.

7.3 Traffic and Parking By-Law Amendment - Jane Street, Walkerton Accessible Parking Addition

The Committee was advised that the Traffic and Parking By-Law Amendment to add another accessible parking space at Jane Street, Walkerton by Sacred Heart Parish was approved by Council, and the space will be painted shortly.

7.4 StopGap Program

It was noted that the StopGap Program was a strategy mentioned in the Multi-Year Accessibility Plan, which will be an ongoing project.

The Committee discussed approaching Walkerton District Community School to obtain interest in a partnership.

The Committee noted a worn StopGap in another community, yet the benefit to business owners to have a ramp available to assist patrons.

8. New Business

8.1 Centennial Park Pavilion

The Committee discussed the Centennial Park pavilion and bathroom, and benefits in having an additional concrete pad. It was noted that construction was starting soon on the pavilion, and the washrooms beside the Splash Pad are functional.

8.2 Grant for Walkerton Community Centre Elevator

Fiona Hamilton, Director of Legislative and Legal Services (Clerk) informed the Committee that unfortunately they were unsuccessful in obtaining a grant to upgrade the elevator at the Walkerton Community Centre.

8.3 Coronation Medal

The Committee noted that Julie Sawchuk received a King Charles III Coronation Medal.

9. Next Meeting

The Committee decided to reschedule their Committee Meetings to align with the Accessible Bathroom Design webinars and meet at 11:00 a.m. followed by the 12:00 p.m. webinars on September 2nd, October 7th, November 4th, and December 2nd, at the Municipal Office meeting room.

10. Adjournment

Resolution:

Moved By: Maryanne Buehlow

Seconded By: Marion Last

That the Accessibility Advisory Committee hereby adjourn at 10:38 a.m. to meet again on September 2, 2025.

Carried