

The Corporation of the Town of Huntsville

Accessibility Advisory Committee Meeting

Meeting held on **Tuesday, January 15, 2008 @ 2:00 p.m.**

In the Huntsville Civic Centre, Partners Hall

Chair: Debbie Kirwin

Members: Donna Glashan
John Kenny
John Krochak – via telephone
Bruce Liddle
Doug Millman
Rod Mundy
Laurel Shaw
Grant Wager
Agatha West
Deb Willows

Staff: Denise Corry, Coordinator of Council Services/Interim CAO
Team Member
Mike Gooch, Chief Building Official
Tanya Calleja, Administrative Assistant-Clerks/LLO

Regrets: Mayor Claude Doughty

1. ADOPTION OF AGENDA

Moved by Rod Mundy and seconded by Deb Willows

AAC1-08

IT IS RECOMMENDED THAT: the Accessibility Advisory Committee Agenda dated January 15, 2008 be adopted as printed and circulated.

Carried.

2. DISCLOSURE OF PECUNIARY INTEREST

- Nil -

3. DELEGATION

(a) Visitability – Mike Gooch

Doug Millman outlined the Visitability Criteria – Schedule “A” attached.

Mike Gooch, Chief Building Official informed the Committee Members of the Affordable Housing Development Fee Initiative and the opportunity to expand it by including a visitability component.

Mr. Gooch noted three possible elements that may be considered as visitability being the entrance, hall size and a washroom on the main floor.

A discussion took place regarding how the criteria of visitability is set. Could the Town set the criteria and if so, would it become mandatory for all dwellings?

It was noted that the Town would set the criteria to ensure it does not override the Building Code and that it would only fall under those seeking the Affordable Housing Development Fee Rebate.

Further discussion took place whether the visitability component was asking too much of builders to try to accomplish as well as affordability. It was noted that the Affordable Housing Development Fees could be possibly split into two with the affordability component equaling a percentage of the rebate and the remaining percentage added with the addition of the visitability component.

It was noted that Mr. Gooch will be including the visitability requirements in his report on Affordable Housing Development Fee Rebates to Council for approval.

4. MINUTES

Moved by Deb Willows and seconded by Rod Mundy

AAC2-08

IT IS RECOMMENDED THAT: the Accessibility Advisory Committee Meeting Minutes dated November 20, 2007 be adopted as printed and circulated.

Carried.

5. BUSINESS ARISING FROM MINUTES

(a) Curb Cuts

Debbie Kirwin noted that curb cuts need to be addressed at the Post Office and The Finds.

Ms. Kirwin requested that Denise Corry follow up with these two areas.

(b) Shoppers Drug Mart

A discussion took place regarding the Shoppers Drug Mart mailbox, receiving door, signage and corral.

Doug Millman noted that he had spoken with Dana Murdy, Owner, and that they were unable to distribute parcels out of the receiving door because it was too far and post office employees are not able to leave their work area. It was further

noted that if patrons needed assistance in receiving parcels, they are required to sign a document that grants Shoppers Drug Mart employees authority to bring parcels out to their car.

Debbie Kirwin will follow up with Dana Murdy at Shoppers Drug Mart regarding signage, the mailbox and corral.

(c) Joint AAC Meetings

Debbie Kirwin will contact Bracebridge and Gravenhurst in regards to possibly holding annual joint Accessibility Advisory Committee meetings.

(d) Chamber of Commerce Brochure

Discussion took place regarding the Accessibility Criteria Draft Questionnaire (attached as Schedule "B").

It was noted that the Chamber of Commerce Brochure would be a guide that shows accessible features in general and that travelers with special needs should still call in advance.

Due to the time commitment required, a small working group comprised of Debbie Kirwin, Laurel Shaw, Donna Glashan, Agatha West and Bruce Liddle was established to create an Accessibility Criteria Questionnaire.

(e) Handrails – Club 55

Debbie Kirwin provided handrail guidelines for Karen Terziano, Civic Centre Facilities Manager.

(f) Education Huntsville

Due to weather, Deb Willows was unable to attend the last Education Huntsville Meeting. Ms. Willows will attend the next meeting and report back to the Committee.

(g) Private Parking Lot By-law

Debbie Kirwin provided an update on the public education that has taken place in regards to the new Private Parking Lot By-law. Public education included new Private Parking Signs (noting a \$300.00 fine), flyers placed on vehicles, an article in the local newspaper and By-law Officers visiting the parking lots twice a day issuing tickets and giving warnings.

(h) Muskoka Heritage Place

Teri Souter, General Manager, Muskoka Heritage Place will be attending the March or April Accessibility Advisory Committee Meeting. It was noted that the

Committee Members will be conducting an audit of Muskoka Heritage Place in the spring for wheelchair accessibility.

6. ITEMS FOR DISCUSSION

(a) Community Plan

Debbie Kirwin outlined the concept of the Community Plan and recommended that the Accessibility Advisory Committee should wait until designs and plans have been established before getting involved but encouraged all Members to attend the meetings and provide the Community Plan Committee with individual input.

(b) Town's Website

A discussion took place regarding whether the Town's Website was fully accessible and whether the Committee should recommend that the Town hire a consultant to do an audit of the Town's website.

Debbie Kirwin made reference to Schedule "C" attachment (10 Common Errors When Implementing Accessibility and Overdoing Accessibility).

It was noted that Ed Ross, IT Assistant would be asked to attend the next Accessibility Advisory Committee Meeting to provide the Committee with an update on the accessibility of the website.

7. REPORTS

(a) Site Plans – Debbie Kirwin

Debbie Kirwin noted that the Committee provided comment on the Auto Repair Shop – 90 South Mary Lake Road, Fourplex – 599 Muskoka Road 3 North, Four Unit Townhouse – Shay Road/Sabrina Drive and an 80 Unit Affordable Townhouse Complex – Sabrina Park Drive with respect to all accessibility items.

(b) Senior's Report – Bruce Liddle

Bruce Liddle spoke with Karin Terziano, Civic Centre Facility Manager regarding the missing handrails in the washroom located outside Club 55. Ms. Terziano will address the issue.

A discussion took place regarding the sidewalk trip hazards at the Huntsville Place Mall. It was noted that the Committee would do a site visit in the spring and provide a list of possible suggestions to Dennis Shipman.

(c) Bus Report – John Krochak

Debbie Kirwin provided an outline of the Accessible Bus Report (Schedule "D" attached).

A discussion took place regarding the bus to Hidden Valley being for wheelchair accessible patrons only. It was noted that disabilities go beyond wheelchairs.

Further discussion took place regarding a request from the Committee that had been forwarded to John Finley, Economic Development/Grants Officer and Peter Brown, Director of Public Works recommending the Accessible Bus operating hours from 9:00 a.m. until 3:00 p.m. be extended to 9:00 a.m. until 5:00 p.m.

It was noted that Debbie Kirwin would follow up with Mr. Brown on the status of the proposed change.

(d) AODA (AMCTO Training) – Debbie Kirwin

This item was deferred until the next meeting.

Debbie Kirwin noted that the next AMCTO Training session would be held in February 2008 and that Debbie Kirwin, Donna Glashan, Lisa Smith, Human Resources Manager and Denise Corry, Coordinator of Council Services/Interim CAO Team Member would be attending.

8. UPDATES

- Nil -

9. NEW BUSINESS

- Nil -

10. ADJOURNMENT

Moved by Grant Wager and seconded by Rod Mundy

AAC3-08

IT IS RECOMMENDED THAT: the Accessibility Advisory Committee adjourn to meet again on Tuesday, February 19, 2008 at 2:00 p.m. in Partners Hall, Huntsville Civic Centre.

Carried.

Chair

The Corporation of the Town of Huntsville

**Accessibility Advisory Committee
Recommendations**

Meeting held on **Tuesday, January 15, 2008 @ 2:00 p.m.**
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No Recommendations.