



**PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE  
MINUTES**

**March 5, 2013, 1:30 PM  
Perth East Council Chambers, 25 Mill Street East, Milverton**

**Members Present:** Chairperson, Dennis Manarey, Janice Klages, Judy Nafziger, Ethel Sage, Marion Sage, Mary McLagan, Perth County Councillor Rhonda Ehgoetz

**Members Absent:** Judy Givens

**Staff Present:** Julia Opie, Accessibility Coordinator (Recording Secretary)

**1. CALL TO ORDER**

Chairperson Manarey called the meeting to order and verified quorum was present.

**2. CONFIRMATION OF THE AGENDA**

**Resolution Number AAC-03-13-01**

Moved By Judy Nafziger

Seconded By Marion Sage

THAT the agenda for November 6, 2012 be approved, with the following additions,

Addition:

7.2 Proposed 2013 AAC Budget to reference material.

Carried.

**3. DISCLOSURE OF PECUNIARY INTEREST and general nature thereof**

No disclosures made.

**4. ADOPTION OF PREVIOUS MINUTES**

**4.1 Perth County Accessibility Advisory Committee – January 30/13  
Regular Minutes**

**Resolution Number AAC-03-13-02**

Moved By Rhonda Ehgoetz

Seconded By Mary McLagan

THAT the minutes of the January 30, 2013 meeting of the Perth County Accessibility Advisory Committee be approved.

Carried.

**5. PRESENTATIONS – None.**

**6. DELEGATIONS – no delegations**

**7. REPORTS**

**7.1 Perth County Joint Multi-Year Accessibility Plan**



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Julia Opie indicated that the Plan has been accepted and adopted by the County Council, as well as North Perth and South Perth Councils, and listed the upcoming dates for Perth East and West Perth Presentations to their Councils. This report was for information purposes only. Members were encouraged to attend the presentations.

### **7.2 Member Resignation**

Julia Opie explained that because the Terms of reference stated that the AAC is to be comprised of a minimum of seven volunteer citizens/layperson members, and because even with a member resignation the committee stands at 8 members, this requirement is met. As well, there are still 2 members from West Perth on the committee, that municipality is still represented. In the interests of saving a minimum of \$1274.00 in remuneration and mileage costs, based on 10 meetings per annum, it was suggested to not replace the member who resigned.

### **Resolution Number AAC-03-13-03**

Moved By Judy Nafziger

Seconded By Rhonda Ehgoetz

THAT Perth County Accessibility Advisory Committee recommends to Perth County Council that the West Perth Member not be replaced in the interests of reducing the 2013 AAC Budget.

Carried.

### **7.3.1 Terms of Reference – Number of Meetings per annum**

In discussing the number of meetings that the AAC would require per annum, Julia Opie brought to the Members attention that according to the AODA and the Perth County AAC terms of Reference, that the AAC is required to, "Review in a timely manner and advise Councils on the accessibility of site plans and drawings described in Section 41 of the Planning Act." Although there is a "County of Perth Site Plan Control Guidelines" document that was completed in 2008, the planning department at the county is not sure whether the lower tiers are referring to this document. Since this is not a current practice of the Perth County AAC, this would significantly affect the duties and in turn the number of meetings per annum required.

It was decided that the AAC defer any action on updating the "County of Perth Site Plan Control Guidelines" until after a report is received from the County planner regarding the use of the checklist within this document by the lower tiers. Target date for discussion is the next AAC Meeting.

Furthermore, because the duties of the AAC are not being currently met, it was suggested that we maintain the request for 10 meetings per annum in the AAC budget in order to allow enough time to fulfill the duties outlined in the legislation.

### **Resolution Number AAC-03-13-04**



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Moved By Ethel Sage

Seconded By Marion Sage

THAT Perth County Accessibility Coordinator submit a report to council regarding the Accessibility Requirements for 2013, outlining the required number of meetings at TEN (10) per annum in order to meet the legislated requirements.

Carried.

### **7.3.2 Terms of Reference – Term of Appointments**

Clarification was needed on several items within the Term of Appointments, including “initial term”, appointment by Lower Tiers and County Council, and the possibility of a maximum number of years that a member may service on the AAC. It was also suggested that the existing Members stay on until November 30, 2014, which is in line with the Council Term of Appointments.

#### **Resolution Number AAC-03-13-05**

Moved By Mary McLagan

Seconded By Judy Nafziger

THAT the Perth County Accessibility Advisory Committee clarifies in the Term of Appointments within the Terms of Reference, that Members will be appointed for the same Length of term of Appointments as the County and Lower Tier Councils, which is four years, expiring on November 30<sup>th</sup> of that year. Members may reapply at the end of each term in order to be considered for membership for another term.

Carried.

#### **Resolution Number AAC-03-13-06**

Moved by Mary McLagan

Seconded by Judy Nafziger

THAT the existing Perth County Accessibility Advisory Committee Membership be appointed to the Joint Perth County AAC for a term expiring November 30, 2014.

Carried



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### **7.3.3 Terms of Reference - Membership**

Discussion revolved around the need for clarification on Membership, including appointment by Councils, minimum numbers from each of the Lower Tiers and recruitment.

#### **Resolution Number AAC-03-13-07**

Moved By Mary McLagan

Seconded By Judy Nafziger

THAT Perth County Accessibility Advisory Committee modifies the Membership section within the Terms of Reference to include the following:

“The AAC will be comprised of a minimum of seven volunteer citizen/layperson members, with a minimum of one member from each of the Lower Tiers. It is the responsibility of the Lower Tiers to recruit and recommend members to Perth County Council for appointment (by resolution of Lower Tier Councils). Appointment to the AAC will then be made by County Council in the form of a By-law. Recruitment of members will be consistent with the Lower Tier Procedure By-laws. The County of Perth Accessibility Coordinator may assist the Lower Tiers with the recruitment process.”

Carried.

### **7.4 Community in Motion Accessibility Fair**

Julia Opie presented the final Community in Motion Exhibitor Package. There is a meeting on March 7, 2013 at which time there will be a better indication of the status of this event with regards to vendors. A poster is being developed by the Town of St. Marys at their cost.

The committee accepted this as information.

#### **7.5.1 International Plowing Match – verbal report from Rhonda Ehgoetz**

Councillor Rhonda Ehgoetz explained that the possibility of having a floor in the County of Perth tent at the Plowing match would be too expensive to install. Furthermore, because the location is flat and covered in hay, it should be good for accessibility.

Regarding Rest areas, the Plowing match committee is still working on this. Councillor Ehgoetz did state that they are continuing to develop the idea that people would sponsor benches for the rest areas, and then get the bench at the end of the event. They are estimating the cost to be about \$40, and this would include a nameplate on the bench.

The AAC accepted this report as information and will await responses from the items listed above.

#### **7.5.2 International Plowing Match – report by Julia Opie**



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Julia Opie informed the ACC that the registration form for the Perth County ACC booth in the County of Perth tent has been completed and submitted.

A 15 minute presentation on accessibility is to be conducted by the Accessibility Coordinator on March 25<sup>th</sup> at the monthly all Chairs and Committees meeting for the 2013 International Plowing Match.

Some costs have been identified for participating in this event, including: tickets for the volunteers (\$15 advance tickets/\$17 regular tickets), Electrical \$150, Table, Skirting, Chair rental. Awaiting more fees for aforementioned items.

There was some discussion about the Huron County ACC sharing the Perth County ACC booth at the IPM. Julia to look into this.

There was discussion about members of the Perth County ACC helping at the booth. It was agreed that members would not be compensated for their time or travel, but was suggested that the County of Perth pay for their entrance to the Plowing Match. Julia Opie to look into this.

Regarding sponsoring a rest area through the IPM committee, apparently they are still working out how many rest areas there will be and where they will be located. Once that is established, and an idea of size of a rest area is available, then it was suggested that CR Plastics in Stratford be contacted about donating a bench or chairs/table.

The AAC accepted this report as information and will await responses from the items listed above.

### **7.6 City of Stratford – Letter of Understanding**

A Letter of Understanding between the City of Stratford and the County of Perth with regards to “provision of services through Accessibility Co-ordinator” on February 15, 2012. The agreement end date is December 2013.

Discussions have occurred since the beginning of 2013, between the CAO of the City of Stratford and the CAO of the County of Perth with regards to further provision of services through the County Accessibility Co-ordinator.

The Accessibility Coordinator (AC) met with Joan Thomson, City Clerk and David Carroll, Chief Building Official on February 26 to discuss the City requirements and needs for meeting the Ministry requirements in 2013 and 2014.

This preliminary discussion revealed that the City of Stratford may be looking for help with Policy Development and Training of all employees (300 full-time/part-time; 100 seasonal) on the Integrated Accessibility Standards Regulation (IASR). This training must occur in 2013 in order to comply with the IASR.



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More research must be done on the part of the City in order to establish exactly where they stand with Policy development and whether Police/Fire employees would require the training.

There has been agreement that this is a huge amount of work and that a decision cannot be made with regards to time commitment on behalf of the AC until more information is provided.

The AAC accepts this report as information.

### **7.7 International Day for Persons with Disabilities**

A decision needs to be made regarding a similar event (Amputee Hockey) for 2013 or a different event.

Julia Opie has contacted UN Enable to find out what the theme will be for the 2013 International Day for Persons with Disabilities. No decision has been made at this time.

Julia Opie will forward a listing of events from 2012 from the UN Enable website to the AAC Members for consideration.

It was decided to defer a decision regarding this event until more research has been conducted into other possible types of events.

### **7.8 Coordinator's Report**

1. Donations to the Monkton Lady Wildcats (\$150) and the Canadian Amputee Sports Association (\$183) were sent from the remaining funds raised at the December 1, 2012 Amputee Hockey Challenge.
2. County of Perth Corporate Accessibility Policy – Julia Opie presented this Policy to County Council on February 7, 2013. Council Approved the Policy. Since this new Policy superseded the Accessible Customer Service Policy, time will be spent replacing all references to the old policy with the new one. Julia is also working with various departments to incorporate accessibility requirements which are outlined in the Corporate Accessibility Policy into existing policies (i.e. Procurement Policy, Return to Work Policy etc.)
3. 5<sup>th</sup> Annual Accessibility Conference – May 28-29 Guelph, ON – Julia Opie will be attending this conference. If there is to be a May meeting, this may conflict with the regular scheduled date.
4. The Courthouse Lift

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- a. Working on an Illustrated Procedural Manual
- b. Getting Quotations on a Nortel Door Phone – one for each floor and one inside
- c. Getting quotation on a Stair Lift
- d. Lift Usage Project – to determine frequency of use and the purpose of the visit to the County Courthouse.

The Perth County Accessibility Advisory Committee accepted the Coordinator's Report as information.

**7. CORRESPONDENCE** – None.

**8. OTHER BUSINESS**

**9. CLOSED MEETING** – no closed session

**10. REPORTING OUT FROM CLOSED MEETING** - none

**11. NEXT MEETINGS**

The following meeting dates have been established, to be held at the Perth East Council Chambers, 25 Mill Street East, Milverton, ON at 1:30 p.m.:

April 23<sup>rd</sup>

May 21<sup>st</sup>

June 25<sup>th</sup>

**12. ADJOURNMENT**

**Resolution Number AAC-03-13-08**

Moved By Judy Nafziger

Seconded By Mary McLagan

THAT the meeting adjourn at 4:05 PM;

Carried.

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Dennis Manarey, Chairperson

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Julia Opie, Accessibility Coordinator