



**PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE  
MINUTES**

**April 23, 2013, 1:30 PM  
Perth East Council Chambers, 25 Mill Street East, Milverton**

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

**Members Absent:** Marion Sage

**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-04-13-01**

Moved By Rhonda Ehgoetz

Seconded By Mary McLagan

THAT the agenda for April 23, 2012 be approved.

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 – March 5, 2013  
Regular Minutes**

**Resolution Number AAC-04-13-02**

Moved By Rhonda Ehgoetz

Seconded By Mary McLagan

THAT the minutes of the March 5, 2013 meeting of the Perth County Accessibility Advisory Committee be approved.

Carried.

**5. PRESENTATIONS – None.**

**6. DELEGATIONS – no delegations**

**PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE  
MINUTES**

**7. REPORTS**

**7.1 AAC Forums**

Julia Opie indicated that there would be enough funds in the AAC account to send some representatives to the AAC Forum in London on May 29, 2013, and encouraged those who wanted to go to carpool to save mileage costs.

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

Moved By Judy Nafziger

Seconded By Mary McLagan

THAT Perth County Accessibility Advisory Committee selects Janice Klages & Dennis Manarey to attend the AAC Forum in London, May 29, 2013. The representatives will be paid their regular remuneration for attending AAC meetings (County ½ day rate), and mileage will be paid at .48/km. The representatives are encouraged to carpool.

Carried.

**7.2.1 Terms of Reference – Length of Term of Appointments**

Julia Opie explained that By-law Number 3355-2013 was created by County Council agreeing to the AAC recommendation to amends the existing Terms of Reference, Length of Term of Appointments to match the length of term of appointments for County Council and the Lower Tiers.

**Resolution Number AAC-04-13-04**

Moved By Janice Klages

Seconded By Ethel Sage

THAT Perth County Accessibility Advisory Committee amends the existing Terms of Reference, Length of Term of Appointments to read as follows:

“The length of term of appointments for voting members of the AAC shall be four (4) years, matching the length of term of appointments of the County and Lower Tier Councils, expiring on November 30<sup>th</sup> of the fourth year. Members may reapply at the end of each term in order to be considered for another term.”

Carried.

**7.2.2 Terms of Reference – Number of Meetings**

Since the budget request for 10 meetings per annum for 2013 was approved by County Council, Julia Opie explained that this needs to be clarified in the existing Terms of Reference. Furthermore, since there have been several changes made to the Terms of Reference, the new version should be submitted to County Council for approval.

**Resolution Number AAC-04-13-05**

Moved By Mary McLagan



## PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE MINUTES

Seconded By Ethel Sage

THAT Perth County Accessibility Advisory Committee modifies the first paragraph of the Meetings section of the AAC Terms of Reference to read as follows:

“The AAC has a minimum of six (6) regular scheduled meeting times a year, and no more than ten (10) meetings per year, including attending special activities. The meetings will be held on the fourth Tuesday of the month for which they are scheduled. The meetings will be scheduled in advance from January to June, and September to December. Meeting frequency will be dependent upon budget each year.”

Carried.

### **Resolution Number AAC-04-13-06**

Moved By Mary McLagan

Seconded By Janice Klages

THAT the Perth County Accessibility Advisory Committee recommends to Perth County Council that they approve the revised AAC Terms of Reference.

Carried.

### **7.3 Site Plan Control Guidelines**

Discussion revolved around the Site Plan Control Guidelines that were created in 2008, approved by County Council, but not adopted by all of the Lower Tiers, and not used by anyone today.

Section 29 (4) of the AODA, under Accessibility Advisory Committee Duties, states that the committee shall:

“4(b) review in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the committee selects;”

Furthermore, Section 29 (6) states that, “When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review, 2005, c. 11, s. 29 (6).”

Since this has not been happening on a regular basis, a new approach will have to be developed, so that the AAC is involved in the Site Plan Review process. Julia Opie has gathered information on how other communities approach the Site Plan Review Process, and is working with the County Planning Department to come up with a new approach, so that the AAC can meet the requirements as stated in the AODA.



## **PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE MINUTES**

### **Resolution Number AAC-04-13-07**

Moved By Janice Klages

Seconded By Judy Nafziger

THAT Perth County Accessibility Advisory Committee accepts this report as information.

Carried.

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

Julia Opie updated the AAC on the progress for this event. Exhibitor packages were emailed/mailed February through April, and a Press Release stating a call for Exhibitors was sent to CJCS and a number of newspapers throughout the County. The deadline for securing space is April 19, 2013. A poster has been designed by the Town of St. Marys at their cost.

There are approximately 20 tables booked and paid for at this point, and approximately 11-15 who have confirmed that they will exhibit, but have yet to send in their registration forms. The Press Release has prompted some new potential vendors to contact the committee. As it stands, we are looking at using ½ hall at the Rotary Complex, however if the registrations increase beyond about 32 tables, then we will increase the hall to full size.

### **Resolution Number AAC-04-13-08**

Moved By Ethel Sage

Seconded By Rhonda Ehgoetz

THAT Perth County Accessibility Advisory Committee accepts this report as information.

Carried.

### **7.5 International Plowing Match**

Councillor Rhonda Ehgoetz updated the AAC on the IPM, including a new physical address in Mitchell for contacting IPM personnel. Clarification was given on the sponsoring of benches with a nameplate, which will cost \$125, tax included.

### **Resolution Number AAC-04-13-09**

Moved By Janice Klages

Seconded By Judy Nafziger

THAT Perth County Accessibility Advisory Committee purchases a bench at \$125 for use at the International Plowing Match in Perth County in September 2013.

Carried.

### **7.6 International Day for Persons with Disabilities – 3 December 2013**



## PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE MINUTES

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.

Members discussed various ideas, and decided to look further into a calendar project involving students in the Avon-Maitland District School Board (AMDSB) and the Huron-Perth Catholic District School Board. Reports will be due by the May 2013 AAC meeting, and a decision will be made at that time whether this project will be pursued.

### **Resolution Number AAC-04-13-10**

Moved By Judy Nafziger

Seconded By Janice Klages

THAT Perth County Accessibility Advisory Committee follows up on a 2014 Calendar Project with the Avon-Maitland District School Board and the Huron-Perth Catholic District School Board, and decide direction by the May 2013 meeting.

Carried.

### **7.7 Coordinator's Report**

1. The County of Perth Joint Multi-Year Accessibility Plan has now been approved by all Councils. The last presentation was on Monday, April 8th to West Perth Council.
2. County of Perth Corporate Accessibility Policy – Julia Opie is continuing to work 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. AODA Training Requirement for 2013: Julia is working with Steve Drake in the County IT Department to create online training for the Accessibility Standards, including:
  - a) Customer Service (basic overview)
  - b) IASR general Requirements
  - c) Information & Communications
  - d) Employment
  - e) Transportation
  - f) Ontario Human Rights Code

We are able to download free Modules for Learning Management Systems (LMS) from [www.AccessForward.ca](http://www.AccessForward.ca) The County uses a system called Moodle.



**PERTH COUNTY ACCESSIBILITY ADVISORY COMMITTEE  
MINUTES**

4. The Courthouse Lift
  - a. Working on an Illustrated Procedural Manual - ongoing
  - b. Getting Quotations on a Nortel Door Phone – one for each floor and one inside
  - c. Quotation on a Stair Lift - \$18,945
  - d. Lift Usage Project – to determine frequency of use and the purpose of the visit to the County Courthouse – ongoing.

5. City of Stratford – Letter of Understanding – Nothing to report.

**Resolution Number AAC-04-13-11**

Moved By Rhonda Ehgoetz

Seconded By Mary McLagan

THAT Perth County Accessibility Advisory Committee accepts this report as information.

Carried.

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.:

May 21<sup>st</sup>

June 25<sup>th</sup>

12. **ADJOURNMENT**

**Resolution Number AAC-04-13-12**

Moved By Rhonda Ehgoetz

Seconded By Judy Nafziger

THAT the meeting adjourn at 3:15 PM;

Carried.