



**Perth County Accessibility Advisory Committee
Minutes**

**January 28, 2014, 1:30 PM
Perth East Council Chambers, 25 Mill Street East, Milverton**

Members Present: Acting Chair, Dennis Manarey, Janice Klages (left early), Mary McLagan, Ethel Sage, Judy Givens, Shannon Palmer, Perth County Councillor Rhonda Ehgoetz

Members Absent: Judy Nafziger

Staff Present: Julia Opie, Accessibility Coordinator (Recording Secretary), Stephen Cornwell, County Planner.

**1. CALL TO ORDER
Resolution Number AAC-01-14-01**

Julia Opie, Accessibility Coordinator called the meeting to order and performed the duties of the Interim Chair.

Members of the AAC Committee were asked to state their intention to seek the position of Chairperson.

The Accessibility Coordinator declared Janice Klages as the 2014 Chairperson for the Accessibility Advisory Committee.

Carried.

**2. CONFIRMATION OF THE AGENDA
Resolution Number AAC-01-14-02**

Moved By Rhonda Ehgoetz

Seconded By Judy Givens

THAT the agenda for January 28, 2014 be approved, with the following additions:

7.01 Site Plan Control review – Perth County Archives

7.4 Executive Duties

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST and general nature thereof

No disclosures made.



**Perth County Accessibility Advisory Committee
Minutes**

4. ADOPTION OF PREVIOUS MINUTES

**Perth County Accessibility Advisory Committee – November 26, 2013
Regular Minutes**

Resolution Number AAC-01-14-03

Moved By Dennis Manarey

Seconded By Shannon Palmer

THAT the minutes of the November 26, 2013 meeting of the Perth County Accessibility Advisory Committee be approved.

Carried.

**Perth County Accessibility Advisory Committee – December 18, 2013
Special Meeting Minutes**

Resolution Number AAC-01-14-04

Moved By Rhonda Ehgoetz

Seconded By Mary McLagan

THAT the minutes of the December 18, 2013 meeting of the Perth County Accessibility Advisory Committee be approved.

5. PRESENTATIONS – None.

6. DELEGATIONS – no delegations

7. REPORTS

7.0 Site Plan Reviews Update

Julia met with the Chief Building Officials (CBOs) of the Lower Tiers, Stratford and St. Marys, along with two planners from Perth County on January 13, 2014 in Listowel. It was decided that using the Huron County Accessibility Guidelines Manual as a reference, the County of Perth will work on developing a Perth County Accessibility Guidelines Manual which will be referenced by site plan applicants and municipal staff during the Site Plan Review Process. This manual will focus on Site Plan Control aspects of development only. The draft deadline is mid-February.

Resolution Number AAC-01-14-05

Moved By Shannon Palmer



**Perth County Accessibility Advisory Committee
Minutes**

Seconded By Dennis Manarey

THAT the Perth County Accessibility Advisory Committee reviews the Perth County Accessibility Guidelines Manual Draft and provides feedback regarding the specific aspects of development.

Carried.

Resolution Number AAC-01-14-06

Moved By Mary McLagan

Seconded By Shannon Palmer

THAT the Perth County Accessibility Advisory Committee recommends to the Chief Building Officials as they work on developing a consistent procedure for involving the AAC in the site plan approval process, that the procedure will include the sharing of site plans electronically, and that there will be an established timeline for responses by the AAC members to the Accessibility Coordinator. Only those responses sent within the timeline will be included in the summary of responses from the Accessibility Coordinator to the appropriate party.

Carried.

Resolution Number AAC-01-14-07

Moved By Dennis Manarey

Seconded By Rhonda Ehgoetz

THAT the Accessibility Coordinator notify the Clerks at the Lower Tier and County levels that all information regarding municipal projects requiring site plan approval are to be sent to the Accessibility Coordinator, who will then forward to the AAC members. It will be recommended to the Clerks that electronic versions of site plans are preferred, where possible.

Carried.

7.01 Site Plan Control Review – Perth County Archives

Based on the Site Plan Control Document, Planner Stephen Cornwell made a number of recommendations with regards to accessibility considerations for the proposed Perth County Archives building.



**Perth County Accessibility Advisory Committee
Minutes**

Resolution Number AAC-01-14-08

Moved By Judy Givens

Seconded By Shannon Palmer

THAT the Perth County Accessibility Advisory Committee supports the recommendations as outlined by Perth County planner Stephen Cornwell regarding the proposed Perth County Archives Building.

Carried.

7.1 Perth County Public Washrooms Map Project

The Perth County Public/Accessible Washrooms Committee is continuing to work on creating a database of Public/Accessible Washrooms throughout the county in order to create a Perth County Public Washrooms Map.

An email was sent to the municipalities and townships, including the City of Stratford and the Town of St. Marys with a data collection sheet, asking for data to be sent to Julia Opie by Friday, January 17th.

The data is to be collected and available by January 2014, so that the information can then be mapped and sent to the various municipalities and tourism agencies within the County for distribution, whether through websites or hard copy.

Resolution Number AAC-01-14-09

Moved By Judy Givens

Seconded By Shannon Palmer

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

Carried.



**Perth County Accessibility Advisory Committee
Minutes**

7.2 Community in Motion Accessibility Fair

A second annual Community in Motion Accessibility Fair is being planned for Saturday, May 24, 2014 at the Stratford Rotary Complex, involving the County of Perth, the City of Stratford and the Town of St. Marys, as well as Community Living in each of the Municipalities. Consistent with last year, the plan is for an Accessibility Fair featuring vendors whose focus is on providing goods and/or services for persons with disabilities, seniors or any other person who faces barriers in their community. Admission is free.

Dennis Manarey and Shannon Palmer have volunteered to be on the organizing committee for the fair.

Resolution Number AAC-01-14-10

Moved By Shannon Palmer

Seconded By Mary McLagan

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

7.3 Coordinator's Report

Julia updated the AAC on the budget and a status update on AODA requirements for 2013.

Resolution Number AAC-01-14-11

Moved By Rhonda Ehgoetz

Seconded By Shannon Palmer

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

Carried.

8. TRAINING

Integrated Accessibility Standards Regulation (IASR) – Design of Public Spaces Standard. (Absent: Judy Nafziger and Janice Klages)

9. MEMBER CONCERNS - None

10. CORRESPONDENCE - None



**Perth County Accessibility Advisory Committee
Minutes**

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

12. **REPORTING OUT FROM CLOSED MEETING** – none

13. **NEXT MEETINGS**

The next meeting is to be held on February 25, 2014 at the Perth East Council Chambers, 25 Mill Street East, Milverton, ON at 1:30 p.m.

14. **ADJOURNMENT**

Resolution Number AAC-01-14-12

Moved By Shannon Palmer

Seconded By Mary McLagan

THAT the meeting adjourn at 3:30 PM;

Carried.

Janice Klages, Chairperson

Julia Opie, Accessibility Coordinator