



Fort Erie Accessibility Advisory Committee Meeting Minutes

Meeting Date, Time and Location

Tuesday, May 30, 2023 at 4:00 p.m. at the Town Hall – Conference Room #1

Members

Dennis Hernandez-Galeano, Chair*
Bev Ferris, Vice-Chair
Ashley Greaves
Adam McLeod (at 4:33 p.m.)
Gary Kooistra
Lori Brant*
Joe Kissman
Marilyn Abbs
Jennica Giesbrecht
Councillor Ann-Marie Noyes

* After nominations, Lori Brant chaired remainder of the meeting

Staff Resources

Keegan Gennings, Chief Building Official
Sean Hutton, Facilities Supervisor
Bev Bradnam, Manager, Strategic Initiatives (regrets)
PSW Justin

1) Call to Order

The May 30, 2023 AAC Meeting was called to order at 4:15 p.m.

2) Approval of Minutes

Recommendation No. 1:

Moved by: Joe Kissman
Seconded by: Lori Brant

THAT: The March 28, 2023 Minutes of the Fort Erie Accessibility Advisory Committee meeting be approved as printed.

(CARRIED)

3) Committee Meeting Ground Rules and the Nomination of Chair and Vice Chair

The following ground rules for effective AAC Meetings were confirmed:

Length of Meetings: Two hours with a grace period of 45 minutes.

Night/Day to Meet: In order to provide a consistent meeting time so that Committee members can schedule their time appropriately, meetings will be held on the last Tuesday of each month and begin at 4:00 p.m. unless otherwise agreed to.

Location: Town Hall – Conference Room #1 unless otherwise advised.

Frequency: Meetings are scheduled each month, with the exception of July, August and December.

Decision Making: Build consensus first – if not achieved, then decision is determined by vote. Note: The Chair will have to make sure everyone's opinion is solicited. For many, this may be the only accessibility forum they belong to and as they are volunteering their time, they should be encouraged to participate freely.

Conflict: Defer to the Chair

Confidentiality: Minutes will be circulated with the Council agenda and are therefore available to the public. This will ensure a fair, open and transparent process as well as ensuring that the remaining members of Council are kept informed. The notes will be more focused on the course of action and will capture the essence of conversations. Items of a sensitive nature, according to the *Freedom of Information and Protection of Privacy Act*, will be kept confidential. If there is a requirement to record confidential information, the Committee will move into "Closed Session" and then rise with/or without a recommendation.

Conflict of Interest: As a volunteer on a Committee of Council, guidelines apply regarding pecuniary interests. A Committee member with a conflict of interest must make a declaration and not vote to attempt to influence any other member.

Spokesperson: Chair.

Media/PR: Make a determination who will handle any media questions based on the subject matter (i.e. Chair, Council Representative, Staff Resource, etc.)

Recapping Decisions made: At the end of each meeting, decisions made during the meeting should be recapped.

3) Committee Meeting Ground Rules and the Nomination of Chair and Vice Chair, continued

Planning Ahead: At the end of each meeting, items will be selected to be discussed at the next meeting. AAC Members at any time can also contact the Staff Resource in order to add items to the agenda. The Chair approves the agenda before it is finalized.

The meeting was opened for nomination for Chair for the two year term ending January 31, 2024 (first half of the four year term of Council).

Dennis Hernandez-Galeano and Lori Brant both put their names forward as Chair. Ballots were taken and Lori Brant was chosen as Chair.

Adam arrived for the meeting at 4:33 p.m.

Bev Ferris, Joe Kissman and Dennis Hernandez-Galeano put their names forward as Vice-Chair. Ballots were taken and Dennis Hernandez-Galeano was chosen as Vice-Chair.

Recommendation No. 2:

THAT: The Committee close nominations for Chair and Vice-Chair and accept Lori Brant as Chair and Dennis Hernandez-Galeano as Vice-Chair of the Accessibility Advisory Committee for the two year term ending January 31, 2024.

(CARRIED)

At this point, Lori assumed the duties of Chair and the meeting continued.

4) Outstanding Matters

1) Regional Accessibility Advisory Committee

No report at this time.

2) Parking Concerns

Attached as Appendix “4.2” to the Minutes is an email message passed on from the Mayor, Bev B.’s response and Infrastructure Services response related to a lack of accessible parking in Crystal Beach.

Committee members discussed the lack of accessible parking space at Arby’s and no power door operators. Keegan advised that he would check with Planning regarding the accessible parking space requirements and explained that it is an existing restaurant and no upgrades were required.

4) Outstanding Matters, continued

3) Stevensville Garden Gallery

A reminder letter was sent, but response not yet received. They were waiting for a response for a grant. Remain on outstanding.

4) Adult size Change Table at Bay Beach

Signe Hansen, Manager, Community Planning, was in charge of this project and has left her position. The history of this issue was reviewed for the new Committee members. Keegan will follow-up with the Landscape Architect. Remain on outstanding.

5) Stop Gap Ramp Project

The BIA presentation was reviewed and slight modifications were made. The Committee discussed the progress. The agreement review remains an issue for moving forward. Lori reviewed the possibilities of BIA presentations. At this point, we are stalled somewhat by the need for review of the agreements by a lawyer in hopes to simplify and be able to answer questions. The Committee discussed the possibility of facilitating individual businesses purchasing the equipment, with reimbursement and shipping. Hopefully, we will have more on document review for the June meeting.

Lori discussed the future road/restoration projects and questioned if the Town should look at adjusting grades to remove steps into buildings. Keegan explained that Provincial standards for sidewalk cross-slopes if concrete raised adjacent to foundation may cause issues with the Ontario Building Code for minimum projection of foundations above grade. Remain on outstanding.

6) Barrel Restaurant Access

A reminder letter was sent. No additional information. Remain on outstanding.

7) Additional Accessible Parking Spaces at the Leisureplex

Sean and Keegan reviewed the possibilities for adding additional spaces as was discussed at the previous meeting. A recommendation for 4 spots with possible reconfiguration of the spots was suggested. Sean felt that this could be accomplished by adding 4 Type A & B spaces on the north side of the lot with the sidewalk being extended in the future. It was noted that the sidewalk work will not be done when the spaces are being created. Sean will provide an update at the next meeting. Remain on outstanding.

5) Site Plans

1) 255 High Street

The Site Plan was reviewed. Parking was discussed. The Committee suggested that additional parking be added. Keegan will check with the developer regarding the possibilities of adding additional parking. The Committee suggested 8 accessible parking spaces as a minimum or possibly wider spaces with no signs required for caregivers, residents, visitors and accessible drivers.

2) 0-10972 Seymour

The Site Plan was reviewed and no comments were received.

3) 430 Ridge Road

The Site Plan was reviewed and no comments were received.

6) Multi-Year Accessibility Plan 2019-2023

- 1) AODA Non-Compliance with Website – extension granted until June 1, 2023. Digital Services staff advised that the new website will not be ready until mid-late June so another extension was requested and the Province extended the deadline to December 31, 2023.

7) Other Matters

- 1) National AccessAbility Week 2023 – proclaimed by Council for May 28, 2023 to June 3, 2023.
- 2) Parasport Niagara 2023 – Community Event June 1, 2023. The pamphlet was attached to the agenda. It is hoped that AAC members will be able to attend some of the community event. The Town is sponsoring the event, along with other Niagara municipalities, and \$500.00 of the AAC budget for contracted services (used for things such as interpreters) will help supplement the sponsorship.

8) Date for Next Meeting

The next AAC meeting has been scheduled for Tuesday, June 27, 2023 at 4:00 p.m. in Conference #1.

9) Adjournment

Recommendation No. 3:

Moved by: Dennis Hernandez-Galeano
Seconded by: Gary Kooistra

THAT: The May 30, 2023 meeting of the Fort Erie Accessibility Advisory Committee does now hereby adjourn at 5:55 p.m.

(CARRIED)

Minutes recorded and prepared by:

Minutes approved by:

Bev Ferris

Lori Brant, Chair