



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, November 4, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Jen Weber, Andy Mark, Joan Jones, Kathleen Barry, Jamie Pritchard

Staff Present: Nathan Bottema – Project Engineer, Nolan Campbell - Engineering Design Technician, Vicky Trotter – Council Committee Coordinator, Johnny Bowes – Manager of Asset Management, Casey Riehl – Recording Secretary

Regrets: Diane Sims, Councillor Bonnie Henderson

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:00 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Andy Mark

Seconded by Jamie Pritchard

THAT the minutes from the Accessibility Advisory Committee meeting dated October 7, 2025 be adopted as printed. Carried

4. Building Condition Assessments and Accessibility Audits for City Owned and Perth Stratford Housing Corporation Facilities

Johnny Bowes, Manager of Asset Management, introduced himself and outlined the process of the recent RFP for the building assessments and accessibility audits.

- The request for proposal went out on July 28, 2025, closed September 4, 2025 with (16) submissions and was awarded on October 27, 2025;
- The selection committee uses a matrix with two types of scoring – technical and financial. BLDG Sci. Advisory Inc. (Burlington) had the highest overall score of all applicants. The consultant working on the Stratford assessment has previous training and experience doing accessibility audits;
- There were two components to this RFP – building condition assessments for (171) City-owned and shared facilities and accessibility audits for all public City facilities and all multi-unit social housing buildings;
- The project requires that the audits are completed based on the following legislation:
 - AODA Act
 - Stratford Facility and Design Standards
 - Ontario Building Code;
- The main goal of this project is to flag early accessibility enhancements, without having to wait for facility upgrades. This will help prioritize and identify what can be done;
- The consultant is required to provide a remedial work plan for up to a 20-year period and identify any accessibility modifications made to date and determine if they are still meeting the current standards. They will prepare cost estimates for the scope of the work for each category and refer to floor plans and photographs;
- The kickoff meeting with the consultants is being held on November 19, 2025;
- Facility visits will take place in November/December 2025, with final reports submitted and a presentation to City Council in February or March 2026;
- The AAC can send Mr. Bowes any feedback or information to share with the consultants prior to and during the assessment process;
- Mr. Bowes will return to a future AAC meeting once the reports are finalized and do another presentation with the overall findings specific to the accessibility assessments.

Jamie Pritchard inquired if items such as the Tom Pattersen Bridge will be inspected as part of this assessment. Mr. Bowes stated that even though the Bridge is a City asset, it is not part of this scope. This assessment is limited to facilities. Nathan Bottema noted that perhaps this could be an element that could be added to the annual inspection that the City does. He will look into the legislation on bridge inspections.

Roger Koert inquired if the outdoor areas around facilities are included in the assessment. Mr. Bowes will confirm but stated it does include the outdoor accessibility leading up to the facility.

Vicky Trotter stated that if the consultants at any time had any questions or needed clarification, they could reach out to the AAC for feedback. Mr. Bowes will let them know that at the kickoff meeting.

Johnny Bowes is no longer present at the meeting at 12:33 p.m.

5. Infrastructure Services Update

Nathan Bottema, Project Engineer, provided the following updates:

- The concrete contractor has completed seven (7) of the nine (9) locations that the AAC requested the intersection upgrades that were padded with asphalt get replaced with concrete. They have also installed tactile plates. There are two (2) locations left to complete, as well as the parking spot on Oakdale Avenue near the ballpark;
- Mr. Bottema reported that the requested sidewalk on Gordon Street has been approved and will be completed in the spring.

Roger Koert stated he visited the Packham Road sports field to see the section of the multi-use trail that the City has redone. He reported that it is a good solid surface, quite a significant improvement over the crushed asphalt that was initially used for the trail. Once the spring is here and staff can see how the new section weathered the winter, a decision will be made on how to complete the entire trail.

6. Update from the Site Plan Review Sub-Committee

Nolan Campbell, Engineering Design Technician, reported that the sub-committee completed reviews for the following (8) locations:

- 225 Oak Street;
- 600 Orr Street;
- 107 Monteith Avenue;
- 980/990 O'Loane Avenue;

- 1199 O’Loane Avenue;
- 860 Orr Street;
- 175 Waterloo Street;
- 500 Wright Blvd.

Roger Koert inquired if the Perth County Jail falls under the City of Stratford for accessibility standards. Vicky Trotter reported that because the jail is in Stratford’s Heritage Conservation District, the Heritage Stratford Advisory Committee was recently asked to review a permit request for a ramp installation on the east side of the building.

Jamie Pritchard inquired if it would be possible for Mr. Campbell to send the architects a list ahead of time outlining the basics of what is required for accessibility. Nathan Bottema stated that they do not necessarily know what firms will be submitting designs to send them guidelines. Mr. Campbell stated that most architects/engineers unfortunately submit the minimum requirements initially. Mr. Campbell will discuss with Planning staff and inquire if there is anything that can be done.

7. Update from Council - Deferred to next meeting.

8. Business Arising from Previous Minutes

8.1 Annual Accessibility Award

Andy Mark reported that the AAC received three nominations for this year’s award and members of the AAC participated in a tour.

The Stratford Intermediate School has been chosen as this year’s recipient and members were very impressed with all the accessibility improvements that have been made at the school. The school is now almost entirely accessible and they plan to continue with any improvements that arise in the future.

Motion by Kathleen Barry

Seconded by Andy Mark

THAT the Accessibility Advisory Committee awards the 2025 Accessibility Award to the Stratford Intermediate School (AMDSB) for their efforts in creating an inclusive environment for people of all abilities. Carried

Roger Koert will present the award at the November 24, 2025 Council meeting.

Vicky Trotter will discuss with the Corporate Communications Specialist a date and time for an onsite photo after the presentation.

8.2 Playground Maintenance Checklist

Vicky Trotter reported that she sent the motion to the Parks and Forestry Manager requesting that accessibility be added to the maintenance checklist that staff completes. The Parks and Forestry Manager confirmed that they will add accessibility to the checklist moving forward.

Vicky Trotter also noted that the new playground equipment has now been installed at Inverness Park.

8.3 Update on Tom Patterson Island Bridge - Deferred to next meeting.

8.4 City of Stratford Washroom List

Vicky Trotter reported that the list of washrooms, accessible washrooms and hours have all been confirmed with the departments and the information posted on the website is up to date. The committee had previously discussed printing the information in post card form to hand out. Ms. Trotter noted that the information changes frequently, especially seasonal hours. Roger Koert suggested requesting the Corporate Communications Lead post the list on social media during National AccessAbility Week and the upcoming International Day of Persons with Disabilities (Dec. 3). Vicky Trotter will discuss this with Mike Beitz.

Members suggested that the City should looking into extending the hours for seasonal washrooms and have them open earlier in the spring and later in the fall. Specifically, the parks are very busy well into the fall and should be open until at least the end of October or early November.

8.5 AAC Promotional Items

Jamie Pritchard prepared a presentation showing the current inventory of the AAC promotional items and suggestions for new items to purchase. The pricing of the individual items was also included. Some of the possible new items were pens, back scratchers/pen combo, hot/cold packs, umbrellas, travel blanket, stadium cushion, triple-header highlighter, back packs and cooler bags.

Kathleen Barry suggested choosing items that are useful and cost-effective, especially if they are being handed out to high school students at events. Ms. Barry suggested stickers and folding grabbers could be an option. Jamie

Pritchard stated that they can choose what items to take to what events based on how many attendees might be there.

Joan Jones noted that the mugs were not a big hit, however the pens and back scratchers were very popular when they visited the retirement homes this summer.

Staff will send out the list of items for members to choose their top three.

Jamie Pritchard stated that they still have approximately 3-4 doorbells available for any businesses who request them.

Motion by Andy Mark

Seconded by Jen Weber

THAT the Accessibility Advisory Committee spends up to a maximum of \$2,000.00 to purchase AAC promotional items. Carried

9. New Business

9.1 Crosswalk in Upper Queen's Park

Andy Mark inquired if it would be possible to install a crosswalk on Richard Monette Way from the sidewalk from the Festival to the park area. It is very difficult with parking spots on the east side of the road to navigate the busy traffic when you are crossing there. Additional signage about pedestrians crossing in the area would make it safer. Nathan Bottema stated that it is a challenging spot in the park with the road curving and bus pick up and drop off.

Jamie Pritchard also noted that there is a sidewalk at the Art Gallery leading up to the waterfall that has a tactile plate but still has a 3-4" lip at the curb cut making it not accessible.

10. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, December 2, 2025, at 12:00 p.m. at the Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

11. Adjournment

Motion by Jen Weber

Seconded by Joan Jones

Accessibility Advisory Committee Meeting
November 4, 2025

**THAT the November 4, 2025, Accessibility Advisory Committee meeting
adjourn. Carried**

Start Time: 12:00 P.M.

End Time: 1:18 P.M.