



A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, March 2, 2021 at 11:30 a.m., electronically.

**Committee Present:** Peter Zein – Chair Presiding, Councillor Bonnie Henderson, Diane Sims, Susan Lavender, Judy Hopf, Geoff Krauter

**Staff Present:** Tatiana Dafoe – Clerk (City of Stratford), Ed Dujlovic – Director of Infrastructure and Development Services (City of Stratford), Jonathan DeWeerd – Chief Building Official (City of Stratford), Alyssa Bridge – Manager of Planning (City of Stratford), Tyler Sager – Manager of Legislative Services/Clerk (County of Perth), Sean McCoy – Legislative Coordinator (County of Perth), Casey Riehl – Recording Secretary (City of Stratford)

**Absent:** Peg Huettlin, Laurie Maloney-Devlin

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## Minutes

### 1.0 Call to Order

The Chair called the AAC meeting to order at 11:31 a.m.

### 2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

### 3.0 Adoption of the Previous Minutes

Motion by Judy Hopf, seconded by Diane Sims

**THAT the minutes from the Accessibility Advisory Committee meeting dated February 2, 2021 be adopted as printed.**

**Carried**

### 4.0 Overview of the AAC Terms of Reference, Roles and Responsibilities

Tyler Sager introduced Sean McCoy, Legislative Coordinator for the County of Perth. Mr. McCoy will be taking on some of the responsibilities associated with the AAC. Tyler Sager reviewed the accessibility laws and regulations that relate to the committee.

Mr. Sager explained the role of the AAC is to provide advice to the municipal government on a wide range of municipal processes to help make public services and facilities accessible to everyone. The AAC has three main responsibilities:

1. to advise municipal council,
2. to review site plans and drawings described in Section 41 of the Planning Act, and
3. to perform all other functions that are specified in the regulations.

Tatiana Dafoe reviewed the Committee's Terms of Reference, specifically their purpose and the roles of members. The Committee's role in action was outlined, along with ways their goals and initiatives can be achieved.

## **5.0 Facility Accessibility Design Manual and the Building Code Act**

Jonathan DeWeerd reviewed what the Facility Accessibility Design Manual is. The FADS Design Manual addresses accessibility requirements for the design and construction of new facilities, as well as the retrofit, alteration, or additions to existing facilities, owned, leased or operated by the City of Stratford. The City of Stratford's Facility Accessibility Design Manual will replace the City of Stratford Guidelines that were adopted by City Council in August, 2004. He reviewed the barrier free policy and five main goals, how the Ontario Building Code fits in and when barrier free design is not a requirement. Mr. DeWeerd highlighted some of the Appendices in the Manual, including the FADM checklist, design requirements, design review process, who reviews and signs off on the checklists and FADM compliance.

Tatiana Dafoe suggested once the FADS Design Manual is passed by Council, the AAC could champion the document. The AAC could provide a presentation to the Stratford & Area Builders Association (SABA) on what the manual is, why the AAC believes there is a benefit in developers implementing the standards and guidelines contained within. If SABA can champion the document to their members and developers, there may be greater success in the guidelines being utilized.

Peter Zein stated that education will be key to informing builders and developers on a process to use the FADM guidelines and the Ontario Building Code standards to make the best possible accessibility design decisions. Jonathan DeWeerd stated that it will be the role of the Accessibility Coordinator to be the liaison communicating with the developers/builders, staff and the AAC.

Diane Sims inquired what the process is for the checklists to reach AAC members for review and feedback. Jonathan DeWeerd and Tyler Sager explained that all site plan checklists are given to the AAC for feedback, however only the building review checklists are sent if there are any notable issues or items not in compliance. The concern is time sensitive items and creating delays with the review process. Tatiana Dafoe advised staff would report back on a detailed process for the Committee to review applications not in compliance with the manual.

Peter Zein inquired if staff could provide an overview of the changes made to the FADM. Jonathan DeWeerd stated that staff could put together a breakdown of the recent changes and updates.

Geoff Krauter inquired if the FADM guidelines would apply to land that is zoned for a development, however it is still held by the City. For example, would the guidelines apply to current city-owned land that has not yet been sold for development. Jonathan DeWeerd stated that in that case, the site plan portion would be looked at by the AAC, however the building is not required to comply.

The Committee discussed holding a future forum, in partnership with SABA, to provide accessibility information to contractors who are building developments and private homes in Stratford. Mr. Zein stated the FADM is a valuable educational tool that should be provided to as many developers of public and private buildings as possible.

Councillor Henderson inquired if there was any follow up on a by-law requiring contractors to build a certain percentage of accessible homes when completing developments. Ed Dujlovic stated that there are legalities associated with what municipalities can and cannot do with regards to the Ontario Building Code.

Peter Zein requested that staff invite representatives from the Social Services Department to the next AAC meeting to discuss accessible housing, including affordable housing in Stratford.

Motion by Diane Sims, seconded by Geoff Krauter

**THAT the Stratford Accessibility Advisory Committee requests Social Services staff attend the April AAC meeting to discuss their mandate on accessible housing and how the AAC can work with them to fulfill that mandate.**  
**Carried**

Tatiana Dafoe will arrange with staff at Social Services to attend the April meeting to present housing information and have a discussion with the AAC on how they can assist Social Services.

## **6.0 Site Plans and Site Plan Review Sub-Committee Roles and Responsibilities**

Alyssa Bridge reviewed what is shown on a site plan, what is not subject to site plan approval, what types of development require site plan approval and who reviews the site plans.

Ms. Bridge stated she supports the educational component that the AAC has with the feedback reports they provide on the site plan process. Whether a developer chooses to implement the feedback on a particular project or not, the City does not have the authority to require them to do so. It does plant a seed and provide the opportunity to get them thinking about what they can possibly integrate into future projects.

Diane Sims inquired how the AAC can provide input to developers on the inside of their buildings. Alyssa Bridge explained that the site plan reviews are limited to the development of the exterior of the building and the exterior function of the site.

Jonathan DeWeerd stated that the Ontario Building Code regulates the interior of buildings, providing minimum barrier-free standards for builders to follow.

Peter Zein inquired if there is a separate barrier-free design section or is it within the document. Jonathan DeWeerd stated that it is integrated within Section 3.8 in the Ontario Building Code.

Tatiana Dafoe stated that if the AAC would like to see specific changes with respect to the interior design of buildings, there would have to be an amendment to the Ontario Building Code Act. The AAC could make a motion to lobby for this change, should they choose to do so.

Peter Zein inquired why some site plans are reviewed by the AAC and other plans are not sent to them for review and feedback. Alyssa Bridge will investigate the internal review process regarding private developments.

Tyler Sager reviewed the process for the AAC to review site plans. He discussed that the role of the AAC is to provide advice to municipalities, however the advice they provide may not always be endorsed. Mr. Sager will work on creating a checklist to standardize feedback from both the County of Perth and the City of Stratford. This way, developers will receive the same feedback form no matter where they are building.

Tatiana Dafoe reviewed the next steps and requested members e-mail their feedback on what they would like to achieve while serving as a member on the AAC. Specific information was requested on:

- goals for individual members,
- how they think they can achieve them,
- if there are any specific projects they would like to work on, and
- if there are any amendments they would like to make to the terms of reference.

Ms. Dafoe will compile a report with feedback received for discussion at the next meeting.

**7.0 Next Meeting** – Tuesday, April 6, 2021 at 11:30 a.m., electronically

**8.0 Adjournment**

Motion by Judy Hopf, seconded by Judy Geoff Krauter

**THAT the March 2, 2021 Accessibility Advisory Committee meeting adjourn.  
Carried**

Start Time: 11:31 A.M.

End Time: 1:07 P.M.