



## Accessibility Advisory Committee (AAC)

### MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, September 5, 2023, at 11:30 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Roger Koert – Chair Presiding, Peter Zein, Jamie Pritchard, Geoff Krauter, Councillor Bonnie Henderson, Diane Sims

**Staff Present:** Tatiana Dafoe – Clerk, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

**Regrets:** Andy Mark, Heather Contois

#### 1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 11:32 a.m.

Land Acknowledgment

Moment of Silent Reflection

#### 2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

#### 3. Adoption of the Previous Minutes – June 6, 2023

**Motion by** Councillor Henderson

**Seconded by** Jamie Pritchard

**THAT the minutes from the Accessibility Advisory Committee meeting dated June 6, 2023, be adopted as printed. Carried**

#### **4. Discussion on ATAC's Recommendation to the AAC Regarding Missing Sidewalk Links**

The Active Transportation Advisory Committee has provided the following list to the AAC as recommendations for missing sidewalk links to be completed:

- Willow Street from Burritt Street to Gordon Street;
- Burritt Street from Willow Street to Ontario Street;
- Oak Street from Wingfield Avenue to Lorne Avenue;
- Forman Avenue, east side, from Huron Street to Hibernia Avenue;
- Forman Avenue, east side, from Huron Street to Norman Street;
- Worsley Avenue, north side, from Birmingham Street to the existing sidewalk.

The AAC Committee discussed the list from ATAC and agree that these are important areas that require attention. Nathan Bottema, Project Engineer, noted that all of the links on the list are currently included on their missing link map. He added the following links will be completed in 2023:

- McCarthy Road West, from Deacon Street towards the west to approximately Greenwood Drive. A pedestrian crossover may also be investigated for this area.
- McCarthy Road East, from Mornington Street to new condominium development on north side
- O'Loane Avenue, from Brown Street to Thomas Street

Nathan Bottema will evaluate ATAC's list of recommended sidewalk links when reviewing the 2024 sidewalk budget.

**Motion by** Diane Sims

**Seconded by** Geoff Krauter

**THAT the Accessibility Advisory Committee supports the following recommended missing sidewalk links provided by the Active Transportation Advisory Committee to be considered for the 2024 budget:**

- **Willow Street from Burritt Street to Gordon Street;**
- **Burritt Street from Willow Street to Ontario Street;**
- **Oak Street from Wingfield Avenue to Lorne Avenue;**
- **Forman Avenue, east side, from Huron Street to Hibernia Avenue;**
- **Forman Avenue, east side, from Huron Street to Norman Street;**
- **Worsley Avenue, north side, from Birmingham Street to the existing sidewalk.**

**Carried**

**5. Infrastructure & Development Services Update – Nathan Bottema, Project Engineer**

Nathan Bottema, Project Engineer, provided the following update to IDS capital projects:

- Continuing with the 2022 project on Huron Street reconstruction and top surfacing at the same time as the top surfacing of John Street.
- Albert Street – Phase I – Excavation company is working through the reconstruction and project is on schedule.
- 2023 asphalt resurfacing project on Ontario Street, from Queen Street to Waterloo Street is now complete and crews have started phase I of ripping out the base asphalt and paving the base on John Street, from West Gore Street to Queensland Road. This phase is estimated to be completed by mid-October.
- Ontario Street watermain replacements is now complete and resurfacing is also completed.
- Dunn's Bridge rehabilitation project is approximately half completed. Lorne Avenue will be closed until the end of October or early November to complete the project.
- Erie Street watermain lining construction has started with lane diversions currently in place.
- Investigating sidewalk link on McCarthy Road West, from Deacon Street towards the west to approximately Greenwood Drive.
- Investigating sidewalk link on McCarthy Road East, from Mornington Street to new condominium development on north side
- Investigating sidewalk link on O'Loane Avenue, from Brown Street to Thomas Street.
- Pedestrian crossing improvements have been identified at (3) locations and tenders have closed. The areas identified are Downie Street at Bruce Street, Romeo Street at McCarthy Road East and Lorne Avenue at St. Vincent Street South. A pedestrian crossing on McCarthy Road near McCarthy Place Residence is not being considered this year. Staff is looking at sidewalk design in this area. Roger Koert raised the issue previously discussed regarding curb cuts at McCarthy Place adjacent to the bus stop and shelter. The Project Engineer stated that the City does not make it a

practice to install mid-block crossings without lights. This particular area is especially difficult, as McCarthy Road curves in that section.

Peter Zein discussed the existing sidewalks on McCarthy Road requiring improvements, as they are very rough.

**Motion by** Peter Zein

**Seconded by** Geoff Krauter

**THAT the Accessibility Advisory Committee requests the improvement of the sidewalks or the installation of a multi-use path along the south side of McCarthy Road from Romeo Street to the Rotary Complex. Carried**

Roger Koert discussed the park area across from the Bandshell on Veteran's Drive. There is a curb cut and a tactile plate to access the grass, however the grass area around the curb cut is steep leading onto the hill. He inquired if it would be possible to design a landing area off of the curb cut, to allow for people to safely access the park area. He suggested a sidewalk-type platform view area, approximately 6 ft. wide and extending 12-15 ft. out either side of the curb cut.

The Project Engineer noted that in the Transportation Master Plan, it has been recommended that Veteran's Drive be closed to vehicular traffic from Cobourg Street to Waterloo Street. This would open up access to the park and improve recreational and active transportation opportunities. Significant changes may be coming and there may be opportunities to better suit accessibility needs. Roger Koert asked that staff consider improving access now, as the planned closing of the road is a longer-term plan that may take longer to complete. The Project Engineer advised he would create a design and obtain a quote for the landing platform for the Committee's review at an upcoming AAC meeting.

**Motion by** Diane Sims

**Seconded by** Jamie Pritchard

**THAT the Accessibility Advisory Committee requests the design of a new accessible access and viewing area at the parkland adjacent to the Bandshell on Veteran's Drive be reviewed and a drawing and quote be provided for AAC members to review. Carried**

If there are funds available in the AAC budget, members can consider the purchase of a Mobi-mat for future events.

**6. Site Plan Review Sub-Committee Feedback Reports – Nathan Bottema, Project Engineer**

Tatiana Dafoe, Clerk, reported that the AAC Site Plan Review Sub-committee reviewed a site plan for an administrative-use building. Comments were provided by the AAC and the Chief Building Official and lead developer are currently reviewing them. The Clerk will provide AAC members with an update once she has received the feedback.

The Clerk reported that staff has been working with the Building and Planning Department to determine the process going forward to coordinate site plan review meetings and what assistance from staff will be provided. They will also be developing the use of a site plan review check list that the County is currently using to provide feedback in a consistent manner. The Clerk will contact the AAC Chair and then the Site Plan Review Sub-committee to discuss the process to make sure it is working for members moving forward. Roger Koert inquired if playground review checklists are still active and will be included in the process. Staff will review the checklist and include it in the discussion to inquire if the checklist is still working and see if there are any additional updates required.

Roger Koert explained that as a result of the StopGap program re-launching, it has been noted that some downtown businesses are not eligible for ramps due to the grade or height of their front entrances. He suggested a possible collaboration between landlords, business owners and the City, if the sidewalk were wide enough, installing permanent landings and a ramp with railings could possibly be installed. The Project Engineer advised staff would investigate encroachment policies that apply and report back to the AAC.

**7. Report from Accessibility, Diversity & Inclusion Coordinator – Gabby Rodriguez**

Gabby Rodriguez, Accessibility, Diversity, and Inclusion Coordinator reported that she has completed the work on the Facilities Accessibility Design Manual (FADM) to make it accessible to be posted on the City of Stratford website. She will continue to work on the power point presentation that can be shared with the local Stratford & Area Builder's Association. The presentation can also be posted through the City's social media to bring awareness to the manual.

The multi-year accessibility plan public engagement is now closed online. The Accessibility, Diversity, and Inclusion Coordinator will share the feedback with AAC members for their information and comments.

Geoff Krauter inquired if the working group that was assisting with the FADM review would still be involved. The Accessibility, Diversity, and Inclusion Coordinator advised she will circulate the information to the group for review as they work through the process.

## **8. Report from Council on Accessibility Issues – Councillor Henderson**

Councillor Henderson reported that she continues to bring the importance of accessibility to the attention of developers as they bring proposals to Council.

Diane Sims inquired about the status of the tax deferral program for housing. Tatiana Dafoe, Clerk, reported that the tax deferral program has been referred to the 2024 budget for discussion. She will provide a status update to the AAC as she receives information.

## **9. Business Arising from Previous Minutes**

### **9.1 Next Steps on Launch of FADM – Geoff Krauter, Peter Zein, Gabby Rodriguez**

As discussed above in item 7.

### **9.2 Update on the Stratford Police Station – Diane Sims**

Diane Sims reported that she recently met with Mayor Ritsma and Stratford Police Services Chief Greg Skinner to discuss upcoming plans for the police station to be made accessible by 2024. Funds have been earmarked for the renovations and will be discussed during the 2024 budget deliberations.

### **9.3 Update on National AccessAbility Week (May 28 – June 3, 2023) – Roger Koert**

Roger Koert shared the media release from last year, as well as other information from previous years with Heather Contois. She will be leading this project this year, along with Andy Mark and Gabby Rodriguez.

## **10. New Business**

### **10.1 Stratford Community Grant Program – Accessibility Improvements – Roger Koert**

Roger Koert discussed the community grant program and the possibility of earmarking those funds for accessibility improvements to businesses in Stratford. The Clerk requested Mr. Koert provide a proposal that can be shared with the Director of Corporate Services. The community grants program is mandated in a policy and any changes will need to be discussed with the Director first and

whether changes need to be made to the policy or if it fits within the community grants program or a different program. The Clerk will provide Mr. Koert with a copy of the current policy.

10.2 2024 AAC Annual Budget Request & Committee Report – Roger Koert

Roger Koert reviewed the current budget expenditures with committee members and discussed funds for projects and events that they would like to include in the 2024 budget request for the AAC.

**Motion by** Diane Sims

**Seconded by** Geoff Krauter

**THAT the Accessibility Advisory Committee requests a 2024 budgetary figure of \$3,320.00 from the City of Stratford as follows:**

- **Materials (miscellaneous costs for supplies for tradeshow, events, advertising, multi-media expenses, etc.): \$920.00**
- **Meeting Costs – Transportation: \$400.00**
- **AAC Projects - Community improvements (benches or seating areas in identified locations), educational campaigns, National Accessibility Week event: \$2,000.00.**

**Carried**

10.3 Reminder of Members Terms Ending (November 30, 2023)

Staff reminded members whose terms will be ending on November 30, 2023. Applications are available on the City of Stratford website. Staff will inform members who are required to re-apply what the deadline is once available.

**11. Date of Next Meeting:**

The next meeting of the AAC will be held on Tuesday, October 3, 2023, at 11:30 a.m. in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road, Stratford.

**12. Adjournment**

**Motion by** Bonnie Henderson

**Seconded by** Diane Sims

**THAT the September 5, 2023, Accessibility Advisory Committee meeting adjourn. Carried**

Start Time: 11:32 A.M.

End Time: 1:08 P.M.