

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Accessibility Advisory Committee Minutes

Thursday, April 20, 2023

Members Present      Scott McPherson, Vice Chair  
Deputy Mayor Andrea Clarke  
Josh Easton  
Bruce Edwards  
Miranda Graham  
Craig Roumey

Members Absent      Sharon Woods

Staff Present      Jennifer Lawrie, Manager of Legislative Services/Clerk  
Tracey Guy, Staff Resource

### 1. **Call to Order**

The Accessibility Advisory Committee meeting of The Corporation of the Municipality of Kincardine was called to Order at 4:02 p.m. on April 12, 2023.

#### 1.1 **Land Acknowledgment Statement**

The Staff Resource opened the meeting with the Land Acknowledgment Statement.

### 2. **Additions/Deletions/Amendments to the Agenda**

None.

### 3. **Disclosure of Pecuniary Interest**

None declared.

### 4. **Delegations**

#### 4.1 **SMART**

Stephen Labelle and Ed McGugan provided an update on the current SMART services. They noted that SMART has experienced a tough few years financially, and the previous Board worked diligently to get SMART back on track. Changes are needed to make the company viable, and they are developing a new Strategic Plan to accomplish this. Part of this process, they are doing an analysis of the data, which will assist with compiling a new tiered level of financial services, which will be offered to

the participating Municipalities. Different levels of services will be offered at different prices, which will reflect the Municipality's individual needs. They were fortunate to receive funding, which enabled them to purchase new vehicles, to replace some of their aging ones. SMART covers half the Municipalities in Grey and Bruce, and adding additional Municipalities would assist. They wanted to stress, that their new Board comes with a wealth of knowledge and their Staff are excellent. If the Committee has any recommendations on naming the new financial tiered system, or would like to see specific requests incorporated in the system, to let them know.

Andrea Clarke noted that there has been an outcry for additional services in the Municipality, and looks forward to see the Strategic Plan when complete, and the new tiered costing system. She received confirmation that the data should be received by the end of May, and the new tiered system should be available for the 2024 budgets.

Scott McPherson concurred that the SMART Staff are excellent. He would like to see the SMART services return to pre-COVID hours, and would like to investigate an on-demand call system (vs. booking ahead of time), to better meet the needs of the users.

The Committee thanked Stephen and Ed for their presentation and look forward to hearing more of their future plans.

#### **4.2 910 Queen Street**

Carla McLean, owner of 910 Queen Street, and Erin Nichol, tenant, request the Committee's support in installing a new accessible parking space in front of their building. They noted that there is only one other accessible parking space in this block of Queen Street, and it is across the road and down from their building. Clients that visit the building often require an accessible parking space.

The Committee reviewed the request and were in full support of the additional parking space. If one cannot be accommodated directly in front of 910 Queens Street, recommend one in the vicinity.

#### **Resolution # 04/20/23 AAC - 01**

**Moved by:** Craig Roumey

**Seconded by:** Miranda Graham

That the Accessibility Advisory Committee recommend to Council of the Municipal of Kincardine, that an additional accessible space be added in front or in the vicinity of 910 Queen Street.

And further, that the block of Queen Street between Durham Street and Broadway Street, be evaluated to ensure compliance with the Facility Accessibility Design Standards.

Carried.

**5. Adoption of Minutes**

**Resolution # 04/20/23 AAC - 02**

**Moved by:** Andrea Clarke

**Seconded by:** Miranda Graham

THAT the Accessibility Advisory Committee adopt the minutes of the meeting held March 23, 2023 as presented.

Carried.

**6. Outstanding Business**

None.

**7. New Business**

**7.1 National AccessAbility Week - May 28 - June 3, 2023**

Tracey noted that National AccessAbility week falls May 28th to June 3, 2023. Due to the tight timeframe, events would not be possible to arrange, but could consider for 2024.

The Committee would like to participate in a Social Media campaign for 2023, to bring awareness to accessibility and National AccessAbility Week.

**7.2 Bicycle Lanes and Use of Golf Carts**

Bruce would like to look into the Municipality participating in the Golf Cart Pilot Project, and also would like input for the bicycle lane rules and accessibility mobility scooters.

Jennifer Lawrie noted that the Golf Cart Pilot Program is currently open for Huron-Kinloss and Point Pelee Municipalities only, they are not open to new communities participating at this time. She will advise if this changes.

The Vice Chair requested that Bruce look into further, and report back to the Committee, if needed.

### **7.3 Site Plan Review**

The Committee reviewed the Site Plan. Further to the requirements in the Ontario Building Code, the Committee offered the following recommendations:

- Due to the Accessibility for Ontarians with Disabilities Act (AODA), make the entire development accessible with some fully accessible units;
- As required in the AODA, Accessible Customer Service Training be provided for ALL Staff;
- 911 Municipal Number be clearly visible from the road;
- Signage be in a large simple font in a colour that contrasts with its background;
- The accessible parking 'sign' be in accordance with applicable legislation, as well as painted on the asphalt;
- Adequate lighting in parking lot;
- Curbs, steps, speed bumps and pedestrian walkways be identified with bright paint.
- Barrier free entrance (as well as emergency exits) preferably operating with one button if a double door entrance. Also that the entrance ramps, button and opening of the barrier free door does not interfere with each other;
- Portion of the interior customer service counter height be lowered;
- Printed information and brochures, be available in accessible formats;
- Accessible/Family/Transneutral washroom be provided in common areas, with barrier free or easily opened door;
- Doors and walls are different colours to give a colour contrast;
- Waiting areas or common rooms have variety styles of chairs, some with arms, some without, some not affixed to the floor, etc.;
- Hallways widths, doorways, etc. be large enough to accommodate a mobility device;
- Staff areas be accessible;
- Coat areas have accessible height coat rack;
- Accessible/Handicapped Fire and Carbon Monoxide Detectors be installed; and
- Mobility charging station be provided on site.

### **7.4 Accessible Parking Downtown Kincardine**

The Vice Chair noted that a review of all the accessible parking in the downtown need to be reviewed, and also accessible parking during the Downtown Dig.

The Committee agreed to defer to a future meeting and for further research.

8. **Financial Report**

None.

9. **Correspondence**

None.

10. **Schedule of Meetings**

**10.1 2023 Schedule**

The Committee approved meeting schedule, meeting on the second last Thursday of each month, at 4:00 p.m.

**Resolution # 04/20/23 AAC - 03**

**Moved by:** Josh Easton

**Seconded by:** Craig Roumey

That the Accessibility Advisory Committee approve the schedule of meetings for 2023, as presented.

Carried.

**10.2 Next Meeting May 18, 2023**

11. **Adjournment**

**Resolution # 04/20/23 AAC - 04**

**Moved by:** Bruce Edwards

**Seconded by:** Andrea Clarke

That the Accessibility Advisory Committee adjourn at 6:24 p.m.

Carried.