



## Accessibility Advisory Committee (AAC)

### MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, May 2, 2023 at 11:30 a.m., at the Stratford Rotary Complex – Mansbridge Room, 353 McCarthy Road W.

**Committee Members Present:** Roger Koert – Chair Presiding, Andy Mark, Peter Zein, Jamie Pritchard, Geoff Krauter, Heather Contois, Diane Sims

**Staff Present:** Dan Sykes – Development Coordinator, Nathan Bottema – Project Engineer, Tatiana Dafoe – Clerk, Casey Riehl – Recording Secretary

**Regrets:** Councillor Bonnie Henderson, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator

#### 1. Call to Order

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

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

None declared.

#### 3. Adoption of the Previous Minutes – April 4, 2023

**Motion by** Andy Mark

**Seconded by** Jamie Pritchard

**THAT the minutes from the Accessibility Advisory Committee meeting dated April 4, 2023, be adopted as printed. Carried**

#### 4. Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

##### 2022 City Projects Carried Over

1. Huron Street Reconstruction – Huron Street Bridge to John Street
  - Project is estimated to be completed in 5-6 weeks.

2. Argyle and Mackenzie Street – minor turf restoration and topcoat
  - will be completed in the spring of 2023.

### **2023 City Projects**

1. Albert Street Reconstruction (Phase 1) – Waterloo Street to Front Street
  - Full road reconstruction, sanitary, storm and watermain replacement (total length = 520 m).
  - Enbridge is slightly behind schedule and this project is estimated to be completed late fall or early winter.
2. Ontario Street Watermain Replacement – Queen Street to Parkview Drive
  - Currently installing temporary water for the project.
3. Portia Boulevard - Watermain replacement and road resurfacing (total length = 250 m)
  - Birnham Construction (contractor) to begin in the Spring.
  - There will be a directionally drilled watermain (total length = 60 m).
4. Waldies Lane Reconstruction – Wellington Street to Dead End
  - Full road reconstruction, sanitary, storm and watermain replacement (total length = 100 m).
  - Project is currently in the design stage.
5. Annual Asphalt Resurfacing – various locations
  - Ontario Street – Waterloo Street to Parkview Drive (total length = 1,050 m).
  - This project will be completed after the watermain replacement.

Nathan Bottema is now present at the meeting at 11:34 a.m.

6. Dunn's Bridge Project
  - Estimated start time is June 2023 and the project will take approximately 5-6 months.
7. Missing sidewalk sections to be completed in 2023:
  - Martin Street (East side) – Delamere Avenue to William Street;
  - John Street South (East side) – Centre Street to Cambria Street;
  - Cambria Street (South side) – John Street South to St. Vincent Street South;
  - Walnut Street (South side) – Railway Avenue to Dufferin Street;
  - McCarthy Road West – Greenwood Drive to Greenwood Drive; and
  - St. Vincent South – West Gore Street to Cambria Street.

The McCarthy Road bus stop (across from McCarthy Place) has been noted on the Transportation Master Plan as a preferred location. A study will need to be conducted by the consultant to review the curved lineage of the road and where the best location

would be for the crossing and bus stop. The design and the project may be completed in 2023.

Staff are reviewing the Albert Street and Waterloo Street crossings to update the audible signals during the reconstruction project. They are also investigating other locations in the downtown core. There is currently \$40,000.00 included in the 2023 budget for Engineering to update crossing signals to be AODA compliant.

Diane Sims is now present at the meeting at 11:37 a.m.

Roger Koert inquired if the recommendation regarding the pathway through the Arboretum Park that the AAC passed at their March 7, 2023 meeting had gone to Council. Staff will follow up on the status of the motion.

Diane Sims inquired when the Downie Street railway crossing will be repaired. Mr. Sykes reported that CN should have the work completed early this summer. Exeter Railway will be doing the repairs for the crossing on St. Vincent Street in late August.

## **5. Site Plan Review Sub-Committee Feedback Reports – Dan Sykes**

Dan Sykes, Development Coordinator reported that the only plan he has received to date has been for 863 Erie Street, which was for adding another building to the site. It is a standard build and they will be adding additional accessible parking spots.

Mr. Sykes reported that staff are working towards a clearer process for reviewing site plans with the AAC. The City Clerk clarified that with upcoming staff changes, it will be decided who will be coordinating the review process and who will be involved.

AAC members thanked Dan Sykes for all his hard work helping the Committee complete projects over the years and wished him well in his retirement.

Dan Sykes, Development Coordinator and Nathan Bottema, Project Engineer left the meeting at 11:50 a.m.

## **6. Transit**

None noted.

## **7. Parking**

None noted.

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

None noted.

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

- 9.1 Next Steps on Launch of FADM – Summary of Key Areas of the Manual – Geoff Krauter, Peter Zein, Gabby Rodriguez

Geoff Krauter reported that the working group met to discuss next steps. Gabby Rodriguez, Accessibility, Diversity & Inclusion Coordinator, has been working on making the FADM accessible, therefore meeting the standards to be posted on the City's website. The plan is for the working group to review the five main accessible design standards and create a summary to share with Developers. In doing so, it is their hope to show the positive impact following the standards has for people with accessible needs who may purchase the properties.

Diane Sims inquired if the goal is to get the FADM posted on the website. The Clerk clarified that yes, in order to have it posted on the website it is required to meet WCAG 2.0 Standards. The Accessibility Coordinator has converted it and is recreating it in a new document to meet the standards.

Roger Koert noted that the FADM is complete, however it is not posted on the website. A copy can be requested through the Clerk's Office or the Development Services Department. Copies have been distributed to Stratford and Area Builder's Association.

For the 2023 AccessAbility Week, the Clerk will work with the City's Corporate Communications Lead to release some social media posts regarding the FADM and also re-launch information that was shared during last year's AccessAbility Week.

Peter Zein is now present at the meeting at 12:10 p.m.

9.2 AAC Presentation to Council (May 23, 2023) – Roger Koert, Peter Zein, Geoff Krauter, Andy Mark, Diane Sims

The AAC discussed the purpose of the presentation to be given to Council. The working group has the presentation ready for the May 23, 2023 Council meeting and will do a final review after this meeting.

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

Roger Koert reported that the volunteers have all the ramps completed and are just assembling them. All the ramps, including some of the old ones, will all be painted before they are distributed to the businesses. Each business that receives a ramp will also receive an information package outlining the program, including a copy of the by-law, insurance requirements, and a sign to display.

Jamie Pritchard suggested taking some photos of the project to promote the initiative on various social media outlets.

9.4 Accessibility of City Facilities – Roger Koert

Roger Koert discussed the SERC site and the track that needs an accessible surface. In addition to the SERC site, the AAC would like to champion various

accessible projects to be added to the City's budget for 2024 or additional years specified. In doing so, these projects can be considered during budget discussions. Departments can then add the project into their work plan and budget so that it becomes one of the items that they action.

Peter Zein suggested the Rotary parking lot improvements could be considered once again as a project. Members discussed the necessity of accessible improvements at the Stratford Police Station versus the possibility of building a new facility. The Clerk also noted that there are funds in the budget to perform a feasibility study of the current station. She will confirm details and a timeline for the study. Andy Mark suggested the accessibility improvements to the FADM could be added as a project, should there be funds necessary to complete it.

Motion by Andy Mark

Seconded by Diane Sims

**THAT the Accessibility Advisory Committee recommends the following projects be referred to the 2024 budget deliberations for consideration by Council:**

- **renovate the existing police station to include a barrier free entrance so all citizens can access this City facility;**
- **update the SERC track with an all-weather synthetic surface typical of modern track and field venues, including general accessibility improvements to facilities and exterior pathways;**
- **retain a consultant to convert the Facilities Accessibility Design Manual into an accessible document that is compliant with the WCAG 2.0 standards so it can be posted on the city's website, subject to review by the Accessibility, Diversity & Inclusion Coordinator;**
- **improve the Rotary Complex parking lot for pedestrians; and**
- **development and implementation of a tax deferral program for accessible housing.**

**Carried**

## **10. New Business**

### **10.1 Accessibility Training – Tatiana Dafoe, Clerk**

Tatiana Dafoe, Clerk, discussed upcoming accessibility training that all Advisory Committee members will be required to participate in. The training will be online with various options to be completed by a specified deadline. Ms. Dafoe also inquired if the Chair would provide a quote on why accessibility training is so important, which she would share with other committees. She noted that if anyone has any concerns with completing the training or needs assistance, please contact herself or anyone in the Clerk's Office and they will work with people individually to make sure that they are able to complete the training.

**11. Date of Next Meeting:**

The next meeting of the AAC will be held on Tuesday, June 6, 2023, at 11:30 a.m. at the Stratford Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

**12. Adjournment**

Motion by Diane Sims

Seconded by Geoff Krauter

**THAT the May 2, 2023, Accessibility Advisory Committee meeting adjourn.  
Carried**

Start Time: 11:32 A.M.

End Time: 1:12 P.M.