

**MINUTES**

Thursday August 18, 2022

**Location:** Room 304 / Teams

**Time:** 9:00am

**Present:** M. Byl, K. Lizotte, L. McClure, Councillor S. Peters, S. Rodaway, T. Tiersma, C. Topping, A. Williams

**Regrets:** M. Sylvester,

9:03am The meeting convened with C. Topping, Chair presiding.

**DISCLOSURES OF INTEREST**

NIL

**ADOPTION OF MINUTES**

Motion by: A. Williams – S. Rodaway

THAT: The minutes of the meeting held on July 14, 2022, be confirmed.

Carried.

**NEW BUSINESS**

1. **Email Received Concerning Downtown Business Accessibility** – The members discussed the provincial oversight with respect to accessibility for businesses. Some of downtown businesses have portable false ramps to assist customers with mobility challenges. Others offer curb side shopping if requested. Councillor Peters noted that placement of permanent ramps on the sidewalks poses issues with respect to sidewalk plows and tripping hazards. The members requested that Councillor Peters respond back to the complainant to this effect and include Thumbs Up, Downtown Development Board and the Chamber of Commerce on the response as additional resources.
2. **Valleyview Transportation Service for Site Audits** – Members discussed whether to pay for the driver's wages and costs for the transportation or accept it as good will gesture.

Motion by: A. Williams – S. Rodaway

THAT: That the cost of the driver wages be covered from the MAAC budget.

Carried.

3. **Review and Approval of Revised Site Audit Forms** – C. Topping request that this be placed on the October agenda
4. **Update from ATC Committee** – M. Byl  
The Accessibility Technical Committee reviewed the site audits and have already ordered signage for City Hall. Accessible parking is being considered as a project but requires further discussion. Members discussed how the west side ramp could be a separate project and that by affixing the handrail to the building, there would be more clearance for wheelchairs using the ramp. M. Byl will bring the suggestion back to the ATC committee and advise.
5. **25 Elm Street Bus Shelter** – Letter from M. Sylvester and the 2021 service request were discussed by committee. The movement of the bus shelter was based on route changes and sightline safety concerns. It was noted that parallel transit service is available for patients offering convenient and safe door to door service. Members requested that M.

Sylvester respond to the complainant to suggest that if they were not satisfied with the previous response that they can write a letter to Council.

REPORTS of COMMITTEES

1. **Budget: \$3000 Annual Budget Allocated;** \$2,604.50 – Remaining funds as of last meeting. More expenses for the Site Audit transportation, Open House promotion and advertising are yet to be invoiced.
2. **Special Events:** S. Rodaway reported that the Special Event committee met on has the following new events with no concerns on accessibility:
  - Railway City Music and Arts Festival - August 18 to 21, 2022
  - Central CHC Community BBQ – August 31, 2022
  - Kirkin 'O' the Tartan Parade - September 18, 2022
  - United Way 3M Harvest Lunch Elgin - September 22, 2022
  - St. Thomas Summer Harvest Festival – September 23 to 25, 202
  - Railway City Road Races - September 25, 2022
3. **Site Plan Control:** C. Topping reported that the site plan for the proposed Mini putt on Elm street was reviewed. There will be 1 accessible van and 2 accessible car parking spots.

UNFINISHED BUSINESS

1. **Annual Open House** – Members reported on the status of their tasks. It was decided the secretary would compile a vendor distribution list to confirm participation to facilitate determining the number of tables needed. The Secretary reported on various advertising initiatives. The members helped to stuff bags with map, ride guide, transit bookmark, city pin and feedback forms in preparation for the event. C. Topping reported on the printing of the banners, A-frame and roll-up from McBains. Due to a business fire, original quote and artwork were lost. There was a previous motion from 2020 that was carried for the purchase of these yearly promotional items. It was decided that advertising in the St. Thomas Times Journal would be beneficial.

Motion by: L. McClure – K. Lizotte

THAT: That the secretary should proceed with advertising in the August 26<sup>th</sup> and September 16<sup>th</sup> papers and that the costs associated with it should be covered from the MAAC budget.

Carried.

NEXT MEETING

Annual Open House on Thursday September 22 (no formal meeting)  
Next Meeting: Thursday October 27, 2022, at 9:00am in person and by teams.

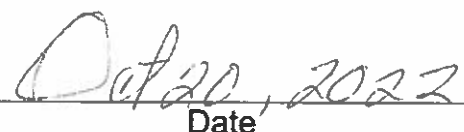
ADJOURNMENT

Motion by: K. Lizotte – L. McClure

THAT: The committee adjourned at 10:30 a.m.

Carried.

  
Signed, Chair, Municipal Accessibility Advisory Committee

  
Date