



Minutes

Of a Meeting of the Accessibility Advisory Committee of the City of Kenora

Wednesday, February 10, 2016 – City Hall Council Chambers
5:00 p.m.

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**With** Diane Pelletier, Mary Bawden, Ruth Bowiec, Deborah Hatfield, Sandra Tankard, Councillor Sharon Smith, Heather Kasprick, Manager of Legislative Services, Kerri Holder, Administrative Assistant

**Guests** Kevin Robertson, Wayne Ficek

**Regrets** Chad English, Marian McKay, Denise Miault, Councillor McMillan

### 1. Call to Order

Acting Chair, Diane, called meeting to order at 5:01 p.m. as Denise was unable to attend this evening.

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

There were none declared.

### 3. Discussion with Kevin Robertson, Chief Building Inspector (CBI)

Mr. Robertson was in attendance to speak about the role as CBI as it relates to accessibility. He spoke about the procedures to be followed when assessing building permits under the Building Code and when the Accessibility for Ontarians with Disabilities Act comes in. The Building Code dictates sections on barrier free with high minimum standards for new constructions and major renovations. Kevin explained that building permits are only approved if the Building Code is met. The building department works to make sure accessibility is included and the applicant is informed of the 2025 deadline. There was discussion about specific private sector construction projects that met the Building Code but did not appear to have considered accessibility.

Kevin reported that those examples had implemented accessibility components to the best of the space and other standards within the area, noting that accessibility is more than just ramps. It was asked what kind of construction project will trigger looking at accessibility requirements. There are parts of the Building Code specific to renovations, basic or major and interior or exterior, as well as changes in the use of the building. Wayne commented that moving forward making the City an accessible place will happen with promoting accessibility standards and encouraging that we all look through the disability (accessibility) lens with construction projects or anytime there is an opportunity to make changes. All supported this thinking and it was suggested to adopt this phrase in communication on accessibility.

Kevin emphasized the building permit side is governed by the Building Code however there is reason to look at the Planning Act, specifically site plans. In the Committee terms of reference, under the Role of the Committee, reviewing site plans is listed as one of the duties. The City has a site plan control by-law and a specific procedure on how the site plan application is approved. Review of this by the Committee could be part of the procedure and approval process. Kevin indicated that the site plan control is at the beginning stage of the process when plans are unfinished. This is an ideal time to address accessibility and barrier free is part of the site plan control. Kevin spoke about the time frame involved with the site plan control application approval process and it was suggested that the Committee be added to the circulation list for these applications. This will provide the Committee opportunity to review and make suggestions.

It was decided that Kerri will work with Kevin on a communication piece to give out with the building permit. The piece would be similar to the letter sent to businesses last fall, now targeting those coming in for a building permit, contractors and architects. Kevin suggested some references and resources for the Committee on barrier free requirements and site plan control. The links and information will be forwarded to the group.

There were no further questions and Kevin was thanked for attending and providing this information.

*Kevin left at 5:35 p.m.*

#### **4. Confirmation of Minutes**

**Moved by S. Tankard, seconded by M. Bawden and Carried -**

That the Minutes of the Accessibility Advisory Committee meeting held January 13, 2106 be confirmed as written and filed.

#### **5. Business Arising**

Mary reported that the Age Friendly Steering Committee is working on the feedback received on the draft plan. She announced that there will be a housing forum held on March 30<sup>th</sup> at Super 8 Minis Hall to find out how housing has been organized in other communities. An invitation will be circulated and shared with the Committee.

Councillor Smith provided an update from the Kenora Urban Trails Committee meeting on the trail requirements. It was suggested to send the link to the Act indicating the requirements and exemptions to the group. <https://www.ontario.ca/laws/regulation/110191#BK100>

In discussion about providing education on beyond minimum, recognition for builders who are doing more than minimum standards was suggested. There was a question on how the business window cling “winners” would be determined. It was suggested that there be certain criteria established and Mary shared that one of the recommendations from the Age Friendly Steering Committee will be to award a sticker to recognize age friendliness of businesses. It was suggested that the criteria could combine both age friendly and accessibility factors. There was mention of asking some business owners about the window cling design and size. Heather noted that research had been done for other recognition programs on what businesses prefer.

Before leaving the meeting, Wayne shared positive comments about the snow bank removal this winter. Councillor Smith suggested to invite the City’s roads supervisor, Krishanth Koralalage, to a subsequent meeting, and encouraged all to continue reporting good feedback. Wayne also commented on the developing partnership with the building department and the positive direction this brings to the work plan. All agreed and were pleased that Kevin had been at the meeting.

*Wayne left the meeting at 5:55 p.m.*

## **6. 2016 Work Plan Development**

There was discussion about how to proceed with the work plan development and it was decided to wait until Denise was in attendance to take this further. It was mentioned that in developing the beyond minimum educational piece, the group should think about all the groups they want to target with this message. There was discussion about reviewing the Committee terms of reference at the beginning of each year to refocus. A deputation to Council on the work plan and accomplishments was suggested also. It was mentioned that the Committee should review the City’s Accessibility Plan and consider implementing a schedule of inspections of City owned buildings. Several more ideas for the work plan were discussed and it was decided that Kerri would prepare a draft plan for the next meeting.

## **7. Communications and/or Announcements**

Heather announced that Adam Smith, the new Special Projects and Research Officer, will be taking over from her as staff resource for this Committee, and that Kerri will be moving on to a new role as Communication Clerk. Heather spoke about the role of support staff with the work plan and tasks from the Committee meetings to be done.

Ruth brought forward a request from the Kenora Railroad Museum group about installation of a ramp at the museum. Councillor Smith will follow up to find out if the building is City owned and what the next steps would be.

Ruth also inquired about the 2025 deadline for accessibility standards on behalf of her church. Councillor Smith will check on information and work with Ruth on this.

Ruth provided a follow-up to the issues brought forward from some Keewatin residents about transportation. She had done some research on her own and reported that Sunset Limo will provide pick and drop off service for up to 10 people for a fee of \$40 each way. She has shared this with the Keewatin residents and was very pleased to discover this shuttle option.

## **8. Next Meeting – March 9, 2016**

### **9. Adjourn Meeting**

The meeting was adjourned at 6:17 p.m.