



M i n u t e s
Of a Meeting of the Accessibility Advisory Committee
Of the City of Kenora
Wednesday, November 13, 2019
Kenora Rec Centre, 2nd Floor Meeting Room
4:00 p.m.

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**With** Councillor Sharon Smith, Mary Bawden, Brenda Rainville, Ruth Bowiec

**Staff** Kelly Galbraith, Deputy Clerk, Adam Smith, Manager of Development Services

**Regrets** Councillor Rory McMillan (alternate), Chad English, Diane Pelletier

**1. Call to Order**

Sharon called meeting to order at 4:20 p.m.

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

There were none declared.

**3. Confirmation of Minutes**

**Moved by Ruth Bowiec, seconded by Brenda Rainville and Carried -**

That the Minutes of the Accessibility Advisory Committee meeting held September 4, 2019 be confirmed as written and filed.

**4. Committee Chair Discussion**

The need for a committee chair was identified. When all committee members are present a call for nominations will be held.

**5. Capital Budget Communication Piece**

Councillor Smith asked that accessibility be brought forward by staff at all capital budget discussions. Adam shared he will ensure this is brought to the table at the Senior Leadership Team (SLT) meetings, as well as the budget meetings. He shared he is happy with the discussions on accessibility by the SLT and although is still lots of work to be done he is excited for the direction accessibility is heading.

## **6. Beyond Minimum Letter**

The Beyond Minimum letter was reviewed by the group. Some required edits with contact information were identified. The importance of the letter was discussed. It was requested that the letter be given with each Community Improvement Plan (CIP) application, building permits, business licenses, etc. The letter should be a conversation starter with developers for accessible projects that go beyond minimum. Door widths, stair rises and automatic doors were identified as a few items for discussion with developers and explain the benefits of having such features.

The group suggested that a brochure may be a better format rather than a letter. A brochure would allow for pictures of accessible features. This will be added to the February 2020 agenda.

## **7. Committee Meeting Frequency**

It was identified that the committee is struggling to get quorum at the monthly meetings. The group discussed the meeting frequency and determined that 5 meetings in the year would be preferred rather than monthly. The tentative meeting scheduled for 2020 is as follows:

February 5, 2020

April 1, 2020

June 3, 2020

September 2, 2020

November 4, 2020

## **8. Announcements and Communications**

Councillor Smith shared that she attended the grand opening of the Dr. Beveridge Kenora Community Hospice at Pinecrest Home for the Aged. The hospice is a wonderful addition to the community.

## **9. Next Meeting – Wednesday, February 5, 2020**

## **10. Adjournment**

The meeting adjourned at 5:10pm.