



# MINUTES

## Fort Erie Accessibility Advisory Committee

<b>Meeting Date, Time, and Location</b>	
Tuesday, February 28, 2023 at 4:00 p.m. at the Town Hall – Conference Room #1	
<b>Members</b>	<b>Staff Resources</b>
Dennis Hernandez-Galeano, Chair (at 4:45 p.m.) Bev Ferris, Vice-Chair * Gary Kooistra Adam McLeod (at 4:45 p.m.) Barbara McLeod (regrets) Lori Brant Veronica (Faith) Sparling (regrets) Councillor Ann-Marie Noyes (regrets) Ashley Greaves  * Bev Ferris chaired the meeting	Keegan Gennings, Chief Building Official Sean Hutton, Facilities Supervisor (regrets) Bev Bradnam, Manager, Strategic Initiatives  Guest:  Ryan Lemay, Project Manager, Engineering (to 4:26 p.m.) Joe Kissman Lauren, PSW

1) **Call to Order**

The meeting was called to order at 4:09 p.m. The Committee acknowledged the important input provided by two members that will no longer be serving on the AAC, noting that their participation has been invaluable. Barb McLeod has been a member since September 29, 2009 and Faith Sparling since February 26, 2019. Letters will be provided to both, thanking them for their dedication and commitment to making Fort Erie a more accessible community.

2) **Approval of Minutes**

**Recommendation No. 1:**

**Moved by:** Lori Brant  
**Seconded by:** Gary Kooistra

**THAT:** The January 31, 2023 Minutes of the Fort Erie Accessibility Advisory Committee meeting be approved as printed.

**(CARRIED)**

3) **Accessible Parking Spaces in Ridgeway**

Ryan LeMay, Project Manager, Engineering Division, presented designs for the two accessible parking spaces in downtown Ridgeway that Council approved as part of the Multi-Year Accessibility Plan, which are attached as Appendix “3” to the Minutes.

The spaces will be located at 310 Ridge Road North (in front of the CIBC building) and 295 Ridge Road North (in front of the Post Office). Ryan explained that some trees will have to be removed and he will follow-up with Sean Hutton.

Ryan explained that they will be pouring concrete and creating an accessible aisle at the CIBC location and the design is similar to that done on Jarvis Street and based on best practices. Ryan asked if it was felt that lines should also be painted on the sidewalk for those utilizing a side lift. AAC members agreed that it would be beneficial to have lines painted and to also deter shops from placing goods in that area during sidewalk sales/Ridgefest.

Joe noted that people do not pay attention to the ramp painting and never leave enough room. Bev B. explained that there is a “Respect the Space” campaign that the Committee was going to consider and it is something that can be revisited using social media to raise awareness and educate people.

Lori questioned the bump outs along Ridge Road and was advised that they are a form of traffic calming. Lori suggested that the bump out by the Post Office be shortened so that perhaps a parking space will not be lost and Ryan will look at the design to determine if that could be done and provide additional details to Bev to pass on to the Committee.

Ryan was asked about the timeline for construction as it was noted that the spaces were approved by Council in 2019. Ryan advised that it is hoped to be included in the sidewalk contract in 2023. The Committee thanked Ryan for providing an update and consulting with the AAC.

*Ryan left the meeting at 4:26 p.m.*

4) **Nomination of Chair and Vice Chair**

Bev B. advised that the Committee appointments for the AAC will take place at the March 27, 2023 Regular Council meeting. The Nomination of Chair and Vice Chair has been deferred until the March AAC meeting when new Committee members are in place.

5) **Outstanding Matters**

1) Regional Accessibility Advisory Committee

Bev B. advised that she called the Region of Niagara to follow-up on the appointments to boards and committees as there was nothing on the Region's web-site. She was advised by a staff member in the Clerk's office that the Region had a report go to Council last week to revisit all Committees to determine which ones were no longer required. Within the next two weeks they will be seeking applications for their committees. Bev will watch the website for the details and provide them to Committee members.

2) Parking Concerns

See Item 3. Bev B. also advised that parking in Crystal Beach is still being discussed at Land Committee, especially accommodating those in apartments above commercial properties that need overnight parking. Improvements of lots are also planned.

3) Fort Erie Active Transportation Committee (FEAT)

No updates.

4) Stevensville Garden Gallery

Bev B. advised that she followed up with the Stevensville Garden Gallery following the January meeting and received the following response, "We are still waiting to see if we received the grant. They will let us know by March 1".

5) Adult size Change Table at Bay Beach

Awaiting details from Planning, once the position is filled.

*Dennis and Adam joined the meeting at 4:45 p.m.*

6) Stop Gap Ramp Project

Once new Committee members are confirmed, a sub-committee will be struck to move forward with this project. The funds have been secured for 2023 in the amount of \$7,200.00. Discussion took place about next steps and Bev B. confirmed that the Town has not yet hired a Solicitor. It was felt that the Town Solicitor should accompany members to the BIA meetings to explain the lengthy agreement between Stop Gap and businesses, which is a requirement. Bev will follow-up with Luke Anderson regarding the Brampton Agreement that was being developed. Bev will also follow-up with the Clerk's office to obtain up-to-date contact information for the BIAs so that some initial discussions can take place before attending a BIA meeting. It was also noted that some businesses along Garrison Road that are interested do not belong to a BIA and it was suggested that the Chamber of Commerce also be included in future discussions.

6) **Site Plans**

1) 0-13459 North Service Road

Keegan provided the site plan for the development at 0-13459 North Service Road, explaining that the proposed development is located in the Truck and Travel Centre area, with the former Esso Station to the west. The plan consists of a drive-thru restaurant and two hotels, one with 25 suites and the other with 27 suites. Both hotel buildings are 2.5 storeys. It was noted that there is only one accessible parking space shown for each building. The plan shows landscaping in front of the hotels and Keegan will make sure that this does not conflict with a sidewalk. The larger hotel shows two accessible suites on the second and third floors, which does not reflect 10% of the units as per the Ontario Building Code, and the smaller hotel shows one accessible suite. Members also asked what would happen for those staying in accessible suites on the higher floors if there was a fire and the elevator was not in service. Keegan advised that the stairwells are designated as areas of refuge and are fire-rated for 45 minutes to one hour. Members felt that one of the accessible suites should be located on the lower floor.

Lori noted that the accessible suites look like they have baths and should have wheel-in showers. Keegan will check the barrier free requirements related to the bathrooms. Members noted that it looked like rooms had balconies but Keegan advised that it is actually a hallway with the suite doors located off of the hallways. Keegan will also check on the number of accessible parking spaces required in the Zoning By-law. Keegan advised that sidewalks will also be required to have tactile warning surfaces.

7) **Multi-Year Accessibility Plan 2019-2023**

Bev advised that she has to submit an Accessibility Compliance Report to the Province every two years. Several years ago, the Town was audited and issues with the transit services had to be rectified. 283 pages had to be submitted in order to obtain compliance, including training modules, policies, etc. The last compliance report was submitted in 2021 and as noted in the Annual Accessibility Status Report, the Town was not compliant in relation to the Town's web-site and the requirements of the Information and Communications Standard under the *Accessibility for Ontarians with Disabilities Act (AODA)*. As such, Bev had to state that we were not compliant with only this requirement but provided comment that the Town was working with a new web provider that ensured the new website would be AODA compliant. In February, Bev received a "First Notice: Non-Compliance" from the Ministry for Seniors and Accessibility. Bev advised that a large majority of the provincial network of Accessibility Professionals (ONAP), reported that they also received a notice of non-compliance. Bev advised that she responded to the contact provided that the Town is working with E-Solutions on the new website and that the Town would be ready to go live with the new website near the end of April 2023. An extension to June 1, 2023 was provided on February 15, 2023 together with a WCAG Compliance Plan.

8)

**Other Matters**

1) Review of Draft Terms of Reference for AAC

Bev B. advised that the Accessibility Advisory Committee was first established by By-law in 2002 as a Provincially-mandated Committee. No formal Terms of Reference were created at the time. The Deputy Clerk provided the draft Terms of Reference for the Committee's review and comment. The AAC had no changes to the draft.

2) Barrel Restaurant

Joe advised that the barrel has two heavy doors to enter and there is no button. Lauren noted that there is also a gap at the door and recently Joe's back wheels of his chair got stuck and were spinning out and she had to lift the chair. The AAC will send a letter asking the restaurant to consider making their entranceway more accessible.

9)

**Date for Next Meeting**

The next AAC meeting has been scheduled for Tuesday, March 28, 2023 at 4:00 p.m. in Conference #1. Bev advised that she will not be available for the April or May meeting due to prior commitments and was hoping that Keegan and Sean could take over the planning of the meetings on her behalf. Gary suggested moving the April meeting until July, which was agreeable to all. Bev Ferris offered to take minutes for the May meeting and Bev B. advised that she would still prepare the agenda for Sean and Keegan.

The following dates will be agreed to at the March AAC meeting with the new Committee:

- Tuesday, May 30, 2023 at 4:00 p.m. in Conference Room #1
- Tuesday, June 27, 2023 at 4:00 p.m. in Conference Room #1
- Tuesday, July 25, 2023 at 4:00 p.m. in Conference Room #1 (Adam will be away)
- Tuesday, September 26, 2023 at 4:00 p.m. in Conference Room #1
- Tuesday, October 24, 2023 at 4:00 p.m. in Conference Room #1 (moved back one week because of Hallowe'en)
- Tuesday, November 28 or Tuesday, December 5 for Christmas Meeting (to be confirmed in October)

10) **Adjournment**

**Recommendation No. 2:**

**Moved by: Gary Kooistra**  
**Seconded by: Dennis Hernandez-Galeano**

**THAT: The February 28, 2023 meeting of the Fort Erie Accessibility  
Advisory Committee does now hereby adjourn at 5:26 p.m.**  
**(CARRIED)**

Meeting minutes recorded and prepared by:

Meeting minutes approved by:

Bev Bradnam, DPA, CMM III  
Manager, Strategic Initiatives

Bev Ferris  
Vice-Chair (Acting Chair)