



THE CORPORATION OF HALDIMAND COUNTY
Accessibility Advisory Committee Agenda

Date: December 11, 2024
Time: 3:00 P.M.
Location: Haldimand County Administration Building
53 Thorburn Street South

Pages

- A. Call to Order**
- B. Land Acknowledgement**
- C. Disclosures of Pecuniary Interest**
- D. Approval of Previous Accessibility Advisory Committee Meeting Minutes**
 - 1. Accessibility Advisory Committee Minutes - September 10, 2024 1
- E. Delegations**
- F. Items for Consideration**
 - 1. Terms of Reference Review 4

Sandra Trimble to share the new Terms of Reference for the Accessibility Advisory Committee
 - 2. Next Meeting Date - Select all meeting dates for 2025
Prospective Dates:
 - Tuesday, February 11, 2025 - 3pm
 - Tuesday, May 6, 2025 - 3pm
 - Tuesday, September 9, 2025 - 3pm
 - Tuesday, November 18, 2025 - 3pm
 - Back-up option: March 2, 2025 - 3pm

3. Economic Development and Tourism's CIP Program

Jessica Eason will be sharing how the Community Improvement Plan (CIP) Program can make our communities, specifically our downtown cores, more accessible.

4. Councillor Patterson Condolences and Councillor position update

Sandra Trimble to discuss any questions related to the empty position of Councillor representative for the Accessibility Advisory Committee

5. Inclusive Spaces Fund 2025 Prospective Projects

6. Cayuga Kinsmen Parking lot and entrance update

Project Manager, Jessica Ignaszak to share update

7. Other Business

G. Adjournment



**THE CORPORATION OF
HALDIMAND COUNTY**

Accessibility Advisory Committee Minutes

Date: September 10, 2024
Time: 3:00 P.M.
Location: Haldimand County Administration Building - Haldimand Room
 53 Thorburn Street South, Cayuga

Members Present J. Pack, Chair
 J. deVos, Member
 J. Duggan, Member
 B. Horton, Member
 B. Hoto, Member
 M. Kidd, Member
 A. Poirier, Member

Regrets A. Doxtdator, Member
 S. Patterson, Councillor
 F. Rao, Member

Staff Present E. Lindeboom, Accessibility Coordinator

A. Call to Order

The Chair called the meeting to order at 3:04pm.

B. Land Acknowledgement

C. Disclosures of Pecuniary Interest

D. Approval of Previous Accessibility Advisory Committee Meeting Minutes

1. Accessibility Advisory Committee Minutes - May 7, 2024

Resolution 1

Moved By: J. Duggan, Member
 Seconded By: B. Horton, Member

That the minutes of the May 7, 2024 Accessibility Advisory Committee meeting be approved as circulated.

APPROVED

E. Delegations

F. Items for Consideration

1. Inclusive Spaces Fund update

An adult change table has been installed at the Dunnville Public Library. An accessible picnic table has been installed in Port Maitland. We are looking at permanently fixing the table to concrete so residents cant move it to an inaccessible area. A bench has been ordered and will be installed shortly on the path near Grandview Lodge. We have received quotes on the installation of the automatic door openers at the arena's. The ones at Hagersville arena will be going in September 17. The others are still being scheduled for installation. Still waiting for an update on the timing of the accessible parking signs and path at the Dunnville Kinsmen baseball diamonds.

2. Accessibility Ambassadors

The introduction of Accessibility Ambassadors are part of the County's commitment to maintaining the website's compliance and accessibility requirements after its launch this November. The Accessibility Ambassadors are 24 individuals chosen by multiple divisions and the Senior Management Team, mainly comprised of administrative assistants and administrative coordinators, to oversee documents before they are posted to the website. There has been a lot of work to make the website accessible and make the documents loaded to the website (PDF's) accessible. In order to keep the website accessible after launch, the Accessibility Ambassadors will ensure all documents moving forward are accessible.

3. Stop Gap Ramp Initiative

Accessibility and Economic Development and Tourism at Haldimand County are currently looking into the possibility of offering a rebate program for Stop-Gap Ramps. We wont be able to initiate anything this year but will likely begin

looking into this for next year. I plan to discuss accessibility at a BIA meeting in the new year to garner interest, ask how the County can assist when it comes to accessibility, and to educate on the importance of accessibility for small businesses.

4. New Website Preview

Showed the committee a preview of the new, unpublished website. New website launch coming this November.

5. Cayuga Kinsmen Hall Parking lot Update

The Cayuga Kinsmen Hall parking lot and front entrance will be re-done and replaced soon. There will be accessible parking spaces, accessible ramps, and a larger porch area for mobility devices to move around safely and with ease. Drawings will be presented to the Accessibility Advisory Committee when they are completed.

6. Next Meeting Date - Wednesday, December 11, 2024 at 3pm

7. Other Business

A few committee members have asked that we have chairs without rollers on them so that they can safely sit down with their walkers. Staff liaison to look into this and report back.

G. Adjournment

Resolution 2

Moved By: B. Horton, Member

Seconded By: J. Duggan, Member

THAT this meeting is now adjourned at 3:34 p.m.

APPROVED



Accessibility Advisory Committee (AcAC) Terms of Reference

Mandate

The Accessibility Advisory Committee (“AcAC” or “Committee”) is an advisory committee for the Haldimand County Council.

The Accessibility Advisory Committee provides information and advice to Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, public spaces and facilities. The Committee plays an active role in helping Haldimand County become a barrier free community and ensuring obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) are met.

Goals/Purpose

Goals and Purpose of the Accessibility Advisory Committee are to:

- Provide input on the preparation of Haldimand County’s multi-year accessibility plans for consideration by Council. The accessibility plans will address and include steps that the County has taken and plans to take with respect to the identification, removal and prevention of barriers to persons with disabilities as required by legislation;
- Review access for persons with disabilities to buildings, structures and premises (or parts thereof) that The County purchases, constructs, significantly renovates, leases or funds, as required under the Design of Public Spaces Standard;
- Review in a timely manner, select site plans and drawings, as described in Section 41 of the Planning Act;
- Identify potential grants and funding that could be available to assist with the removal of barriers for persons with disabilities;
- Educate and promote awareness of accessibility to the municipality, community organizations, and local businesses; and
- Liaise with municipal departments, and stakeholders, to provide support when necessary.

Membership

1. One (1) voting member of Council.
2. A minimum of four (4) and a maximum of nine (9) community representatives appointed by Council for the term of Council or until reappointed. A majority of the community representatives shall be persons with either visible or invisible disabilities as noted in the AODA. Other community representatives may be selected from applicants

that do not have a disability but are parents/guardians of children with disabilities or have demonstrated competencies, history or interest in matters pertaining to accessibility.

3. As head of Council, the Mayor is a voting member of the committee.
4. A Chair and Vice-Chair will be elected by members at the first meeting annually.
5. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. Staff will provide a committee liaison to provide subject matter expertise and manage administrative functions, including assisting the Chair with preparation of agendas and minutes, and attending Accessibility Advisory Committee Meetings.
5. The Clerks Office will provide procedural and legislative guidance to the committee.

Responsibilities

1. It is the responsibility of all appointed members to comply and work with the following County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Municipal Act
 - b. Municipal Freedom of Information and Protection of Privacy Act
 - c. Municipal Conflict of Interest Act
 - d. Accessibility for Ontarians with Disabilities Act (AODA)
 - e. The Provincial Occupational Health and Safety Act
 - f. Haldimand County's Procedure By-law
 - g. Council Code of Conduct
 - h. Haldimand County Accountability and Transparency Policy
 - i. Haldimand County Social Media Policy
 - j. Haldimand County Media Relations Policy
 - k. Accessibility Advisory Committee Terms of Reference
 - l. Other applicable Haldimand County by-laws and policies
2. The Committee may make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Term

The term of office for the Accessibility Advisory Committee will be the term of Council.

Staff Support

While the Clerks Office and staff liaison staff provide administrative support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant General Manager.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council once per year with a short presentation on its activities and its intended direction or projects.

All approved Committee minutes will form part of the next regular Council agenda.

Finances

No member shall receive remuneration for services.

The Committee is not provided with a budget for expenses or projects, and may only request financial resources from Council if the request is first approved by the relevant General Manager or the CAO.

Attendance

If a Committee Member is absent for three consecutive meetings, without being authorized to do so by a recommendation of the committee, they have forfeited their membership.

Meetings

The Accessibility Advisory Committee shall meet quarterly, and more frequently at the discretion of the Chair. Meetings shall be governed by The Haldimand County Procedure By-law as may be amended from time to time.

The agenda for any regularly scheduled meeting, complete with all reports and attachments, will be made available to members of the public a minimum of two business days prior to the meeting. Items will not be added to the agenda after it is published, but may be added to the agenda for the subsequent meeting. Meeting minutes will be made available to the public once they have been approved by the Committee.

Meetings may be held virtually A member may participate virtually in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the Municipal Act. Virtual access to meetings may be provided to members of the public at the discretion of the Chair. In the event Committee meetings are live streamed to the public, these meetings may occur in Council Chambers and members will be assigned seating to accommodate the technical requirements of the video recording system.