



**The Corporation of The Town of Cobourg**  
**Accessibility Advisory Committee**  
**MINUTES**

**May 19, 2021, 10:00 a.m.**  
**Electronic Participation**

Members Present: Jerry Ford  
Susan Caron  
Elizabeth Sheffield  
Kathryn Richards  
Troy Mills  
Dan Wilson

Members Absent: Aaron Burchat

Staff Present: Laurie Wills, Director of Public Works  
Jamie Kramer

Staff Absent: Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Krystal Christopher

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**1. CALL TO ORDER**

Chair Sue Carron called the Meeting to Order at 10:03 A.M.

Dan Wilson joined the meeting at 10:02 am.

**2. TRADITIONAL LAND ACKNOWLEDGEMENT**

**3. APPROVAL/ADDITIONS TO THE AGENDA**

**Moved by** Troy Mills

THAT the Agenda dated May 19, 2021 be approved as presented.

**Carried**

**4. DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest Declared by Committee Members.

**5. ADOPTION OF MINUTES**

Kathryn Richards joined the meeting at 10:05 am.

**Moved by** Troy Mills

THAT the minutes dated April 21, 2021 be adopted as presented.

**Carried**

**6. DELEGATIONS/PRESENTATIONS**

**7. COMMUNICATIONS/CORRESPONDENCE**

**8. REPORTS**

**8.1 Jerry Ford, Member, regarding an update from the Transportation Advisory Committee - verbal update.**

- There was not a lot of discussion at the Committee regarding topics for accessibility.

**8.2 Jamie Kramer, Accessibility Coordinator, regarding an update on the Inclusive Community Grant - verbal update.**

- J. Kramer provided an update on the Inclusive Communities Grant and the next steps in the grant, including:
  - Hiring the Part Time Assistant through Community Living,
  - Sending out the Survey, which will launch during National AccessAbility Awareness Week,
  - Starting accessible audits of Town owned facilities using the checklist, and
  - Adding American Sign Language to all Town videos to provide an additional level of accessibility.

**8.3 Laurie Wills, Director of Public Works, regarding Pay and Display Parking.**

- Downtown parking is currently parking meters, but we are proposing to have Pay and Display on King St and Third St.

- Approval through Council to purchase Pay and Displays and then relocating others from around Town along downtown.
- Replacing the meters through Hibernia St to McGill St to become Pay and Display options.
- Charles St Lot will become metered and McGill south of Queen St will be the Pay and Display at the Centennial Pool Lot.
- Third St south of Albert will become Pay and Display rather than meters.
- On Third St, the meter will be closest to the Accessible parking spot but the rest will be Pay and Display.
- By the RBC on King St, the meters will stay as well because the area is too long for Pay and Display.
- The Pay and Display units can be moved so we can always relocate them after receiving feedback.
- Will take a couple of weeks to get in and then will be installed within a few weeks.

**8.4 Laurie Wills, Director of Public Works, regarding updates on driver training.**

- Were able to schedule all Century bus drivers for training for winch and push, pull, and lift training.
- Drivers felt the training was very informative.
- L. Wills to set up a meeting and then will provide an update on the Policy, hopefully for June.
- T. Mills tried the winch and provided feedback on the process.
  - Everything worked perfectly, even if the power chair fails.

**On Demand**

- T. Mills: Used it many times since it started and it's very helpful. If you are attending something, you can go on the app and make changes on the go. Once everyone gets used to using it, it should work.
- L. Wills: Don't have to have a smart phone or computer, just have to make sure you call first. All about education and word of mouth.

- S. Caron: Could we do an advertising campaign with Troy and others who have used it and enjoyed it?
  - L. Wills: The hope is to do so and provide more information to people.
  - E. Sheffield: Should go on some radio shows to discuss and allow people to call in with questions.

**Moved by** Kathryn Richards

THAT the Accessibility Advisory Committee recommends that Council approve a budget of \$6,000 for the supply and install of a winch system for the WHEELS back-up bus to be funded by the Phase 3 Safe Restart Program funding, if applicable.

**Carried**

**9. NEW BUSINESS**

**10. UNFINISHED BUSINESS**

**10.1 Members at Large regarding the final details for Accessibility Awareness Week.**

- S. Carron: Giving an award to a business that has gone above and beyond for making their business more accessible. Determined it would be Chesler Shoes and the owner is okay with being recognized and would be honoured to accept the award. What the award should look like:
  - K. Richards: When we present Lou or Chesler Shoes, can we have the newspaper there?
    - J. Kramer: I don't see why not, we just have to decide on a day and time.
  - S. Caron: Title for the award?
    - D. Wilson: Excellence in Accessible Customer Service Award (EAC Award)
  - S. Caron: What type of award are we going to give?
    - K. Richards: Put a plaque that we can give, like what Northumberland News provides.

- E. Sheffield: Sticker or decal to go on their window in the front.
- S. Caron: Could give them that but up to them if they want to put it up.
- K. Richards:
- S. Caron: Who would present this?
  - J. Kramer: Up to you who would do that.
  - B. Sheffield: For sure Sue should present it.
  - D. Wilson: We should have the Mayor there as well.
- S. Caron: What date and time should we do this?
  - J. Kramer: We just need to make a date in advance.
  - S. Caron: Jamie to provide us with a timeline and the design ahead of time.
- K. Richards: Add the video that Sue presented to Council highlighted on the website.

**10.2 Jamie Kramer, Accessibility Coordinator, regarding the remaining Accessibility Business Letters.**

- J. Kramer to send all the letters to the member to review for the next meeting to provide any input.

**10.3 Members at Large regarding Emergency Planning for the Town of Cobourg.**

- Deferred to the next meeting when the Emergency Planner can participate.

**10.4 Members at Large regarding Accessible Taxis.**

- J. Ford: Cannot be conflated with the Emergency Planning that is necessary to provide a level of support for people with disabilities if there is an emergency. It must be dealt with as an emergency not just an accessible taxi.
- T. Mills: Golden Plough has a vehicle that can do pick-ups for wheelchairs.
  - J. Ford: These are used only by the facilities and we've tried in the past to access them which has been unsuccessful.

**11. ADJOURNMENT**

**Moved by** Troy Mills

THAT the meeting be adjourned at 11:05 a.m.

**Carried**

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Municipal Clerk B. Larmer

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Mayor J. Henderson