



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

**October 20, 2021, 10:00 a.m.**  
**Electronic Participation**

Members Present: Susan Caron  
Elizabeth Sheffield  
Kathryn Richards  
Troy Mills  
Dan Wilson  
Councillor Aaron Burchat

Members Absent: Jerry Ford

Staff Present: Councillor Emily Chorley  
Krystal Christopher  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

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**1. CALL TO ORDER**

Chair Sue Caron called the Meeting to Order at 10:01 A.M.

Troy Mills joined the meeting at 10:05 am.

**2. TRADITIONAL LAND ACKNOWLEDGEMENT**

Member, Beth Sheffield, recited the Traditional Land Acknowledgment Statement

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

**Moved by** Troy Mills

THAT the Agenda dated October 20, 2021, be approved as presented.

**Carried**

- 3.1 **Correspondence, Chair Port Hope Advisory Committee, regarding a local Business Accessibility Issue.**
- 3.2 **Additional Accessibility Audit of Victoria Hall.**
- 3.3 **Correspondence, Cobourg Dragon Boat and Canoe Club, regarding the Town of Cobourg Accessible Dock Proposal.**

#### **4. DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest Declared by Committee Members.

#### **5. ADOPTION OF MINUTES**

**Moved by** Troy Mills

THAT the minutes dated September 15, 2021, be adopted as presented.

**Carried**

#### **6. DELEGATIONS/PRESENTATIONS**

##### **6.1 Pinder DaSilva and Yin Brown, Abilities Centre, regarding the LEAD Program.**

P. DaSilva and Y. Brown provided information and overview of the Abilities Centre. The presentation highlighted the challenges faced with accessibility and inclusion services; the importance of transactional and transformational change; the LEAD program and its impact on organizations and persons with disabilities; and the value of accessibility and inclusion.

After a question-and-answer period, P. DaSilva and Y. Brown was dismissed at 10:31 AM

Aaron Burchat joined the meeting at 10:07 am.

**Moved by** Elizabeth Sheffield

THAT the delegation from Pinder DaSilva and Yin Brown, Abilities Centre, regarding the LEAD Program, be received for information purposes; and

FURTHER THAT the Accessibility Advisory Committee recommends that Council endeavour the Lead Program offered by the Abilities Centre

**Carried**

## **7. COMMUNICATIONS/CORRESPONDENCE**

### **7.1 AODA Toolbox - Update to Submission Deadline for K-12 Education**

### **7.2 Correspondence, Chair of the Municipality of Port Hope AAC, regarding a local Business Accessibility in the Town of Cobourg.**

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, provided information on the complaint received towards a business in Cobourg. B. Larmer noted that the building is not accessible, and an individual was not able to attend their appointment. Members of the Committee express concerns with the information outlined in the letter and spoke to the importance of accommodating the individual either by referral to another doctor's office that is accessible or by the doctor meeting the individual outside the office. Member, D. Wilson, noted there is nothing in the AODA to make buildings retroactively accessible. B. Larmer also noted Heritage Buildings are not legally required to be made accessible and that he will connect with the complainant and the business.

### **7.3 Correspondence, Cobourg Dragon Boat and Canoe Club, regarding the Town of Cobourg Accessible Dock Proposal.**

Discussed with item 9.1.

## **8. REPORTS**

### **8.1 Brent Larmer, Manager, Legislative Services/Municipal Clerk, regarding the Accessibility Audits for the Town of Cobourg.**

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, provided an update on the accessibility audits noting there has been 3 audits completed. B. Larmer provided information on the accessibility grants and spoke to the purchasing of a program to make documents accessible, brail signage and screen reader. B. Larmer noted Jamie Kramer has resigned from her position as the Accessibility Coordinator and the full-time position will be recommended in Cobourg's 2022 Budget. B. Larmer spoke to the building updates that are in the 2022 Budget to make Town buildings more accessible noting he will provide the budget items at the next meeting. B. Larmer provided information on the Rick Hansen Certification and education/awareness campaigns for accessibility.

**8.2 Brent Larmer, Manager, Legislative Services/Municipal Clerk, regarding the Town of Cobourg's COVID-19 Vaccination Policy.**

B. Larmer provided information on the Vaccination Policy recently adopted by Council noting that volunteers and committee members would have to be fully vaccinated to attend in-person meetings. B. Larmer spoke to the continuation of a hybrid model if meetings return to in-person and how the vaccination policy would affect advisory committees.

**9. NEW BUSINESS**

**9.1 Brent Larmer, Manager, Legislative Services/Municipal Clerk, regarding a grant application for an Accessible Dock.**

Councillor Emily Chorley joined the meeting at 11:40 PM

B. Larmer spoke to the funding and design of the accessible dock and the grant application submitted to support the funding. Councillor Emily Chorley provided information on the concerns raised by the Cobourg Dragon Canoe Club regarding the design of the dock and its location. Councillor Chorley spoke to attaining a more expensive dock, locating it at the west side of the beach, and Council approval for the reallocation of funding to support a better design. Members of the Committee engaged in a discussion regarding the information provided and spoke in support of a more expensive dock if it is a better option. Councillor Chorley provided information on the draft 2022 budget noting that the Community Services Department is proposing funding for an accessible dock for 2022. Members of the Committee spoke to providing a motion to Council in support of funding the accessible dock.

Elizabeth Sheffield left the meeting at 12:08 PM

**Moved by** Kathryn Richards

THAT the Accessibility Advisory Committee supports the application for the funding for the accessible dock

FURTHER THAT the Accessibility Advisory Committee recommends that the Town finds the best solution for an accessible dock

FURTHER THAT the design of the accessible dock be further discussed with waterfront user groups

**Carried**

**9.2 Brent Larmer, Manager, Legislative Services/Municipal Clerk, regarding appointing a member of the Accessibility Advisory Committee to the Memorial Arena Ad Hoc Committee of Council.**

Councillor Emily Chorley provided information regarding the Memorial Arena Ad Hoc Committee noting its purpose is to narrow down the options for the repurposing of the building and the committee will make recommendation(s) to Council.

E. Chorley left the meeting at 12:10 PM

**Moved by** Dan Wilson

THAT Sue Caron be appointed as a member of the Memorial Arena Ad Hoc Committee

**Carried**

**9.3 Kaveen Fernando, Planner I, regarding SPA-16-21 160 Densmore Road Site Plan**

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, provided background information and overview of the Site Plan Application at 160 Densmore Road. B. Larmer noted the price point of the proposed townhomes have not been set and information has not been provided regarding barrier-free or accessible units. B. Larmer provided information on the Community Improvement Plan (CIP) adopted by Council and spoke to the development design standards.

**10. UNFINISHED BUSINESS**

**11. ADJOURNMENT**

12:28 PM