



The Corporation of The Town of Cobourg
Accessibility Advisory Committee
MINUTES

March 17, 2021, 10:00 a.m.
Electronic Participation

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

Members Absent: Jerry Ford

Staff Present: Jamie Kramer

Staff Absent: Laurie Wills, Director of Public Works
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher

1. CALL TO ORDER

Chair Sue Caron called the Meeting to Order at 10:02 A.M.

Aaron Burchat 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 March 17, 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

Moved by Troy Mills

THAT the minutes dated February 17, 2021 be adopted as presented.

Carried

Moved by Kathryn Richards

THAT the minutes dated March 1, 2021 be adopted as presented.

Carried

6. DELEGATIONS/PRESENTATIONS

7. COMMUNICATIONS/CORRESPONDENCE

8. REPORTS

9. NEW BUSINESS

9.1 New member introduction, Dan Wilson.

Dan introduced himself to the group as a new member of the Accessibility Advisory Committee.

9.2 Discussion by Members at Large about the 2021 Work Plan Priorities.

Chair Sue Caron led the discussion with the other members of the Accessibility Advisory Committee to determine next steps and actions for each of the actions in the 2021 Work Plan.

The key highlights from the discussion were:

- There should be a focus on determining the themes and activities for National Accessibility Week, which takes place at the end of May 2021.
 - This should also include putting up the banner at Town Hall that Sue made to highlight National Accessibility Week.

- The AAC should compile a list of education and awareness topics for future media campaigns that can take place at least once a month.
 - Some of these topics include:
 - Accessible Parking spaces,
 - Customer Service Standards, and
 - Service Animals.
- There needs to be a discussion with different departments within the Town about how the AAC can be used as a resource for the work that they do to incorporate accessibility into design.
- Even with COVID-19 and the restrictions that have been in place, the AAC wants to ensure that the needs of Persons with Disabilities are being considered and met, especially during:
 - Patio season when businesses can extend onto the sidewalks,
 - Built environment and being able to access the businesses on King St.,
 - Wayfinding and signage to ensure all accessible features and amenities are being highlighted, and
 - Whenever new developments are being considered by the Town of Cobourg.

The goal for this year is to lay the foundations for the work plan topics that extend over multiple years to ensure that the AAC in collaboration with the Accessibility Coordinator. By doing so, accessibility can become a more prominent budget item for the 2022 Council budget.

Elizabeth Sheffield joined the meeting at 10:33 am.

Moved by Elizabeth Sheffield

THAT the Accessibility Coordinator be involved in the process of reviewing the applications for patios and/or business extensions onto the municipal sidewalks or roadways prior to their approvals.

Carried

10. UNFINISHED BUSINESS

10.1 Unfinished Business Tracking Chart.

The AAC discussed ensuring that the topics in the Unfinished Business Tracking Chart were taken into consideration during future meetings.

11. ADJOURNMENT

Meeting adjourned at 11:22 a.m.

Municipal Clerk B. Larmer

Mayor J. Henderson