



## **Accessibility Advisory Committee Meeting**

### **Minutes**

**Tuesday February 19, 2019**

**11:00 a.m Sir Mackenzie Bowell Room, 3<sup>rd</sup> floor City Hall**

### **Attendance**

#### **Members present:**

Councillor Garnet Thompson  
Councillor Kelly McCaw  
Councillor Sean Kelly,  
Mr. David Globe  
Mr. Don Carr  
Ms. Jennifer McTavish  
Ms. Karen Kitchen  
Ms. Patricia Russell

#### **Staff Present:**

Mr. Matt MacDonald, Director of  
Corporate Services/City Clerk  
Mr. Ted Maracek, Chief Building  
Official  
Mr. Greg Pinchin, Manager of  
Approvals  
Ms. Sarah Collins, Accessibility  
Coordinator

#### **Absent:**

Mr. Bryan Cuerrier, Member  
Ms. Jennifer Stitt, Recording Secretary

### **Order of Business**

#### **1. Call to order**

Matt MacDonald called the meeting to order at 11:00am. He invited all members to briefly introduce themselves, as this was the first meeting of the new term.

#### **2. Disclosures of pecuniary interests and the general nature thereof**

Matt explained to the committee what this means and confirmed that all committee members understood. Matt stated that even if there is a potential for a conflict of

interest that the member speak to Sarah Collins or himself, as soon as possible after reading agenda.

### **3. Approval of meeting minutes**

Not applicable.

### **4. Correspondence**

There was no correspondence at this meeting.

### **5. Deputations**

There were no deputations at this meeting.

### **6. Items for discussion**

#### 6.1. Election of a Chair and Vice-Chair

Matt MacDonald called for nominations of a chair from the floor.

Moved by: Karen Kitchen

Seconded by: Sean Kelly

“THAT Councillor Garnett Thompson be elected as Chair of the Belleville Accessibility Advisory Committee”

- Carried -

Matt suggested that it would be beneficial to have a Vice-Chair, in the case of Councillor Thompson’s absence and called for nominations of a Vice-Chair.

Moved by: Councillor Thompson

Seconded by: Councilor McCaw

“That Councillor Sean Kelly be elected as Vice Chair of the Belleville Accessibility Advisory Committee”

- Carried -

At this time, Councillor Thompson took over the meeting. Councillor Thompson welcomed all of the new and returning committee members. He reminded members that this was a 2-year term commitment and after that, they are able to re-apply if they wish. Councillor Thompson re-introduced Sarah Collins, thanked her for her work with the committee, and commented that Sarah is a great staff resource.

#### 6.2. Review of the B.A.A.C Terms of Reference

Matt MacDonald explained that Council asks all committees to review and update their Terms of Reference if it is out of date or “stale”. Comments from committee then go back to Council for review, consideration, and approval. Councillor Thompson advised committee members that Sarah has provided the current Terms of Reference, along with her proposed edits for review. Sarah asked if all members had a chance to look at the documents. The consensus was yes, so Sarah went through the Terms of Reference and proposed edits as an overview. Sarah asked if members had any questions, concerns, or suggestions. There was none.

Moved by: Councillor McCaw

Seconded by: Karen Kitchen

“THAT the Accessibility Advisory Committee forward revised Terms of Reference to City Council for review and approval.”

- Carried -

### 6.3. Set Meeting Schedule

Councillor Thompson asked the committee if meetings held the third Tuesday of every month at 11 a.m works for all members. Everyone in attendance agreed. Don Carr stated he would prefer a different location for the meeting, preferably at Quinte Sports and Wellness Center. Sarah stated that going forward meetings could be booked at the Q.S.W.C availability permitting.

### 6.4. Orientation

Sarah introduced Ted Maracek, and he reviewed some slides about accessibility and the building code. Ted answered questions from the committee. Sarah introduced Greg Pinchin, and he reviewed slides about the process of applications for site plan approval. Sarah clarified the B.A.A.C’s role in site plan reviews. Matt MacDonald reminded the committee that site plan reviews are a mandated responsibility of the committee and all members should make an effort to attend the informal meetings set to review site plans. Greg answered questions from the committee. Sarah commented that there are more slides about the A.O.D.A and serving on an Accessibility Advisory Committee, but given time constraints, members can review on their own and content will be discussed at the next meeting.

Councillor Kelly asked where the City is at in terms of accessibility. Sarah said that we have a ways to go, but there is progress and steps taken in the right direction. She commented that there needs to be a full community culture shift, so that accessibility considerations are incorporated in all projects, and not as an afterthought. Matt also commented about budget constraints and costs associated

with retrofitting built environment and public spaces. Sarah reminded committee that many A.O.D.A requirements are not retroactive, and that not everything is expected to be completed by 2025. Sarah commented that 2025 is the date at which all requirements will be in effect for all organizations regardless of type or size, but regulations are still not retroactive.

**7. New business**

None

**8. Next meeting**

Next meeting of the B.A.A.C will take place on Tuesday March 19, 2019 at the Quinte Sports and Wellness Center in the Gym Meeting Room at 11:00 a.m.

**9. Adjournment**