



TOWN OF COLLINGWOOD

ACCESSIBILITY ADVISORY COMMITTEE

April 17, 2025, 2:00 p.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Lana Roman, Chair
Heather Grasman
Casey Morrison
Kelly Allen

Members Absent: Gina Northcott, Vice-Chair
Kathryn Bloomfield

Staff Present: Jenny Haines, Administrative Coordinator
Jennifer Parker, Manager of Culture and Events
Elaine Kelly, Library Coordinator

Others: Daryush Esmaili, Aspire Consulting
Melissa Shaw, Museum Supervisor
David Wood, Envision Tatham

1. Call to Order

1.1 Welcome New Member & Committee Member Introductions

Chair Roman called the Accessibility Advisory Committee to order at 2:00 p.m.

2. Adoption of the Agenda

AAC-009-2025

Moved by: Heather Grasman

Seconded by: Casey Morrison

THAT the content of the Accessibility Advisory Committee Meeting agenda for Thursday, April 17, 2025, be adopted as presented.

CARRIED

3. Declarations of Pecuniary Interest

None.

4. Adoption of Minutes

AAC-010-2025

Moved by: Heather Grasman

Seconded by: Casey Morrison

THAT the minutes of the regular meeting of the Accessibility Advisory Committee held on Thursday, March 20, 2025 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

5. Deputations

5.1 Asset Management Plan - Daryush Esmaili, Aspire Consulting

Chair Roman welcomed Daryush Esmaili to the meeting. Daryush Esmaili provided the Committee with an overview of Collingwood's Asset Management Plan (AMP) and intended outcome of the current study being conducted.

Daryush Esmaili noted that the Town is looking for feedback from the Accessibility Advisory Committee and confirmed that the survey is available on the Town's Engage Collingwood webpage. Daryush Esmaili provided the Committee with a review of the on-line survey and questions being asked.

There were no questions or comments raised by the Committee. Manager Parker confirmed that feedback will be provided from the Committee as a whole.

Daryush Esmaili left the meeting at this time.

5.2 Museum Master Plan - Melissa Shaw, Museum Supervisor

Museum Supervisor Melissa Shaw thanked the Accessibility Advisory Committee for their feedback regarding the upcoming Museum re-construction project and confirmed that all comments and suggestions were taken into consideration.

Supervisor Shaw briefed the Committee on the Museum's Master Plan and provided an overview of upcoming public engagement opportunities. Supervisor Shaw confirmed that a survey will be made available in paper form and also on the Town's Engage Collingwood webpage and that a link will be provided to the Committee for their input.

Supervisor Shaw answered questions and received feedback from the Committee regarding: the accessibility of the survey and whether there is another option to take the survey besides on paper and on-line; the

importance that the survey is in plain language, that all options and alternatives to take the survey are outlined at the beginning of the survey.

The Committee proposed that consideration be made town-wide to standardize surveys to include information regarding where to go / who to contact if you need assistance with a survey.

Supervisor Shaw left the meeting at this time.

5.3 **Addition: Asset Management Plan Survey Discussion

Manager Parker confirmed that the Asset Management Plan will include any Town assets that are physical or structural. The Committee discussed concerns regarding sidewalks; curb cuts; winter maintenance of sidewalks; narrow sidewalks; if sidewalks met AODA standards; concerns regarding the colour and steepness of a ramp at Sunset Point Park playground; the lighting used in public buildings; and buttons at crosswalks. Manager Parker confirmed that she would share comments.

6. Reports

6.1 AODA Audit – Ministry for Seniors and Accessibility

Manager Parker noted that the Town of Collingwood and several other municipalities across the Province had received from the Ministry for Seniors and Accessibility an AODA Audit focusing on transportation standards. Manager Parker confirmed the requirements of the audit and noted that there is no action from the Committee at this time and that she will advise if there are any concerns regarding the outcome of the audit.

6.2 2024 Accessibility Status Report

Manager Parker noted that the Town is required to submit an accessibility status report in support of its Multi-year Strategic Plan and that she developed the report drawing on the Committee's 2025 goals and 2024 accomplishments recently shared with Council. The Committee reviewed the report and Manager Parker answered questions regarding the Town's AODA Task Force and why the AAC does not work directly with the task force but instead through the Staff Resource.

AAC-011-2025

Moved by: Heather Grasman

Seconded by: Casey Morrison

THAT the Accessibility Advisory Committee approve the 2024 Accessibility Status Report as presented.

CARRIED

7. Business Arising from the Previous Meeting

None.

8. Other Business

8.1 Multi-Year Strategic Plan Areas of Focus

Transportation

An update from Staff was not provided at this time as Coordinator Falcon was not in attendance at the meeting.

A question was raised by a member of the Committee regarding whether all taxi drivers are required to have criminal record checks and if insurance is required on all taxi vehicles. Committee members discussed the legal requirements regarding vehicle insurance and suggested that the question regarding criminal record checks be asked directly with the taxi company as it is a private company. The Committee discussed posing the question to the Collingwood Transit Advocacy Group and having the member work with them regarding the matter.

Public Spaces: Pump Track Legion Park

David Wood joined the meeting at this time.

David Wood provided the Committee with an overview of the Pump Track to be installed at Legion Park noting track features and concept design. David confirmed that construction will be happening this Summer. David Wood answered questions and received comments from the Committee regarding parking; if asphalt will be used on the path leading to the washrooms; if the pump track will be Staffed or bookable; and the importance of ensuring that all groups of people have the opportunity to utilize the space.

David Wood left the meeting at this time.

Public Benches

This item was not discussed at this time.

Communication

Website: Community Event Calendar - Accessible Events

The Committee discussed accessible spaces and what people are looking for in an event space, event location, or community event is determined as accessible.

The Committee noted the following:

- if the location has a place to sit
- are attendees required to bring their own chair
- is there closed captioning
- will there be a sign language interpreter
- what is the terrain; can I push a wheelchair / use a mobility device
- is there accessible parking
 - are there accessible washroom and doors
- what is the grading and is the surface paved or just grass

The Committee suggested that the question be asked: "is there an accessibility concern that has not been addressed"

8.2 Community Engagement / Awareness

Movie - Out of My Mind

- Manager Parker confirmed that the movie will be shown at the Library on Thursday, May 29
- School groups will be invited for a screening during the day and it will be open to the community at large in the evening

Committee discussed working with Augmentative and Alternative Communication and confirmed that they will be providing two Staff members to share information with attendees

- Farmer's Market

Manager Parker noted that the Accessibility Advisory Committee can sign up to use the Town's booth one weekend at the Farmer's Market.

8.3 Town Projects

This agenda topic was not discussed at this time.

8.4 Collaboration & Partnerships

Committee discussed various ways to reach out to community partners and advise them of the movie night on May 29.

8.5 Other Business

Coordinator Haines noted that the Town will be proclaiming National Volunteer Week on April 25, 2025 at 2:00pm with a flag raising ceremony at the Community Flag Pole at the Collingwood Public Library. Coordinator Haines noted that a Volunteer appreciation event will be taking place after the flag raising and that all members of Committee are welcome to attend. Coordinator Kelly noted that the Library is hosting a Volunteer Fair during Volunteer Week as well.

9. Correspondence

None.

10. Public Delegation(s) (Maximum 5 Minutes per Delegation)

None.

11. Next Meeting

The next meeting of the Accessibility Advisory Committee will take place on May 15, 2025, commencing at 2:00 p.m.

12. Adjournment

Moved by: Member Morrison

THAT the meeting of the Accessibility Advisory Committee meeting be hereby adjourned at 4:00 p.m. **CARRIED.**

Chair