



## TOWN OF COLLINGWOOD

### ACCESSIBILITY ADVISORY COMMITTEE

May 15, 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  
Heather Grasman, Vice-Chair  
Kathryn Bloomfield  
Casey Morrison  
Kelly Allen  
Sandra Grafe

Members Absent: Gina Northcott

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

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#### 1. Call to Order

##### 1.1 Welcome New Member & Committee Member Introductions

Chair Roman called the Accessibility Advisory Committee to order at 2:03 p.m. and Committee member introductions were made.

#### 2. Adoption of the Agenda

##### AAC-012-2025

Moved by: Kelly Allen

Seconded by: Sandra Grafe

**THAT** the content of the Accessibility Advisory Committee Meeting agenda for Thursday, May 15, 2025, be adopted as presented.

**CARRIED**

#### 3. Declarations of Pecuniary Interest

None.

#### **4. Adoption of Minutes**

##### **AAC-013-2025**

Moved by: Heather Grasman

Seconded by: Kelly Allen

**THAT** the minutes of the regular meeting of the Accessibility Advisory Committee held on April 17, 2024 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

**CARRIED**

#### **5. Business Arising from the Previous Meeting**

##### **5.1 National AccessAbility Week Event & Flag Raising**

Manager Parker noted that the Town will be raising a flag and proclaiming National AccessAbility Week in the Town of Collingwood at the community flag pole on Thursday, May 29 at 3:00 p.m.

Manager Parker confirmed that the movie "Out of My Mind" will be screened at the Library on May 29 at 6:00 p.m. and that introductory and welcoming remarks will be brought by the keynote speakers from the Children's Treatment Network.

Manager Parker answered questions and provided clarification on the community event confirming that coordinating with the local schools was unsuccessful.

Manager Parker noted the various ways the community will be made aware of the movie screening.

Committee members discussed activities for the public to do before the speakers begin; volunteers needed for the event; organizations in Town that should be invited; and youth groups that could be included.

Member Roman provided the Committee with an overview of the non-verbal communication activities and non-verbal activity stations that will be set up and the Committee discussed various tools and ways to communicate non high-tech communication in places such as the Town Pool and Museum, noting ways to integrate non-high tech communication into various Town spaces.

#### **6. Other Business**

##### **6.1 Multi-Year Strategic Plan Areas of Focus**

Transportation – Coordinator Falcon

- Reviewed the outcome of the Transportation Compliancy Audit

- Identifying that the process was also beneficial, providing Staff with an in-depth look at the Town's transportation system and its compliance standards under the AODA
- Staff are aware of the issues patrons are experiencing when booking rides one hour in advance of pick-up times and are working with the program developer to ensure that all rides booked can get into the system even with hours changing.
- New bus drivers have been hired for conventional transit

Staff answered questions from the Committee regarding whether the Transportation Compliancy Audit is available to the public; what the Town is required to submit to the Ministry; and if the reports are made public.

#### Communication

- Staff participated in a Digital Accessibility Skills Building Workshop and discussion supported by the City of Ottawa and included municipalities from across the Province

#### Public Spaces – benches, library book vending machine, Collingwood Summer Events

- Benches
  - Manager Parker noted that benches are removed from various public places during the winter to aid with snow removal and that until the Committee can revisit this discussion after the summer installation
  - Staff added benches along the Train Trail with grant funding allowing people a place to pause if needed while using the trail
- Library Book Vending Machine
  - The Library will be purchasing a Book Vending Machine
  - It was noted that the Vending Machine is identified under the AODA as a kiosk and that actions will be taken to ensure compliance during the procurement process
- Collingwood Summer Events
  - Mobile Park Program
    - Promotes social connection; brings families into park spaces; self-directed play; mobile with goal to connect families with community spaces
  - Heritage Garden

- Space accessible to everyone; food for the community; learn how to harvest; staff able to support residents to access fresh vegetables
- Summer Concerts at the Amphitheater
  - Accessible washroom trailer with elements that meet the AODA accessibility requirements will be on location

Manager Parker confirmed that Staff are ensuring that all summer events are being promoted with an accessibility lens and looked to the Committee for suggestions on how to improve accessibility at the Amphitheater noting that accessible parking is concern.

The Committee discussed the option of providing a 'fast pass' for children or people with disabilities who cannot wait in long lines to get their face painted or participate in an activity. Manager Parker noted that the events downtown are hosted by the BIA and that she would share this suggestion with them.

## **6.2 Community Engagement / Awareness**

The Committee expressed interest in participating in accessing the Town booth at the Farmers' Market and discussed activities to engage and connect with the public. Manager Parker confirmed that she would review the schedule and canvas the Committee to find a date that works for the majority of the Committee.

## **6.3 Town Projects**

Manager Parker confirmed that details regarding the Museum Master Plan, Legion Park – Pump Track, Asset Management Plan can be found on the Town's Engage webpage.

## **6.4 Collaboration & Partnerships**

None.

## **6.5 Other Business**

None.

## **7. Public Delegation(s) (Maximum 5 Minutes per Delegation)**

None.

## **8. Next Meeting**

The next meeting of the Accessibility Advisory Committee will take place on June 19, 2025, commencing at 2:00 p.m. Manager Parker confirmed that Coordinator Kelly will be the Staff Resource for the upcoming meeting due to a scheduling conflict. Member Grasman confirmed that she will be unable to attend and

Member Allen noted that she is unable to confirm. Chair Roman confirmed she will attend virtually.

Manager Parker noted the importance of obtaining quorum for the June meeting as the meetings scheduled in July and August are tentatively booked.

**9. Adjournment**

Moved by: Member Morrison

**THAT** the meeting of the Collingwood Heritage Committee be hereby adjourned at 3:01 p.m. **CARRIED.**

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Chair