



# City of Brockville Municipal Accessibility Advisory Committee Minutes

1:00 PM - Tuesday, November 26, 2024

City Hall, Council Chambers

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The Municipal Accessibility Advisory Committee meeting was called to order on Tuesday, November 26, 2024, at 1:00 PM, in the City Hall, Council Chambers, with the following present:

**Members Present:** Paris Escandón, Greg Bamber, Mary Ann Greenwood, and Janet Jones  
**Regrets:** Matthew Wilson and Louise Severson  
**Staff:** Lynn Murray, Deputy City Clerk and Tara Laberee Bondi, Clerks Assistant

## 1. Chair's Remarks

J. Jones commented on how pleased she is to see committee members getting involved in community projects. She highlighted P. Escandón's photography exhibit at the library; P. Escandón and M. Wilson joining CNIB; and she and M. Wilson attended a Diversity event in Maitland.

## 2. Disclosure of Interest

Nil.

## 3. Adoption of the Minutes

J. Jones would like the minutes amended under Staff Reports - Accessible Bus Stop Status Update, to reflect her comment that the BMAAC Committee work together with the paratransit drivers and the Supervisor of Transportation and Fleet Services to create a joint plan to prioritize the list of bus stops needing upgrades.

Moved by: Member Greenwood

Seconded by: Member Bamber

THAT the minutes of the Brockville Municipal Accessibility Advisory Committee meeting dated October 22, 2024 be adopted as amended.

**CARRIED**

## 4. Delegations/Presentations

Nil.

## **5. Correspondence & Communications**

1. Improving Accessible Customer Service Standards  
2024 Initial Recommendations Report

The review of the accessible customer service standards was attached to the agenda for the committee's review. J. Jones said they were a good resource.

M. Greenwood noted the deadline for feedback on the customer service standards review was January 9, 2025. J. Jones confirmed there is no meeting in the month of December so members will need to review the document and provide feedback to the committee through email. L. Murray suggested a deadline of December 13, 2024, to provide feedback on the review. The committee agreed to the deadline to submit feedback.

## **6. Staff Reports**

1. Update on Site Plan Circulation

J. Jones described how the committee was involved in site plan review in the past. L. Murray did connect with the Planning Department to determine where the site plans were being circulated. The Planning Department updated their list to ensure the chair, J. Jones was included in the distribution. J. Jones commented she received the emails and sent them electronically to the committee members for review. G. Bamber suggested members refer to the audit list which the City of Oshawa uses to review their site plans. He mentioned the parking at the new development on Jefferson Drive did not meet accessibility standards. J. Jones asked staff how members should review site plans going forward. L. Murray said when the Chair shares the site plans with the committee, that is when they should provide comments back to the Chair. She will confirm with Planning staff if all site plans are sent electronically.

## **7. New Business**

Nil.

## **8. Member Reports and Project Updates**

1. More Accessible Meeting Location

G. Bamber asked staff to source an alternate meeting location as he has safety concerns about the current location in Council Chambers. The committee discussed other possible locations with the municipal arena considered to be the best option. Staff will look into booking the venue for the next meeting in January.

2. Updates on Projects BMAAC Helped With: bus stops, parks, parking audits, etc.

The Kent Street bus stop update was completed and looks great. J. Jones confirmed none of the five stops identified by the committee were able to be completed this year, but the project will carry forward to 2025. She would like to see the committee work with the drivers and City staff to create a plan that would be presented to Council. That the list of 33 bus stops are linked to these minutes.

[List of 33 Bus Stops](#)

G. Bamber said the parking audits were handed in and more details about the review are in the February 2024 minutes [Brockville - Meeting Information](#).

M. Greenwood mentioned some items from the park audits, like accessible picnic tables, were still outstanding. J. Jones suggested a review of the parks may need to be done again in 2025.

3. Discussion - Ontario Accessibility Standards

No discussion on this topic.

4. Discussion - Oshawa Universal Design Standards

G. Bamber provided an overview of the Oshawa Accessibility Design Standards. The standards help guide groups to be on the same page and work toward common goals. He would like the committee to review and hopes the City of Brockville will adopt them as their standard. L. Murray asked the committee to review the Oshawa Universal Design Standards: [Oshawa Accessibility Design Standards - 4th Edition February 2022](#) and be prepared to discuss at the next meeting on January 28th.

## 9. Adjournment

Moved by: Member Greenwood

THAT the BMAAC meeting be adjourned until its next regular meeting scheduled for January 28, 2025.

**CARRIED**

*The meeting adjourned at 2:23pm.*