



Accessibility Advisory Committee Agenda

December 09, 2025

03:30 PM

Council Chambers

This meeting is being held in a hybrid format, with members of the Accessibility Advisory Committee, staff, and the public attending either in person at the Administration Centre – Council Chambers, 217 Gideon Street, or virtually via Zoom where permitted.

All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

1. Approval of Agenda

Recommendation:

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting Agenda dated December 3, 2025, as presented.

2. Declaration of Interest

3. Approval of Previous Minutes

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Recommendation:

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting minutes dated November 4, 2025, as presented.

Recommendation:

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting minutes dated October 14, 2025, as presented.

4. Business Arising from the Minutes

4.1 Accessibility Audit Report - Clearview Public Library, Stayner Page 12

Recommendation:

Be It Resolved that the Accessibility Advisory Committee accept the Accessibility Audit Report for the Clearview Public Library in Stayner as presented and that the report be forwarded to the Library CAO for review and consideration.

4.2 Accessibility Advisory Committee Schedule for 2025-2026 Page 16

Recommendation:

Be It Resolved that the Accessibility Advisory Committee accept the 2025-2026 meeting schedule, as presented, for the remainder of the current term.

5. Communications from the Chair

6. New Business

7. Next Meeting

January 13, 2026 at 3:30 p.m.

8. Adjournment

Recommendation:

Be It Resolved that the meeting hereby be adjourned at _____ p.m.



Accessibility Advisory Committee Audit Minutes

The Accessibility Advisory Committee conducted an in-person accessibility audit at the Clearview Public Library, 269 Regina Street, on November 04, 2025, at 03:30 PM.

Those in attendance were:

Members: Deborah Bronee, Chair
Andrew Bronee
Joseph Nagy
Krista Taylor

Regrets: Paul Proulx
Councillor Robert Walker, Council Representative
Mayor Measures, Ex Officio

Staff: Scott Pattison, Deputy Chief Building Official
Shannon Peart, Legislative Coordinator - Committee & Boards

1. Approval of Agenda

Moved by Joseph Nagy

Seconded by Krista Taylor

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting Agenda dated November 4, 2025, as presented.

2. Declaration of Interest

None.

3. Accessibility Audit - Clearview Public Library, Stayner

The Accessibility Advisory Committee conducted an accessibility audit at the Clearview Public Library in Stayner.

4. Next Meeting

December 9, 2025 at 3:30 p.m.

5. Adjournment

Moved by Andrew Bronee

Seconded by Joseph Nagy

Be It Resolved that the Accessibility Advisory Committee meeting hereby be adjourned at 5:30 p.m.

Deborah Bronee, Chair

Shannon Peart, Legislative Coordinator - Committee & Boards

Location:	Stayner Public Library	Date (dd/mm/yy):	November 4, 2025
Department / Facility:	Library	Inspector(s):	Accessibility Advisory Committee: Deborah Bronee Andrew Bronee Joesph Nagy Krista Taylor
Inspection Type: <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Complaint Follow-Up <input type="checkbox"/> Renovation Review <input type="checkbox"/> Other: _____			

Item #	Location	Barrier or Concern Observed	Facility Accessibility Design Standards Section	Priority (H/M/L)	Barrier Type	Recommended Action
1.	Front Lobby	Smartek Screen stand positioned in the middle forces wheelchairs to go under sideways. No read-aloud option. Home/menu buttons are too high to reach.	Space and Reach Requirements – Section 1	High	Design / Technology	Mount screen lower on wall, adjust screen angle to reduce glare, enable read-aloud or audible navigation, move home buttons to the bottom of the screen.
2.	Front Lobby (Vestibule Area)	Portable Closed/Open A-frame sign blocks wheelchair button and fire extinguisher access.	Entrances – Section 13.2	High	Maintenance / Policy	Relocate Closed/Opened A-frame sign outside or to another interior area that doesn't block accessibility buttons or extinguishers. A clear floor space must be maintained.
3.	Exterior Front Entrance	Book return area and garbage can sometimes be blocked by salt bin or A-frame sign, creating tight space for accessibility.	Entrances – Section 13.1	Medium	Maintenance	Maintain clear path; keep garbage and salt bins 3 ft away to allow turning radius.

Item #	Location	Barrier or Concern Observed	Facility Accessibility Design Standards Section	Priority (H/M/L)	Barrier Type	Recommended Action
4.	Hallway Bathroom (by Lobby)	"Assistance Required" button does not notify staff when pressed; no alarm or light system linked to service area.	Universal Washroom – Section 24	High	Communication / Design	Install visual/audible signal at service desk or integrate alert system for staff notification.
5.	Inside Bathroom (Lobby)	Toilet two inches too close to wall; toilet paper dispenser placed too close to toilet.	Universal Washroom – Section 24	High	Design	Reposition dispenser to meet FADS spacing requirements.
6.	Hallway to Youth Centre	Grey-on-grey wall and door trim lack contrast, making doorways hard to identify for people with low vision.	Materials and Finishes – Section 12.4	High	Design	Repaint door frames and wall baseboards with contrasting colours for visibility.
7.	Back Entrance (to Lobby / Youth Centre)	Coat rack and bulletin board block accessible door buttons and fire extinguisher.	Power Door Operators – Section 15.4	High	Maintenance / Policy	Remove obstructions; relocate coat racks and keep area clear of obstructions.
8.	Main Library – Lobby Bookcases	Bookcases extend into walkway, narrowing the passage for wheelchairs.	Headroom – Overhanging and Protruding Objects – Section 4	Medium	Design / Maintenance	Remove or reposition three units to restore accessible walkway width. See reference to FADS document.
9.	Library Shelves	Aisle spacing too narrow, particularly in children's area – not wide enough for two wheelchairs.	Libraries – Section 46.1 Accessible Paths	High	Design	Follow FADS shelving clearance guidelines; reconfigure layout for wider aisles.

Item #	Location	Barrier or Concern Observed	Facility Accessibility Design Standards Section	Priority (H/M/L)	Barrier Type	Recommended Action
10.	Washroom Doors & Trim	Poor contrast between doors, trim, and walls reduces visibility.	Materials and Finishes – Section 12.4	Medium	Design	Paint trim on doors in contrasting colours; add contrasting baseboards.
11.	General / All Areas	No routine accessibility inspection process to ensure areas remain clear (e.g., plants, temporary tables, shelves).		Low	Policy / Maintenance	Develop and implement Accessibility Inspection SOP and schedule routine checks with staff.

Accessibility Highlights – Best Practices

(Record examples of good accessibility features, improvements, or best practices observed during the inspection.)

Location / Area	Positive Feature Observed	Comments / Notes
Parking Lot / Outside Area	Clearly marked accessible spaces with tactile mats and accessible picnic table.	Exterior area provides strong accessibility example.
Board Room	Acoustic panels for sound reduction and high colour contrast used throughout.	Great design for visual and auditory accessibility.

Accessibility Risk Evaluation Guide

Severity of Barrier	High Probability	Medium Probability	Low Probability
Major (prevents access or use)	High	High	Medium
Moderate (limits independence)	High	Medium	Low
Minor (causes inconvenience)	Medium	Low	Low

- *Barriers marked as “High Priority” should be corrected immediately or mitigated until permanent solutions are in place.

For a copy of Facility Accessibility Design Standards (FADS), please go to:

https://www.clearview.ca/sites/default/files/uploads/publications/final_approved_facility_accessibility_design_standards_fads.pdf



Accessibility Advisory Committee Minutes

The Accessibility Advisory Committee met in a hybrid format, meeting in-person at the Administration Centre, Council Chambers, 217 Gideon Street, and virtually via Zoom on October 14, 2025, at 03:30 PM.

Those in attendance were:

Members: Deborah Bronee, Chair
Andrew Bronee
Joseph Nagy
Krista Taylor
Paul Proulx
Councillor Robert Walker, Council Representative
Mayor Measures, Ex Officio

Regrets:

Staff: Tammy Gill, Director of Human Resources
Shannon Peart, Legislative Coordinator - Committee & Boards

1. Approval of Agenda

Moved by Krista Taylor

Seconded by Paul Proulx

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting Agenda dated October 14, 2025, as presented.

Motion Carried

2. Declaration of Interest

None.

3. Approval of Previous Minutes

Moved by Krista Taylor

Seconded by Councillor Walker

Be It Resolved that the Accessibility Advisory Committee hereby approve the meeting minutes dated September 9, 2025, as presented.

Motion Carried

4. Business Arising from the Minutes**4.1 Amazing Race - October 25, 2025**

The Committee discussed planning an upcoming Amazing Race-style obstacle course at Sunnidale Corners Community Centre, including accessibility considerations, safety measures, timing, and staff and volunteer coordination for setup and event day. Committee members will organize with the Sunnidale booking agent to do a walkthrough of the hall and finalize the plan.

5. Communications from the Chair

None.

6. New Business**6.1 Music, Market and Park It Accessibility Letter - Dated September 29, 2025**

Moved by Krista Taylor

Seconded by Andrew Bronee

Be It Resolve that the Accessibility Advisory Committee receive the letter dated September 29, 2025, for information regarding the Music Market and Park It events.

The Committee received and discussed the Music, Market and Park It accessibility letter dated September 29, 2025, including accessibility improvements, parking, and logistical considerations. Further discussion will be deferred to another meeting.

6.2 Gowan Park Baseball Field Bleachers

Mayor Measures attended the meeting and provided background information on the project. The committee discussed options to improve accessibility at the baseball viewing areas, including creating a flat viewing pad with accessibility signage that would not alter existing bench design. Once the project is at the design stage the committee can bring forward suggestions for Council consideration. Examples from

Stayner and Nottawa baseball bleachers were referenced where fixed aluminum bleachers are installed on concrete pads to support accessible viewing.

7. Next Meeting

November 4th at 3:30 p.m. - Accessibility Audit Clearview Public Library, Stayner

8. Adjournment

Moved by Andrew Bronee

Seconded by Krista Taylor

Be It Resolved that the Accessibility Advisory Committee meeting hereby be adjourned at 4:55 p.m.

Motion Carried

Deborah Bronee, Chair

Shannon Peart, Legislative Coordinator - Committee & Boards

Location:	Stayner Public Library	Date (dd/mm/yy):	November 4, 2025
Department / Facility:	Library	Inspector(s):	Accessibility Advisory Committee: Deborah Bronee Andrew Bronee Joesph Nagy Krista Taylor
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CLEARVIEW
TOWNSHIP

Clearview Accessibility Advisory Committee

2025/2026 Meeting Schedule

Please be advised that Special Meetings can be called by the Chair

All meetings begin at 3:30 p.m.

Date	Location
October 14, 2025	Administration Centre - Council Chambers 217 Gideon Street, Stayner
November 4, 2025	Clearview Public Library 269 Regina Street, Stayner
December 9, 2025	Administration Centre - Council Chambers 217 Gideon Street, Stayner
January 13, 2026	Avening Hall 3401 County Road 42, Creemore
February 10, 2026	Emergency Hub 6993 Highway 26, Stayner
March 10, 2026	Administration Centre - Council Chambers 217 Gideon Street, Stayner
April 14, 2026	Administration Centre - Council Chambers 217 Gideon Street, Stayner
May 12, 2026	Stayner Arena 269 Regina Street, Stayner
June 9, 2026	Administration Centre - Council Chambers 217 Gideon Street, Stayner
July	No Meeting
August	No Meeting
September 8, 2026	Administration Centre - Council Chambers 217 Gideon Street, Stayner
October 13, 2026	Administration Centre - Council Chambers 217 Gideon Street, Stayner