



**The Corporation of the Township of Brock  
Accessibility Advisory Committee Minutes**

**January 14, 2025  
Virtual Meeting**

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**1. Meeting Link**

**2. Call to Order - 9:00 a.m.**

Chair Schirle called the meeting to order at 9:00 a.m. and confirmed the following committee members and staff were present.

Committee Members

Gerhard Smit  
Mike Parliament  
Chair, Donna Schirle  
Councillor Angela Canavan  
Colby Farrell  
Tony Laudrie  
Susan Koskinen

Staff

Maralee Drake, Deputy Clerk

**3. Disclosure of Pecuniary Interest and Nature Thereof**

**4. Delegations**

**4.1 StopGap Program**

Julie Mclsaac, Director, Diversity, Equity and Reconciliation, City of Oshawa

Ms. Maclsaac provided a presentation on the City of Oshawa Stop Gap program.

The presentation included information on the history of the pilot project, the requirements for businesses, challenges, and proposed improvements to revamp the project. Of the 40 businesses the Oshawa AAC visited, 2 expressed interest.

Councillor Canavan noted that most businesses in Brock have more than one step and that Oshawa has paved the way to allow other municipalities to work with the Region of Durham on similar programs.

Ms. Maclsaac noted that the ramps are custom designed and are for a height of 3 - 9 inches, designed for a single step entry. Any ramps for businesses on regional roads require an encroachment agreement with the Region of Durham. Each ramp is a vibrant colour and is designed to be removed on a frequent basis, and cannot be put permanently in front of the business.

Colby Farrell enquired about feedback received from interested businesses to which Ms. Maclsaac advised that there were concerns with the insurance and encroachment agreements for business owners that are not the property owners. The City of Oshawa hopes that they can get a business on board which will set a positive example for other businesses in Durham.

The committee discussed all Brock downtowns being on regional roads and next steps. The Deputy Clerk will arrange for a Stop Gap representative to attend a BAAC meeting.

## **5. Confirmation of Minutes**

### **5.1 Confirmation of Minutes - September 17, 2024**

Moved by Gerhard Smit to approve the September 17, 2024 BAAC meeting minutes.

**CARRIED**

## **6. General Items**

### **6.1 2025 Meeting Schedule**

Moved by Susan Koskinen that the 2025 BAAC Meeting Schedule be approved.

## 6.2 2025-2026 Workplan

The 2025-2026 BAAC Workplan was approved by Council on December 2, 2024 as Appendix 1 to Report 2024-GG-027.

A budget of \$1,000 has been added to the 2025 Draft budget for Council consideration.

The committee reviewed each workplan item and members were assigned specific tasks. Members are to research the item and bring forward any recommendations to the committee for approval. Committee members were encouraged to volunteer for additional items throughout the year. The Deputy Clerk will add a few workplan items to each agenda based on their relevance to the calendar year and due dates. Members are encouraged and may be required to work with staff on each of the below workplan items.

Items were assigned as follows:

- Public Education Campaign - Donna Schirle, Councillor Angela Canavan
- Accessible Event Checklist - Committee led, later in September
- Collect Public Feedback on Accessibility - Colby Farrell
- Accessibility Makes Good business Sense - Tony Laundrie and Susan Koskinen
- Multi Year Accessibility Plan Review - full committee review, later in the year
- Township of Brock of Brock Accessibility Award - Full committee to review applications received
- Policy Review - Councillor Angela Canavan, Colby Farrell
- Research and review mental health and accessibility - Councillor Angela Canavan
- Municipal Facility Audits - Available committee members to attend
- Stop Gap - Donna Schirle

## 6.3 Update on LSRCA trail work

If any further updates are received on the project, staff will share with the committee.

6.4 Site Plan Review Guiding Document

The Deputy Clerk advised the document should be used by committee members when reviewing site plans and that the Director of Development Services and Chief Building Official provided input in its development.

Colby Farrell enquired if there are any resources that can be shared with developers with respect to designing and including accessible elements in buildings.

6.5 Facility Audits and Consultations

Dates for facility audits will be shared with the committee. Whoever is able to attend is encouraged to do so. The Facility Audit Checklist was developed using examples from other municipalities. The information noted in the facility audits will be brought to the next AAC meeting for the committee to review, and then the findings and recommendations will be shared with the Director of Parks, Recreation and Facilities.

**7. Other Items & Inquiries**

7.1 New Business

Tony Laundrie advised the new door at the Sunderland Town Hall has been installed.

7.2 Next Meeting

March 18th at Municipal Administration Building

**8. Adjournment**

Moved by Tony Laundrie that BAAC adjourn at 9:55 a.m.

**CARRIED**