



**The Corporation of the Town of Saugeen Shores  
Accessibility Advisory Committee Meeting Minutes**

**Wednesday, September 10, 2025, 1:00 p.m.  
Council Chambers  
600 Tomlinson Drive  
Port Elgin, Ontario**

Present: Diane Huber, Deputy Mayor and Chair  
Patricia Kelly, Member  
Jennifer Cowan, Member

Members Absent: Ian Moncrieff, Member

Staff Members: Dawn Mittelholtz, Clerk  
Ashlynn Kennedy, Licensing and Records  
Clerk  
Adam Parsons, Manager, Parks and  
Facilities

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**1. Call To Order**

Chair D. Huber called the meeting to order at 1:03 p.m.

**2. Land Acknowledgement**

Member J. Cowan read the Land Acknowledgement.

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

No pecuniary interests were declared.

**4. Additions, Deletions, or Amendments**

None.

**5. Adoption of Minutes**

**5.1 Draft Committee Minutes - July 9, 2025**

Moved by: Jennifer Cowan  
Seconded by: Patricia Kelly

That the Accessibility Advisory Committee approve the minutes of July 9, 2025, as presented.

**CARRIED**

**6. Report of Municipal Officers/Committees**

**7. Unfinished Business**

**7.1 Accessible Picnic Tables**

A comment was made regarding the various uses of public spaces, and it may not be ideal to prevent the public from relocating these tables to accommodate different needs. Instead, it was suggested that Town staff consider operational procedures that include returning the accessible picnic tables to their designated locations after the area has been used. To support this process, the Parks Division could create a map or plan to reference when repositioning the tables.

Concerns were raised about the accessibility of the picnic table located near the beach washrooms. Staff will be reviewing the total number of accessible picnic tables to ensure proper coverage and compliance.

The Committee discussed several options to bring attention to accessible picnic tables. These included affixing plaques to the tabletops, using engraved wording, trialing picnic tables with folding benches, and painting the tables in a distinct color. It was noted that plaques may be problematic as they can be damaged and removed easily. Painting the top of the accessible tables was suggested, though it would require annual maintenance. The color of the table was discussed, and it was suggested that it could be painted to mimic the accessible parking sign, blue with a white wheelchair on it. The Town would be responsible for educating the public and updating the website regarding the accessible picnic tables.

**7.2 Access to the Bruce County Hub Building**

The Committee heard an update from Ashlynn Kennedy, Licensing and Records Clerk, that Operations has been advised and will look at access to the Bruce County Hub Building for the future years Capital Projects and that the Director of Development Services may attend the next Committee meeting regarding the Transportation Master Plan.

A comment was made regarding access to the Bruce County Hub building and that there is a concern that there is no sidewalk access to the building.

**8. New Business**

**8.1 Site Plan Sub-Committee**

The Committee discussed the potential for a Site Plan Sub-Committee to review items that are required under the Act, with the possibility of expansion to provide flexibility. Questions were raised about how site plan control applies and whether the Committee would have access to view plans.

It was recommend deferring the discussion to the next meeting to allow time for clarification and follow-up with the Town Planner, ensuring that any review process aligns with the *Accessibility for Ontarians with Disabilities Act* as there has been changes relating to site plans.

Moved by: Patricia Kelly

Seconded by: Jennifer Cowan

That \_\_\_\_\_ be appointed for a Site Plan Sub-Committee.

**DEFERRED**

**8.2 Universal Design Information**

The Committee heard an update from Dawn Mittelholtz, Clerk regarding the Universal Design Information for Subdivision and Site Plan Developments.

The Committee discussed the purpose of the Universal Design Information and that it provides an opportunity for education and awareness. It was noted that this resource provides an opportunity for individuals and organizations to go beyond the minimum requirements of legislation.

A comment was made that the Universal guidelines are currently under review, and if the Committee wishes to provide comments, now is the appropriate time to do so. While this information is typically shared with developers, it was suggested that it should also be made available in a centralized location to ensure it is accessible to everyone.

**9. Communications for the Committee**

**10. Next Meeting**

The next meeting will be held on December 10, 2025, at 1:00 pm in the Council Chambers.

**11. Adjournment**

Moved by: Jennifer Cowan

Seconded by: Patricia Kelly

That this Accessibility Advisory Committee meeting of September 10, 2025 hereby adjourns at 2:02 pm.

**CARRIED**