

Accessibility Advisory Committee Minutes  
March 3, 2020 - 7:00 PM  
Committee Room One  
Whitby Town Hall

**Present:** Jeffrey Beaton, Vice-Chair  
Naji Hassan  
Liam Lacy  
James Lawrie, Chair  
Paul Scott  
Ayse Yuksel

**Also Present:** Councillor Yamada, Mayor's Designate  
John Romano, Commissioner of Community Services  
Michele Cotton, Staff Liaison, Accessibility Coordinator  
Heather Oerlemans, Council and Committee Coordinator  
(Recording Secretary)

**Regrets:** Denise Laframboise  
Dave MacKinnon

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Call to Order

1. Disclosures of Interest

1.1 There were no disclosures of interest.

2. Approval of Previous Minutes

2.1 Minutes - February 4, 2020

Recommendation:

Moved By Liam Lacy

That the Accessibility Advisory Committee minutes of February 4, 2020 be approved.

**Carried**

3. Presentations

**3.1** Jacqueline Long, Head, Organizational Effectiveness, Town of Whitby  
Re: Human Resources Work Plan for 2020 and Beyond

Jacqueline Long, provided a PowerPoint presentation regarding the Town of Whitby Human Resources Work Plan for 2020 and Beyond which included:

- a review of initiatives completed in 2017 such as diagnostics, adopting a cohesive Human Resources (HR) framework, and identifying key focus areas;
- training initiatives including Accessibility for Ontarians with Disabilities Act, Mental Health in the Workplace and Mental Health First Aid Certificates;
- a review of 2018 initiatives which included the addition of three new positions to implement key focus areas identified through the HR diagnostic in 2017;
- policy development and revision such as recruitment and selection, temporary workplace and permanent workplace accommodation, and attendance support program;
- training initiatives including Accessibility for Ontarians with Disabilities, Mental Health in the Workplace, and a Diversity and Inclusion Bootcamp;
- a review of 2019 initiatives such as tracking attendance, additional policy revisions, and workplace accommodations;
- training initiatives including hosting a community of practice event in partnership with the Canadian Centre for Diversity and Inclusion (CCDI) on Inclusive Leadership, Accessibility for Ontarians with Disabilities Act, Basic Health and Safety, and Respect in the Workplace; and,
- directions for 2020 including closing the gap on required training, diversity and inclusion awareness training, developing a healthy workplace strategy, rebooting the staff wellness committee, and designing a new performance management system.

A question and answer period ensued regarding:

- how the commitment to diversity and inclusion would impact hiring practices;
- whether the Town had an employee assistance program and how often it was used;
- how effective the transmission of training was by focusing on training for the Senior Leadership Team; and,
- what strategies would be implemented to ensure new employees complete onboarding training requirements.

Discussion ensued regarding:

- the Town's volunteerism policy;

- adding a feedback loop such as an annual employee survey to measure success of initiatives;
- working with Excellence Canada to develop goals and measure levels of service, practice, and training; and,
- following up with Human Resources in 2021.

4. Delegations

**4.1** There were no delegations.

5. General Business and Reports

**5.1** Accessibility Advisory Committee 2020 Work Plan

James Lawrie advised that the Accessibility Advisory Committee 2019 Work Plan was circulated for review and consideration in developing the Accessibility Advisory Committee 2020 Work Plan.

Discussion ensued regarding:

- a review of the items from the 2019 Work Plan that were not accomplished;
- determining a tracking system to identify completed Work Plan items so that the 2020 Work Plan goals would be prioritized, realistic, and achievable;
- conducting a community survey in 2020; and,
- working with the Corporate Communications Division on an advertising strategy for the Transportation Network Companies Fund.

**5.2** Town of Whitby Staff Presentations 2020 - Review of Schedule

Michele Cotton reviewed the Town of Whitby Staff Presentations 2020 schedule and advised that planned presentations included;

- Special Events at a Customer Service and Communications Subcommittee meeting or Committee meeting;
- the Parking Master Plan at a Committee meeting;
- Active Transportation at a Committee meeting;
- Corporate Communications Division at a Customer Service and Communications Subcommittee meeting; and,
- the Whitby Public Library at a Committee meeting.

John Romano advised the Committee to have a 'back-up' presenter ready for the next Customer Service and Communications Subcommittee should the Corporate Communications Division staff be unable to attend.

John Romano further advised that consultations for the North Whitby Sports Complex were beginning and requested that the Committee consider including a presentation on the Complex for the April 7, 2020 Site Plans and Built Environment Subcommittee meeting.

### **5.3 Subcommittee Update**

#### **Site Plans and Built Environment Subcommittee**

Jeffrey Beaton advised that a guest speaker attended the March 3, 2020 subcommittee meeting and reviewed three park plans with the subcommittee. Mr. Beaton further advised that the subcommittee recommendations included:

- moving a proposed bench away from a pinch point at Davies Park;
- ensuring that the pathway width was consistent at Ennisclare Park; and,
- including an access ramp into the sand play area and expanding the sand play area at Hannam Park.

Jeffrey Beaton advised that topics discussed at the subcommittee meeting with Sean Malby, Supervisor, Parks Development, Town of Whitby, included:

- choices for playground equipment;
- the role of the Committee regarding park audits for accessibility;
- the language used to describe accessible designs such as inclusive design;
- extending the mailout range for 'notice of public open house';
- looking at neighbouring communities to create 'best practice' guidelines such as Oshawa's website; and,
- asset management, park lifecycle, and ongoing park replacement program.

## **6. Correspondence**

### **6.1 There was no correspondence.**

## **7. Council Update**

### **7.1 Councillor Yamada provided Council updates which included:**

- public concerns that were raised over the tax increase outlined in the 2020 Budget;
- a multi-use path between Willow Park and Darren Park; and,

- a presentation by Van Horne Outdoor regarding the Canadian Pacific Railway Bridge Enhancement and Modernization Program.

8. Other Business

**8.1** There was no other business.

9. Next Meeting

**9.1** Tuesday, April 2, 2020 - 7:00 p.m.  
Committee Room One, Whitby Town Hall  
575 Rossland Road East

10. Adjournment

**10.1** Motion to Adjourn

Recommendation:

Moved By Ayse Yuksel

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:51 p.m.

**These minutes were approved by the Accessibility Advisory Committee on May 5, 2020.**