

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

**Present:** Jeffrey Beaton, Vice-Chair  
Liam Lacy  
Denise Laframboise  
James Lawrie, Chair  
Dave MacKinnon  
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:** Naji Hassan

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Call to Order

1. Appointment of Chair

- 1.1** The Committee was advised that the appointment for Chair and Vice-Chair of the Accessibility Advisory Committee for the January 1, 2020 to December 31, 2020 term would take place at this time.

Michele Cotton called for the nominations for the position of Chair of the Accessibility Advisory Committee.

Denise Laframboise nominated James Lawrie for the position of Chair of the Accessibility Advisory Committee.

James Lawrie accepted the nomination.

There were no further nominations and the nominations were closed.

Michele Cotton called for nominations for the position of Vice-Chair of the Accessibility Advisory Committee.

Liam Lacy nominated Jeffrey Beaton for the position of Vice-Chair of the Accessibility Advisory Committee.

Jeffrey Beaton accepted the nomination.

There were no further nominations and the nominations were closed.

Recommendation:

Moved By Denise Laframboise

That James Lawrie be appointed Chair of the Accessibility Advisory Committee for a term ending December 31, 2020.

**Carried**

Recommendation:

Moved By Liam Lacy

That Jeffrey Beaton be appointed Vice-Chair of the Accessibility Advisory Committee for a term ending December 31, 2020.

**Carried**

James Lawrie assumed the Chair.

2. Disclosures of Interest

**2.1** There were no disclosures of interest.

3. Approval of Previous Minutes

**3.1** Minutes - November 5, 2019

Recommendation:

Moved By Denise Laframboise

That the Accessibility Advisory Committee minutes of November 5, 2019 be approved.

**Carried**

4. Presentations

**4.1** Heather Oerlemans, Council and Committee Coordinator, Town of Whitby

Re: Advisory Committees Policy and Procedure Refresher

Heather Oerlemans, Council and Committee Coordinator, provided a PowerPoint presentation regarding the Advisory Committees' Policy and Procedures. Highlights of the presentation included:

- the responsibilities of staff, Mayor's Designate, Chair, Vice-Chair and Members of advisory committees;
- meeting etiquette, decorum and rules of debate;
- procedures for motions; and,
- rules related to presentations and delegations.

**5.** Delegations

**5.1** There were no delegations.

**6.** General Business and Reports

**6.1** 2019 - 2022 Accessibility Plan Update

Michele Cotton advised that the 2019-2022 Accessibility Plan was adopted by Council.

Discussion ensued regarding:

- concerns expressed by members of the Accessibility Advisory Committee at the December 9, 2019 Committee of the Whole meeting relating to the 2019-2022 Accessibility Plan;
- Staff presentations to provide information and updates relating to how non-compliant issues would be addressed;
- the opportunity for the Accessibility Advisory Committee to review the Plan in twelve months to address compliance concerns related to the website and special events;
- the Accessibility Advisory Committee providing feedback to Council as the Accessibility Plan unfolds;
- inviting the Town of Whitby's Human Resources Division to discuss accessibility issues and projects at the Town with the Accessibility Advisory Committee; and,
- establishing criteria or policy for third party organizers to provide accessible events within the Town.

James Lawrie requested feedback from the Committee regarding the list of topics of interest they would like Human Resources to address at the February 4, 2020 Accessibility Advisory Committee meeting. Topics of interest included:

- an update on the 2017 Compliance Report;
- mental health awareness and mental health awareness training;
- Accessibility for Ontarians with Disabilities Act training;
- Human Resources' accomplishments from 2019; and,
- training opportunities that could be supported by the Accessibility Advisory Committee.

**6.2** Transportation Network Companies Fund Terms of Reference Report Update

Michele Cotton advised that the Transportation Network Companies Fund Terms of Reference Report was reviewed by the Manager of Enforcement Services and the Town Solicitor. Ms. Cotton further advised that the final draft was being prepared.

**6.3** Subcommittee Updates

Jeffrey Beaton advised that the Site Plan and Built Environment Subcommittee met on January 7, 2020 and provided an in depth review of three developments. Concerns from the Subcommittee included:

- barrier free access issues to the underground garage and designated accessible suite balconies at The Landing (1606, 1610 and 1614 Charles Street);
- insufficient considerations for accessibility in the designs for the proposed residential development at 423 to 435 Brock Street North; and,
- clarifying the drawings for the two proposed multi-unit residential buildings at 1400 Victoria Street East.

Mr. Beaton advised that a presentation from the Town regarding consultation practices with the Accessibility Advisory Committee prior to development tenders and construction of various developments would be beneficial to the Committee.

**7.** Correspondence

**7.1** There was no correspondence.

**8.** Council Update

**8.1** Councillor Yamada advised that the 2020 budget deliberations would be taking place in February and encouraged members to attend the Budget Public Meeting on February 18, 2020.

**9.** Other Business

**9.1 North Whitby Sports Complex**

Denise Laframboise requested information regarding when the Accessibility Advisory Committee would be consulted during the planning of the North Whitby Sports Complex and the process for consultation for the proposed North Whitby Sports Complex.

John Romano advised that sport user groups would participate in the initial phase of consultations. Jeffrey Beaton recommended that the Town should hire a consultant for the planning phase of the North Whitby Sports Complex to streamline planning and maximize end-user satisfaction.

**10. Next Meeting**

**10.1** Tuesday, February 4, 2020 - 7:00 p.m.  
Committee Room One, Whitby Town Hall  
575 Rossland Road East

**11. Adjournment**

**11.1 Motion to Adjourn**

Recommendation:

Moved By Ayse Yuksel

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:25 p.m.

**These minutes were approved by the Accessibility Advisory Committee on February 4, 2020.**