



## Accessibility Advisory Committee Minutes

January 7, 2025, 7:00 p.m.  
Virtual Meeting

Present: Larry Brual  
Liam Lacy, Vice-Chair  
Adam Lamplugh  
Michael Richards  
Paul Scott, Chair  
Marta Swirydowicz  
Rony Mathew  
Magda Madsen  
Elizabeth Bryant

Also Present: Councillor Shahid, Mayor's Designate  
Michele Cotton, Staff Liaison, Accessibility Coordinator  
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

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1. Call to Order
2. Appointment of Chair and Vice-Chair

The Committee was advised that the appointment for Chair and Vice-Chair of the Accessibility Advisory Committee for the January 1, 2025 to December 31, 2025 term would take place at this time.

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

Liam Lacy nominated Paul Scott for the position of Chair of the Accessibility Advisory Committee.

Paul Scott accepted the nomination.

Marta Swirydowicz nominated Liam Lacy for the position of Chair of the Accessibility Advisory Committee.

Liam Lacy declined the nomination.

There were no further nominations and the nominations were closed.

Paul Scott called for nominations for the position of Vice-Chair of the Accessibility Advisory Committee.

Paul Scott nominated Liam Lacy for the position of Vice-Chair of the Accessibility Advisory Committee.

Liam Lacy accepted the nomination.

There were no further nominations and the nominations were closed.

Recommendation:

Moved by Liam Lacy

That Paul Scott be appointed Chair of the Accessibility Advisory Committee for a term ending December 31, 2025.

**Carried**

Recommendation:

Moved by Paul Scott

That Liam Lacy be appointed Vice-Chair of the Accessibility Advisory Committee for a term ending December 31, 2025.

**Carried**

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of Previous Minutes

Recommendation:

Moved by Michael Richards

That the Accessibility Advisory Committee minutes of November 5, 2024 be approved.

**Carried**

5. General Business and Reports

5.1 New Member Introductions

Michele Cotton welcomed the new Members to the Committee and requested that Members provide a brief introduction of themselves.

## 5.2 Accessibility Advisory Committee Member Training

Michele Cotton provided information about provincial legislation regarding accessibility and the Accessibility for Ontarians with Disabilities Act. Ms. Cotton provided an overview of the Committee's responsibilities and role as an advisory committee.

A question and answer period ensued regarding:

- required completion of online training for Committee Members; and,
- the process for Members to choose a subcommittee within the Accessibility Advisory Committee to serve on.

## 5.3 2024 Work Plan Review and Update

Michele Cotton provided an overview of the Committee's achievements in 2024 which included:

- the park audit tool, and completed park and playground audits;
- the Accessibility Improvement Grant;
- increased Committee participation in Town of Whitby events; and,
- the purchase of sensory resources to support sensory rooms at Town of Whitby events and programs such as summer camps.

## 5.4 2025 Work Plan and Priorities

Michele Cotton requested feedback from the Committee regarding priorities for 2025.

Discussion ensued regarding:

- reviewing the data collected from the 2022 Community Survey;
- creating a new Community Survey based on the findings from the 2022 Community Survey;
- parks and playground audits;
- reviewing site plans;
- collaborating with the Whitby Diversity and Inclusion Advisory Committee and other Town advisory committees; and,

- raising awareness for the Accessibility Improvement Grant.

#### 5.5 Regional Accessibility Advisory Committee Update

Michele Cotton provided an update regarding the Regional Accessibility Advisory Committee. Ms. Cotton stated that the Regional Accessibility Advisory Committee was planning to host a networking event for the municipal Accessibility Advisory Committees. She requested feedback from Members regarding their preference for a virtual or in-person event, and timing for the event.

Discussion ensued regarding:

- factors to consider regarding weather impact when scheduling the event;
- a preference for in-person attendance at networking events; and,
- including a hands-on workshop or seminar addressing common issues faced by municipal accessibility advisory committees within the Region of Durham.

#### 5.6 Subcommittee Updates

Michele Cotton requested feedback from Members regarding which subcommittee they would like to serve on. Ms. Cotton provided an overview of the roles and responsibilities of the two subcommittees, namely, the Site Plans and Built Environment Subcommittee, and the Communication and Customer Service Subcommittee.

### 6. Council Update

Councillor Shahid provided information about Regional Council meetings and her role on Regional Advisory Committees. Councillor Shahid advised that she would also be serving as the Mayor's Designate on the Town of Whitby's Active Transportation and Safe Roads Advisory Committee.

Councillor Shahid requested feedback from the Committee regarding establishing sensory areas at Town of Whitby events.

### 7. Other Business

#### 7.1 Hidden Disabilities Sunflower Project

Adam Lamplugh advised that the Town of Ajax Accessibility Advisory Committee initiated the Hidden Disabilities Sunflower Project. Mr.

Lamplugh explained that the project lets individuals choose to share if they have a hidden disability or condition and may require additional supports.

7.2 Durham Transit Accessibility Forum

Michele Cotton advised that Durham Transit was hosting their annual accessibility forum on Tuesday, January 14, 2025 from 6:30 p.m. to 8:30 p.m. at the Oshawa Convention Centre, 67 Simcoe Street North.

8. Next Meeting

Tuesday, February 4, 2025 - 7:00 p.m.

9. Adjournment

Recommendation:

Moved by Adam Lamplugh

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:55 p.m.

**Note: These minutes were approved by the Accessibility Advisory Committee on February 4, 2025.**