

Present: Poonam Dewan
Liam Lacy
Denise Laframboise
Dave MacKinnon, Chair
Paul Scott, Vice-Chair
Ayse Yuksel

Also Present: John Romano, Commissioner, Community Services
Michele Cotton, Staff Liaison, Accessibility Coordinator
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

Regrets: Naji Hassan

Call to Order

1. Disclosures of Interest

1.1 There were no disclosures of interest.

2. Approval of Previous Minutes

2.1 Minutes - January 4, 2022

Recommendation:

Moved by Paul Scott

That the Accessibility Advisory Committee minutes of January 4, 2022 be approved.

Carried

3. Presentations

3.1 Kevin Narraway, Manager, Legislative Services and Deputy Clerk, and Kathryn Douglas, Legislative Specialist, Town of Whitby

Re: 2022 Accessible Election Plan

Kevin Narraway provided a presentation regarding the 2022 Accessible Election Plan. Highlights of the presentation included:

- the legislative background for the Accessible Election Plan;
- accessibility measures such as voting at any location, optical scan vote tabulators, continuous vote period for advance voting, and mail-in ballot options;
- assistive devices for in-person voting such as magnifying glasses, pens and paper, curbside voting, and a new Central Poll Supervisor position;
- ensuring voting locations meet accessibility standards;
- using roving polls in advance of election day; and,
- the Clerk's responsibility to provide an accessible election report to Council following the election, in accordance with the Municipal Elections Act, 1996.

A question and answer period ensued regarding:

- how the curbside voting option would be implemented;
- which Town Staff would be trained as Central Poll Supervisors;
- whether online voting may be permitted in the future;
- changes that were implemented since the 2018 election;
- promotion of the accessible voting options; and,
- compensation for poll workers.

4. Delegations

4.1 There were no delegations.

5. General Business and Reports

5.1 Review of Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee Meeting and the Inclusion, Diversity, Equity, and Anti-Racism (IDEA) Project

John Romano advised that a Corporate IDEA Specialist position was approved by Council.

Discussion ensued regarding:

- including staff training on the accessibility compliance checklist as part of the Committee's work plan;
- understanding the expectations from staff and Committee Members related to consultation requests; and,
- determining the ideal time to include the Committee in consultations.

5.2 2021 Compliance Report

Dave MacKinnon requested feedback regarding the 2021 Compliance Report.

Discussion ensued regarding:

- an increase in compliance from previous years;
- requesting examples to highlight how departments have complied with accessibility standards; and,
- changes regarding the collection of feedback from departments.

5.3 Accessible Signage and Wayfinding Study Update

Michele Cotton provided an update regarding the Accessible Signage and Wayfinding Study that was approved by Council. Ms. Cotton stated that staff were now working on implementing the study and preparing the documentation to accompany the system of signs. She further stated that staff were applying for a grant to implement signage for the Whitby 55+ Recreation Centre and Town Hall. She advised that the grant application would allow the Town to create signage for the two buildings to use as showcase and test sites to determine how the signs would look and function.

Recommendation:

Moved By Denise Laframboise

That the Accessibility Advisory Committee supports the grant application for signage through the Ministry for Seniors and Accessibility.

Carried

5.4 Consultation Requests with the Accessibility Advisory Committee

Michele Cotton requested feedback from the Committee regarding consultations with the Accessibility Advisory Committee.

Discussion ensued regarding:

- creating a standard format for providing feedback;
- understanding how the Committee's feedback would be used;
- sending a summary of feedback to consultants for follow up; and,
- timing for engaging consultants.

5.5 Subcommittee Updates

Site Plans and Built Environment Subcommittee

Denise Laframboise provided an update regarding the Site Plans and Built Environment Subcommittee which included:

- a request for benches and rest areas along the Gallimere Court to Nichol Avenue trail reconstruction;
- recommendations regarding the path to the accessible washrooms in the sales trailer at Roybrook Avenue and Chelmsford Drive;
- missing benches along the trail and play areas at Chelsea Hill Park; and,
- the preferred design option, which provides a boulevard buffer along the Water Street East redesign.

Communication and Customer Service Subcommittee

Paul Scott provided an update regarding the Communication and Customer Service Subcommittee which included:

- reviewing discussions from the Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee meetings;
- the Community Survey; and,
- researching the next steps for the Report a Barrier program and how it would operate.

Michele Cotton advised that the first application was received for the Accessibility Improvement Lead Grant.

6. Correspondence

6.1 There was no correspondence.

7. Council Update

7.1 There was no Council update.

8. Other Business

8.1 Accessibility Advisory Committee Meeting Format

Paul Scott requested feedback from the Committee regarding the format for future Accessibility Advisory Committee meetings. Mr. Scott requested that this item be brought forward at a future meeting to

discuss whether Members would prefer in person, virtual, or a hybrid meeting format.

8.2 Whitby Sports Complex

John Romano stated that the final concept for the Whitby Sports Complex would be presented to Council on March 7, 2022. Mr. Romano requested that a presentation be provided to this Committee at a future meeting.

9. Next Meeting

9.1 Tuesday, April 5, 2022 - 7:00 p.m.
Virtual Meeting

10. Adjournment

10.1 Motion to Adjourn

Recommendation:

Moved By Denise Laframboise

That the meeting adjourn.

Carried

The meeting adjourned at 8:44 p.m.

Note: These minutes were approved by the Accessibility Advisory Committee on April 5, 2022.