

Accessibility Advisory Committee Minutes
January 16, 2018 -7:00 pm
Committee Room One
Whitby Municipal Building

Present: Jeffrey Beaton, Vice-Chair
Naji Hassan
Denise Laframboise
James Lawrie, Chair
Allyson Partridge-Rios

Also Present: Councillor Leahy, Mayor's Designate (arrived at 7:30 p.m.)
Michele Cotton, Staff Liaison, Accessibility Coordinator
Laura MacDougall, Council and Committee Coordinator (Recording Secretary)

Regrets: Niki Lundquist
Herb Paquette

The meeting began at 7:02 p.m.

1. Appointment of Chair and Vice-Chair

- 1.1 The Committee was advised that the appointment for Chair and Vice-Chair of the Accessibility Advisory Committee for the January 1 to November 30, 2018 term would take place at this time.

Michele Cotton called for 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.

James Lawrie 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 on November 30, 2018.

Carried

Recommendation:

Moved By James Lawrie

That Jeffrey Beaton be appointed Vice-Chair of the Accessibility Advisory Committee for a term ending on November 30, 2018.

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 7, 2017

The Accessibility Advisory Committee minutes of November 7, 2017 were corrected as follows:

- Item 8.1, the next meeting date should read, "to be determined"; and,
- Item 4.1, reference to the terms of Committee members expiring on November 30, 2018 should read, "November 30, 2017".

Recommendation:

Moved By Jeffrey Beaton

That the Accessibility Advisory Committee minutes of November 7, 2017, as amended, be approved.

Carried

4. Presentations/Deputations

4.1 Susan Cassel, Deputy Clerk, and Christopher Bantock, Legislative Coordinator
Re: 2018 Accessible Election Plan

Susan Cassel, Deputy Clerk, and Christopher Bantock, Legislative Coordinator, appeared before the Committee to solicit feedback on the 2018 Accessible Election Plan. Mr. Bantock advised that in previous elections the legislated requirement of the Town Clerk was to provide a report that addressed accessibility within 90 days after the election. He stated that for the 2018 Municipal Election, in addition to the report, the legislated requirements include the preparation of an Accessible Election Plan. Mr. Bantock advised that the plan is similar to the report in addressing the identification, removal and prevention of barriers for electors with disabilities, and includes the addition of a Special Mail-in Ballot as an alternative voting method.

A question and answer period ensued between Members of the Committee, Ms. Cassel and Mr. Bantock regarding:

- how voting by mail would work and the notification process for voters;
- whether there would be a plan to include more accessible taxis or the ability to book accessible taxis to assist voters in getting to a voting location;
- how the Accessible Election Plan compares to other municipalities within the Region of Durham and/or other municipalities in Ontario;
- information regarding the audit process for voting location site inspections;
- the availability of the post election Accessibility Report to the Committee;
- whether social media and the Town's Website would be utilized to promote/advertise voting methods;
- the timelines for communicating election information;
- details regarding the voting location inspections, including the availability of working automatic doors and accessible washrooms
- whether the Whitby Seniors' Activity Centre was considered as a voting location.

5. General Business and Reports

5.1 New Member Introductions

Michele Cotton advised that the new Committee members were not in attendance and that this item would be moved to the meeting in February.

Discussion ensued regarding:

- the number of applications received for the vacancies;
- the limitation on the number of appointments due to the requirement for the majority of members to be people with a disability;
- a smaller committee membership resulting in an increased workload;
- the timeline provided for the application submission process; and,
- whether there would be an opportunity to appoint new Committee members in 2018.

5.2 2018 Committee Schedule - Terms and Meetings

Michele Cotton advised that the Council and Standing Committee meeting schedule ends in September 2018 due to the 2018 Municipal Election. She further advised that the Accessibility Advisory Committee's subcommittees would continue to meet once per month and that the term for all Committee members would end on November 30, 2018. Ms. Cotton commented that the Accessibility Advisory Committee meetings were scheduled up to and including June 2018; however, meetings could be called after June 2018, if necessary.

5.3 Compliance Report Update

Michele Cotton advised that Matthew Gaskell, Chief Administrative Officer, filed the compliance report with the Province in December 2017. She noted that there were a number of areas that the Town was non-compliant including workplace accommodation, information communications, and the Town's Website. Ms. Cotton further advised that after receipt of the compliance report, the Province sends an e-mail which identifies the non-compliant details and further provides a timeline to become compliant and refile the compliance report.

A question and answer period ensued regarding:

- the timeline associated with communication from the Province regarding the compliance report;
- the timeline typically provided to become compliant and the

likelihood of becoming compliant within a six week time frame;
and,

- whether it was possible to file another compliance report.

5.4 International Day of Persons with Disabilities Education Session Update

Michele Cotton provided an update on the International Day of Persons with Disabilities Education Session. She advised that the speaker, John Draper, provided an inclusive workplace presentation as well as a session which included attendees providing feedback on what one could do in the next 30 days to make the workplace more inclusive. Ms. Cotton advised that Mr. Draper made a commitment to follow up with attendees within 20 days to offer resources and/or guidance.

A brief question and answer period ensued regarding National Access Awareness Week and the availability of John Draper to speak and/or other speakers that may be available.

5.5 2018 Work Plan

Michele Cotton advised that due to a smaller committee membership, it would be necessary to tighten up processes and move the work plan forward.

Michele Cotton advised that the Committee's proposed annual budget had been reduced from \$7,000.00 to \$2,000.00 and that the budget had not been approved yet. Councillor Leahy advised that he would investigate the details of the proposed budget and report back to the Committee.

5.6 2016-2018 Accessibility Plan - Status Report

Michele Cotton advised that she was reviewing the Accessibility Plan and would provide an annual update to Council in April 2018. She commented that she is currently working on two Federal grant projects, noting that once the grants were in place and the projects completed, the report would be submitted to Council. Ms. Cotton provided an update regarding the assistive hearing devices, the evacuation chairs and facility locations, the types of chairs and training, and advertising of the evacuation chairs through social media once they were installed in Town facilities.

5.7 Subcommittee Updates

Jeffrey Beaton raised concerns regarding the construction of a parking lot that took place in Brooklin prior to review of the site plans by the

Committee. He stated that he would like to see the implementation of a checklist in the Operations Committee package that pertains to accessibility. He advised that the City of Ottawa has a checklist which would be a good model for the Town of Whitby to follow.

Michele Cotton suggested that the site plan and built environment subcommittee review and solidify the checklist as it would pertain to the Town of Whitby and bring it forward to the next Accessibility Advisory Committee meeting for review.

Discussion ensued regarding:

- the location and ownership of the parking lot;
- the need for accessible parking near Grass Park;
- the number of site plans received within a month; and,
- the process for the Committee's recommendation to appear on the Operations Committee agenda.

Recommendation:

Moved By Jeffrey Beaton

As required through Planning Act and Accessibility for Ontarians with Disabilities legislation, the Accessibility Advisory Committee requests that all site plans submitted to the Planning Department and all Town of Whitby capital projects, be submitted to the Accessibility Advisory Committee for review and feedback on a monthly basis. This committee meets the first Tuesday of each month.

Carried

Councillor Leahy advised that he would raise the matter of the review of site plans by the Accessibility Advisory Committee as well as the proposed checklist at an upcoming Operations Committee meeting.

5.8 2018 Community Development Funds

Michele Cotton advised that the Mayor's Community Development Fund and the Performing Arts Community Development Fund are accepting applications for 2018 Community Grants and the Mayor's Golf Tournament lead cause and that applications are due by March 31, 2018. She provided a synopsis of the Community Development Fund and Performing Arts Community Development Fund.

Discussion ensued regarding:

- whether a Town committee could apply or whether the purpose in

circulating the information was to advise appropriate organizations regarding available funding;

- various service clubs and organizations where funding has been provided for projects or awareness for the betterment of the community;
- the feasibility of receiving funds for stop gap ramps through an application by a service club; and,
- the challenges associated with stop gap ramps and mobi-mats.

6. Correspondence

6.1 There was no correspondence.

7. Council Update

7.1 Councillor Leahy provided an update regarding:

- the proposed motion regarding the International Symbol of Disability and the Forward Movement to change to the new Modified Dynamic International Symbol of Access; and,
- the status of the Town's 2018 budget and the overall increase in the tax rate.

8. Other Business

8.1 James Lawrie provided an update with respect to the barrier free focus group that took place with a local developer regarding the construction of luxury rental apartments located in Whitby. He advised that there would be 57 units and that the developer's target was to have 30% of those as barrier free units. The developer was requesting feedback on common barriers, necessary amenities, turning radius in laundry rooms and washrooms and any other areas of concern.

9. Next Meeting

9.1 Tuesday February 6, 2018 - 7:00 p.m.
Committee Room 1, Whitby Municipal Building

10. Adjournment

10.1 Motion to Adjourn

Recommendation:

Moved By Denise Laframboise

That the meeting adjourn.

Carried

The meeting adjourned at 8:30 p.m.

L. MacDougall, Council and
Committee Coordinator

James Lawrie, Committee Chair