

Accessibility Advisory Committee Minutes
April 3, 2018 -7:00 pm
Committee Room One
Whitby Municipal Building

Present: Naji Hassan
Denise Laframboise
James Lawrie, Chair
Niki Lundquist
Herb Paquette

Also Present: Michele Cotton, Staff Liaison, Accessibility Coordinator
Heather Oerlemans, Council and Committee Coordinator
Laura MacDougall, Council and Committee Coordinator (Recording Secretary)

Regrets: Jeffrey Beaton, Vice-Chair
Allyson Partridge-Rios

The meeting began at 7:03 p.m.

1. Disclosures of Interest

1.1 There were no disclosures of interest.

2. Approval of Previous Minutes

2.1 Minutes - March 6, 2018

Recommendation:

Moved By Herb Paquette

That the Accessibility Advisory Committee minutes of March 6, 2018 be approved.

Carried

3. Presentations/Deputations

3.1 John Taylor, Manager of Planning Administration and Greg Hardy,
Manager of Engineering Services
Re: Accessibility Considerations for Site Plans or Capital Projects and

Consulting with the Accessibility Advisory Committee

John Taylor, Manager of Planning Administration and Greg Hardy, Manager of Engineering Services, appeared before the Committee and provided an overview of the process for circulating capital projects, Town site plan applications and large project plans to the Committee for review and comments. Mr. Taylor provided details related to the provision of accessibility training for staff and outside agencies. He advised that the Accessibility Coordinator attends pre-consultation meetings and provides input/comments which are included in staff reports submitted to Council. Mr. Taylor stated that he would consult with the Town Solicitor and the Commissioner of Planning and Development to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Mr. Hardy advised that accessibility standards for capital projects are included as part of the engineering standards which are applied to contracts, noting that atypical projects would be submitted to the Committee for review.

Staff committed to providing feedback and sending site plans to the Staff Liaison for circulation to the Committee, and to follow up with the Town Solicitor regarding the legal requirement to circulate site plans to the Accessibility Advisory Committee.

A question and answer period ensued between the Members of the Committee and Staff regarding:

- the rationale for plans related to the proposed accessible baseball field that were not submitted to the Committee for review;
- the number of site plan applications received by the Planning and Development Department per month and the reasons behind the Committee receiving some, but not all applications, for review;
- whether the AODA only requires the submission of site plan applications for Town projects;
- providing a list of all site plan applications and capital projects to the Committee so that they may select which projects to review;
- the feasibility of submitting applications to the Committee via email in order to expedite the review process;
- including the Committee in the review of capital projects prior to construction; and,
- the process for the review of applications by the Committee as well as the coordination of feedback from the Accessibility Coordinator.

4. General Business and Reports

4.1 Accessibility Checklist

Michele Cotton advised that she had revised and condensed the accessibility checklist to eliminate repetition. She further advised of the next steps in order to present a report to Council.

4.2 Accessibility Issues

Accessible Beaches

Michele Cotton referenced an e-mail from a resident showcasing how mobi-mats could be used to access beaches. She advised that the email had been forwarded to the Parks and Recreation Division requesting a response with respect to making the Town's beaches more accessible in the future.

Brooklin Spring Fair

Michele Cotton advised that a Member of the Active Transportation and Safe Roads Advisory Committee requested that the Committee participate at the Brooklin Spring Fair. The Committee declined the invitation due to the venue not being fully accessible.

Age-Friendly Recognition Program

Michele Cotton advised that the Age-Friendly Network was looking to implement an Age-Friendly Business Recognition Program and would be requesting assistance from seniors and people with disabilities to audit businesses. She provided details regarding the application and audit timelines and further advised that the Network would be requesting support from the Committee.

Private Transportation Services By-law

Michele Cotton provided an update regarding the proposed private transportation services by-law, noting that after consultation with the Committee, the proposed by-law would include a requirement for 3 accessible taxis per broker. She advised that the Office of the Town Clerk Report, CLK 07-18 would be presented to the Operations Committee at its meeting scheduled for April 9, 2018.

Capital Projects and Site Plan Applications

Michele Cotton referenced the presentation by Mr. Taylor and Mr. Hardy and solicited feedback from the Committee. She advised that she would provide the Committee's feedback to the Town Clerk.

A discussion ensued regarding:

- staff's understanding of the legislated requirements related to providing site plans to the Committee for review in a timely manner;
- repeated communication provided by the Committee with respect to AODA guidelines stipulating that the Committee can select any/all projects to review; and,
- the approval authority granted to the Commissioner of Planning and Development to approve special items and whether those items could be provided to the Committee via e-mail.

4.3 Regional Coordinators Update

Michele Cotton provided an overview of the discussion that took place at the Regional Accessibility Coordinators meeting, including:

- customer service issues and the commitment made by Durham Region Transit to provide engineering design standards for bus stops;
- an overview of the management of Metrolinx's Annual Accessibility meeting and how concerns are addressed; and,
- Durham Region Transit's contract for accessible taxis in Whitby and the level of service provided.

4.4 Work Plan Recommendations/Updates

Michele Cotton provided an update with respect to the Committee's work plan which included priority items that would be completed and items that would be deferred until the new term.

Discussion ensued regarding:

- participating in a fully accessible Committee or Town event;
- completing and implementing the accessibility checklist; and,
- available budget for work plan items.

Michele Cotton advised that she would update the Work Plan.

4.5 Sub-committee Updates

Customer Service and Communications

James Lawrie provided an update regarding:

- the completion of the Accessibility Advisory Committee's banners and brochures;
- the movie events during Accessibility Awareness Week;

- holding a joint event with seniors at the Whitby Seniors' Activity Centre; and,
- promoting the Special Mail-in Ballot and accessible voting stations related to the 2018 Municipal Election.

Denise Laframboise provided an update regarding the site plan and built environment subcommittee which included the review of plans for the following projects:

- the 40 block townhouse condominiums located on Garrard Road;
- the storage unit expansion on Victoria Street;
- a commercial property located in Brooklin; and,
- 2 restaurants located in the area of Dundas and Anderson Streets.

5. Correspondence

5.1 There was no correspondence.

6. Council Update

6.1 Councillor Leahy was not in attendance. Therefore, there was no Council update.

7. Other Business

7.1 Employment Standards Public Consultation

Michele Cotton advised that the province has requested feedback on accessibility standards for employment, and that the deadline for the submission of comments is May 5, 2018. She provided details of the survey and further advised that she would send it to Members of the Committee for their interest and/or completion. Ms. Cotton advised that a report regarding employment standards would be presented to Council by the end of May 2018 and that it would be distributed to the Committee for review and feedback.

8. Next Meeting

8.1 Tuesday, May 1, 2018 - 7:00 p.m.
Committee Room 1, Whitby Municipal Building

9. Adjournment

9.1 Motion to Adjourn

Recommendation:

Moved By Naji Hassan

That the meeting adjourn.

Carried

The meeting adjourned at 8:40 p.m.

Laura MacDougall, Council and
Committee Coordinator

James Lawrie, Committee Chair