

Accessibility Advisory Committee Minutes  
June 5, 2018 -7:00 pm  
Committee Room One  
Whitby Municipal Building

**Present:** Jeffrey Beaton, Vice-Chair  
Naji Hassan  
Denise Laframboise  
James Lawrie, Chair

**Also Present:** Councillor Leahy, Mayor's Designate (arrived at 8:00 p.m.)  
Michele Cotton, Staff Liaison, Accessibility Coordinator  
Heather Oerlemans, Council and Committee Coordinator  
(Recording Secretary)

**Regrets:** Niki Lundquist  
Herb Paquette  
Allyson Partridge-Rios

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1. Disclosures of Interest

1.1 There were no disclosures of interest.

2. Approval of Previous Minutes

2.1 Minutes - May 1, 2018

Recommendation:

Moved By Jeffrey Beaton

That the Accessibility Advisory Committee minutes of May 1, 2018 be approved.

**Carried**

3. Presentations/Deputations

3.1 There were no presentations or deputations.

4. General Business and Reports

#### 4.1 Accessibility Award Nominations - Regional Award

A discussion ensued regarding nominations for the Accessibility Award. Suggested nominations included:

- Tim Hortons located at 601 Victoria Street West;
- Farm Boy located at 360 Taunton Road East; and
- JointAction Physiotherapy & Wellness Centre located at 670 Taunton Road East, Unit B2.

A tentative decision was reached to nominate JointAction Physiotherapy & Wellness Centre.

#### 4.2 Update for Accessibility Plan

Michele Cotton provided an update regarding the 2017 Accessibility Plan and advised that an update regarding the 2017 Town of Whitby Accessibility Plan would be presented at the June 18, 2018 Operations Committee meeting.

#### 4.3 Accessibility Reports to Council

Michele Cotton presented the status report that would be presented to Council at the June 25, 2018 meeting. Details of the status report included:

- renovations of customer service counters throughout Summer 2018;
- the purchase of assisted listening devices at the customer service counters;
- accessible standards requirements for Town events such as using mobi mats;
- streamlining inclusion services through delivery and application forms;
- measures to aid in evacuation procedures such as the purchase of evacuation chairs and rehabilitating sidewalks;
- re-establishing the Accessibility Staff Working Group;
- a signage and wayfinding study to assess the overall accessibility within the Town of Whitby;
- policy and procedure standards for an accessible website;
- updating design standards of public spaces;
- continuing to retrofit facilities through the Accessibility Audit Implementation Plan; and
- accessibility initiatives throughout Town parks such as accessible picnic tables and barrier free porta-potties.

Recommendation:

Moved By Jeffrey Beaton

That the Accessibility Advisory Committee supports the re-establishment of an Accessibility Staff Working Group as it used to exist and modelling the implementation of the group on the best practices of Accessibility Staff Working Groups from other municipalities.

**Carried**

**4.4 Summer Break and Terms Ending**

Michele Cotton advised that this would be the final meeting for the Accessibility Advisory Committee for 2018 and advised that applications for the Committee would be accepted in November 2018. Vacancies would be filled in January 2019.

**4.5 Grant Application**

Michele Cotton advised that a grant application for \$1,000,000 to update Brooklin Memorial Park located at Vipond Road was submitted. She further advised that a fully accessible playground, trails, fieldhouse, skate park, and baseball diamonds were some of the initiatives to update Brooklin Memorial Park, and that the total cost would be approximately \$5,000,000. She provided an overview of the grant application process, with the second stage to commence during Fall 2018, and construction in Fall 2019.

**5. Correspondence**

**5.1 Re: Special Mail-in Ballots, Accessible Voting Options for Whitby Electors Flyer**

Chris Bantock, Legislative Coordinator, Office of the Town Clerk

Michele Cotton advised that the flyer would be posted on the Town of Whitby website and requested the Committee provide feedback regarding the flyer.

**5.2 Re: Site Plan Circulation for the Accessibility Advisory Committee  
John Taylor, Manager of Planning Administration**

Michele Cotton reviewed the email regarding from John Taylor, Manager of Planning Administration. Discussion ensued regarding:

- access to all Site Plans;
- how to streamline the process of receiving Site Plans; and

- receiving Site Plans monthly for review.

Recommendation:

Moved By Jeffrey Beaton

That the Accessibility Advisory Committee requests that Site Plans be sent to the Committee for review on a monthly basis to ensure the legal requirement to review Site Plans are met.

**Carried**

6. Council Update

- 6.1 Councillor Leahy advised that Site Plans for developments that are moving forward have been reviewed by the Accessibility Advisory Committee. He further advised that next week would be the ground breaking for the Le Nordik Spa development.

7. Other Business

7.1 Built Environment Sub-committee

Jeffrey Beaton advised that there were accessibility issues at the following locations regarding:

- the need for an accessible family change room, privacy issues, and reconfiguration of the floor plan at the Whitby Civic Center;
- pedestrian and vehicular interactions, and altering the location of gas pumps in relation to the building at the Sleepy Hollow Gas Station; and
- the need to rotate the wheel chair ramp by 180 degrees and include more details on the Site Plan for 406 Brock Street South.

Recommendation:

Moved By Naji Hassan

That the Accessibility Advisory Committee requests that an Accessibility Consultant be included as part of the design team for municipal facilities design projects going forward.

**Carried**

7.2 Durham Region Transit Advisory Committee Meeting

Michele Cotton advised that there are currently over 40 registered attendees for the Durham Region Transit Advisory Committee meeting. She further advised that the Town of Whitby seat for this Committee is currently vacant.

8. Adjournment

**8.1** Motion to adjourn

Recommendation:

Moved By Denise Laframboise

That the meeting adjourn.

**Carried**

The meeting adjourned at 9:00 p.m.

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H. Oerlemans, Council/Committee  
Coordinator

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James Lawrie, Committee Chair