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**Alternative formats available upon request by contacting:**  
[accessibility@ajax.ca](mailto:accessibility@ajax.ca) or 905-619-2529 ext. 3347

**1. Call to Order**

**2. Disclosure of Conflict of Interest**

**3. Approval of Minutes**

**3.1 April 20, 2016** .....Page 3

**4. Presentation/Discussion Items**

**4.1 National Access Awareness Week Final Prep (30 minutes)**

- Prize Packs
- DACE presentation
- Film Screening
- School presentation
- Scouts presentation
- Awareness Night
- Seniors BBQ
- Role Confirmation

**4.2 Regional Accessibility Award Nomination (10 minutes)**

**4.3 Communication Access Module #2 (15 minutes)**

**4.4 June Newsletter (5 minutes)**

**5. Correspondence**

**5.1 Durham Deaf Accessibility Committee - April 6, 2016 correspondence** .....Page 8

**6. Update from Council**

**7. Standing Items**

**7.1 Work Plan**..... Page 12

**7.2 Regional AAC Chairs' Meeting Update** [M. Bowen]

**7.3 Regional Accessibility Advisory Committee Update** [J. Stevenson]

**7.4 Facility Audit Project Check-in** [S. Conboy/B. Dowds/J. Harrison]

**8. New / Other Business**

**9. Adjournment**

**Next Meeting Date:** *Wednesday, June 15, 2016 – River Plate Room, Town Hall, 6:00 p.m.*



**DRAFT MINUTES**  
**Accessibility Advisory Committee**  
April 20, 2016  
River Plate Room, Town Hall  
Meeting No. 3

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- Committee Members: Councillor Pat Brown  
Marcia Bowen - Chair  
Barb Dowds  
Sepelene Deonarine  
Carion Fenn  
Jennifer Harrison  
Donna Mullings  
Kathreen Smith
- Staff: Sarah Moore, Committee Coordinator
- Guests: Shane Joseph, Diversity & Community Engagement Coordinator  
Andrew Jackson, Landscape Architect  
Alec Harras, Manager of Legislative Services, Deputy Clerk  
Steven McNeil, resident
- Regrets: Shandell Conboy, Julia Stevenson, Heather Steeves
- 

**1. Call to Order**

Chair Bowen called the meeting to order at 6:00 p.m.

**2. Disclosure of Conflict of Interest**

None

**3. Approval of Minutes**

Moved By: J. Harrison  
Seconded By: C. Fenn

That the February 17, 2016 Meeting Minutes of the Accessibility Advisory Committee be approved.

CARRIED

**4. Presentation/Discussion**

**4.1 Diversity Conference Brainstorming**

S. Joseph presented an update on the progress of transitioning to phase 2 of the Town's DACE Plan. S. Joseph informed the Committee that one of the action items from the Plan was to host a Diversity Conference. He noted that the Town will be hosting its first Diversity Conference in the fall of 2016. The free event will be held in the HMS Room at the Ajax Community Centre. A proposed theme of "Embracing Diversity; Engaging Community" was introduced to Members for feedback. The conference will be used to launch the updated DACE Plan, and will include a keynote speaker and breakout sessions. S. Joseph reviewed prospective ideas for breakout workshops and sought the Committee's feedback on topics for discussion. He noted that a survey will be circulated to gain feedback from advisory committee Members and community groups as to the date and subject matter for the conference.

Members inquired whether the survey will be extended to the Town's volunteer base. It was also questioned why the event will be held at ACC, as there are some accessibility concerns relative to washroom access. S. Joseph noted that the ACC allows for multiple breakout rooms. It was suggested that signage be used to assist with way-finding and identification of accessible washrooms onsite. Members also requested information on the results of the follow-up survey following the conference.

#### **4.2 Parks and Playgrounds Consultation**

A. Jackson presented an overview of project updates and descriptions for trail and park projects recently completed and currently in progress. He reviewed details of design and accessibility considerations implemented for:

- Stammers Parkette
- Carruthers Trail Extension (Rossland Road to Taunton Road)

Details relative to the following projects in development were shared:

- Luvian Parkette
- Beechridge Parkette
- MCC Playground
- Lakeside Playground
- Carruthers Trail Link

The Committee discussed the Safe Space for Play project at the Mclean Community Centre in detail. A. Jackson informed the Committee that a decorative fence and gate will be installed around the existing accessible playground at MCC, in order to assist caregivers by providing a safe space for children to run. The project developed from a suggestion received by a resident whose grandson has autism spectrum disorder and was prone to running. Members inquired whether there are additional 'Safe Spaces to Play' being planned. The project was noted to be a learning opportunity for all, being the first of its kind in Durham. Members encouraged that the project be shared with community organizations such as Grandview Kids and Autism Ontario Durham. It was suggested that a bench or resting area be located in close proximity to the gate, so that caregivers could monitor access.

#### **4.3 Lakeview Boulevard Improvements EA Community Working Group**

A. Jackson, provided an overview of the Lakeview Boulevard Improvements Environmental Assessment, which will review options for possible realignment of the road in the Paradise Park neighbourhood. As changes and construction along the Ajax waterfront are sensitive matters, staff are looking to conduct increased public consultation efforts. He noted that a Community Working Group is being established, comprised of residents in the study area, residents outside of the study area and representatives from some of the Town's advisory committees. A representative from the Committee was sought to participate. The Community Working Group will meet approximately four times throughout the duration of the study, and there will be an additional two public consultation meetings. Several Members expressed interest in participating, therefore those interested were asked to complete an [online application](#). Members posed questions relative to the time commitment of the Working Group and timeline of the project.

#### **4.4 Committee Charter**

Chair Bowen and J. Harrison led discussion and brainstorming with Members relative to the creation of a Committee Charter. The Charter will be used to inform and strengthen conduct and procedure during Meetings. Members provided numerous suggestions to be included in a draft document for review at the next Meeting.

#### **4.5 National Access Awareness Week Planning**

Chair Bowen and J. Harrison encouraged Members to forward content suggestions for the proclamation delegation to Council taking place on May 16, 2016. S. Moore reviewed the NAAW work plan of events and action items. Relative to Accessibility Awareness Night, Members confirmed participation of various community organizations including:

- Durham Region Transit Specialized Services
- Ontario Shores
- Durham Mental Health
- Grandview Kids
- Canadian Hearing Society
- Abilities Centre
- Accessibility Directorate of Ontario
- CNIB
- TutorWiz
- Carion Fenn Foundation
- Town of Ajax
- Ajax Public Library

Members noted continued efforts to solicit donations for an Accessibility Prize Pack. It was suggested that Members also drop off Accessibility Opens Doors brochures when visiting local businesses. S. Moore inquired whether someone would be interested in assisting with social media messaging. Volunteers were requested for the presentation to a local Scout group on the evening of Monday May 30, 2016. S. Moore sought participation from the Committee in presenting to the DACE and YEAC Committees. Further information is to be coordinated via email.

#### **4.6 Communications Access Canada Module**

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*In the interest of time, this item was deferred to the next Meeting.*

**5. Correspondence**

**5.1 Comments on the Proposed Changes to Accessibility Regulations**

S. Moore summarized the proposed changes to the Integrated Accessibility Standards Regulation. With consent of all Members present, the item of correspondence was received for information.

**6. Update from Council**

Councillor Brown welcomed Alec Harras, Manager of Legislative Services/Deputy Clerk as a Meeting observer.

**7. Standing Items**

**7.1 Work Plan**

This item was not discussed in detail.

**7.2 Regional AAC Chairs Meeting Update**

No update.

**7.3 Regional AAC Update**

No update.

**7.4 Facility Site Audit Project Update**

J. Harrison inquired which facility the Committee would like to audit next. Members discussed how they would like to present the findings of the ACC audit to staff/Council. The Committee decided that creating a summary document would be the first step to preparing a final report.

**8. New/Other Business**

None.

**9. Adjournment**

Moved By: B. Dowds  
Seconded By: D. Mullings

That the April 20, 2016 Meeting of the Accessibility Advisory Committee be adjourned. (8:00 p.m.)

CARRIED

DRAFT



7 - 575 Thornton Road North, Oshawa, ON L1J 8L5  
deafaccessdurham@gmail.com

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Steve Parrish, Mayor  
Town of Ajax  
65 Harwood Avenue South  
Ajax, ON  
L1S 2H9

April 6, 2016

Dear Mr. Parrish,

We are writing in regard to accessibility for Deaf and hard of hearing individuals to view town and city council meetings. We have communicated in the past about our request for captioning for televised council meetings and to date, this has not yet been provided.

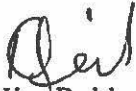
Last year, we took the opportunity to visit one of your council meetings. We would like to thank you for providing us with sign language interpreting for the meeting. However, it was apparent to us that the interpreters were not booked through Ontario Interpreting Services as the signing of one of the interpreters was of subpar quality. The setting in where we were seated provided us with a good view and we were able to follow the meeting fairly easily. We also appreciated the opportunity to meet with some councilors as well as the Accessibility Coordinator. We also appreciated the opportunity the Accessibility Coordinator offered for us to provide our feedback, however our schedules at the time did not permit us to meet in a timely manner.

We would still like to emphasize that captioning is still our preference. We would really appreciate viewing council meetings from the comfort and convenience of our homes, just like any other taxpayers in the Durham Region, without needing the additional arrangements for sign language interpreting.

We hope that you will still be aware about the need to provide full accessibility for your council meetings and will undertake measures in working with Rogers to ensure that this will be provided to us as soon as possible.

With thanks,





Kim Reid

Chair

cc: Ajax Accessibility Advisory Council

cc: Sarah Moore, Accessibility Coordinator, Town of Ajax

cc: Gary Malkowski, Vice President, Stakeholder and Employer Relations, The Canadian Hearing Society

cc: Julie Middleton, Program Manager, Counselling Services, The Canadian Hearing Society

cc: Durham Deaf Accessibility Committee – Don Kinsley, Veronica Bickle, Gordon Ryall, Beverley Dooley, Mike Finnegan, Edgar Daniell and Michael Austin



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Pamela Dinsmore  
Vice President, Regulatory  
Rogers Communications Partnership  
333 Bloor Street East  
Toronto, Ontario  
M4W 1G9

April 6, 2016

Dear Ms. Dinsmore,

We are getting in touch with you again to inquire about the status of your plans to provide captioning for local city and town council meetings in the Durham Region.

Again, we would like to advise you that captioning has already been provided for city and town council meetings in other areas of Ontario. We would like to remind you that there are other municipalities both bigger and smaller than those in the Durham Region that has already found a way to provide captioning for Deaf and hard of hearing individuals with another company, such as Cogeco.

In your letter dated February 5, 2015, it was stated that Rogers intends to reach out to local municipal and regional councils to determine what steps can be taken to provide captioning as soon as possible. Can you share with us what has been done so far?

We are asking you write to us again soon to update us on your plans for providing captioning for community channels. We are looking forward to hear when we would be able to view city and town council meetings with captioning in the Durham Region.

With thanks,

A handwritten signature in black ink, appearing to read "Kim Reid".

Kim Reid  
Chair

cc: Jean-Pierre Blais, Chair, Canadian Radio and Telecommunications Commission  
cc: Lisa McClean-Stellick, Station Manager – Rogers TV, Durham Region  
cc: George Postlethwait, President, Ontario Association of the Deaf

cc: Myrtle Bennett, President, Canadian Hard of Hearing Association  
cc: Frank Folino, President, Canadian Association of the Deaf  
cc: Roger Anderson, Regional Chair, The Regional Municipality of Durham  
cc: Don Mitchell, Mayor of Whitby  
cc: John Henry, Mayor of Oshawa  
cc: Steve Parish, Mayor of Ajax  
cc: David Ryan, Mayor of Pickering  
cc: Adrian Foster, Mayor of the Municipality of Clarington  
cc: Durham Regional Accessibility Advisory Committee  
cc: Whitby Accessibility Advisory Committee  
cc: Oshawa Accessibility Advisory Committee  
cc: Ajax Accessibility Advisory Committee  
cc: Pickering Accessibility Advisory Committee  
cc: Clarington Accessibility Advisory Committee  
cc: Gary Malkowski, Vice President, Stakeholder and Employer Relations, The Canadian Hearing Society  
cc: Julie Middleton, Program Manager, Counselling Services, The Canadian Hearing Society  
cc: Marie-Lauren Gregoire, Communication Manager, The Canadian Hearing Society  
cc: Durham Deaf Accessibility Committee – Don Kinsley, Veronica Bickle, Gordon Ryall, Beverley Dooley, Mike Finnegan, Edgar Daniell and Michael Austin

# ACCESSIBILITY ADVISORY COMMITTEE

## 2014-2018 WORK PLAN

PP – Policy & Procedure   SD – Service Delivery   IC – Information & Communications   FI – Facilities & Infrastructure   CP – Community Partnerships

PROJECT ITEM		OBJECTIVES & SUMMARY	LEAD	TIMELINE	STATUS / NOTES
1	<b>Committee Report to Council</b> (SD, CP, IC)	<ul style="list-style-type: none"> <li>Review of recent committee achievements and future projects</li> </ul>	<b>AAC Chair/Vice-Chair</b>	<b>Annual</b>	May 2016 (during NAAW Proclamation)
2	<b>Regional AAC Chairs Group Meetings</b> (CP, IC)	<ul style="list-style-type: none"> <li>Attendance at quarterly Regional AAC meetings to share best practices and resources</li> <li>Communication and participation in annual Regional Joint AAC Forum</li> </ul>	<b>AAC Chair/Vice-Chair</b>	<b>Bi-annually</b>  September (Forum)	
3	<b>National Access Awareness Week Recognition</b> (CP, IC)	<ul style="list-style-type: none"> <li>Planning and execution of an event in recognition of National Access Awareness Week</li> <li>Council Proclamation</li> </ul>	<b>AAC S. Moore</b> <b>Ajax Public Library Recreation &amp; Culture</b>	<b>Annual</b> Last week in May  May (proclamation)	May 16 – Council May 27 – Film May 30 – Scout Pres. June 2 - Awareness Night
4	<b>Multi-year Accessibility Plan</b> (PP, SD, IC, FI)	<ul style="list-style-type: none"> <li>Review and comment on development and implementation of the accessibility plan document</li> <li>Annual status report to Council</li> <li>Monitor Town compliance with AODA standards requirements</li> </ul>	<b>AAC S. Moore</b> <b>Town Departments</b>	<b>Annual</b> Status Report April 2016	Staff Report to General Gov't Cttee. April 11, 2016
5	<b>Region of Durham Accessibility Award Nomination</b> (CP, IC, SD)	<ul style="list-style-type: none"> <li>Submit a nomination for Ajax business, individual or organization that has made efforts to improve accessibility and remove barriers</li> </ul>	<b>AAC</b>	<b>Annual</b> September (Awards Ceremony)	Committee could consider Regional Award Nominee for Town Volunteer Recognition Awards
6	<b>Town of Ajax Volunteer Recognition Awards</b> (CP, IC, SD)	<ul style="list-style-type: none"> <li>Submit a nomination for the Town of Ajax Accessibility Award</li> <li>1-2 members to participate in the Awards Selection Review Committee</li> </ul>	<b>AAC</b> <b>2 members to sit on selection committee</b>	<b>Annual</b> January- March (Nomination) April (Ceremony)	<ul style="list-style-type: none"> <li>Heather Steeves</li> <li>Donna Mullings</li> </ul>
7	<b>Accessibility Newsletter – Ajax Accessibility Buzz</b> (IC)	<ul style="list-style-type: none"> <li>Provide content to be included in staff accessibility newsletter</li> </ul>	<b>AAC S. Moore</b>	<b>Monthly</b>	

## ACCESSIBILITY ADVISORY COMMITTEE 2014-2018 WORK PLAN

8	<b>Building Approvals / Site Plan Review</b> (FI)	<ul style="list-style-type: none"> <li>Review of major community and Town development proposals/renovations/retrofits to provide feedback on accessibility elements for the built environment</li> </ul>	<b>AAC Planning &amp; Development Operations</b>	<b>Ongoing</b>	HR - February 2016 Parks – March 2016
9	<b>Accessibility for Business Initiatives</b> (IC, CP, SD)	<ul style="list-style-type: none"> <li>Review ways to promote greater accessibility awareness with private sector and local Ajax businesses</li> </ul>	<b>AAC Business Development</b>	<b>Ongoing</b>	
10	<b>Strengthen Community Partnerships &amp; Awareness</b> (IC, CP, SD)	<ul style="list-style-type: none"> <li>Invitation of local accessibility related organizations to present educational information to the Committee</li> <li>Investigate and participate in Town of Ajax and community events/presentation opportunities to build public awareness and education</li> </ul>	<b>AAC Local Accessibility Organizations</b>	<b>Ongoing</b>	
11	<b>Accessibility Informational Resource Development</b> (IC, CP, SD)	<ul style="list-style-type: none"> <li>Development of clear guidelines/reference materials for staff/external organizations on:               <ul style="list-style-type: none"> <li>Accessible events</li> <li>Hosting accessible meetings</li> </ul> </li> </ul>	<b>AAC</b>	<b>Ongoing</b>	RespectABILITY training presentation
12	<b>TO2015 Pan Am/Parapan Am Games</b> (IC, CP, SD)	<ul style="list-style-type: none"> <li>Engagement in recognition of Parapan Am Games</li> <li>Committee Liaison participation on Pan Am Local Host Committee</li> <li>Consultation on Accessibility Training for Urban Domain Volunteers</li> <li>Prepare and operate display table at community engagement events</li> </ul>	<b>AAC</b>	<b>Complete</b>	<ul style="list-style-type: none"> <li>Accessibility Home Run challenge for Business</li> <li>Parapan Am Torch Relay Info. Booth</li> </ul>
13	<b>Durham Regional Transit Specialized Services Update</b> (PP, SD, CP)	<ul style="list-style-type: none"> <li>Presentation and discussion of accessibility improvements to DRT conventional and specialized services, including AODA compliance and rider concerns</li> </ul>	<b>B. Eyre, DRT</b>	<b>Annual</b>	June 15, 2016 - TBC

## ACCESSIBILITY ADVISORY COMMITTEE 2014-2018 WORK PLAN

14	<b>Taxi By-law Review</b> (SD, PP)	<ul style="list-style-type: none"> <li>Review of final proposed changes to Town of Ajax Taxi By-law prior to Council approval</li> </ul>	<b>D. Hannan R. Vokey</b>	<b>Ongoing</b>	% of Accessible taxi licences established by AAC in 2011
15	<b>Seniors Strategy and Age-Friendly Community Designation</b> (SD, CP, PP)	<ul style="list-style-type: none"> <li>Participate in consultations surrounding the Seniors Strategy that will seek to review current senior pricing, develop an inventory of programs for older adults, review existing and emerging clubs/organizations and research programming trends</li> </ul>	<b>R. Prochilo</b>	<b>2016/2017</b>	
16	<b>2018 Municipal Election</b> (PP, SD, IC)	<ul style="list-style-type: none"> <li>Development of Election Accessibility Plan</li> <li>Review of Accessible voting methods</li> <li>Site audits for potential voting place locations</li> </ul>	<b>Legislative Services</b>	<b>2017-2018</b>	
17	<b>AODA Implementation</b> (PP)	<ul style="list-style-type: none"> <li>Monitor AODA amendments and implementation of requirements</li> </ul>	<b>AAC Legislative Services</b>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>2015 Status Report</li> <li>2016 – ADO Audit</li> <li>2017 Status Report</li> </ul>
18	<b>Waterfront Review</b> (PP, SD)	<ul style="list-style-type: none"> <li>Examine and provide comment on staff recommendations to changes in waterfront amenities (parking, washrooms, access routes etc.)</li> </ul>	<b>AAC Town Departments</b>	<b>2015/2016</b>	
19	<b>Town Event Participation</b> (SD, CC, IC)	<ul style="list-style-type: none"> <li>Prepare and operate display table at community engagement events               <ul style="list-style-type: none"> <li>Ajax Business Network</li> <li>Senior's BBQ</li> <li>Parapan Am Torch Relay</li> <li>Senior's Information &amp; Wellness Fair</li> </ul> </li> </ul>	<b>AAC Recreation &amp; Culture</b>	<b>Annual</b>	
20	<b>Facility Audit Project</b>	<ul style="list-style-type: none"> <li>Develop criteria for reviewing built environment of Town Facilities and public spaces</li> <li>Create a "wish list" of renovations/retrofits</li> </ul>	<b>AAC Subcommittee</b>	<b>Summer 2015 - ongoing</b>	<ul style="list-style-type: none"> <li>Phase 1 (Town buildings)</li> <li>Phase 2 (pavilion &amp; outdoor pool)</li> <li>Phase 3 (parks &amp; trails)</li> </ul>