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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 September 21, 2016** .....Page 3

**4. Presentation/Discussion Items**

**4.1 Lakeview Boulevard Environmental Assessment [20 minutes]**

Carol Coleman, Manager of Engineering Capital Projects

**4.2 Capital Projects Consultation [20 minutes]**

- Doric Masonic Lodge Renovation
- Audley Recreation Centre Phase 2

Catherine Bridgeman, Manager of Infrastructure and Asset Management

**4.3 Waterfront Trail Etiquette Signage [20 Minutes]**

Hubert Ng, Supervisor of Transportation

**4.4. National Access Awareness Week 2017 [10 minutes]** (S. Moore)

**4.5 Accessibility Audit Observations – Phase 1 *Deferred to November Meeting***

**4.6 Working Group Assignment [5 minutes]** (S. Moore)

- Social Media
- Committee Education & Presentations
- Public Education (including National Access Awareness Week)
- Newsletter

**4.7 Communication Access Online Training Module [time permitting]**

**5. Correspondence**

**5.1 Letter of Thanks from the Ajax Public Library** .....Page 8

**6. Update from Council**

**7. Standing Items**

**7.1 Work Plan** ..... Page 9

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

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

**8. New / Other Business**

**9. Adjournment**

**Next Meeting Date:** *Wednesday, November 16, 2016 – River Plate Room, Town Hall, 6:00 p.m.*



**DRAFT MINUTES**  
**Accessibility Advisory Committee**  
September 21, 2016  
River Plate Room, Town Hall  
Meeting No. 8

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Committee Members: Marcia Bowen - Chair  
Shandell Conboy  
Barb Dowds  
Sepelene Deonarine  
Carion Fenn  
Jennifer Harrison  
Donna Mullings  
Kathreen Smith  
Julia Stevenson  
Heather Steeves

Staff: Sarah Moore, Committee Coordinator

Guests: David Hogg, Environmental Advisory Committee Chair  
Robert Prochilo, Community Development Coordinator  
Brad Eyre, manager of Specialized Services, DRT  
Bill Holmes, Deputy General Manager of Operations, DRT  
Chris Norris, Manager of Customer Service, DRT

Regrets: Kathreen Smith, Jennifer Harrison

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**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: P. Brown  
Seconded By: B. Dowds

That the June 15, 2016 Meeting Minutes of the Accessibility Advisory Committee be approved.  
CARRIED

**4. Presentation/Discussion**

**4.1 Town of Ajax Adopt-a-Park/Trail/Road Program**

David Hogg, Vice-Chair, Ajax Environmental Advisory Committee, provided an overview of the Town's Adopt-a-Park, Trail or Road Program. He noted that the Town of Ajax has over 450km of roads, 600 hectares of parkland, and 70km of trails. The program helps the Town keep these resources clean and green by encouraging individuals, community groups and businesses to adopt an outdoor space in Ajax. Program benefits include the promotion of clean and safe communities, attraction for visitors and businesses, and protection of environmental features within Ajax. For participants, the program is also a great social opportunity, demonstrates leadership in the community, and provides a sense of accomplishment. Participants receive a sign at their adopted area and a certificate of appreciation. Equipment and supplies are provided to ensure a safe and effective cleanup. To participate, groups or individuals must commit to cleaning their adopted areas three times a year for a minimum of two years and must abide by the provided health and safety guidelines. D. Hogg concluded by highlighting several 'litter hot spots' that are in need of adoption.

Members expressed potential concerns with accessibility limitations to coordinate a pick-up, however the Committee noted interest in determining if there is a more accessible area to adopt. Members also inquired whether the program is open to the public. C. Fenn expressed interest in coordinating an adoption on behalf of the Carion Fenn Foundation. Members requested additional information on accessibility of the areas available for adoption, noting concerns that some trails do not have curb cuts.

#### **4.2 Senior's Recreation Strategy Update**

Robert Prochilo, Community Development Coordinator, provided an update on the Town's Seniors Strategy. The purpose of the strategy is to develop an understanding of the needs of the Town's aging population in order to provide appropriate programming and ensure a high quality of life for the Town's senior population. He noted that the Town has hired a consultant to conduct outreach and feedback exercises including surveys, focus group sessions, and a public open house. The consultant has prepared detailed demographic projections to identify areas where the senior population is expected to be most prevalent over the next fifteen years. A public open house is scheduled for October 11, 2016 from 6:30-8:30pm in Town Hall Council Chambers. The results of the public consultation will inform the development of the seniors' recreation service strategy in 2017.

Members inquired what the process would be to determine whether a standalone Seniors' Centre would be warranted. R. Prochilo notes that the data obtained through the consultant's report will review cost and space requirements to determine feasibility. B. Dowds inquired whether there has been thought to incorporating seniors' programming into existing recreation centres during off-peak times when meeting rooms are not in use. R. Prochilo noted that satellite sites would be reviewed as an option through the Strategy.

#### **4.3 Durham Region Specialized Services Update**

Brad Eyre, Manger of Specialized Services, and Christopher Norris, Manger of Customer Service, presented an update on behalf of Durham Regional Transit (DRT) in relation to infrastructure, travel training, integrated service and fares. An overview of fleet accessibility was provided, noting that conventional vehicles have low floor, ramp deployment, next-stop audio announcements, priority and courtesy seating. Exterior audio route announcements will

be implemented soon. . C. Norris noted DRT's shelter and stop upgrade program that has resulted in installation of 400 new shelters and hard-surfacing of concrete pads at transit stops, with links to municipal sidewalks where available.

B. Eyre discussed DRT's Travel Training program, which equips riders with knowledge and confidence to travel more independently through the family of services. It is available free of charge on request. He reviewed DRT's integrated service model for specialized services. Transit fares and fare media were also discussed. Fares are based on age (adult, youth, senior, child) and DRT offers a variety of concessions to suit travel needs (cash, single ride discount ticket/PRESTO, full monthly travel pass/PRESTO). In March 2017, DRT anticipated the launch of PRESTO fare media on Specialized Service.

Details were shared relative to a forthcoming DRT Metrolinx Joint Accessibility Meeting to be held Thursday, November 17, 2016 from 6:30-8:30pm at the Abilities Centre.

Members discussed in detail, concerns relative to the lack of barrier-free paths of travel to concrete transit stops that are not adjacent to sidewalks. The Committee inquired about the communication and planning between DRT and the Town in relation to coordinating efforts to install sidewalks or locate transit stops where sidewalks exist. S. Moore will refer back to staff and invite the appropriate department to attend a forthcoming meeting.

#### **4.4 Facility Audit Project – Phase 1**

S. Moore sought the Committee's feedback on prioritizing observations from the audit to include in the staff report wish list. Members decided to include the comprehensive audit documentation with the report and use the report to highlight priority improvements to be made relative to health & safety and washroom access. S. Conboy agreed to forward audit results of the Ajax Public Library. Town Hall was noted to still require completion. S. Moore agreed to draft the report and circulate to the Committee for review

### **5. Correspondence**

#### **5.1 Accessible Customer Service Standard Changes**

With consent of all Members present, the item of correspondence included on the September 21, 2016 Accessibility Advisory Committee meeting agenda was received for information.

### **6. Update from Council**

Councillor Brown encouraged Members to provide feedback on the 2017 budget by participating in the [online Budget Builder tool](#).

### **7. Standing Items**

#### **7.1 Work Plan**

S. Moore inquired whether the Committee would be interested in establishing Working Groups for several Work Plan objectives in order to help action items. The following working groups were suggested:

- **Newsletter:** generate content, coordinate Member profiles, important dates, articles of interest, themes, etc.
- **Social media:** draft social media messaging for Twitter and Facebook to promote the newsletter, meetings and general accessibility awareness information
- **Education & training:** review potential suggestions for external guest speakers or target areas of interest for more detailed training
- **NAAW & events:** begin brainstorming ideas for recognition and accessibility awareness initiatives

Further information will be circulated via email for sign-up.

## **7.2 Regional AAC Chairs Meeting Update**

Chair Bowen noted that there had not been a recent Regional AAC Chairs Meeting. Instead, she provided a summary of the September 20 Regional AAC Forum Event, noting presentation by Minister Tracy MacCharles, Regional Accessibility Award presentations and best practice presentations from municipal accessibility coordinators, including S. Moore.

## **7.3 Regional AAC Update**

J. Stevenson noted she was absent from the last Regional AAC Meeting but would forward an update once she receives the meeting minutes.

## **8. New/Other Business**

D. Mullings reminded Members to avoid sidebar conversations and not to cut off presenters when presenting. She encouraged the Committee to treat presenters with respect so that they are receptive to the Committee's feedback.

S. Moore reminded Members of the Town of Ajax Diversity Conference taking place on Saturday, October 22 and agreed to forward registration information once available.

A reminder of the September 30, 2016 Durham Region Age-Friendly Community Forum event was shared. Registration is limited.

C. Fenn provided details of the September 24, 2016 Rare Disease Health & Wellness Expo and thanked the Committee for its continued support.

Chair Bowen thanked S. Deonarine for taking leadership in delivering the RespectABILITY training presentation to recent Recreation & Culture staff hires.

## **9. Adjournment**

Moved By: S. Conboy  
Seconded By: S. Deonarine

That the September 21, 2016 Meeting of the Accessibility Advisory Committee be adjourned.  
(8:00 p.m.)

CARRIED

DRAFT

Ms. Marcia Bowen – Chair  
Town of Ajax Accessibility Advisory Committee

September 22, 2016

Dear Marcia:

On behalf of the trustees and staff of the Ajax Public Library I would like to thank the Accessibility Advisory Committee for nominating the Library for the 2016 Town of Ajax Accessibility Award.

It is very gratifying to have the Library's commitment to accessible and inclusive service recognized and I was honoured to attend the Awards ceremony and receive our beautiful trophy. It was a pleasure to meet you and the other members in attendance.

Please thank the Committee members and assure them that Library staff is always open to program partnership opportunities with the AAC and also welcome member suggestions on strategies for the Library to further improve its services.

Thank you.

Sincerely

A handwritten signature in blue ink that reads "Donna Bright".

Donna Bright  
Chief Librarian and Executive Officer  
905-683-4000, ext. 8825  
[donna.bright@ajaxlibrary.ca](mailto:donna.bright@ajaxlibrary.ca)



## 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>