



RESCHEDULED AGENDA ACCESSIBILITY ADVISORY COMMITTEE

November 26, 2014 at 6:00 p.m.
River Plate Room, Town Hall
Meeting No. 8

Online Agenda: Anything in **blue** denotes an attachment/link. By clicking the links on the agenda page, you can jump directly to that section of the agenda. To maneuver back to the agenda page use the **Ctrl + Home** keys simultaneously **OR** use the "Bookmark" icon on the navigation panel to the left of your screen.



Alternative formats available upon request by contacting:
sarah.moore@ajax.ca or 905-619-2529 ext. 3347

1. Call to Order

2. Disclosure of Pecuniary Interest

3. Approval of Minutes

3.1 September 10, 2014 Page 3

4. Presentation/Discussion Items

4.1 Regional Accessibility Joint Forum Update **(6:05 – 6:15 p.m.)** [S. Moore]

4.2 Pan Am Game Changers Event **(6:15 – 6:25 p.m.)** [K. Smith]

4.3 Metrolinx Public Meeting Update **(6:25 – 6:35 p.m.)** [K. Smith]

4.4 Regional AAC Nomination Update **(6:35 – 6:40 p.m.)** [S. Moore]

4.5 Post- 2014 Election Accessibility De-brief [all] **(6:40 – 7:00 p.m.)**

4.6 **Accessible Alternative Formats and Communication Supports Request Work Instruction (7:00 – 7:05 p.m.)** [S. Moore] Page 8

4.7 Multi-Year Accessibility Plan Status Report Content Discussion **(7:05 – 7:15 p.m.)** [all]

5. Standing Items

5.1 2014-2018 Work Plan Seeds Discussion (7:15 – 7:30 p.m.) Page 16

5.2 Regional AAC Chairs Group Update [K. Smith/D. Mullings]

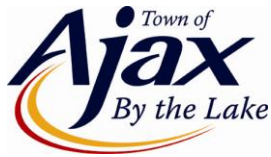
5.3 Pan Am 2015 Local Host Committee Update [C. Gooden]

6. Correspondence

7. Update from Council

8. New/Other Business

9. Adjournment



MINUTES

Accessibility Advisory Committee

September 10, 2014
River Plate Room, Town Hall
Meeting No.6

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Committee Members: Councillor Pat Brown
Marcia Bowen
Shandell Conboy
Sepelene Deonarine
Barb Dowds
Carion Fenn
Camille Gooden
Donna Mullings, Vice-Chair
Kathreen Smith, Chair
Ray Smith
Julia Stevenson

Staff: Sarah Moore, Committee Coordinator

Guests: Lamiya Ahmed, Ryerson University: School of Urban and
Regional Planning Student Observer

Regrets: Michel St-Arneault

1. Call to Order

Chair Smith called the meeting to order at 6:05 p.m.

2. Disclosure of Pecuniary Interest

None

3. Approval of Minutes

Moved by: R. Smith
Seconded by: S. Deonarine

That the Minutes of the Accessibility Advisory Committee Meeting held on June 18, 2014, be adopted.

CARRIED

4. Presentation/Discussion Items

4.1 Waterfront Parking

Ms. Moore noted that Mr. Derek Hannan, Manager of By-law Services was unfortunately unable to attend the Meeting. She advised that staff had expressed the intent to review activity and use of the Ajax Waterfront as a result of volume of activity and parking concerns identified. She indicated that the review could also include accessibility considerations (e.g. access, parking, etc.).

Moved by: B. Dowds
Seconded by: R. Smith

That the Accessibility Advisory Committee support a staff review of the Ajax Waterfront, including accessibility considerations, and report back to the Committee.

CARRIED

Ms. Moore identified that complaints had been filed with the Town relevant to pedestrian ramp access at the Baywood Plaza during construction. She circulated a draft letter written to the property owner on behalf of the committee, expressing access and safety concerns for persons with disabilities throughout the plaza during the construction project.

Moved by: J. Stevenson
Seconded by: S. Deonarine

That the Accessibility Advisory Committee support the letter addressed to the property owner of Baywood Plaza identifying access and safety concerns during the construction project.

CARRIED

4.2 Syringomyelia & Chiari

Ms. Fenn delivered a detailed presentation on Syringomyelia and Chiari, a condition in which a tubular filled cyst affects the spinal cord. She reviewed symptoms, origins and diagnosis methods. Ms. Fenn introduced the Committee to the Carion Fenn Syringomyelia & Chiari Network, an organization founded by her to provide support and education on her condition. Several foundation awareness achievements and recognitions were shared, including the international scope of the foundation's network.

Ms. Fenn distributed promotional wristbands and informational brochures. The Committee posed questions relative to the number of members from the Durham Region (approx. 200 in Ontario) and encouraged Ms. Fenn to continue pursuing increased education in hospitals to assist with diagnosis.

4.3 DRAFT Alternative Formats Policy/Procedure

Mr. Moore encouraged Members to review the draft alternative formats policy included in the agenda package. Members encouraged the process for alternative format requests to be centralized through one staff person in order to provide for better tracking of requested received. Ms. Moore invited further comments and suggestions following more comprehensive review of the draft document.

4.4 Proposed Property Review Working Group

The Committee expressed interest in the conducting accessibility audits of Town facilities and external public spaces, eventually reviewing local plazas and businesses on request. Mr. Smith, Ms. Dowds, Ms. Fenn, Ms. Bowen, Ms. Deonarine and Ms. Mullings volunteered to establish a subcommittee working group.

Ms. Mullings exited (7:10 p.m.)

4.5 Presidents Choice Pan Am Ball Park

Ms. Moore shared preliminary drawings of the Pan Am overlay at the President's Choice Pan Am Ballpark and solicited feedback and questions from the Committee to take to a forthcoming planning meeting. Members encouraged Ms. Moore to review and discuss washroom access, parking/transportation and distance from the venue, color contrasting for stairs/seats, large print signage and menus, way finding, etc. Ms. Moore agreed to bring the Committee's comments forward and to report back to the Committee when more details become available.

4.6 Annual AAC Joint Forum

Ms. Moore reminded members of the September 23, 2014 Annual Joint AAC Forum at the Region. Several members expressed interest in attending. Ms. Moore solicited feedback from the Committee as to which content to include in the annual update.

4.7 Regional Accessibility Award Nomination

Ms. Moore reminded Members of the upcoming deadline to submit a nomination for the Regional Accessibility Awards. She encouraged members to identify local Ajax businesses benefitting/assisting persons with disabilities and noted that she had reached out to the Town's Economic Development section for insight and recommendations. Ms. Moore noted that she would review the Committee's idea with the Town's Building and Maintenance Manager for guidance and noted that as the Committee term was ending, a project of such a large scope would not be appropriate to bring forward until the 2015-2018 term.

Members inquired about accessibility concerns relative to the washroom at the Ajax Community Centre outside of the HMS room, and access to the push button access to the family washroom at the Rotary Park Pavilion. Ms. Moore agreed to look to the matter and report back.

5. Standing Items

5.1 Work Plan – New Term Vision

In the interest of time, the work plan was not discussed in detail.

5.2 Regional AAC Chairs Group Update

Ms. Moore provided a brief summary of the August AAC Chairs' Group meeting.

5.3 Pan Am 2015 Local Host Committee Update

In Ms. Gooden shared an update on the work of the Local Host Committee, noting that the sub committees are moving along with their work on items including volunteer position descriptions, the Santa Claus Parade float and torch relay route. The success of the one-year pan Am countdown event was noted. Ms. Gooden advised that the Committee would see members of the Local Host Committee throughout the summer at information kiosks at some of the Town's community events.

6. Correspondence

None.

7. Update from Council

Councillor Brown provided several reminders for upcoming events, including Doors Open on Saturday September 27, 2014 and the October 27, 2014 municipal election.

8. New Business

8.1 National Access Awareness Week

Ms. Dowds inquired whether confirmation could be sought from the Federal Government on the annual dates for recognition of National Access Awareness Week. Members noted that the event was originated from Rick Hansen's Man in Motion Tour.

8.2 CNIB Night Steps

Mr. Smith shared details of his participation in the CNIB Night Steps event in Whitby. Night Steps is a five-kilometre night walk held under the stars, culminating in a celebration with music and an evening BBQ for family friends and community members. The funds raised from the event support the CNIB's services to empower Canadians who are blind or partially sighted with skills to live independently and with confidence.

8.3 Recreation Training Check-in

Ms. Moore reminded Ms. Bowen and Mr. Smith of their training session for Recreational Part Time staff scheduled for September 17, 2014. Ms. Conboy expressed interest in assisting.

9. Adjournment

Moved by: C. Fenn
Seconded by: J. Stevenson

That the September 10, 2014 meeting of the Accessibility Advisory Committee be adjourned (8:05 p.m.).

CARRIED

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DOCUMENT TITLE: Accessible & Alternative Formats and Communication Support Requests			NO.: COR-WI-XXX
AUTHORED BY:	S. Moore	ISSUE #	0
APPROVED BY:	M. Murray	ISSUE DATE:	Click here to enter a date.

1 PURPOSE

- 1.1 The Accessible & Alternative Formats work instruction is intended to provide a consistent process for the provision of information and communication support in an accessible/alternative format upon request, as required under S. 12 of the *Integrated Accessibility Standards Regulation*, OR 191/11.
- 1.2 The work instruction applies to information and communications that the Town of Ajax controls directly or indirectly through contractual relationship, and all materials and communications produced by and for the Town of Ajax, regardless of whether produced in-house or by third-party.

2 DEFINITIONS

- 2.1 **Accessible/alternate format** – may include but is not limited to: large print, recorded audio and electronic formats, Braille and other formats that may assist in accommodating persons with disabilities
- 2.2 **Accommodation** – the arrangement made or assistance provided so that persons with disabilities can participate in the experiences available. Accommodation will vary depending on the person's unique needs and the capacity of the Town to provide the requested accommodation.
- 2.3 **Assistive Device** – Any auxiliary tool, aid, technology or other mechanism that enables a person with a disability to do everyday tasks and activities such as moving, communicating or lifting; assists in accessing goods, services or information and helps the person to maintain their independence. Examples include but are not limited to: communication aids, cognition aids, personal mobility aids, and medical aids.
- 2.4 **Barrier** –an obstacle that prevents a person with a disability from fully participating in all aspects of society because of the disability. Can be physical, attitudinal, or systemic.
- 2.5 **Communications Supports** – may include, but are not limited to: captioning, alternative and augmentative communications supports, interpreting, intervening, plain language, sign language and other supports that may facilitate effective communications
- 2.6 **Communications** – the interaction between two or more persons or entities, or any

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combination of them, where information is provided, sent or received

2.7 **Conversion Ready** – an electronic or digital format (Word) that facilitates conversion into an accessible/alternative format (i.e. compatibility with screen-reading software)

2.8 **Disability** – (As per the Ontario Human Rights Code):

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect, illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impediment, muteness of speech impediment, or physical reliance on guide a dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder;
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

2.9 **Information** – includes data, facts and knowledge that exist in any format, including text, audio, digital or images, that convey meaning.

2.10 **Unconvertible** – not technically feasible to convert the information or communications; the technology to convert the information or communications is not readily available

2.11 **Undue Hardship (as per the Ontario Human Rights Code)** – a negative consequence to the municipality, if the request is honoured; factors to be taken into consideration when assessing undue hardship include:

- Cost
- Outside sources of funding, if any
- Health and safety factors, such as when a proposed accommodation would unduly endanger the safety of the employee and/or others

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Factors that cannot be used to justify undue hardship include: business inconvenience, employee morale, and customer preference.

3 RESPONSIBILITIES

- 3.1 Notification of Requests for Alternative Format forms shall be received by and responded to by the Accessibility Coordinator in consultation with the department/staff responsible for creating the information content.
- 3.2 Employees creating information and communications on behalf of the Town of Ajax are required to include notice that alternative/accessible formats are available upon request with the following notation:
 - **This document is available in alternative accessible formats upon request by contacting 905-619-2529 ext. 3347, or email accessibility@ajax.ca.**
- 3.3 Staff outsourcing creation of materials, communications and documents are responsible for ensuring that accessibility considerations for electronic, print and audio/visual material formatting are included in procurement specifications (e.g. video captioning, electronic document formatting of consultant reports, websites, etc.).
 - 3.3.1 For smaller purchases not bid out through the Purchasing Department, the responsible staff person shall have regard for the needs of persons with disabilities within the specifications of the purchase.
- 3.4 Employees and volunteers who require accessible/alternative formats are responsible for:
 - a) Notifying their manager/supervisor/staff as soon as possible of any accessible/alternative format needs that relate to their ability to perform job functions, participate fully in the workplace and/or comprehend corporate documents
 - b) Use the Town of Ajax **Request for Alternative Accessible Format/Communication Support Form** ([online at www.ajax.ca](http://www.ajax.ca)) to document their request.
 - c) Submit the completed form to their Manager/Supervisor and the Accessibility Coordinator.
- 3.4.1 Managers and supervisors who receive **Request for Alternative Accessible Format/Communication Support Forms** from employees must report the request for accommodation to HR Services in addition to the Accessibility Coordinator.

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3.5 Members of the public who require accessible/alternative formats and/or communication supports are responsible for:

- a) Completing the Town of Ajax **Request for Alternative Accessible Format/Communication Support Form (XX-XXX)**.
- b) Submitting the completed form to the Accessibility Coordinator.

3.6 The Accessibility Coordinator shall arrange to:

- a) Respond to the requestor and consult on their needs within 3 business days
- b) Work with the information creator/provider to determine an alternative accessible format or communication support that meets the needs of the requestor
- c) Provide the format/communication support at a cost no more than the cost of methods of duplication or conversion similar in nature and in accordance with the Town of Ajax fees by-law.

4 RESOURCES

- 4.3 Accessible Ajax Guide to Accessible & Alternative Formats, as amended
- 4.4 Town of Ajax Web Sites Style & Accessibility Guide, as amended
- 4.5 World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0
- 4.6 Accessibility Coordinator

5 INSTRUCTIONS

5.1 Print Materials

- 5.1.2 All Town of Ajax information and communications shall be created in a conversion-ready format, taking into consideration the needs of persons with disabilities **and** in accordance with the formatting identified in the Accessible Ajax Guide to Accessible & Alternative Formats Guide and/or Town of Ajax Web Sites Style and Accessibility Guide.
- 5.1.3 All documents intended for public use and information that the Town controls directly or indirectly through contractual relationship, shall feature the alternative formats notation (refer to Section 3.1).

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5.2 Online Documents / Website Content

- 5.2.1 The Town of Ajax website, Town-related sites and intranet will include notation that accessible formats and communication supports are available upon request and will direct inquiries to the Alternative Accessible Format/Communication Support Request online form.
- 5.2.2 Online content shall be created taking into consideration the needs of persons with disabilities **and** in accordance with the formatting identified through the Content Management System, Accessible Ajax Guide to Accessible & Alternative Formats Guide, Town of Ajax Web Sites Style and Accessibility Guide and World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A - AA.

5.3 Audio-visual Productions

- 5.3 Town of Ajax audio-video productions (promotional/instructional videos) shall be accompanied by open/closed captions, descriptive narration, transcription or some other form of communication assistance. (Refer to Section 3.3)

5.3 Public Meetings and Hearings

- 5.2.1 Alternative accessible formats and communication supports are to be provided at public meetings and hearings when it can readily be anticipated there will be a need for them, or with reasonable advance notice of such need. Alternative communications supports may include sign language interpreters, materials in large print, oral communications facilitators, note takers or assistive listening devices.
- 5.2.2 Notices/advertising of public meetings (print and online), in addition to the notice of availability of alternative accessible formats (refer to Section 3.1) shall indicate accessibility accommodations will be made available upon advance request (specify date for request), and indicate the person to contact to access those services:
- e.g. *Those planning to attend the **[name of meeting]**, who require accessibility accommodations, are asked to contact **[insert name of meeting coordinator]** by **[insert reply by date, at least one week prior to the event]** by contacting **[insert telephone number and email]**.*
- 5.2.4 The location and room set-up for meetings and hearings shall be physically accessible to

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persons with disabilities. Staff shall include physical accessibility considerations in their meeting planning, including but not limited to: wheelchair/mobility device access, washroom access, lighting, acoustics, access routes to display materials, seating/tables.

5.3 Processing Requests

- 5.3.1 Requests for alternative accessible format will be received through a variety of methods:
- Telephone
 - In person
 - Fax
 - TextNet - 1-866-460-4489
 - Email – accessibility@ajax.ca
 - Website – www.ajax.ca/
- 5.3.2 All requests received by staff are to be documented in the Alternative Accessible Format/Communication Support Request Form (COR-XXX) and submitted to the Accessibility Coordinator for further action within one business day of receipt.
- 5.3.3 The Accessibility Coordinator will respond and consult with the person requesting the accessible format/support to clarify their needs within three business days (e.g. is the entire document or only a particular section required in large print?).
- 5.3.4 If it is determined that information or communications are unconvertible, the department owning the information and/or communication shall provide the Accessibility Coordinator with the following information to be shared with the person making a request:
- a) An explanation as to why the information or communications are unconvertible (e.g. technology does not exist or the essence of the information will be lost)
 - b) A summary of the unconvertible information or communication
- 5.3.4.1 If a format requested is not deemed feasible or is deemed to cause undue hardship, alternative methods of providing the information that will meet the needs of the person with a disability shall be explored and will be agreed upon by both the individual and the Town of Ajax.
- 5.3.5 Conversion to alternative formats shall be processed in-house wherever possible. When a request for alternative forms cannot be processed in-house, the department of

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origin will be responsible for the cost of conversion, materials and distribution.

5.4 Timeframe

- 5.4.1 The timeframe for completing the conversion of a document into an accessible format may vary depending on the format requested, the size, complexity, quality of source documents and the quantity to be converted.
- 5.4.2 Accessible formats shall be provided in a timely manner, depending on the factors named above and *generally* within no longer than 1 week.

5.4 Cost of Conversion/Support

- 5.4.1 When a request for an accessible format/communication support is received, it shall be processed at a cost no more than the cost for duplication and conversion outlined in the Town of Ajax Fees By-law
- 5.4.2 Conversion to alternative accessible formats shall be processed in-house wherever possible. When a request for alternative format or communication support cannot be processed, the department of origin shall be responsible for the cost of conversion, materials and distribution.
- 5.4.3 Public Meeting and hearing communication assistance shall be arranged for in consultation with the Accessibility Coordinator and paid for by the Legislative Services Department.

5.5 Tracking

- 5.5.1 The volume of requests and nature thereof for alternative accessible formats and communication supports shall be included in the annual Multi-Year Accessibility Plan status report.

6 RELATED DOCUMENTATION

- 6.3 *Integrated Accessibility Standards Regulation*, OR 191/11
- 6.4 Ontario Human Rights Code

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- 6.5 Town of Ajax Web Sites Style & Accessibility Guide
- 6.6 Accessible Ajax Guide to Accessible & Alternative Formats Guide
- 6.7 Alternative Accessible Format/Communication Support Request Form
- 6.8 Tracking of Alternative Format Request Forms
- 6.9 Town of Ajax Fees By-law
- 6.10 Multi-Year Accessibility Plan and related status reports

2014 Accessibility Advisory Committee Work Plan

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Item		Objective	Timeline	Status
1.	<u>AODA Integrated Accessibility Standard Update</u> <i>Participation in consultation and review of Town of Ajax compliance with Integrated Accessibility Standards Requirements</i> <ul style="list-style-type: none"> Alternative Formats Policy 	<ul style="list-style-type: none"> Policy & Procedure Service Delivery Information & Communications 	Annual review May/June 2014	ongoing
2.	<u>End-of-term Committee Update Delegation to Council</u> <i>Review of recent committee achievements and future projects. Presented by Committee Chair and Members</i>	<ul style="list-style-type: none"> Service Delivery Community Partnerships Information & Communication 	May/June 2014	
3.	<u>Regional AAC Chairs Meeting</u> <i>Attendance at quarterly Regional AAC meetings with Committee Chairs and staff liaisons. Communication and participation in annual Regional Joint AAC Meeting</i>	<ul style="list-style-type: none"> Community Partnership Information & Communications 	Quarterly: Feb. 12/14 May 14/14 Aug. 20/14 Nov. 12/14	
4.	<u>National Access Awareness Week</u> <i>Discussion/brainstorming for 2014 event(s), Council proclamation & delegation</i>	<ul style="list-style-type: none"> Community Partnership Information & Communications 	Planning: March/April 2014	
5.	<u>Multi-year Accessibility Plan (2014-2018)</u> <i>Review and comment on development and implementation of the accessibility plan document</i> <ul style="list-style-type: none"> Departmental & AAC consultation Public Meeting Annual status report to Council 	<ul style="list-style-type: none"> Policy & Procedure Service Delivery Information & Communications Facilities & Infrastructure 	Annual Status Reporting: Fall 2014	
6.	<u>Taxi By-law Review</u> <i>Review and provide comment on Town's taxi by-law with attention to accessible taxi cabs</i>	<ul style="list-style-type: none"> Service Delivery Policy & Procedure 	Dec/13 - Spring 2014	ongoing

2014 Accessibility Advisory Committee Work Plan

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Item		Objective	Timeline	Status
7.	<u>2014 DREN Accessibility Award Nomination</u> <i>Nomination preparation and submission for annual Regional Accessibility Awards</i>	<ul style="list-style-type: none"> • Community Partnership • Information & Communications 	June 2014	
8.	<u>Volunteer Recognition Awards</u> <i>Nomination preparation and submission for annual Town of Ajax Volunteer Recognition Awards; participation in Award Selection Review Committee</i>	<ul style="list-style-type: none"> • Community Partnership • Information & Communications 	March 11, 2014	
9.	<u>Accessible Ajax Web Content</u> <i>Review existing content and provide feedback for additional elements to include</i>	<ul style="list-style-type: none"> • Information & Communication 		
10.	<u>Regional Accessibility Advisory Committee Newsletter</u> <i>Contribution of article/content submissions</i>	<ul style="list-style-type: none"> • Community Partnerships • Information & Communication 		ongoing
11.	<u>Durham Transit Specialized Services</u> <i>Annual presentation and discussion of accessibility improvements to DRT services & specialized services, including compliance plans for the Integrated Accessibility Standards, OR 191/11 Transportation requirements</i>	<ul style="list-style-type: none"> • Policy & Procedure • Service Delivery • Community Partnerships 	Annual Update	
12.	<u>2014 Building Approvals/Site Plan Review</u> <i>Participate in review of major community and Town development proposals to provide feedback on accessibility elements.</i>	<ul style="list-style-type: none"> • Facilities & Infrastructure 	Spring 2014	ongoing
13.	<u>Accessibility for Business Initiatives</u> <i>Review and revise Town of Ajax Accessibility Brochure to include information on importance of accessibility for local businesses.</i>	<ul style="list-style-type: none"> • Information & Communications • Community Partnerships • Service Delivery 		ongoing

Last Updated: February 13, 2014

2014 Accessibility Advisory Committee Work Plan

	Item	Objective	Timeline	Status
14.	<u>Accessibility Resource Development</u> <i>Development of clear guidelines for staff and external clubs/organizations on the following topics:</i> <ul style="list-style-type: none"> • Accessible Ajax • Accessible event planning • Hosting an accessible meeting • Accessibility Opens Doors 	<ul style="list-style-type: none"> • Information & Communications • Community Partnerships • Service Delivery 		
15.	<u>Strengthening Community Partnerships & Awareness</u> <i>Invitation of local accessibility related organizations to present educational information to the Committee; investigate and participate in Community events/presentations to build awareness/education</i>	<ul style="list-style-type: none"> • Information & Communications • Community Partnerships • Service Delivery 	Wind Reach Farm March 2014	
16.	<u>Pan Am 2015</u> <i>Participation in Local Host Committee; review of site plan; potential community accessibility audit for visitors.</i>	<ul style="list-style-type: none"> • Information & Communications • Community Partnerships • Service Delivery 	Monthly Local Host Committee Meetings	
17.	<u>2014 Municipal Election</u> <i>Participation in voting place locations site visits; review of the voting methods and election accessibility plan</i>	<ul style="list-style-type: none"> • Policy & Procedure • Service Delivery • Information & Communications 		
18.	<u>Advisory Committee Review</u> <i>Participation in review of committee structure, mandate, terms of reference, appointment process, etc.</i>	<ul style="list-style-type: none"> • Policy & Procedure 	March 2014	