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Alternative formats available upon request by contacting:
sarah.moore@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 15, 2015Page 3

4. Presentation/Discussion Items

4.1 Accessible Toy Library (6:00 – 6:15 p.m.)

Cindy Kimber, *Coordinator of Branch Services – Ajax Public Library*

4.2 Planning & Development Updates (6:15 – 6:45 p.m.)

Geoff Romanowski, *Development Approvals Coordinator*

4.3 Durham Region Transit Specialized Services Update (6:45 – 7:30 p.m.)

Brad Eyre, *Manager of Specialized Transit – Durham Region Transit*

Bill Holmes, *Deputy General Manager of Operations – Durham Region Transit*

4.4 Canada Post Five Point Plan (7:30 – 8:00 p.m.)

Isaac Ransom, *Municipal Engagement – Canada Post Corporation*

Andrew Walasek, *Municipal Engagement – Canada Post Corporation*

4.5 Upcoming Events (8:00 – 8:15 p.m.)

- May 28, 2015 Joel Dembe Presentation
- June 4, 2015 Accessibility Awareness Week
- June 22, 2015 Staff Training

5. Correspondence

5.1 Durham Region Accessibility AwardsPage 7

6. Update from Council

7. Standing Items

7.1 Work Plan Page 9

7.2 Pan Am 2015 Local Host Committee Update

8. New Business

9. Adjournment



DRAFT MINUTES
Accessibility Advisory Committee
April 15, 2015
River Plate Room, Town Hall
Meeting No.2

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

Committee Members: Councillor Pat Brown
Marcia Bowen
Shandell Conboy
Sepelene Deonarine
Barb Dowds
Carion Fenn
Jennifer Harrison
Donna Mullings
Kathreen Smith

Staff: Sarah Moore, Committee Coordinator

Regrets: Julia Stevenson, Heather Steeves

1. Call to Order

Acting-Chair Smith called the meeting to order at 6:00 p.m. Members were welcomed and roundtable introductions were made.

1.1 Election of the Chair and Vice-Chair

S. Moore reviewed the names of all Members who had expressed interest in the Chair and Vice-Chair positions. Members spoke briefly on their interest in taking on the Committee leadership role. Due to multiple individuals expressing interest, S. Moore facilitated a secret ballot for the position of Chair, then Vice-Chair.

Moved By: B. Dowds
Seconded By: J. Harrison

That Donna Mullings be appointed Chair and Marcia Bowen be appointed Vice-Chair of the Accessibility Advisory Committee until January 20, 2016, at which time appointments will be reviewed by the Committee.

CARRIED.

D. Mullings assumed the role of the Chair.

2. Disclosure of Conflict of Interest

None

3. Approval of Minutes

Moved By: P. Brown
Seconded By: S. Deonarine

That the March 12, 2015 Meeting Minutes of the Accessibility Advisory Committee be approved.

CARRIED

4. Presentation/Discussion

4.1 Town Hall Signage Project

S. Moore delivered an overview of a project underway relative to signage and way-finding at Town Hall. The project will align with the electronic way-finding map installed in 2014 and provide mounted departmental signage and hanging services signage within each department. The hanging signage will also include a coloured stripe to correspond with the electronic map, to add to way-finding. Preliminary designs were shared for the mounted, hanging and washroom signage and Member feedback was solicited.

Members provided comments and suggestions relative to ensuring that the sans serif font used is not too narrow, that the washroom pictogram/braille signs include tactile text, and that the existing washroom hanging signage remain in addition to the wall mounted signs. Concerns with the colours used for wayfinding were identified to create potential difficulties for persons with colour blindness. Members inquired whether the pictograms used on the signage were up to date with international standards. S. Moore agreed to forward all of the Committee's comments to Louise Soulliere, Customer Service Coordinator for consideration.

4.2 DRAFT Accessibility in Action Plan Status Update

S. Moore presented information relative to the Town's multi-year accessibility plan, noting its objective of mapping and documenting accessibility initiatives and implementation over a five-year time frame (2012-2017). The plan coordinates accessibility initiatives in the areas of policy and procedure, customer service, information and communications, employment, transportation, and the built environment in Ajax. A status report on the plan is presented to Council and the Committee annually. S. Moore discussed initiatives ongoing and accomplished to date within all categories and identified projects for implementation in 2015 and beyond. Members provided additional suggestions for consideration and inclusion, such as a raised viewing platform at ice pad #1 at the Ajax Community Centre, automated power door operator installation (HMS Room, Ajax Community Centre Washrooms, ice pad #1, et al). A suggestion of installing signage at the front of Audley Recreation Centre to promote the inclusive playground was shared, as was investigating opportunities to connect with youth regarding mental health and the accessibility of youth spaces.

S. Moore reviewed the twelve questions contained within the 2015 Provincial Accessibility Compliance Report to be submitted by the Town before the end of the year, and noted compliance in all areas, citing policy and practice examples.

4.3 National Access Awareness Week Planning

The Committee focused discussion and recognition on four key event dates: proclamation to Council (May 11), School Visit at the Ajax Public Library (May 28), Accessibility Awareness Night (June 4), and the 10th Anniversary of the AODA (June 13). Chair Mullings and Vice-Chair Bowen volunteered to present the proclamation delegation to Council on May 11, 2015. S. Moore agreed to assist in preparing speaking notes.

S. Moore informed the Committee that Joel Dembe, Paralympic and Parapan Am tennis athlete has been confirmed to present to local grade five students at the Ajax Public Library on May 28, 2015. S. Deonarine, M. Bowen, K. Smith and Councillor Brown indicated interest in taking part in the School Visit event on May 28, 2015. Members supported the suggestion of purchasing two Parapan Am Games tickets to see J. Dembe play as a raffle for the students who take part.

Accessibility Awareness Night at the Ajax Public Library will be expanded this year and be set up throughout the Ajax Public Library. The Committee reviewed possibilities for information tables and demonstrations and potential community organizations to contact. Members agreed to connect with their respective contacts and confirm participation with S. Moore by April 24, 2015. Updates to the promotional flyer were discussed and C. Fenn volunteered to take the lead on coordinating some social media messages for posting throughout the week.

4.4 Important Dates

S. Moore shared two upcoming important dates and solicited Committee interest and participation. June 22, 2015 was noted as Recreation & Culture Summer Staff Training, and Members have been invited to deliver accessibility training to staff. August 6, 2015 was noted as the day when the Parapan Am Games Torch Relay would be passing through Ajax, at Rotary Park. More details will be provided at a forthcoming meeting.

4.5 Durham Transit Specialized Services Questions

S. Moore noted that staff from Durham Transit Specialized Services (DRTSS) would be in attendance at the May 20, 2015 Meeting. She encouraged Members to brainstorm questions and concerns to be provided in advance to DRTSS staff. Questions and concerns relative to communication of route, timing and policy changes, percentage of accessible fleet, volume of ridership, clarification of the dispatch policy, staff customer service and sensitivity training, impact of the Pan Am, Parapan Am Games on service, conditional-integrated service, and the DRTSS Eligibility Appeals Panel.

5. Correspondence

None.

6. Update from Council

None.

7. Standing Items

7.1 Work Plan

This item was not discussed in detail.

7.2 Pan Am 2015 Local Host Committee Update

S. Moore shared a summary of recent Local Host Committee activities and information on the need for Pan Am volunteers for the urban domain (Town of Ajax). Those interested were encouraged to sign up at www.panamajax.ca. Information on the March 28, 2015 Community Information Meeting and several other forthcoming events leading up to and during the Games.

8. New Business

B. Dowds shared two resources for the interest of the Committee: [Federal Disability Reference Guide](#) and [Guide to Planning Inclusive Meetings](#). Vice-Chair Bowen expressed interest in scheduling time on the agenda for educational sessions from Members. S. Deonarine shared a recent newspaper article ["Expensive Lessons on Handicap Parking"](#).

9. Adjournment

Moved By: J. Harrison
Seconded By: S. Conboy

That the April 15, 2015 Meeting of the Accessibility Advisory Committee be adjourned. (8:15 p.m.)

CARRIED



May 11, 2015

**The Regional
Municipality of
Durham**

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Administrative
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Dear AAC Chairs and Co-ordinators:

The Region's AAC will again be presenting the Accessibility Awards. This year the event will take place at the Annual Joint Forum in September.

These Awards are presented to individuals and/or businesses that have championed accessibility in some way. This is an important time to recognize accessibility achievement(s) in your community. Esteemed nominations come from local AACs who recognize accessibility leadership in their community. Accessibility can be demonstrated in customer service, information and communications, transportation and the built environment, websites and/or other ways that ensure inclusiveness, participation and/or independence of persons with disabilities.

Celebrating such successes helps to heighten the needed awareness of accessibility and breakdown barriers for persons with disabilities.

Please consider individuals and/or businesses in your community and submit your nomination to the Region of Durham Accessibility Coordinator, by **June 30, 2015**. Attached is the Accessibility Award nomination form. One nomination per municipality.

Once nominations are received, recipients will be invited to attend the Joint Forum to receive their Accessibility Award.

Yours truly,

Janet Traer

Accessibility Coordinator

The Regional Municipality of Durham

If this information is required in an accessible format, please contact the Accessibility Co-ordinator at 1-800-372-1102 extension 2009.

*"Service Excellence
for our Communities"*

Accessibility Award

Nomination Form

1. Accessibility Advisory Committee and Contact Person:

2. Business or organization nominated:

3. Address and phone number and/or email:

4. Name of business owner(s):

5. Provide details of this nomination's accessibility achievement(s):

Please return to:

Janet.traer@durham.ca

Or fax to:(905) 668-5831

By June 30, 2015

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	Committee Report to Council (SD, CP, IC)	<ul style="list-style-type: none"> Review of recent committee achievements and future projects 	AAC Chair/Vice-Chair	Annual (November/December)	
2	Regional AAC Chairs Group Meetings (CP, IC)	<ul style="list-style-type: none"> Attendance at quarterly Regional AAC meetings to share best practices and resources Communication and participation in annual Regional Joint AAC Forum 	AAC Chair/Vice-Chair	Quarterly September 2015 (Forum)	
3	National Access Awareness Week Recognition (CP, IC)	<ul style="list-style-type: none"> Planning and execution of an event in recognition of National Access Awareness Week Council Proclamation 	AAC S. Moore Ajax Public Library	Annual Last week in May May (proclamation)	Planning should start early spring 2015
4	Multi-year Accessibility Plan (PP, SD, IC, FI)	<ul style="list-style-type: none"> Review and comment on development and implementation of the accessibility plan document Annual status report to Council Monitor Town compliance with AODA standards requirements 	AAC S. Moore Town Departments	Annual Status Report	
5	Region of Durham Accessibility Award Nomination (CP, IC, SD)	<ul style="list-style-type: none"> Submit a nomination for Ajax business, individual or organization that has made efforts to improve accessibility and remove barriers 	AAC	Annual Spring/Summer (Nomination) Fall (Awards Ceremony)	Committee could consider Regional Award Nominee for Town Volunteer Recognition Awards
6	Town of Ajax Volunteer Recognition Awards (CP, IC, SD)	<ul style="list-style-type: none"> Submit a nomination for the Town of Ajax Accessibility Award 1-2 members to participate in the Awards Selection Review Committee 	AAC 2 members to sit on selection committee	Annual January- March (Nomination) April (Ceremony)	
7	Town of Ajax Accessibility Newsletter – Access-i-Bulletin (IC)	<ul style="list-style-type: none"> Provide content to be included in staff accessibility newsletter 	AAC S. Moore	Monthly?	

ACCESSIBILITY ADVISORY COMMITTEE 2014-2018 WORK PLAN

8	Building Approvals / Site Plan Review (FI)	<ul style="list-style-type: none"> Review of major community and Town development proposals/renovations/retrofits to provide feedback on accessibility elements for the built environment 	AAC Planning & Development R. Ford	Ongoing	
9	Accessibility for Business Initiatives (IC, CP, SD)	<ul style="list-style-type: none"> Review ways to promote greater accessibility awareness with private sector and local Ajax businesses 	AAC Business Development?	Ongoing	
10	Strengthen Community Partnerships & Awareness (IC, CP, SD)	<ul style="list-style-type: none"> Invitation of local accessibility related organizations to present educational information to the Committee Investigate and participate in Town of Ajax and community events/presentation opportunities to build public awareness and education 	AAC Local Accessibility Organizations	Ongoing	
11	Accessibility Informational Resource Development (IC, CP, SD)	<ul style="list-style-type: none"> Development of clear guidelines/reference materials for staff/external organizations on: <ul style="list-style-type: none"> Accessible events Hosting accessible meetings 	AAC	Ongoing	
12	TO2015 Pan Am/Parapan Am Games (IC, CP, SD)	<ul style="list-style-type: none"> Engagement in recognition of Parapan Am Games Committee Liaison participation on Pan Am Local Host Committee Consultation on Accessibility Training for Urban Domain Volunteers Prepare and operate display table at community engagement events 	AAC	To August 2015	
13	Durham Regional Transit Specialized Services Update (PP, SD, CP)	<ul style="list-style-type: none"> Presentation and discussion of accessibility improvements to DRT conventional and specialized services, including AODA compliance and rider concerns 	B. Eyre, DRT	Annual	

ACCESSIBILITY ADVISORY COMMITTEE 2014-2018 WORK PLAN

14	Taxi By-law Review (SD, PP)	<ul style="list-style-type: none"> Review of final proposed changes to Town of Ajax Taxi By-law prior to Council approval 	D. Hannan R. Vokey	Early 2015	% of Accessible taxi licences established by AAC in 2011
15	Seniors Strategy and Age-Friendly Community Designation (SD, CP, PP)	<ul style="list-style-type: none"> 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 	R. Prochilo	2016/2017	
16	2018 Municipal Election (PP, SD, IC)	<ul style="list-style-type: none"> Development of Election Accessibility Plan Review of Accessible voting methods Site audits for potential voting place locations 	Legislative Services	2017-2018	
17	AODA Implementation (PP)	<ul style="list-style-type: none"> Monitor AODA amendments and implementation of requirements 	AAC Legislative Services	Ongoing 2015 - Provincial Status Report	
18	Waterfront Review (PP, SD)	<ul style="list-style-type: none"> Examine and provide comment on staff recommendations to changes in waterfront amenities (parking, washrooms, access routes etc.) 	AAC Town Departments	2015/2016	
19	Town Event Participation (SD, CC, IC)	<ul style="list-style-type: none"> Prepare and operate display table at community engagement events <ul style="list-style-type: none"> Ajax Business Network (April 1) Senior's BBQ (June 4) Pan Am Torch Relay (June TBD) Parapan Am Torch Relay (August TBD) Canada Day (July 1) Senior's Information & Wellness Fair (October) 	AAC Recreation & Culture	Annual	