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Alternative formats available upon request by contacting:

accessibility@ajax.ca or 905-619-2529 ext. 3347

*****Committee Photo Immediately Preceding the Meeting*****

1. Call to Order

2. Disclosure of Conflict of Interest

3. Approval of Minutes

3.1 October 21, 2015.....Page 3

4. Presentation/Discussion Items

4.1 Harwood Avenue Cycling Facilities (6:15 – 6:45 p.m.)

Dale Dionne, *Dionne Bacchus & Associates Consulting Engineers*

Heather Doucette, *Capital Projects Technologist, Planning & Development*

4.2 Accessible Pedestrian Crossing Engineering Design (6:45 – 7:10 p.m.)

Greg Gibson, *Development Coordinator*

4.3 Senior’s Strategy (7:10 – 7:30 p.m.)

Robert Gruber, *Manager of Community & Cultural Development*

Robert Prochilo, *Community Development Coordinator*

4.4 Accessibility Bulletin Content Discussion (7:30 – 7:40 p.m.) [All]

5. Correspondence

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

8.1 Accessibility for Ontarians with Disabilities Act 10th Anniversary Champion Award

9. Adjournment

Next Meeting Date: Wednesday, December 16, 2015 at 6:00 p.m., River Plate Room, Town Hall



DRAFT MINUTES
Accessibility Advisory Committee
October 21, 2015
River Plate Room, Town Hall
Meeting No. 6

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Committee Members:	Councillor Pat Brown Marcia Bowen Sepelene Deonarine Barb Dowds Carion Fenn Jennifer Harrison Donna Mullings Kathreen Smith Heather Steeves
Staff:	Sarah Moore, Committee Coordinator
Guests:	Debbie Nickerson, Manager of Administration – Recreation & Culture
Regrets:	Shandell Conboy, Julia Stevenson

1. Call to Order

Chair Mullings 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: K. Smith

That the September 16, 2015 Meeting Minutes of the Accessibility Advisory Committee be approved.

CARRIED

4. Presentation/Discussion

4.1 Advancing Access to Affordable Recreation

Debbie Nickerson, Manager of Administration – Recreation & Culture, introduced her portfolio, which includes budgeting, marking, facility booking, program registration and frontline customer service at all three recreation centre facilities. She identified that in 2008, Council approved an Affordable Access Policy, intended to provide access through the design of programs and services. The policy outlines fee relief, funding sources and partnerships that support access to recreation. D. Nickerson noted that all staff are trained with administrative processes relative to financial relief and conduct themselves in a dignified and inclusive manner.

In 2012 the Committee for Advancing Affordable Access to Recreation in Durham was established, bringing together representatives from across the Region to foster continuous commitment and dialogue about addressing access. The committee meets bi-monthly.

D. Nickerson noted support from Canadian Tire Jumpstart, local not-for-profit partnerships, departmental fee subsidy, and Regional fee subsidy in providing affordable access to recreation in Ajax. She outlined that Recreation & Culture has established a number of programming partnerships which have resulted in improved access to community programming at no cost to the participant: Ontario Early Years Centre (Ajax Community Centre), indoor park program (McLean Community Centre and Audley Recreation Centre), Swim to Survive Program (both school boards), Tim Horton's Swim and Skate, Grade Five Action Pass, Girl's Incorporated, and Grandview Children's Centre. Additionally she noted that the Town has developed a range of free and low cost activities throughout the year which continue to grow in popularity, including community events, youth spaces, and the free summer playgrounds program.

Six financial access opportunities were discussed in detail, some of which can even be combined for additional financial relief. She advised that the criteria for determining eligibility for financial discounts now includes recipients of Canada Pension Plan Disability Benefits. D. Nickerson advised that the Low Income Cut-off is established through census data and that any review of eligibility is conducted at the customer service counter. Applicants are not required to make an appointment or speak with a specific individual to apply, all customer service staff are trained on the access programs. She noted that the Regional committee continues to work on marketing the affordable access to services and that a Committee Charter had been signed by Regional Council in 2014.

Members posed questions relative to the type of documentation required to prove eligibility, and whether the discounts apply to persons with mental health issues. C. Fenn proposed renaming the subsidy to a discount to remove and charitable connotation which can often result in system stigmatization. Questions were also posed relative to the promotion of such discount supports. D. Nickerson noted that a portion of the Parks and Recreation Program Guide was dedicated to advertising awareness of the discounts, information is also posted online on the Town's website, as well as collectively with all of the other AARD municipal members' information on the Region of Durham website.

The Committee commended staff for expanding the eligibility criteria to include persons receiving CPPD benefits and on the variety of discount opportunities. It was proposed that the Youth Spaces could possibly be used as Senior's meeting areas during the day.

4.2 Facility Audits Project Update

J. Harrison summarized the subcommittee meeting held on October 1, 2015. She spoke about the creation of a facility audit tool that was tested at the Ajax Public Library on October 6, 2015. The Facility Audit Project objectives and customer touch-point zones were identified. Focus areas dividing the project into phases were discussed:

- Phase 1:
 - Town Hall
 - McLean Community Centre
 - Audley Recreation Centre
 - Ajax Community Centre
 - Ajax Public Library Branches
- Phase 2:
 - St. Francis Centre
 - St. Andrew's Centre
 - Village Senior's Centre
- Phase 3:
 - Carruthers Marsh Pavilion
 - Rotary Park Pavilion
 - Greenwood Pavilion
 - Memorial Outdoor Pool
- Phase 4:
 - Parks and Trails

J. Harrison reviewed the preliminary findings of the Ajax Public Library Main Branch and identified examples of areas for accessibility improvement including signage, customer waiting areas, fire exits and tactile indicators at the top of stairwells. S. Moore encouraged Members to approach the project from multiple perspectives, balancing technical compliance with experiential observation from a variety of disability perspectives. A draft schedule for facility visits was discussed, with the next audit scheduled for the main floor of the Ajax Community Centre on Wednesday October 28, 2015. Confirmation of attendance will be coordinated online.

S. Deonarine entered the Meeting (7:00 p.m.)

4.3 Comprehensive Zoning By-law Review

Members reviewed the Transportation, Definitions & By-law Format, Intensification Areas, Stable Neighbourhoods, and Employment Areas discussion papers. A summary of comments to be submitted on behalf of the committee were reviewed:

Transportation / Intensification Areas / Employment Areas:

- That the factors to be considered in the location of barrier-free parking spaces include protection from the weather, security, lighting, and comparative maintenance and are located as close to the barrier-free entrance as possible, avoiding crossing paths of traffic where possible.

- That the following parking ratios be used for the determination of required barrier-free parking:

	Type A: 6m x 3.4m minimum (van accessible)	Type B: 6m x 2.4m minimum
Less than 12	1	---
13 – 100	4%	<ul style="list-style-type: none"> <u>For lots with an even number</u> of accessible parking spaces – provide an equal number of Type A and Type B spaces <u>For lots with an odd number</u> of total accessible parking spaces – provide an equal number of Type A and Type B spaces. The additional space may be a Type B space.
101 – 200	1 + 3%	
201 – 1000	2 + 2%	
1000+	11 + 1%	

- That access aisles are provided for each accessible parking space (may be shared between two spaces) incorporating high tonal contrast diagonal markings to discourage parking on them. On unpaved surfaces, other strategies can be used the discourage parking in access aisle on unpaved surfaces, such as: marking the access aisle location with additional signage or infrastructure or providing a contrasting ground surface treatment.
- That the parking ratio for accessible parking spaces be established based on the **total** number of parking spaces required regardless to any reduction in the number of parking spaces on the site (i.e. that a reduction in the number of parking spaces does not impact the original required number of accessible parking spaces).
- That the minimum length of accessible parking spaces not be eligible for reduction and remain at 6.0m.
- That pedestrian walkways are 1.5 -1.8m in width, firm, stable, slip resistance and at a maximum slope of 1:20.
- That pedestrian walkways are connected to adjacent sidewalks, barrier-free entranceways, and bus stops.
- That pedestrian walkways are provided around the circulation of a building where there is entrance access or parking at the rear of the building.

Definitions & By-law Format:

- That accessibility-related definitions (such as barrier-free path of travel, accessible parking space, etc.) be incorporated into the Zoning By-law.
- That inclusive language be used (ex. avoid handicapped parking).
- That all images incorporated into the Zoning By-law document include alternative text, not just captions.
- That the Zoning By-law be written in an 11 point or greater sans serif font, incorporating the appropriate heading structure and table of contents.
- That definitions be placed as near the beginning of the document as possible.
- That inserted tables include a summary description in alternative text.

- That an interactive online zoning map meet the requirements of WCAG 2.0 Level AA-AAA.

Stable Neighbourhoods:

- That the maximum parking standard width for residential parking be exempt when applications to widen a residential property are identified to be for accessibility accommodation purposes.

5. Correspondence

None.

6. Update from Council

None.

7. Standing Items

7.1 Work Plan

S. Moore noted that the Facility Audit Project had been added as item 20 on the work plan. She drew the Committee's inquiry whether the committee was interested in pursuing creation of a monthly Accessibility bulletin to be posted internally for staff and externally on the Town's website, starting in 2016.

Moved By: B. Dowds
Seconded By: M. Bowen

That the Accessibility Advisory Committee commence creation and posting of a monthly accessibility bulletin for staff and residents.

CARRIED

8. New/Other Business

8.1 Event Updates

J Harrison shared details of the forthcoming IMPACT Ajax community conversation series, noting it may be a great opportunity for Members to get involved with community group and not-for-profit engagement.

Re-cap of the September 17, 2015 Recreation staff training presentation was shared. M. Bowen noted concerns that the hosts had not fully prepared the requested set-up. J. Harrison remarked that the Committee's participation in the Corporate Customer Service Symposium on October 14, 2015 was well-received and well-prepared in terms of technical set-up.

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

That the Accessibility Advisory Committee receive formal committee nametags to be worn during attendance at public events and presentations.

CARRIED

Members shared experiences attending recent community events including Pumpkinville and the Community Pan Am Thank-You Event. Opportunities for improved accessibility consideration were discussed.

Moved By: M. Bowen
Seconded By: B. Dowds

That the Accessibility Advisory Committee invite staff from Community & Cultural Development section to attend a forthcoming meeting and discuss accessibility considerations for Town festivals & events.

CARRIED

Members who attended the Annual Regional Accessibility Advisory Forum provided an overview. K. Smith was congratulated on her receipt of the 2015 Regional Accessibility Award. C. Fenn noted that the Committee's presentation had been well-written and presented. The Town of Ajax was well-represented throughout the Regional Accessibility Newsletter. S. Deonarine informed the Committee that she had received comments that many of the neighbouring municipalities look to Ajax as a leader in its AAC. B. Dowds suggested providing feedback to the Region to propose that a future forum provides an update from the Accessibility Directorate of Ontario.

Members shared anecdotes of accessibility concerns throughout their neighbourhoods. Follow-up items included:

- Determining provision of accessible parking at the Ajax Fire & Emergency Services Stations
- Inquire about the process for alternative access during residential construction projects

9. Adjournment

Moved By: S. Deonarine
Seconded By: H. Steeves

That the October 21, 2015 Meeting of the Accessibility Advisory Committee be adjourned. (7:55 p.m.)

CARRIED

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)	May 2015 (NAAW Proclamation)
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)	May 28 – J. Dembe Event June 4 – Accessibility Awareness Night
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 April 2015	Staff Report to Council June 2015
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 September (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	May 2015 June 2015
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	April 2015 ABN
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	RespectABILITY training to Rec. Staff Participation in Corporate Customer Service Symposium
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	June 2015 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 May 20, 2015	

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) Parapan Am Torch Relay (August 6) Senior's Information & Wellness Fair (October) 	AAC Recreation & Culture	Annual	
20	Facility Audit Project	<ul style="list-style-type: none"> Develop criteria for reviewing built environment of Town Facilities and public spaces Create a "wish list" of renovations/retrofits 	AAC Subcommittee	Summer 2015 - ongoing	