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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 May 18, 2016.....Page 3

4. Presentation/Discussion Items

4.1 Proposed Changes to Ajax Taxi Cab Industry **[10 minutes]**

Derek Hannan, Manager of By-law Services

4.2 Inclusion Support **[15 minutes]**

Victoria Shafer, Community Recreation Coordinator (Children's Programs & Inclusion Services)

4.3 National Access Awareness Week Wrap-up **[20 minutes]**

- Impressions
- What went well? / How can we improve?
- Thank-yous
- Ideas for 2017 (*especially if budget request may be required*)

4.4 Regional Accessibility Award Nomination **[10 minutes]**

- Sharing of prospective nominees
- Motion to decide on nominee
- Coordination of nomination package

4.5 David C. Onley Award Nomination Opportunity **[5 minutes]**[external link](#)

4.5 Communication Access Training **[20 minutes]**

- Module #2 Quiz
- Module #3

5. Correspondence

6. Update from Council

7. Standing Items

7.1 Work Plan Page 8

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]

- Dates for next audit
- [Sample report #1 template](#) (external link)
- [Sample report #2 template](#) (external link)

8. New / Other Business

9. Adjournment



DRAFT MINUTES
Accessibility Advisory Committee
May 18, 2016
River Plate Room, Town Hall
Meeting No. 4

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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 6:05 p.m.

2. Disclosure of Conflict of Interest

None

3. Approval of Minutes

Moved By: K. Smith
Seconded By: B. Dowds

That the April 20, 2016 Meeting Minutes of the Accessibility Advisory Committee be approved.
CARRIED

4. Presentation/Discussion

4.1 National Access Awareness Week Proclamation

S. Moore walked through the work plan for NAAW events to confirm participation and roles. Confirmed prizes included:

- Gift cards from Applebee's, Fionn MacCools, Buffalo Wild Wings, Debbie's Café and Cineplex
- Wear Your Label will be bringing a door prize for the May 27 event
- Teranet Golf Prize Pack
- Debbie's Café gift basket
- Accessibility Means #accessforall t-shirt

B. Dowds, M. Bowed and J. Harrison volunteered to present at the May 25, 2016 DACE Advisory Committee Meeting to discuss the committee, initiatives and NAAW. S. Moore shared details of an invitation for the Committee to take part in a half hour interview with Rogers Talk Durham on May 26, 2016. J. Stevenson, M. Bowen and S. Conboy volunteered to take part.

Film Screening

A list of roles including welcome, check-in, photo-booth, thank you, film introduction, interviewers, and closing were discussed and assigned. Members were asked to arrive by 5:30 p.m. to help with set up.

Scouts/School Presentation

S. Moore noted that the Ajax Public Library had yet to confirm the school presentation. She noted that the presentation to the 9th Pickering Scout Pack and Troop would be held in the River Plate Room. B. Dowds, K. Smith, J. Stevenson and M. Bowen volunteered to take part.

Accessibility Awareness Night

Members reviewed the draft floor plan and discussed where vendors should be placed. Roles including greeter, Accessible Ajax booth, photo booth, try-it and trivia stations were assigned. Members were requested to arrive around 5 -5:30 p.m. for set up and to greet vendors.

Seniors BBQ

S. Moore sought volunteers to assist with an Accessible Ajax vendor booth at the June 9 Seniors BBQ. H. Steeves, B. Dowds, S. Deonarine and K. Smith volunteered to take part.

4.2 Ajax Public Library Feedback on "Special Needs Status"

On behalf of the Ajax Public Library, S. Moore shared the topic of reviewing creation of a "special needs" status for library patrons. She noted that the Library had experienced some challenges with a few patrons who have difficulty understanding the process of returning books to avoid fines. Library staff have tried various accommodations including text and phone call reminders. Staff are seeking the Committee's thoughts on the preliminary worth of establishing a "special needs status" that would provide subsidized fines or authority to waive, based on an individual's ability. She noted that the Ajax Public Library currently uses discretion

for fine waiving in emergency circumstances (had to leave the country, etc.). A sample of Richmond Hill's policy document was circulated for comment.

Members expressed the potential for additional barriers to be created through such status and application, should patrons be required to provide some sort of documentation. They found the policy to be too detailed and inequitable, believing that persons with disabilities should not be exempt from fines. Before being able to provide additional comments, the Committee encouraged a draft policy be circulated to the Committee for comment. General consensus was that Members are not in favour of a special status and that the discretion to waive/lower fines should remain with the head librarian.

4.3 Regional Accessibility Award Nomination

S. Moore reviewed the details of the call for nominations for the Regional Accessibility Award. Nominations are due by June 30, 2016 and the award will be presented at the fall AAC Joint-forum event. Members discuss interest in pursuing a nomination and shared suggestions for potential nominees including:

- Royal Bank (Harwood & Highway #2 Branch)
- Tom Batchelor
- Tom's No Frills
- TD Bank
- The Source
- Panera Bread

D. Mullings entered the Meeting (7:00 p.m.)

Members agreed to research potential nominees and correspond via email. Discussion and selection of a nominee will take place at the June 15, 2016 Meeting in order to leave time to prepare the nomination package.

4.4 Communication Access Module #2

Collectively, Members completed Module #2 of the Communication Access online training. The quiz will be completed at the June 15, 2016 Meeting.

4.5 June Newsletter

S. Moore sought content for inclusion in the June 2016 Accessibility Buzz Newsletter. Members provided the following suggestions:

- Brain Injury Awareness Month
- Accessible Trails/Parks/Outdoors
- NAAW Summary
- Seniors BBQ

5. Correspondence

5.1 Durham Deaf Accessibility Committee – April 6, 2016 correspondence

5.2 Ontario Wheelchair Sports Association Basketball Session – June 25, 2016

With consent of all Members present, the items of correspondence listed on the agenda were received for information.

6. Update from Council

Councillor Brown announced her regrets for being absent from the NAAW events as she will be attending the Federation of Canadian Municipalities Conference.

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

J. Stevenson provided information on the Region's recognition of NAAW. She noted that on Monday May 30, 2016, information displays will be set up at Regional Headquarters and several lunch & learn sessions will be held for staff. She will be taking part on behalf of the CNIB. The event is open to the public.

7.4 Facility Site Audit Project Update

The subcommittee informed Members that McLean Community Centre will be the next facility to be audited. Details will be coordinated by email.

8. New/Other Business

ReelAbilities

B. Dowds shared a summary of her attendance at the ReelAbilities Film Festival screening at the Abilities Centre. She noted that unfortunately it was poorly attended. There was the suggestion to inquire how Ajax could be part of the festival, perhaps offering a screening at the St. Francis Centre.

People in Motion Show

B. Dowds provided details of the 2016 People in Motion Show, May 27 – 28, 2016 at Exhibition Place. She inquired whether a group would like to coordinate attending together.

Education & Training

S. Moore noted that she had recently taken part in an Advancing Equity & Inclusion workshop in the City of Toronto. She also provided details of the recent Ontario Network of Accessibility Professionals conference. S. Moore advised that over 20 staff took part in an Accessible Meetings workshop she delivered. She noted that the Committee has been invited to attend Town festivals and events to conduct a 'friendly-audit' and provide feedback on accessibility. J. Harrison noted how proud she was to see accessibility as a component of IMPACT Ajax volunteer training – a testament to the Committee's efforts of promoting awareness and inclusion. Members expressed interest in presenting at a future Ajax Business Network event.

9. Adjournment

Moved By: J. Harrison
Seconded By: H. Steeves

That the May 18, 2016 Meeting of the Accessibility Advisory Committee be adjourned. (8:00 p.m.)

CARRIED

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	May 2016 (during 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	Bi-annually September (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 Recreation & Culture	Annual Last week in May May (proclamation)	May 16 – Council May 27 – Film May 30 – Scout Pres. June 2 - 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 2016	Staff Report to General Gov't Cttee. April 11, 2016
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)	<ul style="list-style-type: none"> Heather Steeves Donna Mullings
7	Accessibility Newsletter – Ajax Accessibility Buzz (IC)	<ul style="list-style-type: none"> Provide content to be included in staff accessibility newsletter 	AAC S. Moore	Monthly	

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 Operations	Ongoing	HR - February 2016 Parks – March 2016
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	RespectABILITY training presentation
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	Complete	<ul style="list-style-type: none"> Accessibility Home Run challenge for Business Parapan Am Torch Relay Info. Booth
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	June 15, 2016 - TBC

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	Ongoing	% 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	<ul style="list-style-type: none"> 2015 Status Report 2016 – ADO Audit 2017 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 Senior's BBQ Parapan Am Torch Relay Senior's Information & Wellness Fair 	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	<ul style="list-style-type: none"> Phase 1 (Town buildings) Phase 2 (pavilion & outdoor pool) Phase 3 (parks & trails)