



Town of Newmarket

Agenda

Accessibility Advisory Committee

Thursday, November 16, 2017 at 10:30 AM
Council Chambers – 395 Mulock Drive

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Presentations & Recognitions

Approval of Minutes

1. Accessibility Advisory Committee Meeting Minutes of September 21, 2017

Items for Discussion

2. Introduction of new Committee Member
3. Diversity and Inclusivity Charter – Verbal Update
4. National Access Awareness Week 2018 - Discussion
5. Accessibility Plan – 2017 Status Update
6. Old Town Hall Facility Audit – Update and Review of Checklist
7. 2018 Proposed Meeting Schedule
 - Thursday, January 18, 2018
 - Thursday, March 15, 2018
 - Thursday, May 17, 2018
 - Thursday, June 21, 2018
 - Thursday, September 20, 2018
 - Thursday, November 15, 2018
8. Sign Discussion

9. Workplan Discussion

New Business

Adjournment

The meeting of the Accessibility Advisory Committee was held on Thursday, September 21, 2017 in Council Chambers, 395 Mulock Drive, Newmarket.

Members Present: Steve Foglia (Chair)
Linda Jones
Kelsy McIntosh
Councillor Bisanz
Sharron Cooke

Absent: Richard Wilson
Jeremy Slessor

Staff Present: K. Saini, Deputy Clerk
H. Leznoff, Council/Committee Coordinator

The meeting was called to order at 10:30 AM.

Steve Foglia in the Chair.

Additions and Corrections to the Agenda

None.

Presentation and Deputations

1. Accessible Washrooms

Mrs. Brenda Munroe made a deputation to the Committee. She discussed recent challenges she faced with finding washrooms that are fully accessible in local restaurants. The Committee discussed Building Code requirements relating to accessibility. The Committee further discussed ways of identifying and promoting accessible businesses so that customers can be made aware of the possible accessible features and barriers of a restaurant or business before arriving.

Declaration of Pecuniary Interest

None

Approval of Minutes

2. Accessibility Advisory Committee Meeting Minutes of June 22, 2017.

Moved by: Councillor Bisanz
Seconded by: Kelsy McIntosh

1. That the Accessibility Advisory Committee Meeting Minutes of June 22, 2017 be approved.

Carried

Items for Discussion

3. New Committee Member

The Committee welcomed the new member of the Committee, Kelsy McIntosh. Kelsy introduced herself to the Committee and provided background information on her work experience relating to accessibility.

4. Internet voting

The Deputy clerk provided a summary of internet voting and gathered the Committee's feedback. Discussion ensued regarding communication plans and ensuring the link is prominent and clear on the homepage of the Town's website, screen brightness, text to speech software, print size, what information could be used to communicate the voting process, the potential to present to the Residence Council for various long term care facilities, an ASL video as part of the communication strategy, and the locations for voting assistance centres.

The Deputy Clerk advised that a demo of the internet voting solution would be brought back to the Committee when available.

5. Downtown Newmarket

The Council/Committee Coordinator and Deputy Clerk provided an update regarding the motion made by the Committee for Council to review ways to make the entrances to downtown as accessible as possible. The Council/Committee coordinator advised that a staff working group will meet to research options and best practices and report back to the Committee. There was discussion regarding consultation with other stakeholders including the Main Street District Business Improvement Board of Managers.

6. Council Chambers Update

The Applications Support Analyst provided the Committee with a summary of the Audio Visual enhancements made to the Council chambers including display monitors, microphones, sound systems etc. He also provided an overview of the assisted listening devices that are available in the Council Chambers. He further discussed the potential for additional enhancements in the future to incorporate with new technology. He further provided information on the A/V improvements being made to Cane A&B and the Mulock Room.

7. Old Town Hall Facility Audit

The Committee confirmed that they will be conducting a facility audit of the Old Town Hall on Monday, October 23 at 10:30 AM.

8. Workplan Discussion

The Council/Committee Coordinator circulated an updated version of the Workplan and discussion of the workplan was deferred until the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

9. National Access Awareness Week Discussion

The Committee discussed National Access Awareness week event planning and the option for creating a sub-committee for this purpose. The item was then deferred to the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

10. Committee Vacancy

The Council/Committee coordinator advised that the Town would move forward with advertising for the current vacant position on the Committee and that the recruitment process should be complete before the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

11. The Evolution of Accessibility - Film

The Committee watched the evolution of Accessibility Film and discussed the message of the film and how it could be used as an education tool.

New Business

12. Accessible Transportation

Sharron Cooke provided an update regarding her work related to accessible transportation services. There was discussion regarding the transportation offered by CHATS and other transportation service companies.

13. Jazz Festival

Steve Foglia commented on the Jazz festival and noted that last year the sidewalks and washrooms were blocked off at Riverwalk Commons. He inquired the plans were for the 2018 Jazz Festival.

Adjournment

Moved by: Councillor Bisanz
Seconded by: Linda Jones

1. That the meeting adjourn at 12:15 PM.

Carried

Date

Steve Foglia, Chair

DRAFT

York Region Diversity and Inclusion Charter

Our commitment to creating a welcoming and inclusive community

We, the undersigned organizations, value how York Region's diversity contributes to the richness, resourcefulness and innovation that make communities flourish. Promoting welcoming and inclusive organizations and communities increases opportunities to engage with and learn about each other, contributing to the wealth, health and well-being of the community.

Endorsement of this Charter reflects our ongoing commitment to take purposeful steps to promote an environment that values diversity and inclusion. We share the vision of York Region as a welcoming and inclusive community allowing everyone to develop to their full potential, live free of discrimination and where diversity such as age, sex, race, ethnicity, abilities, religion, sexual orientation, educational background and expertise is celebrated.

By endorsing this Charter we, the undersigned organizations, affirm our organization's commitment to inclusion and removal of barriers under the following four key areas of organizational responsibility:

As a policy-maker we will strive to:

- Apply principles of equality for all residents
- Promote equal access and non-discrimination across all policies
- Engage diverse communities in the policy-making process and encourage participation with the aim of finding a balance that best meets the needs of the community

As an employer we will strive to:

- Actively promote understanding and respect for diversity and inclusion with our employees
- Promote the fair and equal treatment of employees by their managers and colleagues
- Attract a diverse and talented workforce that reflects, understands and meets the needs of a changing community

As a service provider we will strive to:

- Provide services that are accessible, inclusive and responsive to the diverse needs of the community

As a purchaser of goods and services we will strive to:

- Encourage equal opportunity in procurement

Signed,

Organizations of the Municipal Diversity and Inclusion Group

2017 Status Update Town of Newmarket Multi-year Accessibility Plan



Equal Opportunity | Integration | Independence | Dignity

A Message from Newmarket Council

Council is pleased to present the 2017 Status Report to the Town's Multi-year Accessibility Plan. The Town continues its efforts to improve its services, facilities and programs in order to encourage accessibility for everyone that lives in and visits Newmarket.

We remain committed to working with Newmarket's Accessibility Advisory Committee, staff, and business partners to enhance and foster a community that meets the needs of people with disabilities and supports the vision of the Town of Newmarket being a community **'Well Beyond the Ordinary'**.

A Message from the Newmarket Accessibility Advisory Committee

The Town of Newmarket's Accessibility Advisory Committee's mandate is to encourage and facilitate accessibility for all persons with disabilities in Newmarket by providing advice, recommendations and assistance to Council and staff to develop and facilitate strategies for the identification and elimination of barriers for citizens with disabilities. We are pleased to act on the community's behalf by advising Council on a number of key initiatives that support achieving an accessible Newmarket. The 2016 Status Report to the Town's 2013-2017 Multi-year Accessibility Plan demonstrates the work that has been done to identify and remove barriers in accordance with the *Accessibility for Ontarians with Disabilities Act*. We encourage residents to review this Status Report to learn more about how Newmarket is working to create an accessible community.

Accessibility Advisory Committee Members

Members	Staff
Steve Foglia <i>Chair</i>	Pat McIntosh <i>Recreation Programmer</i>
Sharron Cooke	
Linda Jones	Hannah Leznoff <i>Council/Committee</i>
Jeremy Slessor	<i>Coordinator</i>
Richard Wilson	
Kelsy McIntosh	
Aaron Firth	Kiran Saini <i>Deputy Clerk</i>
Councillor Christina Bisanz	

Accessibility Advisory Committee Update

The Newmarket Accessibility Advisory Committee continues to provide valuable advice and feedback to Council and staff, in addition to participating in various accessibility-related activities. Since the implementation of the Multi-year Accessibility Plan, the Newmarket Accessibility Advisory Committee has:

- Organized National Access Awareness Week Celebrations
The Committee continues to host annual National Access Awareness Week events. National Access Awareness Week continues to grow each year, with plans underway for the 2017 events.
- Reviewed plans and provided recommendations for the initiatives and projects which include the following:
 - Main Street outdoor patio project
 - Accessible Parking at the Magna Centre
 - Proposed New Play Equipment and Park Improvements to:
 - Seneca Cook Parkette
 - Fairgrounds Park
 - Drew Doak Park
 - Sunnyhill Park
 - Jacarandah Park
 - Frank Stronach Splash Pad and Park Updates
 - Council Chambers Audio/Visual Renovations and Upgrades including three styles of assisted hearing devices in the Council Chambers and Closed Captioning on archived video streams
 - Internet Voting
 - Contact with the City of Vaughan for the provision of accessible taxicabs in Newmarket
 - Upper Canada Mall – Accessibility Washroom renovations
- Conducted audits of Town facilities including:
 - The Newmarket Theatre
 - Old Town Hall
- Reviewed Site Plan applications and provided recommendations on accessibility related conditions to staff.
- Provided advice on the Town of Newmarket's Accessibility Plan update.
- Provided ongoing public awareness of accessibility.

Update on 2013- 2017 Initiatives

Outlined in the following pages are the projects associated with the prevention and removal of barriers specifically to persons with disabilities that live, work and visit Newmarket. By removing barriers for persons with disabilities, we are removing barriers for everyone.

This Status Report outlines which accessibility initiatives have been addressed in 2016 and which initiatives are being targeted for 2016 and beyond. Similar to the Multi-year Accessibility Plan, this Status Report lists projects that are associated with each of the accessibility standards under the AODA.

Update on 2013 – 2017 Initiatives

General Initiatives			
Project Title	Description	Status	Notes
Accessibility Plans (s.4)	An outline of Newmarket's strategy to remove and prevent barriers and meet the requirements and obligations of the AODA.	Complete	Newmarket's 2013 – 2017 Multi-year Accessibility Plan was presented to Council and approved on December 16, 2013.
	An annual status report on the progress of the initiatives identified in Newmarket's 2013 – 2017 Multi-year Accessibility Plan must be completed	Ongoing	This is Newmarket's third annual status report for the 2013 – 2017 Multi-year Accessibility Plan. The Plan is reviewed annually by the Accessibility Advisory Committee
	Accessibility plans must be posted on the website and provided in an alternate format upon request.	Ongoing	All accessibility plans have been posted on the Town's website in an accessible format and are available in an alternate format upon request.
	Review and update the accessibility plan at least once every five years	Ongoing	A Compliance Report must be submitted to the Accessibility Directorate of Ontario by December 31, 2017.
Training (s.7)	<p>Develop, deliver and coordinate mandatory accessibility training for all employees, volunteers and third party vendors.</p> <p>Staff is responsible for delivering standards and in-depth training appropriate to the duties of the employees, volunteers and other persons.</p>	Complete	An in house video was produced to train staff accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities. Staff completed a short quiz at the end of the video. All staff was trained before January 1, 2014 and the training is included in mandatory new employee orientation. The video is also available on the Town's website.

Update on 2013 – 2017 Initiatives

Information and Communications Standards			
Project Title	Description	Status	Notes
Feedback (s.11)	Accessible formats and communication supports shall be provided, upon request, to those with disabilities.	Complete	Communications has been placing the statement "If you require this information in an alternate format, please contact 905-895-5193" in previous years on all print materials and added the statement to all media releases. Media releases are distributed electronically and posted on the Town's website.
Accessible formats and communication supports (s.12)	Upon request, provide or arrange for accessible formats and communication supports for persons with disabilities in a timely fashion with no additional costs.	Ongoing	Communications has been placing the statement "If you require this information in an alternate format, please contact 905-895-5193" in previous years on all print materials and added the statement to all media releases. Media releases are distributed electronically and posted on the Town's website.
	Responsible for consulting the person making a request for alternate formats to determine the suitable accessible format or communication support.	Ongoing	Town of Newmarket staff will consult with persons with disabilities to determine the suitability of accessible formats and communication supports on an on-going basis when such formats or supports are requested.
Accessible websites and web content (s.14)	In accordance with legislation, ensure that the Town's website is accessible and include further enhancements and improvements as outlined by the IASR.	Complete, with additional web based content and documents to be added once converted to an accessible format.	All PDF documents on the website from 2014 to present have been made fully accessible. Efforts will be made to make all PDF's accessible (2013 and earlier), where possible. In the event that some documents are not accessible, for example, documents created by third party vendors, the Communications department will take measures to make the document accessible, upon request, in a timely fashion.

Update on 2013 – 2017 Initiatives

Employment Standards			
Project Title	Description	Status	Notes
Performance Management (s.30) Career development and advancement (s.31) Redeploying (s.32)	Performance management, career development and redeployment take into consideration the accessibility/accommodation needs of employees with disabilities.	Complete	Human Resources have drafted and implemented policies and procedures related to performance management, career development and redeployment/return to work. Review of any individual accommodation plans is required prior to completion of performance reviews and supervisory training is required to assist Supervisors in identifying the difference between performance and disability related issues.

Design of Public Spaces Standards (Accessibility Standards for the Built Environment)			
Project Title	Description	Status	Notes
Application (s.80.2)	Applies to any newly constructed or redeveloped public spaces on or after the legislated dates.	Ongoing	The Design of Public Spaces Standards is under review with a strategy being developed for each requirement.

Barrier Identification Update

Initiatives have taken place in the Town of Newmarket to identify, remove and prevent barriers to persons with disabilities. Since 2003, there have been over 100 actions completed through the accessibility planning process. These actions are identified in past Accessibility Plans which are available on the Town of Newmarket website, www.newmarket.ca

Actions completed or pending in 2016:

Town Facilities	
Magna Centre	<p>Magna Fitness Centre:</p> <ul style="list-style-type: none">• Ramp lengthened to meet anticipated 2020 accessibility standards• Door into kitchen area from sports theatre to be widened to meet accessible standards• Proposed new door into assessment room to be accessible <p>Tim Hortons Gym</p> <ul style="list-style-type: none">• Double sliding, sensored doors installed at south entrance
Old Town Hall	The recently reopened facility was completely renovated to meet AODA requirements.

Town Departments and Programming		
Department	Item	Notes
Corporate Communications	Print Notices	<p>Templated media releases, advisories and Public Service Announcements (PSAs) have been created so that when converted to PDF, they are already accessible.</p> <p>Staff has reviewed the design of all print materials that come through the Communications department with accessibility standards in mind. In addition, items that are visually hard to see are now provided in an accessible version (i.e.: Town Page)</p> <p>Newmarket Now has been made accessible by providing links and images in alternate text. The Newmarket Now newsletter is in HTML format and can be read by screen readers.</p> <p>Communications has created accessible media release, advisories, PSA and Community Event Listing templates in Microsoft Word so that the documents maintain their accessible integrity when converted to PDF.</p>

Town Departments and Programming		
Department	Item	Notes
Corporate Communications		A statement is included on all external print materials and media releases to advise that alternate formats are available upon request.
	Web Content	<p>The Town launched a new website in August, 2015, that includes an accessibility section that details the Town's accessibility plans and commitment to accessibility.</p> <p>Communications staff attempt to make Social Media accessible in HTML format so that screen readers can detect posts.</p>
Customer Services	Customer Service	Customer Services continues to be committed to adhering to all applicable legislation and corporate accessibility related policies. In addition, Customer Services areas throughout the Town offer accessible counters. If an accessible counter is not available, accommodations are easily made. Customer Service also reports any issues that may impact visitors to Town facilities in order to ensure that public areas are well-maintained and that any issues are reported and resolved in a timely manner, as necessary.
Engineering Services	Sidewalks	Sidewalk standards have been redesigned by removing the trawl lines between each bays expansion joint in order to soften the ride and enhance safety for those using wheelchairs.
Human Resources	Recruitment and Hiring	<p>All HR processes incorporate statements about the Town's recruitment and HR processes that advise employees and applicants of the commitment to accommodate persons with disabilities.</p> <p>In a recent employment contract and in accordance with all employment offers - the following statement is included: "Accessibility -- The Town of Newmarket have policies and processes in place to provide accommodation for employees with disabilities. If you require a specific accommodation because of a disability, please contact the HR department to discuss how appropriate accommodations can be made before you begin your employment with the Town."</p>
	Recruitment	All candidates are advised that the Town of Newmarket is committed to a fair and equitable recruitment process and will accommodate persons with disabilities in accordance with Human Rights legislation. When using HRSmart to set up interviews, the statement below is included in the on-line invitation.

Town Departments and Programming		
Department	Item	Notes
Human Resources		<p>“As the Town of Newmarket supports a diverse workforce with a fair and equitable recruitment process, please let us know if you require accommodation for a disability.”</p> <ul style="list-style-type: none"> • When calling candidates, the Hiring Manager must advise them over the phone of accommodation. • Should a candidate require accommodation call your HR Consultant for immediate assistance in coordinating the request.” <p>While interviews are scheduled as quickly as possible, flexibility is required to schedule candidates who may require more notice due to their schedules, work commitment, accessibility requirements or vacation.</p>
Information Technology	Training Initiatives	<p>IT Staff procured accessibility training for Microsoft Word and Acrobat users who manage content on the Town’s website to ensure that each document posted online is accessible.</p> <p>Two additional software licences have been purchased and software that is used to create accessible documents has been installed on loaner laptops in order for staff to make documents accessible.</p>
	Website	<p>The Town launched a new website in August, 2015. Web design and content meet Level A and Level AA WCAG 2.0 requirements as they related to the AODA. The Town utilizes a service to monitor and evaluate the website’s accessibility ratings.</p>
Legal Services	Customer Service	<p>Magnifying sheets are available at the Legal Services public counter in order to assist those with visual disabilities.</p>

Town Departments and Programming		
Department	Item	Notes
Legislative Services	Ward 5 By-election – Accessibility Plan	<p>Legislative Services implemented the following measures to remove barriers to persons with disabilities during the Ward 5 By-election:</p> <ul style="list-style-type: none"> • accessibility audits conducted at each advance and voting day location in order to identify any barriers to accessibility; • Vote Anywhere voting opportunities, which permitted residents to vote at the location of their choice; • assistive voting device and supports at each advance and voting day poll which provided for an independent voting experience; • Roving Polls at long-term care facilities on voting day. <p>Legislative Services is currently reviewing internet voting with Council which has the benefit of supporting an independent voting experience for persons with disabilities.</p>
Library	Facility Related Upgrades	Outside ramp and stairs repainted with an anti-slip coating. In addition, yellow contrast paint was reapplied to the nose of each step for improved visibility and safety.
	Website and administrative initiatives	All PDF documents on the website have been converted to an accessible format or to HTML. Notice has been provided that documents are available in an accessible format, upon request.
Procurement Services	Bid Opportunities	<p>Staff is required to state whether there will be any barriers to accessibility in the pre-authorization form prior to the development of any bid documents.</p> <p>Bid documents contain sections which relate to accessibility.</p> <p>Examples of AODA compliant equipment procured include Sit and Stand desks, accessible playground equipment, accessible portable washrooms and transit wheelchairs.</p>
	Website	The Bid Opportunities website has been updated to comply with the AODA.
Public Works Services	Parks	<p>A request was included in the 2016 budget to secure funds to make one park washroom per year accessible.</p> <p>Installation of lights along the pathway in Willowick Park between Willowick Drive and Walpole Crescent to improve pedestrian safety during nighttime hours.</p>

Town Departments and Programming		
Department	Item	Notes
Public Works Services		<p>Replacement of the wooden stairs in Rogers Park with concrete stairs and handrails at the Cherrywood Drive walkway.</p> <p>Repaved the existing walkway at Rogers Park from Harrison Drive into the park to address accessibility concerns.</p> <p>Repaved the trails in Bonshaw Park and constructed a new walkway to the parking lot. In addition, constructed a hardscaped playing area.</p> <p>Installation of lighting on the Hillgate Drive walkway. In addition, replaced asphalt walkway to eliminate trip hazards and improve accessibility.</p>
Recreation and Culture	Facilities	<p>Additional water wheelchairs and portable Hoyer lifts for the two pools have been obtained.</p> <p>Transit wheelchairs have been provided at all buildings.</p>
	Programming	Expanded recreation programs being offered year round, including The Base program, Children and Adult programs and fitness programs.
Strategic Initiatives	Grants	Provided Corporate support to the preparation of grant applications serving to improve the accessibility of Town facilities through both the physical environment and program experiences of participants. The intent of the applications is to assist to accelerate capital projects that remove barriers to accessibility.

Other Ways Newmarket Continues to Remove Barriers and Improve Access

In addition to working through the requirements of Ontario's accessibility legislation, we are committed to improving our programs and services through other means.

The Town continues to ensure compliance in the following areas:

- Policies and procedures on providing goods or services to persons with disabilities
- Communication with persons with disabilities in a manner that takes into consideration their disability
- Policies related to persons with disabilities using assistive devices, service animals and support persons to access services
- Training for all staff and each person that interacts with members of the public or other third parties on behalf of the Town
- Customer feedback regarding the provision of customer service to persons with disabilities
- Notice of service disruptions when facilities or services that are accessed by the public are temporarily disrupted
- Town documents are available in an alternate format upon request

As outlined in this Status Report, many initiatives are underway with more anticipated to be completed in 2017. The Town of Newmarket will continue to identify and remove barriers in order to create accessible spaces and services that everyone can use. Newmarket is committed to moving forward and ensuring that the town continues with its commitment to being a community 'Well Beyond the Ordinary'.

The Town of Newmarket is committed to meeting the needs of persons with disabilities in a timely manner through the implementation of policies and to ensure that persons with disabilities shall have equitable access to all Town programs, goods, services and facilities allowing them to benefit from the same services, in the same place and in a similar way as other customers, respecting the four core principles of:

- Independence
- Dignity
- Integration
- Equal Opportunity

The Town of Newmarket's policies related to Accessibility align with the Town's Strategic Plan directions through:

- the enrichment of lives
- increased accessibility
- service excellence
- improved inter-connectivity
- being well respected in achieving balanced living

The Town of Newmarket welcomes your comments regarding this report.

Feedback on this report and accessibility related matters can be provided to:
info@newmarket.ca
www.newmarket.ca

Accessibility Checklist

Location:	<input type="checkbox"/> Old Town Hall
Date of Inspection:	Monday, October 23, 2017 @ 10:30 AM

Inspected by: Hannah Leznoff and the Accessibility Advisory Committee

	Application						
	Description	Compliance				Mandatory	
		Yes	No	N/A	Comments	Yes	No
Construction	Any road construction going-on/planned?		X				
Exterior Signage	Is the building identifier (name or address) clearly visible from the street and sidewalk?		X		There are "Old Town Hall" signs on the green electric boxes outside the building but there is no sign with the building name at the front.		
Parking	Is there parking available on site?	X			There are 5 parking spots outside the building. Additional parking is available in the municipal parking lot across the street		
Accessible Parking	Is there accessible parking available?	X			There is one accessible parking spot		
	Are there an appropriate number of accessible parking spaces?	X			The requirement is 3% of the parking spots to be accessible.		
	Is there appropriate signage for the accessible parking spaces?	X					
	Are the parking spaces firm and level?	X					
Exterior Accessible Route	Is the pedestrian path entrance accessible to parking and drop-off areas, including appropriate curb cuts?		X		Please see additional comments section.		

		Application					
	Description	Compliance				Mandatory	
		Yes	No	N/A	Comments	Yes	No
	Are there any abrupt changes in the level of the pedestrian pathway?		X		No abrupt changes other than the stairs which are addressed in another section.		
	Are there any protrusion hazards?		X				
	Are the entrances well marked and centrally located?				Accessible ramp sign is located by the ramp that is not accessible. Should be located near the ramp and facing the parking lot.		
Entrances	Is the entrance accessible and barrier free?		X		No railings on the stairs leading to the entrance		
	Are the doors power-operated?	X					
	If there is no power-door operator, can the doors be opened with a closed-fist hand? (i.e. level handles or push plate door pulls)			X			
	Is the doorway opening adequate for wheelchair users?	X					
	Are the entrances well lit?	X					
	Are ramps provided as an alternative to stairs?	X			There is one ramp that leads to the entrance. There is another ramp that starts as a ramp and changes to steps halfway through.		
Ramps	Is the ramp wide enough for a wheelchair?	X					
	Are handrails provided on each side of the ramp?	X					

	Application						
	Description	Compliance				Mandatory	
		Yes	No	N/A	Comments	Yes	No
	Is there a level landing space at the top and bottom of the ramp?	X					
	Are the stair risers closed in?		X				
Stairs	Is there colour or texture contrasted tread nosing?	X	X		Most interior stairs are marked with colour contrast but not all. Outside stairs are not marked – this is a concern as there is a significant drop.		
	Are handrails provided on both sides of the stairs?	X	X		Interior stairs have handrails. Outside stairs do not.		
	Are the elevators clearly marked?	X					
Elevators	Are the controls accessible to wheelchair users and operable by one hand?	X					
	Do the doors stay open for at least 7 seconds	X					
	Does the elevator require a key to operate?		X				
	Are the control or floor buttons raised and in Braille?			X			
	Are washroom facilities provided?	X					
Washrooms	Are there accessible stall(s) located within the washroom?	X			Each washroom has an accessible stall.		

		Application					
		Description	Compliance			Mandatory	
			Yes	No	N/A	Comments	Yes
Accessible Washrooms	If there is NO accessible stall: Is there an accessible washroom(s) available to both males and females?	X			There are two accessible washrooms on the main floor and one on the top floor (behind the stage)		
	Are grab bars mounted to the wall behind the urinal and side wall?	X			Yes, grab bars should be moved to make them more usable.		
	Are faucets, fixtures, dispensers and light switches at an appropriate height?		X		Toilet paper dispensers are not placed in an accessible location.		
					See additional comments section for specifics relating to accessible washrooms.		

Outside:

The exterior accessible route has some of the following issues:

- The top of ramp has an extremely narrow turning radius and the end of the ramp is right at the top of stairs
- There are no textile strips (indication of a change of level by colour, texture etc.) at the top or bottom of the exterior stairs – this is especially important at the top so that people can see where the stairs end and do not fall off
- On the left hand side of main entrance, there is an accessible sign with an arrow pointing right, and there is a ramp under the sign – this ramp only goes halfway up and then turns into stairs. If this is not an accessible entrance, the sign should be removed and re-located to the accessible ramp on the right hand side of the building. Ideally, the ramp should be completed fully. The Committee wonders if this was a mistake or what happened with the design of this ramp.
- Accessible entrance/ramp sign should be visible from parking lot and from drop off area to direct visitors to the accessible ramp
- There are no railings for any of the exterior stairs leading to the entrance
- Automatic door button is far from the door, making it difficult to press the button and enter in the allotted time. Ideally it would be moved closer to the user.

Main Floor

- Height of counter is too low for wheelchair users
- Main floor washrooms – handle bar is too far away from the toilet, soap dispenser cannot be reached from a wheelchair, black toilet seat on white toilet is ideal for individuals with visual impairment, toilet seat is slightly low (does not level with a wheelchair if someone is transferring from the chair to the toilet seat).
- Positives- Main floor washrooms are bright and spacious

Basement

- Washroom – Accessible stall – toilet paper dispenser should be moved from right side to left side, sink and soap dispensers are in good locations
- The Committee suggest adding a railing to at least one side of the walking ramp in the basement

Additional
Comments/Observations:

Second Floor

- Missing textile strips on top and bottom of stairs
- Washrooms – hallways are very narrow and not easily accessible for wheelchair users – some wheelchairs will not be able to fit down the hallway/turn to exit the washroom

2nd Floor Auditorium

- Missing a visual indicator to mark the end of the stage
- Assisted listening devices are available

Backstage Area

- No power door at back of stage washroom
- Access to stage is accessible
- Counter is too tall be used by wheelchair users
- Washroom: Paper towel dispenser too high, soap not accessible
- The Committee suggests installing sign at the entrance of the room (from elevator) to indicate that an accessible washroom is around the corner since the first washroom you see is not accessible

Upper Level Control Booth – Staff floor – No elevator access, only accessible by stairs

360 Degrees Project

- Customer will be able to take a virtual tour of the facility on the website
- Discoverable icons that provide additional information
- Website visitors will be able to see the accessible features of the facility without calling and before attending the site/facility.
- The Committee supports this projects and believes it would be a great asset

Stryker Chair

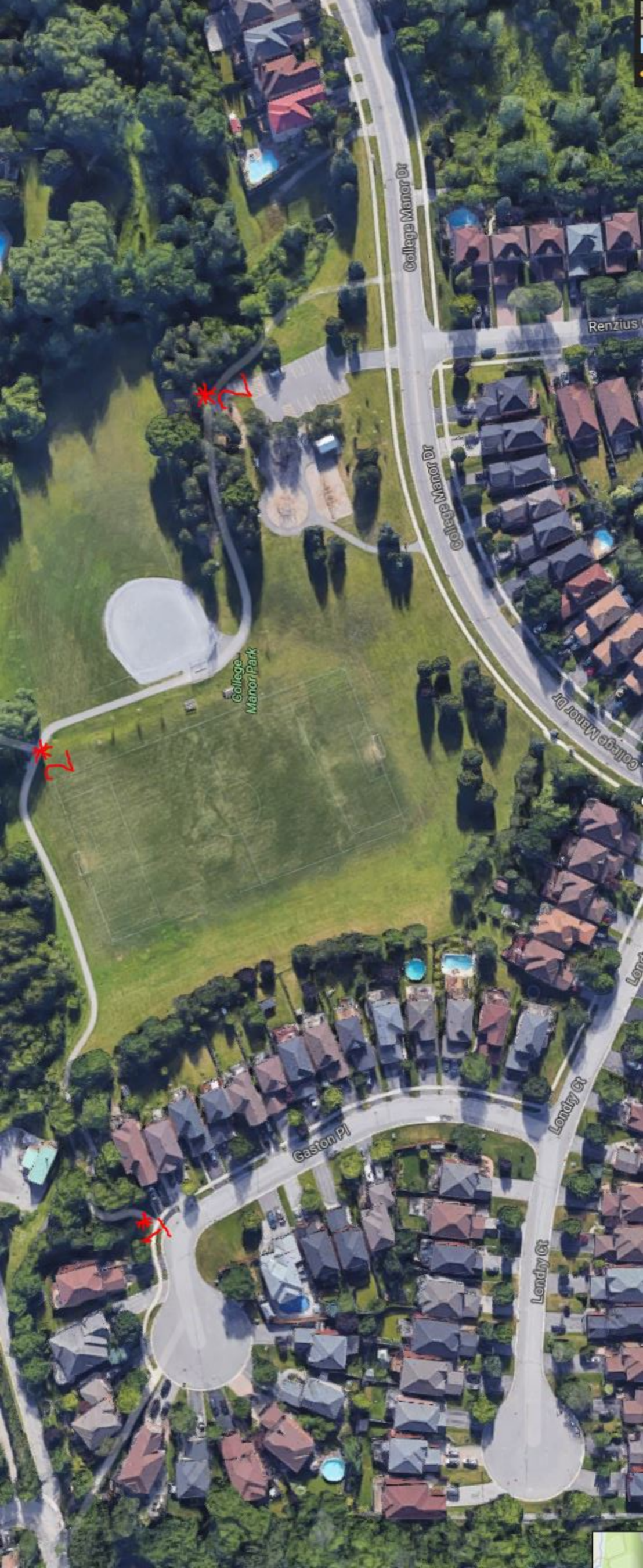
- After a walkthrough of the facility by a fire safety specialist post tour, it was recommended that we consider having a Stryker Chair on site. If we could consider this as part of Health and Safety recommendation.

**College Manor Park accessibility
entrance located at 705 College
Manor Dr. via Londry Crt.**



**No Accessible Exit to Gaston
Place**





College Manor Dr

Renzius

College Manor Dr

College Manor Park

College Manor Dr

Gaston Pl

Londry Ct

Londry Ct

2014 – 2018 ACCESSIBILITY ADVISORY COMMITTEE WORK PLAN

Project Description	Priority	Link to Council's Strategic Priorities and/or Corporate Strategic Goals	Target for Completion	Status
1. Public Awareness Campaign		<p>Community Engagement</p> <p>i. Engaging our changing resident demographics</p> <p>Well-balanced</p> <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	<p>Ongoing</p> <p>Logo Contest – June, 2016</p> <p>Making Downtown Newmarket More Accessible – goal for the end of the term.</p>	<p>September 17, 2015</p> <p>Committee to review options related to other methods of engaging people (closed captioning, etc.)</p> <p>September 17, 2015</p> <p>Committee to conduct a logo contest in order to engage the community and spread awareness of disabilities. See initiative sheet.</p> <p>March 2017- Due to lack of applicants to the Logo Contest, the Committee has requested the Logo be developed in collaboration with the Communications Department. Accessible Logo for businesses may be considered as part of the public awareness campaign to make the downtown more accessible.</p>
2. StopGap Ramp Project	<ul style="list-style-type: none"> Initiate a community ramp project with local businesses to prevent physical barriers 	<p>Well-balanced</p> <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	<p>May, 2016</p>	<p>June 18, 2015</p> <p>Tyler Barker to be invited to a future AAC Meeting to provide information on the project.</p> <p>September 17, 2015</p> <p>The Chair provided a project update. The Deputy Clerk advised that collaboration</p>

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				with the Chamber of Commerce and the BIA would be ideal. Tyler to attend in November or January. January 7/March 10, 2016 Staff arranging for a representative to attend a future meeting. Not available to attend on Thursdays. Staff will look into this option for the downtown area.
3. Annual Accessibility Award(s) <ul style="list-style-type: none"> Creation of an award for presentation during National Access Awareness Week 		Community Engagement <ul style="list-style-type: none"> Engaging our changing resident demographics Well-balanced <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	June, 2016	See initiative sheet. Update?
4. York Region Area Accessibility Advisory Committee <ul style="list-style-type: none"> Newmarket to host a meeting of all York Region AAC Committees 		Well-balanced <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	Fall, 2016 or later.	Update?
5. <i>Municipal Act, 2001</i> Amendments <ul style="list-style-type: none"> Proposal to amend the <i>Municipal Act</i> to permit alternate forms of meeting attendance (for example Skype, video conferencing, alternate treatments to permit flexibility) 		Community Engagement <ul style="list-style-type: none"> Engaging our changing resident demographics Well-balanced <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	Ongoing/Outstanding	September 22, 2014 Councillor Twinney made a motion requesting amendments to the <i>Municipal Act</i> which was ratified by Council on September 29, 2014. Completed - Letters sent to Hon Kathleen Wynne, Hon Premier of Ontario, Hon

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					Brad Dugiod, Minister of Economic Development, Employment and Infrastructure, Hon. Ted McMeekin, Minister of Municipal Affairs and Housing, Mr. Chris Ballard, MPP, municipalities in York Region, Durham Region and Halton Region, City of Toronto and the Association of Municipalities of Ontario in September 2014.
6.	Accessibility Audit of Town Facilities		Well-balanced <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	Ongoing	<p>June 18, 2015 List of facilities that require audits has been compiled.</p> <p>June 2017 -Newmarket Theatre completed October 2017 – Old Town Hall</p>
7.	Accessible Taxi Cabs		Well-balanced <ul style="list-style-type: none"> Increased accessibility for persons with disabilities 	April 4, 2016	<p>September, 2016 Agreement has been completed – staff to begin working on a communication plan to advise the public of the availability of accessible taxis.</p>

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Project Description		Priority	Link to Council's Strategic Priorities and/or Corporate Strategic Goals	Target for Completion	Status
					Accessible taxi information posted on the Town's website.
8.	National Access Awareness Week <ul style="list-style-type: none">Event held the first week in June		Community Engagement <ul style="list-style-type: none">i. Engaging our changing resident demographics<ul style="list-style-type: none">Well-balanced<ul style="list-style-type: none">Increased accessibility for persons with disabilities	Ongoing – Annual Event	Recommendation to have closed captioning at public presentation/meetings and accommodation for the disabled/hearing impaired. September 17, 2015 Subcommittee for NAAW to include all members. Each meeting to commence at 9:00 a.m. immediately prior to the AAC meeting. Closed captioning now available for videos of Council and Committee of the Whole meetings (not during live stream). Three different styles of assisted hearing devices available in the Council Chambers.