



The meeting of the Accessibility Advisory Committee was held on Thursday, January 18, 2018 in the Council Chambers, 395 Mulock Drive, Newmarket.

Members Present: Steve Foglia ,Chair  
Kelsy McIntosh  
Linda Jones  
Councillor Bisanz  
Richard Wilson

Regrets: Sharron Cooke  
Aaron Firth  
Jeremy Slessor

Staff Present: K Saini, Deputy Town Clerk  
H. Leznoff, Council/Committee Coordinator  
M. Angnoletto, Strategic Business Leader, Public Works  
H. Vanwensem, Manager, Facilities Services  
G. MacMillan Manager, Capital Projects  
S. Scrofano, Capital Works Project Manager  
T. Horton, Planner

The meeting was called to order at 10:30 AM, with Steve Foglia in the Chair.

## **Additions & Corrections to the Agenda**

The Chair advised that a discussion regarding the Site Plan Process Review would be added to the agenda.

## **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest

## **Presentation & Deputations**

There were no presentations or deputations.

## **Approval of Minutes**

### **1. Newmarket Accessibility Advisory Committee meeting minutes of November 30, 2017**

Moved by: Kelsy McIntosh  
Seconded by: Councillor Bisanz

1. That the Accessibility Advisory Committee meeting minutes of November 30, 2017 be approved.

**Carried**

## **Items for Discussion**

### **2. Old Town Hall Discussion**

Committee members expressed their concerns regarding the consultation process for the Old Town Hall project. The Strategic Business Leader, Public Works and the Manager, Capital Projects addressed the Committee to discuss the facility audit and provided answers and clarification regarding some of the issues raised by the Committee including the stairs, ramps, and design of interior washrooms. They further advised that staff would be looking into different options for addressing these concerns and would report back to the Committee.

The Manager, Facilities Services advised will schedule a site visit and will invite a Committee representative to attend to gather more feedback at that time. The group discussed the potential for developing a checklist or written component to capture the Accessibility Advisory Committee's feedback during the consultation phases of projects. This would help to ensure that there is a record of comments that stays with the project and can be referred to at any time by staff and the Committee. The Manager, Capital Projects informed the Committee that he would attend the next meeting to present upcoming projects and gather feedback.

### **3. National Access Awareness Week**

The Committee discussed plans for National Access Awareness Week 2018. The Recreation Programmer gave an overview of the proposed plans including visits to elementary and high schools, and advised of possible locations and interactive activities. The group determined that a sub-committee would be established to plan for the event. Steve and Kelsy volunteered to be part of the sub-committee. It was determined that the sub-committee will meet on March 15, 2018 from 9:30-10:30 AM before the next scheduled Accessibility Advisory Committee meeting.

### **4. Park and Main Street Discussion**

The Manager, Capital Projects provided an update regarding the construction at Park Avenue and Main Street and specifically regarding the stairs at the Trinity United Church. He advised that there are some restrictions due to grade, road allowance, and future development in the surrounding areas. The Committee suggested a temporary solution including signage to indicate that the sidewalk ends on one side of the road and to point to the accessible route.

### **5. Site Plan**

The Planner addressed the Committee presentation regarding the Site Plan Process Review manual and proposed updates to the Site Plan Review Process. The Committee raised questions regarding their role in the process, specifically regarding how their feedback should be provided, attendance at Site Plan Review Committee Meetings, the level of detail in the information provided, and the timelines for providing feedback. The Planner provided responses relating to the process and discussion ensued regarding further defining the role of the Committee and how the Committee could best compile its feedback.

Moved by: Richard Wilson  
Seconded by: Kelsy McIntosh

The Accessibility Advisory Committee recommends to Council:

1. That the Site Plan Process Review Manual be approved, with the condition that the Accessibility Advisory Committee be further consulted to review and refine their role in the Site Plan approval process, and that the manual be updated accordingly.

**Carried**

## **6. Accessibility Plan – 2017 Status Update**

The Council/Committee coordinator provided an updated final draft of the Status Update report, including updates from each department.

Moved by: Councillor Bisanz  
Seconded by: Kelsy McIntosh

1. That the 2017 Status Update - Town of Newmarket Multi-year Accessibility Plan be received; and,
2. That the Accessibility Advisory Committee endorsed the 2017 Status Update - Town of Newmarket Multi-year Accessibility Plan; and,
2. That the 2017 Status Update - Town of Newmarket Multi-year Accessibility Plan be forwarded to Council for consideration.

**Carried**

## **New Business**

There were no items of new business.

## **Adjournment**

Being no further business, the Accessibility Advisory Committee meeting adjourned at 12:32 PM.

Date

Steve Foglia, Chair