

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

## **Declarations of Pecuniary Interest**

## **Deputations / Presentations**

## **Approval of Minutes**

1. Accessibility Advisory Committee Meeting Minutes of February 20, p. 1 2014.

## **Items for Discussion**

2. Mobility Plus Appeal Panel Recommendations Update.
3. Website Re-Design Update

Staff to provide a verbal update on the progress of the website re-design.

4. Accessibility Audit Review. p. 5

The Committee to review the audit checklist and draft schedule prepared by Staff.

5. Accessible Trail Initiatives in the York Region Forest p. 9
6. National Access Awareness Week. p. 19
7. Discussion of a PowerPoint presentation to Council.
8. Discussion regarding other forms of meeting attendance.

## **Action Item List**

9. Action Item List Review. p. 20

**New Business**

**Adjournment**

The meeting of the Accessibility Advisory Committee was held on Thursday, February 20, 2014 in the Mulock Room, 395 Mulock Drive, Newmarket.

**Members Present:** Diane Bladec-Willett  
Laura Charpentier  
Steve Foglia (Chair)  
Councillor Twinney

**Members Absent:** Ursula Rehdner  
Naeem Bacchus  
Wendi Williams-Gordon

**Staff Present:** Lisa Lyons, Deputy Clerk  
Sarah Niezen, Records and Projects Coordinator  
Chrisanne Finnerty, Council/Committee Coordinator

## **Additions**

None.

## **Presentations & Deputations**

1. Presentation by Kim McKinnon, Tyler Barker and John Abel on behalf of Concerned Citizens for Accessibility and Mobility and the Community Legal Clinic of York Region regarding Mobility Plus Appeal Panel Recommendations.

Moved by Councillor Twinney  
Seconded by Laura Charpentier

The Accessibility Advisory Committee recommends to Council:

THAT based on the information presented by the Concerned Citizens for Accessibility and Mobility Group at the February 20, 2014 Accessibility Advisory Committee meeting, that the Accessibility Advisory Committee expresses its concerns regarding York Region's proposal to outsource the Mobility Plus Eligibility Appeal Panel;

AND THAT the Accessibility Advisory Committee request that Newmarket Council recommend to York Region that it maintain the current structure of the Mobility Plus Eligibility Appeal Panel until a more comprehensive review is conducted;

AND THAT the Accessibility Advisory Committee request that Newmarket Council recommend to York Region that a member of the Newmarket Accessibility Advisory Committee be invited to participate in this review;

AND THAT the Accessibility Advisory Committee request that Newmarket Council recommend to York Region that all York Region Accessibility Advisory Committees be consulted on any future changes to the structure of Mobility Plus.

### **Carried**

2. Presentation by Laura Charpentier and Steve Foglia regarding assistance for the deaf and hard of hearing at Southlake Hospital.

S. Foglia advised that Southlake Hospital has prepared a toolkit for the deaf and hard of hearing. The kit contains items including but not limited to communication tips, printed signs, a notebook and storage container for hearing device. Other hospitals are now reviewing the possibility of implementing the same toolkit.

### **Approval of Minutes**

3. Approval of the Accessibility Advisory Committee Minutes of December 5, 2013.

Moved by Diane Bladec-Willett  
Seconded by Councillor Twinney

THAT the Accessibility Advisory Committee Minutes of December 5, 2013 be approved.

### **Carried**

### **Items for Discussion**

4. National Access Awareness Week Sub-Committee

Discussion ensued regarding the National Access Awareness Week event tentatively scheduled for June 3, 2014, and the sub-committee that usually organizes the event. Concerns were expressed regarding the workload for



Committee members. It was determined that Recreation staff will do most of the organization for the event, with the Committee advising.

5. Town Facility Accessibility Inspections

Discussion ensued regarding completing accessibility inspections of Town owned facilities in 2014. It was determined that one facility could be inspected each month. A list of Town facilities would be compiled and prioritized for inspection. Current priorities are the Ray Twinney Complex, Magna Centre Recreation Complex and Newmarket Theatre. Staff will prepare a checklist for the inspections. The first inspection will be scheduled for a Thursday morning in April.

6. 2014 Municipal Elections Update

The Deputy Clerk provided an update on the voting method for the 2014 Municipal Election. The election will be run using paper ballots. Accessibility voting equipment will be available with a demonstration of the equipment to be provided to the Committee. Staff will solicit advice from the Committee on accessibility matters related to the election including facility access, sharing information and encouraging voter involvement.

7. York Region Area Accessibility Advisory Meeting

Pat McIntosh, Recreation Programmer, Leisure & Inclusion Services provided an update on the York Region Area Accessibility Advisory event that took place in East Gwillimbury on October 26, 2013. A presentation was given at the meeting on universal design. The Newmarket Accessibility Advisory Committee will offer to host the next meeting in the fall.

## Action Item List

8. The Action Item List was reviewed.

- The Deputy Clerk will provide an update at the next meeting regarding the website re-design.
- Legislative Services staff to find a past PowerPoint presentation outlining the Accessibility Advisory Committee's accomplishments over the term of Council.
- Committee members to forward feedback on the Committee's current Terms of Reference to the Deputy Clerk.
- Staff to forward property owner information for the Chair to draft a letter regarding the Tannery washrooms.

- The Deputy Clerk will arrange facility audit dates in order of priority. Legislative Services Staff to prepare an accessibility audit checklist.

Quorum was lost at 12:30 p.m.

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Dated

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Steve Foglia, Chair



## Accessibility Audit – Election 2014 Barrier Free Checklist

<b>Facility Name</b> (Please Select)	<input type="checkbox"/>	Elman W. Campbell Museum	<input type="checkbox"/>	Newmarket Seniors' Meeting Place
	<input type="checkbox"/>	Gorman Pool	<input type="checkbox"/>	Newmarket Theatre
	<input type="checkbox"/>	Hollingsworth Arena	<input type="checkbox"/>	Old Town Hall
	<input type="checkbox"/>	Magna Centre	<input type="checkbox"/>	Ray Twinney Recreation Complex
	<input type="checkbox"/>	Newmarket Community Centre and Lions Hall	<input type="checkbox"/>	Recreation Youth Centre
	<input type="checkbox"/>	Newmarket Public Library	<input type="checkbox"/>	Town Hall

**Audit Date & Time**      /      /20      :      AM/PM (Please circle)

**Conducted by:** \_\_\_\_\_

<b>PARKING LOT</b>			
Criteria	Y	N	Comments
Is accessible parking available?			
Are the accessible parking spots clearly marked with signs and parked on the pavement?			
<b>MAIN PUBLIC ENTRANCE</b>			
Criteria	Y	N	Comments
Are the exterior and interior entrances accessible and barrier free			
If <b>NO</b> :			
Is an alternative accessible entrance provided			
Is the entrance well lit and easy to see from the parking area?			
Do the doors have a minimum clear width of 860mm (34in) as measured between the door stop and the edge of the door in the 90 degree open position?			
Are automatic doors provided			
If there is <b>NO</b> automatic door:			
Are lever handles or D-Shaped pulls provided			
Are the handles at an appropriate height (mounted between 900mm (35in.)			
Is a manoeuvring space of 600mm (24in.) provided on each side of the door			
<b>RAMPS - Location:</b>			
Criteria	Y	N	Comments
Are ramps provided as an alternative to stairs			
Is the slope of the ramp 1:20			
Are handrails provided on each side of the ramp			



## Accessibility Audit – Election 2014 Barrier Free Checklist

<b>FLOOR SPACE</b>			
<b>Criteria</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Are the widths of corridors, hallways and paths wide enough (min 1.2m/4 ft.)			
Is the path of travel free of furniture or equipment			
Is adequate headroom height of minimum 2.03m (6 ft. 8in.) provided? (protruding objects)			
Is there space for wheelchair seating in the auditorium/ seating area(s)? (such as arena spectator, pool viewing area)			
<b>STAIRS - Location:</b>			
<b>Criteria</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Are the stair risers closed in			
Is there colour or texture contrasted tread nosing			
Handrails are provided on both sides of the stairs			
<b>ELEVATORS - Location:</b>			
<b>Criteria</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Do the doors open wide enough to accommodate a person in a wheelchair; at least 915mm (36in)			
Do the doors stay open for at least 7 seconds?			
Are the internal dimensions <b>minimum</b> 1.725m x 1.5 m (5ft 8in x 5ft.)			
Are the buttons at an appropriate height (highest button no higher than 1.2m/4ft., lowest button at least 920mm/36in from the floor)			
Are the controls or floor buttons raised and in Braille			
<b>WASHROOMS</b>			
<b>Criteria</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Are accessible stall(s) located within the washroom facilities			
If there is <b>NO</b> accessible stall: Is there an accessible washroom(s) available to both males and females			
Please indicate the style of entrance into the washrooms with the <b>accessible stalls</b> :	<input type="checkbox"/> Airport Style <input type="checkbox"/> Push door <input type="checkbox"/> Automatic		
Is there a clear turning space of 1.83m (6ft.) in diameter outside the <b>accessible stall</b>			
Is the <b>accessible stall</b> or facility 1.83m x 1.83m (6ft. x 6ft.)			
Are grab bars mounted on the wall behind the urinal and side wall			
Is the toilet flush control automatic or located on the side where the individual would transfer from			
Are faucets, fixtures, dispensers and light switches at an appropriate height			

## Accessibility Audit – Election 2014 Barrier Free Checklist

[illegible]



## 2014 Accessibility Audit Schedule

<b>Date/Time</b>	<b>Location</b>	<b>Committee Members</b>
Thursday, April 17, 2014 10:00 a.m.	Magna Centre 800 Mulock Drive	
Thursday, May 1, 2014 10:00 a.m.	Ray Twinney Recreation Complex 100 Eagle Street West	
Thursday, May 29, 2014 10:00 a.m.	Newmarket Community Centre and Lions Hall 200 Doug Duncan Drive	
Thursday, June 12, 2014 10:00 a.m.	Newmarket Theatre 505 Pickering Crescent	
Thursday, June 26, 2014 10:00 a.m.	Town Hall 395 Mulock Drive	
Thursday, July 10, 2014 10:00 a.m.	Newmarket Public Library 438 Park Avenue	
Thursday, July 24, 2014 10:00 a.m.	Elman W. Campbell Museum 134 Main Street South	
Thursday, August 7, 2014 10:00 a.m.	Gorman Pool 424 D'Arcy Street	
Thursday, August 21, 2014 10:00 a.m.	Hollingsworth Arena 35 Patterson Avenue	
Thursday, September 4, 2014 10:00 a.m.	Recreation Youth Centre 56 Charles Street	
Thursday, October 2, 2014 10:00 a.m.	Newmarket Seniors' Meeting Place 474 Davis Drive	



Regional Clerk's Office  
Corporate Services Department

February 21, 2014

Mr. Andrew Brouwer  
Director of Legislative Services and Town Clerk  
Town of Newmarket  
395 Mulock Drive  
P.O. Box 328  
Newmarket, ON L3Y 4X7

CORPORATE SERVICES		
INCOMING MAIL	REFD TO	COPY TO
FEB 26 2014		
Access. Planning Committee chair		
P. McIntosh		
R. Prentice		
C. Kallman		

Dear Mr. Brouwer:

**Re: Enhancing Public Uses of the York Regional Forest**

Regional Council, at its meeting held on February 20, 2014, adopted the following recommendation of Committee of the Whole, regarding 'Enhancing Public Uses of the York Regional Forest':

1. The Regional Clerk circulate this report to the Clerks of the local municipalities.

A copy of Clause No. 11 of Committee of the Whole Report No. 4 is enclosed for your information.

Please contact Laura McDowell, Director, Environmental Promotion and Protection at 905-830-4444 Ext. 75077 or Ian Buchanan, Manager of Natural Heritage and Forestry at 905-830-4444 Ext. 75204 if you have any questions with respect to this matter.

Sincerely,

Denis Kelly  
Regional Clerk

/C. Clark  
Attachments - 4





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Clause No. 11 in Report No. 4 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on February 20, 2014.

## 11

### ENHANCING PUBLIC USES OF THE YORK REGIONAL FOREST

#### 1. RECOMMENDATION

It is recommended that:

1. The Regional Clerk circulate this report to the Clerks of the local municipalities.

#### 2. PURPOSE

This report provides an update on two enhancements to York Regional Forest properties; (i) improving trail accessibility for persons with disabilities, and (ii) a pilot project for new dog off leash area for residents who own dogs.

#### 3. BACKGROUND

**The York Regional Forest was established by York County in 1924 to restore degraded agricultural lands to forest habitats**

York Region owns and manages 2,300 hectares of York Regional Forest. The Regional Forest consists of 21 properties and includes over 120 kilometres of recreation trails. The properties have been owned by the Region for many years, with some acquired in the early 1920's. The lands were originally acquired for reforestation and forest management purposes. In 1998 Regional Council adopted the York Regional Forest 20 Year Forest Management Plan 1998 - 2018.

The York Regional Forest also serves a variety of other purposes including a location to demonstrate environmental protection, and sustainable forest management, as well as providing a nature setting for the Region's public environmental education programs and encourage physical and healthy lifestyles. The York Regional Forest was the first public forest in Canada to be Forest Stewardship Council (FSC) certified as responsibly managed. The Forest Stewardship Council is an independent, non-governmental, not-for-profit organization established to promote responsible management of the world's forests.



### **Recreational use of the York Regional Forest is diverse**

The York Regional Forest provides for a broad range of public recreational opportunities including hiking/walking, dog walking, horseback riding, cycling, cross-country skiing and nature appreciation. Dog walking and hiking account for almost 60 percent of the public recreational use.

## **4. ANALYSIS AND OPTIONS**

### **4.1 ACCESSIBLE TRAIL INITIATIVES**

#### **In 2010 York Region's first accessible trail was constructed at the Hollidge Tract**

York Region has a strong commitment to making our services, facilities and programs more accessible for our residents and visitors who have disabilities. This commitment includes the trails and services provided in the York Regional Forest. To improve accessibility of the forest, a one kilometre accessible trail was constructed in the Hollidge Tract in 2010. The accessible trail was designed and constructed in accordance with the *Accessibility of Ontarians with Disabilities Act* draft Built Environment Standard. This trail has been very successful, and its design and construction is recognized as a best practice for accessible trails across Ontario.

#### **New design guidelines consistent with legislation have been developed for the construction of accessible nature trails in the York Regional Forest**

The *Accessibility of Ontarians with Disabilities Act* through its Integrated Accessibility Standard has set the minimum requirements for accessible trails. The standard identifies requirements for slopes, trail widths and signage. In 2013 a set of design guidelines were developed for accessible trails in the York Regional Forest. The Accessibility Design Guidelines for York Regional Forest trails meet or exceed the minimum standard set in the Integrated Accessibility Standard and address items not defined in the standard and the multi-use nature of Regional Forest trails. The guidelines were developed with input from the York Region Accessibility Advisory Committee.

### **In 2014 two kilometres of accessible trail will be constructed in the North Tract of the York Regional Forest**

Applying the 2013 Accessibility Design Guidelines for the York Regional Forest trails, nine kilometres of accessible trail have been identified in the North, Hollidge, Eldred King Woodlands and Hall Tracts. Locations were selected based on proximity to urban centres and specific trail routes or areas which minimize environmental impact and construction cost, while ultimately providing a positive user experience. Detailed design work has been completed for all nine kilometres of accessible trail.

In 2014, two kilometres of accessible trail will be constructed in the North Tract, Whitchurch-Stouffville, including a 500 metre and 1500 metre loop, accessible parking and signage (*Attachment 1*). The remaining seven kilometres of accessible trail will be constructed in subsequent years as part of the York Regional Forest capital plan.

### **4.2 YORK REGIONAL FOREST DOG OFF LEASH AREA PILOT PROJECT**

#### **Environmental Services Committee requested staff to investigate opportunities for a dog off leash area in the Regional Forest**

The Regional Forest has been a popular destination for dog walkers for many years. Forest trails offer an opportunity for short and long walks, with dogs on or, on occasion, off leash. The Regional Forest is not a dog off leash area; dogs must be on leash or in control at all times. It is a common practice that dog walkers on trails must leash their dogs when approaching other users.

At its meeting on February 8, 2012, Environmental Services Committee requested staff investigate opportunities for the consideration of a pilot dog off leash area in the York Regional Forest. A designated area would allow owners to have their dogs off leash within a fenced enclosure. These enclosures are recognized as value added public amenities which provide dogs with an environment for off leash exercise and allow for important socialization opportunities with other dogs. It also offers an opportunity for dog owners to gather and socialize, creating a sense of community.

#### **Dog off leash parks more prevalent in local municipalities**

In York Region and across southern Ontario, fenced in dog off leash areas are more prevalent in local municipalities and easier to market, maintain and operate. Many dog off leash parks exist in local municipalities. At present there are seven dog off leash parks across six municipalities in York Region. Dog off leash parks are often situated near urban areas close to natural areas.

### **Research and focussed public engagement helped inform the options, location and design of a dog off leash area**

In 2012, staff engaged existing forest users through a Regional Forest survey (217 respondents), and public input was also provided through the Regional Forest Advisory Team which includes representation from a cross section of recreational forest users. An assessment of existing municipal dog off leash areas was completed, including background research on types of facilities and design options. Municipalities and local Conservation Authorities which had dog off leash areas were consulted in terms of design, operation, maintenance and rules. Options for dog off leash areas included designated dog off leash trails and fenced in enclosures.

The Regional Forest pilot will enable an assessment of this type of facility as part of the York Regional Forest and how it may serve as more of a destination opportunity within the Region rather than a local neighbourhood amenity for our residents.

### **Public feedback used to confirm the location and design of the dog off leash area**

Public feedback from the 2012 survey was split on the need for a dog off leash area given the status quo seemed to meet existing expectations. Local Municipal and Conservation Authority feedback identified an increasing demand for these types of areas, and they often reduce environmental impact associated with dogs running off leash in sensitive natural areas. Other factors which were considered in the location and design of the dog off leash area included:

- Proximity to urban areas
- Minimize environmental impact (e.g. vegetation and trees)
- Appropriate grades and drainage
- Aesthetically attractive and interesting
- Availability of parking
- Ease of operational access

Based on the assessment, the Bendor and Graves Tract in East Gwillimbury was selected for the location of a fenced in dog off leash area as a demonstration project (*Attachment 2*).

### **One hectare fenced dog off leash area was constructed in fall 2013 in the Bendor and Graves Tract, to be opened in spring 2014**

A consultant with experience in dog off leash areas was retained for the design of the facility in the summer of 2013. Construction commenced in fall 2013. The final signage and tree planting will be implemented in early 2014. It is anticipated that the dog off leash demonstration area will be opened for public use in spring 2014.

The one hectare demonstration area includes fencing, two double gated entrances, tree planting, benches, signage and is adjacent to the parking lot (*Attachment 3*). Risk and Legal staff were consulted in the scoping of rules for the area which will be posted on site. Waste receptacles will be situated at both entrances to the fenced off area, and the volume of dog waste material will be monitored with the use of the area.

The dog off leash pilot project will be monitored throughout 2014 to assess level of use and operation of the facility. Results will be used to implement improvements to the current area and inform the consideration of any future dog off leash areas in the York Regional Forest.

### **Link to key Council-approved plans**

Development of accessible trails and a dog off leash demonstration area in the York Regional Forest assist in achieving the goals in Vision 2051, specifically:

- A Place Where Everyone Can Thrive – An Accessible Region
- Liveable Cities and Complete Communities – A Living City

These initiatives support implementation of the 2011 to 2015 Strategic Plan including addressing the following indicator of success:

- Progress of meeting the Integrated Standards under the *Accessibility for Ontarians with Disabilities Act*

## **5. FINANCIAL IMPLICATIONS**

### **Funding for both projects was approved as part of the 2013 and 2014 capital budgets**

Development of Accessibility Design Guidelines for York Regional Forest trails (\$80,000) and the design and construction of the dog off leash demonstration area (\$50,000) were funded within the approved 2013 capital budget. Operational costs will be monitored as part of the overall demonstration project assessment. Construction of the new two kilometres of accessible trail in the North Tract is estimated to cost \$200,000 and will be funded within the existing York Regional Forest 2014 approved capital budget.

## 6. LOCAL MUNICIPAL IMPACT

Local municipal staff from the Towns of Newmarket, East Gwillimbury and Whitchurch-Stouffville support these initiatives. Construction of accessible trails and the dog off leash demonstration area will provide value added outdoor recreational opportunities for local residents, including those with disabilities.

Design guidelines and development of accessible trails in the York Regional Forest will help provide information and a demonstration location, for municipalities advancing accessible trails and facilities in local parks. Copies of this report and design guidelines will be forwarded to local municipalities for information.

## 7. CONCLUSION

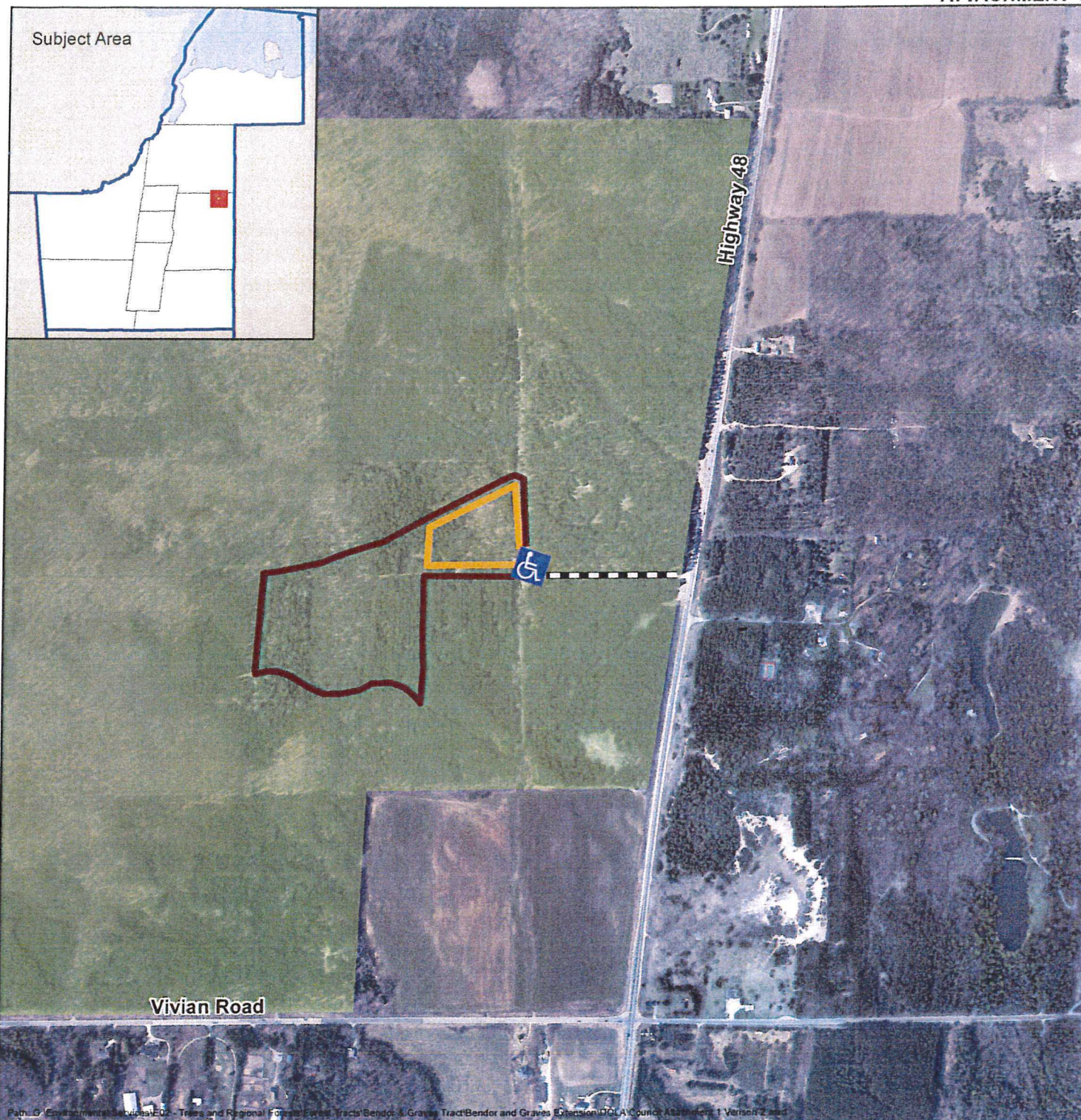
Development of guidelines and construction of accessible trails in the York Regional Forest will reduce barriers and improve access for persons with disabilities. The Accessibility Design Guidelines for York Regional Forest Trails are recognized as a provincial best practice for accessible trails and demonstrates the Region's leadership in accessibility. With accessible trails and the construction of a dog off leash demonstration area, York Region is providing additional outdoor recreation opportunities for residents. These initiatives are consistent with the York Regional Forest management plan and respond to the needs of our residents.

For more information on this report, please contact Laura McDowell, Director, Environmental Promotion and Protection at 905-830-4444 Ext. 75077 or Ian Buchanan, Manager of Natural Heritage and Forestry at 905-830-4444 Ext. 75204.

The Senior Management Group has reviewed this report.<sup>3</sup>

*Attachments (3)*



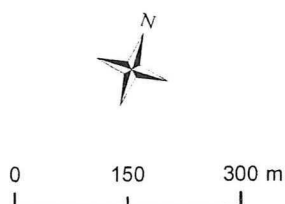


## York Regional Forest - North Tract Accessible Trail

Enhancing Public Uses of the York Regional Forest, February 13, 2014



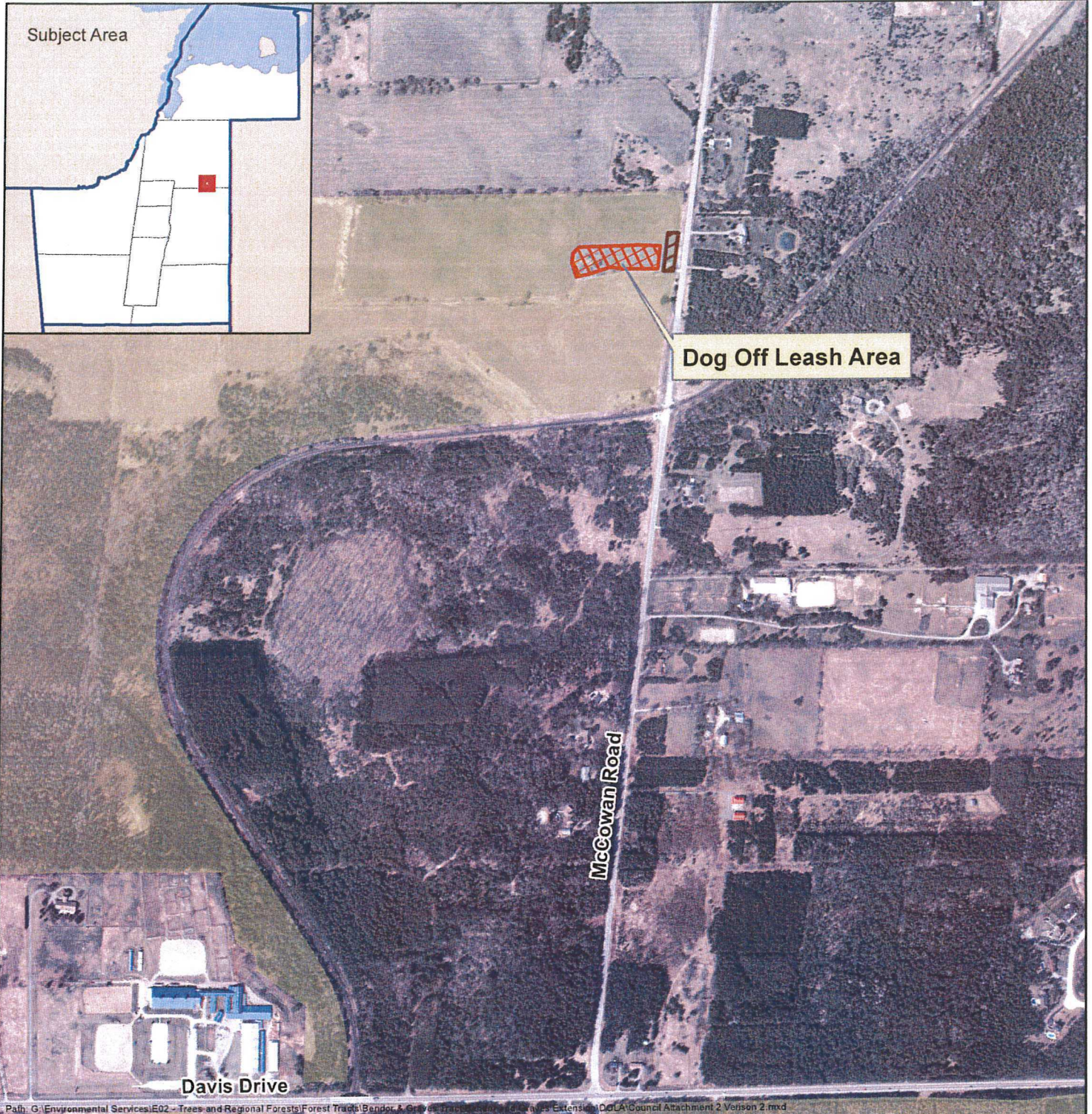
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### Legend

- Regional Forest
- 1500 m Accessible Trail
- 500 m Accessible Trail
- ♿ Accessible Parking
- Road Entranceway





## York Regional Forest - Bendor and Graves Tract Dog Off Leash Area

Enhancing Public Uses of the York Regional Forest, February 13, 2014



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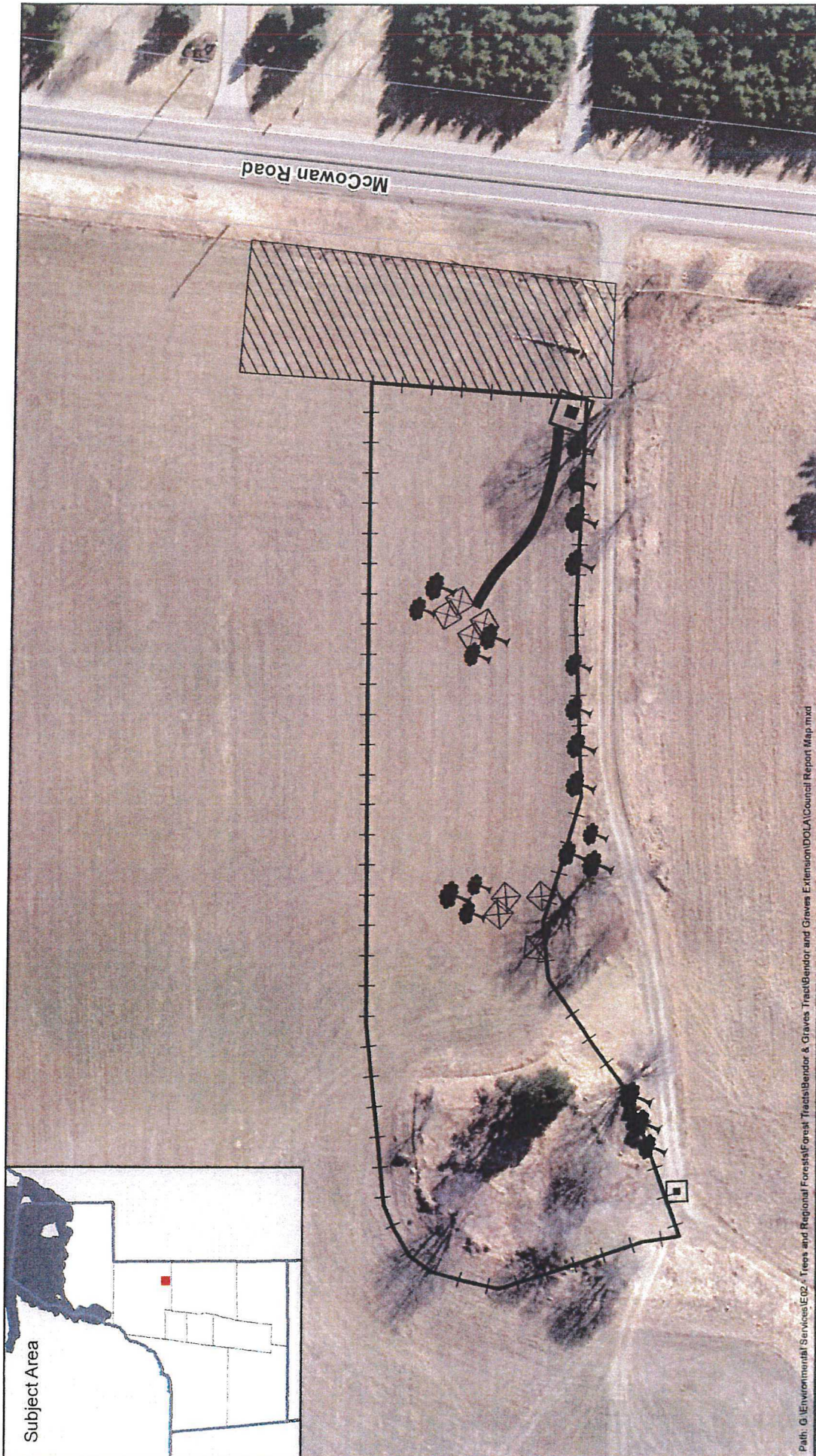


0 150 300 m

### Legend

-  Regional Forest
-  Dog Off Leash Area
-  Parking Area





Path: G:\Environmental Services\EG2 - Trees and Regional Forests\Forest Tracts\Bender & Graves Tract\Bender and Graves Extension\DOLA\Council Report Map.mxd

## York Regional Forest - Bender and Graves Tract Dog Off Leash Area Site Plan

Enhancing Public Uses of the York Regional Forest, February 13, 2014



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0 0.015 0.03 Km

### Legend

- Parking Lot
- Dog Off Leash Area Fence
- Trees
- Limestone Screening Path
- Double Gate Entrance
- Log Benches



February 20, 2014

Mr. Bill Fisch, Chairman and CEO  
The Regional Municipality of York  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1

Dear Chair Fisch:

**Re: National Access Awareness Week - June 1-7, 2014**

I am writing on behalf of the York Region Accessibility Advisory Committee to formally request that York Regional Council endorse June 1 to 7, 2014, as National Access Awareness Week in The Regional Municipality of York. If approved, it is also requested that the Regional Clerk forward this letter to the Councils and Accessibility Advisory Committees of local municipalities for their information and consideration.

Since 2005, Regional Council has affirmed its commitment to creating an accessible York Region by recognizing National Access Awareness Week with the community. York Region plans National Access Awareness Week activities in partnership with the Municipal Staff Reference Group which includes accessibility professionals from York Region, York Regional Police, local municipalities, hospitals and school boards.

National Access Awareness Week was established in 1988 in response to a request from Rick Hansen following his Man in Motion World Tour. Its aim is to bring together, in a spirit of partnership, people with disabilities, organizations who serve them, business, labour and governments to affect meaningful changes in the daily living of people with disabilities.

York Region reflects these ideals in its strategic direction to foster inclusive and accessible communities. National Access Awareness Week offers an opportunity to celebrate the work that is being done across the Region to make programs and services more accessible for everyone.

Sincerely,



Regional Councillor Vito Spatafora  
Chair, York Region Accessibility Advisory Committee

Copy to: Denis Kelly, Regional Clerk  
Adelina Urbanski, Commissioner of Community and Health Services  
York Region Municipal Staff Reference Group

**Newmarket Accessibility Advisory Committee  
Action Item List**

No	Priority	Description	Owner	Date Assigned	Due Date	Status	Date Closed
1	1	Re-design and update of AAC website				February 20, 2014 Entire website is under construction. <b>ACTION – Staff to provide update at the March meeting.</b>	
2		Ongoing public awareness campaign	Accessibility Advisory Committee				
3		Stop Gap Project	Accessibility Advisory Committee				
4		Annual Accessibility Award(s)					
5		Presentation/report to Town Council on AAC/accessibility accomplishments	Accessibility Advisory Committee			February 20, 2014 No presentation done to date this term of Council. <b>ACTION – New presentation to be compiled by the Committee – no past presentation found.</b>	
6		Draft a budget request to Town Council for AAC activities (NAAW)	Legislative Services Department – Boards and Committees Review 2014	October 28, 2013	December 2014	Request referred to Senior Management. Recommendation from Senior Management to Committee of the Whole on October 28, 2013 to refer to Boards and Committees Review in 2014 and continue under Rec and Culture budget until then. Recommendation carried.	
7		Research and submit request for AAC Coordinator position to Town Council				February 20, 2014 <del>Committee satisfied – allocated</del> resource has been provided (Deputy Clerk)	February 20, 2014

8		Committee Terms of Reference				February 20, 2014 Full Committee review being completed by Legislative Services Staff, inclusive to Terms of Reference for the next Term of Council. <b>ACTION – Committee members to provide feedback on current Terms of Reference to the Deputy Clerk.</b>	
9		Tannery Washrooms – Letter to be drafted to Sterling Silver	Chair of Committee	October 15, 2013		March 11, 2014 Property Owner information forwarded to the Chair.	
10		Accessibility Audit of Town Facilities	Accessibility Advisory Committee	October 15, 2013		March 14, 2014 Draft audit checklists and dates prepared for Committee review.	
11.		Amendments to Municipal Act re: offsite meeting participation	Accessibility Advisory Committee	December 5, 2013		March 13, 2014 Staff reviewing legislation in order to determine if alternate forms of meeting (ex. Skype) are permitted.	
12.		York Region Area Accessibility Advisory Meeting	Chair of Committee	Fall, 2014		Chair to approach York Region Accessibility Advisory Committee in respect to Newmarket hosting the meeting this fall.	
13.		Voting Equipment Tutorial and Trial	Legislative Services Department – Election 2014	February 20, 2014		March 11, 2014 Legislative Services awaiting confirmation of a trial date from the vendor.	