

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Deputations / Presentations

1. Presentation regarding Accessibility at the 2014 Municipal Election and Demonstration of Accessible Voting Equipment.

Approval of Minutes

2. Accessibility Advisory Committee Minutes of March 20, 2014. p. 1

Items for Discussion

3. National Access Awareness Week Discussion.
4. Accessibility Audit Discussion.

Action Item List

5. Action Item List Review. p. 5

New Business

Adjournment

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

Members Present: Diane Bladek-Willett
Steve Foglia (Chair)
Ursula Rehdner
Wendi Williams-Gordon

Members Absent: Councillor Twinney
Naeem Bacchus
Laura Charpentier

Staff Present: Lisa Lyons, Deputy Clerk
Pat McIntosh, Recreation Programmer, Leisure & Inclusion
Services
Chrisanne Finnerty, Council/Committee Coordinator

The meeting was called to order at 10:35 a.m.

Steve Foglia in the Chair.

Additions & Corrections to the Agenda

None.

Presentations & Deputations

None.

Approval of Minutes

3. Approval of the Accessibility Advisory Committee Minutes of February 20, 2014.

Moved by Diane Bladek-Willett
Seconded by Wendi Williams-Gordon

THAT the Accessibility Advisory Committee Minutes of February 20, 2014 be approved.

Carried

Items for Discussion

4. Mobility Plus Appeal Panel Recommendations Update

The Deputy Clerk advised that Ms. Kim McKinnon on behalf of the Concerned Citizens for Accessibility and Mobility and the Community Legal Clinic of York Region and Mr. John Abel, Aurora Councillor addressed the Committee of the Whole at the March 17, 2014 meeting. The Committee of the Whole received the recommendation from the Accessibility Advisory Committee regarding Mobility Plus, accepted the recommendation that a comprehensive review of Mobility Plus be conducted and amended the remaining two points. The recommendation will be ratified at the March 24, 2014 Council meeting.

5. Website Re-Design Update

The Deputy Clerk advised that Information Technology staff is currently working on content migration for the new website but suggested that staff make the necessary amendments to the existing site where it relates to accessibility.

Discussion ensued with respect to a dedicated web path (www.newmarket.ca/accessibility), a separate Committee page with event photos and accessibility tips, a page to address all the accessible services provided by the Town and a link or button on the main page for accessibility. Staff to prepare necessary amendments for presentation to the Committee at a future meeting.

6. Accessibility Audit Review

The Committee reviewed the draft audit checklist and schedule prepared by staff.

Discussion ensued regarding the aggressive timeline, audit priorities, provincial standards and accessibility at voting locations. Staff to review Regional guidelines and provincial standards in order to ensure consistency and guidelines beyond the basic requirements.

7. Accessible Trail Initiatives In the York Region Forest

The Deputy Clerk advised that an additional accessible trail is being constructed in the North Tract, Whitchurch-Stouffville area of the regional forest.

8. National Access Awareness Week

Pat McIntosh distributed the draft Access Awareness Week brochure and event checklist. The Deputy Clerk advised that there are plans to have a demonstration of the accessible voting equipment at the event.

Discussion ensued regarding successes and failures from the past year's event, workshops, events and vendors, hosting a barbecue and the communication plan. In order to maximize community engagement, it was suggested that the Town invite Aurora and East Gwillimbury to partner this year. The Committee amended the event times to Tuesday, June 3, 2014 from 6:00 – 8:00 p.m.

9. Discussion of a PowerPoint presentation to Council

The Chair suggested that a new PowerPoint presentation be prepared outlining the Committee's achievements over the term of Council. Staff to work on the document for presentation to Committee of the Whole in September, 2014 in coordination with the Annual Integrated Accessibility Standards Update.

10. Discussion regarding other forms of meeting attendance

The Deputy Clerk advised that the *Municipal Act* requires the Committee to physically attend meetings. The Deputy Clerk will bring the matter forward for discussion at the next Clerk's meeting.

Action Item List

11. The Action Item List was reviewed.

- Staff to prepare amendments to the Town's website and present the changes at the May meeting.
- Public Awareness Campaign referred to next term.
- Annual Accessibility Awards referred to the next term.
- Presentation to Council on Committee accomplishments to be prepared by staff for subsequent presentation to Committee of the Whole in September.
- Staff to circulate the current Terms of Reference to the Committee for review and feedback.
- Hosting the York Region Area Accessibility Advisory Meeting referred to the next term.
- Trial of the voting equipment to be arranged for the April 17, 2014 meeting.

New Business

12. The Deputy Clerk advised that staff is looking to implement an Accessibility Ambassador to assist with the election process in voting locations.

Quorum was lost at 11:25 a.m.

Dated

Steve Foglia, Chair

**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	Lisa Lyons/Chrisanne Finnerty	March 20, 2014	May 15, 2014	February 20, 2014 Entire website is under construction. March 20, 2014 Update provided at the AAC meeting ACTION – Staff working on amendments to the website for presentation at the May 15, 2014 AAC meeting.	
2.		Stop Gap Project	Councillor Twinney				
3.		Presentation/report to Town Council on AAC/accessibility accomplishments	Lisa Lyons/Chrisanne Finnerty	March 20, 2014	September 22, 2014	February 20, 2014 No presentation done to date this term of Council. March 20, 2014 New presentation to be prepared by Legislative Services for the Committee's review with a tentative presentation date to CoW in September	
4.		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 Recreation and Culture budget until then. Recommendation carried.	

**Newmarket Accessibility Advisory Committee
Action Item List**

5.		Research and submit request for AAC Coordinator position to Town Council				February 20, 2014 Committee satisfied – allocated resource has been provided (Deputy Clerk)	February 20, 2014
6.		Committee Terms of Reference	Committee Members/Staff	March 20, 2014	September, 2014	February 20, 2014 Full Committee review being completed by Legislative Services Staff, inclusive to Terms of Reference for the next Term of Council. ACTION – Committee members to provide feedback on current Terms of Reference to the Deputy Clerk. March 20, 2014 ACTION – Staff to circulate the most recent Terms of Reference with a deadline date for members to review and provide comments. March 28, 2014 Terms of Reference circulated for review. ACTION – Committee members to provide comments by Thursday, May 1, 2014.	
7.		Tannery Washrooms – Letter to be drafted to Sterling Silver	Chair of Committee	October 15, 2013	May, 2014	March 11, 2014 Property Owner information forwarded to the Chair. March 20, 2014 Property Owner information forwarded to the Chair.	

**Newmarket Accessibility Advisory Committee
Action Item List**

8.		Accessibility Audit of Town Facilities	Accessibility Advisory Committee	October 15, 2013	October, 2014	March 14, 2014 Draft audit checklists and dates prepared for Committee review. March 20, 2014 Committee reviewed checklists – some gaps were determined. U. Rehdner to acquire sample checklist.	
9.		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. March 20, 2014 Staff to bring motion to a future Committee meeting for endorsement.	
10.		Voting Equipment Tutorial and Trial	Legislative Services Department – Election 2014	February 20, 2014	April 30, 2014	March 11, 2014 Legislative Services awaiting confirmation of a trial date from the vendor. March 20, 2014 Attempting to arrange for April 17, 2014 April 1, 2014 Accessible Voting Equipment Trial included on the April 17, 2014 AAC Agenda.	

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