



**Accessibility  
Advisory Committee  
Meeting Agenda**

**Wednesday, May 9, 2018  
4 p.m.**

**Holland Room  
Aurora Town Hall**

Public Release  
May 3, 2018



**Town of Aurora  
Accessibility Advisory Committee  
Meeting Agenda**

**Date:** Wednesday, May 9, 2018

**Time and Location:** 4 p.m., Holland Room, Aurora Town Hall

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**1. Approval of the Agenda**

**Recommended:**

That the agenda as circulated by Legislative Services be approved.

**2. Declarations of Pecuniary Interest and General Nature Thereof**

**3. Receipt of the Minutes**

**Accessibility Advisory Committee Meeting Minutes of April 4, 2018**

**Recommended:**

That the Accessibility Advisory Committee meeting minutes of April 4, 2018, be received for information.

**4. Delegations**

**5. Matters for Consideration**

## **6. Informational Items**

**1. Memorandum from Accessibility Advisor  
Re: National Access Awareness Week Update**

**Recommended:**

1. That the memorandum regarding National Access Awareness Week Update be received for information.

**2. Memorandum from Accessibility Advisor  
Re: Accessible Trailer Application**

**Recommended:**

1. That the memorandum regarding Accessible Trailer Application be received for information.

**3. Memorandum from Senior Policy Planner  
Re: Library Square Design**

**Recommended:**

1. That the memorandum regarding Library Square Design be received for information.

**4. Extract from Council Meeting of March 27, 2018  
Re: Accessibility Advisory Committee Meeting Minutes of February 7, 2018**

**Recommended:**

1. That the Extract from Council Meeting of March 27, 2018, regarding the Accessibility Advisory Committee meeting minutes of February 7, 2018, be received for information.

**5. Extract from Council Meeting of April 24, 2018**  
**Re: Accessibility Advisory Committee Meeting Minutes of March 7, 2018**

**Recommended:**

1. That the Extract from Council Meeting of April 24, 2018, regarding the Accessibility Advisory Committee Meeting Minutes of March 7, 2018, be received for information.

**7. New Business**

**8. Adjournment**



**Town of Aurora  
Accessibility Advisory Committee  
Meeting Minutes**

**Date:** Wednesday, April 4, 2018

**Time and Location:** 4 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor John Abel

**Member(s) Absent:** None

**Other Attendees:** Matt Zawada, Ivy Henriksen, Acting Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

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The Chair called the meeting to order at 4:08 p.m.

**1. Approval of the Agenda**

**Moved by John Lenchak  
Seconded by Jo-anne Spitzer**

That the agenda as circulated by Legislative Services be approved.

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

Accessibility Advisory Committee Meeting Minutes  
Wednesday, April 4, 2018

Page 2 of 4

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### **3. Receipt of the Minutes**

#### **Accessibility Advisory Committee Meeting Minutes of March 7, 2018**

**Moved by Gordon Barnes**

**Seconded by James Hoyes**

That the Accessibility Advisory Committee meeting minutes of March 7, 2018, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Matters for Consideration**

None

### **6. Informational Items**

#### **1. Verbal Update from Acting Accessibility Advisor**

##### **Re: Introduction of New Accessibility Advisor**

Staff introduced Mr. Matt Zawada who will be joining the Corporate Services department in the role of Accessibility Advisor, effective April 9, 2018, noting that Matt will be supporting the Accessibility Advisory Committee, and working on National Access Awareness Week and the 2018 Municipal Election.

**Moved by John Lenchak**

**Seconded by Gordon Barnes**

1. That the verbal update regarding Introduction of New Accessibility Advisor be received for information.

**Carried**

Accessibility Advisory Committee Meeting Minutes  
Wednesday, April 4, 2018

Page 3 of 4

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**2. Verbal Update from Acting Accessibility Advisor  
Re: National Access Awareness Week Project Plan**

Staff provided an update on the draft plan for National Access Awareness Week 2018 including an Information Fair, Accessibility Advisory Committee Public Open House, and historical display at Town Hall with the Aurora Museum & Archives.

**Moved by Councillor Abel  
Seconded by Jo-anne Spitzer**

1. That the verbal update regarding National Access Awareness Week Project Plan be received for information.

**Carried**

**3. Extract from Council Meeting of February 27, 2018  
Re: Accessibility Advisory Committee Meeting Minutes of January 10, 2018**

**Moved by John Lenchak  
Seconded by Gordon Barnes**

1. That the Extract from Council Meeting of February 27, 2018, regarding the Accessibility Advisory Committee meeting minutes of January 10, 2018, be received for information.

**Carried**

**4. Extract from Council Meeting of March 27, 2018  
Re: Summary of Committee Recommendations Report No, 2018-03**

**Moved by John Lenchak  
Seconded by Councillor Abel**

1. That the Extract from Council Meeting of March 27, 2018, regarding the Summary of Committee Recommendations Report No. 2018-03, be received for information.

**Carried**

## **7. New Business**

The Committee discussed requirements for accessibility standards for customer service under the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*, as amended (the “Act”), including a document made available at Maunder’s Food Shop that outlines policies and procedures governing the provision of its goods or services to persons with disabilities.

Staff reminded Committee members that the Town is accepting nominations for the 2018 Community Recognition Awards until Friday, April 6, 2018, and the awards will be presented at a ceremony on Monday, May 28, 2018. The Nomination Form was provided to the Committee.

The Committee discussed the need to include more inclusive pictures of people with disabilities in marketing communications from the Town. Staff agreed to contact the Manager of Corporate Communications on the Committee’s feedback.

To make the electoral process more accessible for all voters, the Chair requested that the Committee have an opportunity to test online voting and to review the accessibility plan for the 2018 Municipal Election.

The Committee agreed to reschedule the Accessibility Advisory Committee meeting of June 6, 2018, to June 20, 2018.

## **8. Adjournment**

**Moved by James Hoyes**

**Seconded by Councillor Abel**

That the meeting be adjourned at 5:28 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



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**Town of Aurora  
Corporate Services**

## **Memorandum**

**Date:** May 9, 2018  
**To:** Accessibility Advisory Committee  
**From:** Matt Zawada, Accessibility Advisor  
**Re:** **National Access Awareness Week Update**

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### **Recommendation**

- 1. That the memorandum regarding National Access Awareness Week Update be received for information.**

### **Background**

National Access Awareness Week (NAAW) was created in response to a request from Rick Hansen following his 40,000 km Man in Motion World Tour, organized to raise awareness about the need for accessibility for people with disabilities. The week celebrates achievements made by and for people with disabilities and promotes access for people with all disabilities who encounter barriers that prevent full participation in day-to-day activities.

To recognize NAAW, the Town of Aurora intends to host an accessibility information fair, a community meet and greet with the Accessibility Advisory Committee, historical museum display and two staff lunch and learn sessions, in addition to the formal launch of the Town's annual Accessibility Plan.

NAAW will be recognized from May 28, 2018 - June 1, 2018 with the goal of helping local agencies network and display information from local disability groups and support agencies servicing Aurora and the immediate area. This will occur by having information displays at Town Hall and available during the meet and greet with the Accessibility Advisory Committee members.

National Access Awareness Week Update  
May 9, 2018

Page 2 of 2

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The Aurora museum has also committed to doing a museum historical disability install for the week of NAAW at Town Hall across from Access Aurora customer service counter.

Funding for the event will be coming from the Corporate Services accessibility operating budget with an estimated cost of \$2000 to be used for marketing materials, newspaper ad and light refreshments for the public open house/meet and greet with AAC members.

### **Attachments**

None



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**Town of Aurora  
Corporate Services**

## **Memorandum**

**Date:** May 9, 2018  
**To:** Accessibility Advisory Committee  
**From:** Matt Zawada, Accessibility Advisor  
**Re:** **Accessible Trailer Application**

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### **Recommendation**

- 1. That the memorandum regarding Accessible Trailer Application be received for information.**

### **Background**

Approved by Council, the Town of Whitchurch-Stouffville bought a fully accessible, portable washroom ready to be used in March of 2017. The purpose of the trailer is to give people with disabilities the opportunity to fully participate in local events and festivals. The unit is available for rental for Municipality-supported events and school boards. Rental price is \$550 plus HST per day, plus a \$550 damage deposit. The renter will supply portable water to the trailer.

All requests for the accessible trailer would be considered and processed as a formal accessibility request through the Accessibility Advisor. The trailer can only be booked for events from May to October, with all requests being complete and submitted to the Town of Whitchurch-Stouffville no later than January 31 of each year. The Town of Whitchurch-Stouffville will review all requests and notify organizations whose request have been approved by February 28 each year.

The Town of Aurora special events team may want to consider the trailer for larger outdoor events when accessible facilities may not be readily available to the public/attendees. The accessible trailer may be considered for events such as Ribfest, Canada Day, and the New Beginnings. Funding would be available via the Corporate Services accessibility operating budget upon request.

### **Attachments**

Attachment 1 – Accessible Trailer Application and Accessible Trailer Brochure



Attachment 1



## **Accessible Trailer Booking Requests**

### **Allocation**

The accessible trailer will be allocated on an annual basis. The trailer can be booked for May-October events. The accessible trailer is for outdoor use only.

Allocation is based on the following priority:

1. Town of Whitchurch-Stouffville hosted events
2. York Region; Municipalities and School Board events
3. Other events as approved by the Director of Leisure and Community Services

Town of Whitchurch-Stouffville hosted events will have priority over all bookings. Precedence will be given to recurring annual events. Organizations will have to reapply every year, prior to January 31 to maintain priority status for that year. Bookings will be confirmed by February 28. Subsequent bookings will be considered.

The Town of Whitchurch-Stouffville reserves the right to determine allocation of the accessible trailer without prejudice.

### **Booking Process**

1. Interested organizations are to complete an Accessible Trailer Booking Request form and submit to the Town of Whitchurch-Stouffville, no later than **January 31<sup>st</sup> of each year**.
2. The Town of Whitchurch-Stouffville will review all requests and notify organizations whose request have been approved, by February 28 each year.
3. Applications submitted after the January 31<sup>st</sup> due date will be considered on an individual
4. Successful applicants will be required to sign a permit for the rental of the trailer by a signing authority of the organization and thereby agreeing to the Terms and Conditions of rental.
5. Organizations will be required to submit a copy of their insurance coverage, with a minimum of \$5 million liability, naming the Town of Whitchurch-Stouffville as additionally insured.
6. The rental cost is \$550+HST per day.
7. Organizations will also be required to submit a damage deposit of \$550 (**payable by credit card, only**), which will only be returned upon satisfactory inspection of the trailer and compliance of all terms of the permit.
8. Signed permit, copy of liability insurance, payment and damage deposit is due 30 days from when the permit is issued. Failure to submit any one of these items will void the booking.



## Accessible Trailer Booking Request

*Deadline Date: January 31*

*Please complete one Booking Request for each event*

### Organization Details

Name of Organization: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### Event Details

Event Name: \_\_\_\_\_

Full Address of Event: \_\_\_\_\_

Dates/Times Requested: \_\_\_\_\_

Is this an annual event?  Yes  No  Unsure

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal information contained in this form is collected under the authority of *Municipal Freedom Information and Protection of Privacy Act Section 39 (2)* and will be used for the purpose of requesting rental of the Accessible Trailer and general data collection which does not personally identify participants. Questions about this collection should be directed to the Manager of Parks and Facilities, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8 (905) 640-1910 or 1-855-642-8697 x 2289.

Completed Applications can be submitted in person to 111 Sandiford Dr., Stouffville, ON, L4A 0Z8 or via email to [facilityoperationsclerk@townofws.ca](mailto:facilityoperationsclerk@townofws.ca)

*Successful applicants will be notified by February 28*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Date Received: _____	Received By: _____

**Lift and Change Table;**

- Table and lift suitable for adult use
- Patrons are required to bring their own sling and change pad
- Fully motorized transfer and lift
- Fully motorized change table
- Washrooms have enough space for occupant and caregiver
- Privacy lock and “Emergency Assistance Required” notification light and lock override.



**How to Book**

This unit is available for rental for Municipally supported events and school boards.

Please complete the Accessible Trailer Booking Request available at [www.townofws.ca/facilityrentals/](http://www.townofws.ca/facilityrentals/)

Send completed requests to  
facilityoperationsclerk@townofws.ca or  
111 Sandiford Drive, Stouffville, ON, L4A 0Z8

For more information, please contact Facility Operations Clerk at  
[facilityoperationsclerk@townofws.ca](mailto:facilityoperationsclerk@townofws.ca) or 905-640-1900



# Accessible Trailer



**Rent for your May-October  
Outdoor Events!**

**FEATURES:**

- Mobile, universal washroom
- Air conditioned
- Wheelchair ramp
- Two fully accessible washrooms
- Fully motorized adult size change table
- Motorized transfer lift
- Flush toilets and sinks
- Locking door and “Emergency Assistance Required” notification light

## Expectations

### Town of Whitchurch-Stouffville Staff:

- Trailer will be delivered and set up by Town of Whitchurch-Stouffville staff at an agreed upon time. The trailer will also be taken down and picked up by Town staff.
- A circle check will be completed with the designated representative of the renter with regards to the condition of the trailer at drop off and at pick up.
- Paper products and soap will be fully stocked upon delivery, with replacement products included.
- Provide orientation to trailer use to renter.

### Renter:

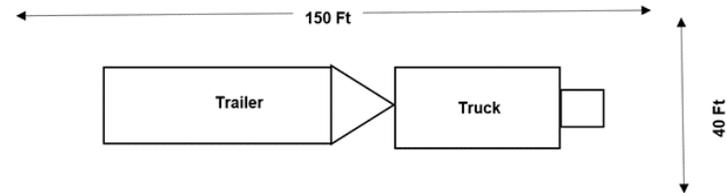
- **Provide a level, flat surface on concrete or asphalt** that meet the requirements for the Town staff to deliver the trailer in a safe manner (see Diagram 1). Maintain set up requirements for the trailer as per Diagram 2.
- Provide 20 amp power supply. An emergency generator is included in the unit.
- Supply potable water to trailer.
- Ensure that the trailer is pumped as required during the event. The water supply shall only be topped up at this time.
- Maintain ongoing supervision of the trailer throughout the event. Please note that the trailer includes an "Emergency Assistance Needed" notification light.
- Monitor use of trailer for cleanliness and replenish provided paper products and soap.
- Renter will complete a general clean of the inside of the trailer – washrooms, toilets, counters, change table, etc. before trailer is picked up by staff.
- When preparing for trailer pick up, trailer's power will be disconnected, **the septic shall be pumped out and all potable water emptied.**
- Provide clear access for truck to attach trailer for transport as per Diagram 1.

**Caution: The septic tank must be pumped before additional water is added.**

### Diagram 1

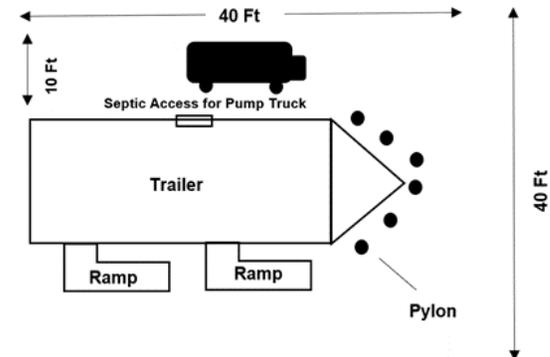
## Spacing Requirements for Pick Up and Drop Off

*Please note that a pull through location is strongly recommended*



### Diagram 2

## Layout During Event



## Rental Pricing

**\$550 + HST per day,  
plus \$550 damage deposit**



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**Town of Aurora**  
**Planning and Development**  
**Services**

## **Memorandum**

**Date:** May 9, 2018  
**To:** Accessibility Advisory Committee  
**From:** Fausto Filipetto, Senior Policy Planner  
**Copy:** Marco Ramunno, Director of Planning and Development Services  
**Re:** **Library Square Design**

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### **Recommendation**

- 1. That the memorandum regarding Library Square Design be received for information.**

### **Background**

The Town is in the detailed design stages of preparing a plan for Library Square. This concept was approved by Council in December 2017. The square is proposed to be located between the Aurora Public Library and Church Street School; which is now being used as parking for the two facilities. The square is proposed to be at the current grade of the Library. As part of this plan, an expansion to the Church Street School is also envisioned which would be used as community space. We are currently in the process of preparing a schematic for the building expansion which would connected to the historic structure by a glass atrium. The atrium would also provide a connection between Victoria Street and the Square.

To provide parking for the proposed Square and expanded Church Street School, 77 spaces are proposed north of the Church Street School in the area which until recently housed the Town's former Library and Senior's Centre. Two barrier free parking spaces are proposed toward the Library's main entrance, now accessibly from the existing laneway located on the north side of the library. Two more accessible parking spaces are proposed in the new parking area north of the Church Street School expansion; close to Victoria Street.

Library Square Design  
May 9, 2018

Page 2 of 2

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The square is designed to be accessible from Yonge Street, through the Library, from the proposed parking areas by ramps and from Victoria Street through the proposed atrium.

The plan is tentatively scheduled for Council in early June and staff would therefore like to provide the Accessibility Advisory Committee an opportunity at this time to see the plan and provide any comments which they feel are necessary.

### **Attachments**

Attachment 1 – Library Square Design, April 18, 2018

# DESIGN UPDATE

APRIL 18 2018

TOTAL PARKING  
87 SPACES





**Extract from  
Council Meeting of  
Tuesday, March 27, 2018**

**5. Consent Agenda**

**Moved by Councillor Thompson  
Seconded by Councillor Thom**

**C1. General Committee Meeting Report of March 20, 2018**

1. That the General Committee meeting report of March 20, 2018, be received and the following recommendations carried by the Committee approved:

**(C9) Accessibility Advisory Committee Meeting Minutes of February 7, 2018**

1. That the Accessibility Advisory Committee meeting minutes of February 7, 2018, be received for information.

**Carried**



**Extract from  
Council Meeting of  
Tuesday, April 24, 2018**

**5. Consent Agenda**

**Moved by Councillor Mrakas  
Seconded by Councillor Pirri**

**C1. General Committee Meeting Report of April 17, 2018**

1. That the General Committee meeting report of April 17, 2018, be received and the following recommendations carried by the Committee approved:

**(R12) Accessibility Advisory Committee Meeting Minutes of March 7, 2018**

1. That the Accessibility Advisory Committee meeting minutes of March 7, 2018, be received for information.

**Carried**