



Town of Aurora  
Accessibility Advisory Committee  
Meeting Minutes

<b>Date:</b>	Wednesday, March 6, 2019
<b>Time and Location:</b>	4 p.m., Holland Room, Aurora Town Hall
<b>Committee Members:</b>	John Lenchak (Chair) (arrived 4:15 p.m.), Hailey Reiss (Vice Chair), Matthew Abas, Gordon Barnes, Max Le Moine, Joanne Spitzer, Councillor Rachel Gilliland, and Mayor Tom Mrakas (ex-officio)
<b>Members Absent:</b>	None
<b>Other Attendees:</b>	Ivy Henriksen, Manager of Customer Service, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Matt Zawada, Accessibility Advisor, Michael de Rond, Town Clerk, and Nicole Trudeau, Committee Coordinator

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The Town Clerk called the meeting to order at 4:05 p.m.

## 1. Appointment of Committee Chair and Vice Chair

The Town Clerk opened the floor to nominations for the Chair and Vice Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Joanne Spitzer nominated John Lenchak as Chair. There being no other nominations, John Lenchak was appointed Chair of the Committee.

Matthew Abas nominated Hailey Reiss as Vice Chair. There being no other nominations, Hailey Reiss was appointed Vice Chair of the Committee.

John Lenchak assumed the Chair at 4:25 p.m.

## 2. Approval of the Agenda

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

That the agenda as circulated by Legislative Services be approved.

**Carried**

## 3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

## 4. Receipt of the Minutes

None

## 5. Delegations

### (a) Michael de Rond, Town Clerk

#### **Re: Advisory Committee Member Education and Training**

Mr. de Rond provided an overview of advisory committees to educate and train members of the Committee on roles and responsibilities, procedural matters, accountability and transparency.

During the presentation, Mr. de Rond discussed the Town's Procedure By-law respecting the proceedings of meetings, and changes made to the local accountability and transparency framework with the Town's Code of Conduct for Local Boards.

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

That the comments of the delegation be received for information.

**Carried**

**(b) Matt Zawada, Accessibility Advisor**

**Re: Accessibility for Ontarians with Disabilities Act (AODA) and Site Plan Training**

Mr. Zawada provided the Committee with accessibility standards, policies and procedures including the provincial statute and regulation for accessibility, the annual Accessibility Plan for the Town, Accessibility Standards for Customer Service for Persons with Disabilities – Town Policy No. 63 and Integrated Accessibility Standards Policy – Town Policy No. 69.

In addition to the training materials, Mr. Zawada also provided available dates for the Committee to attend accessibility training in March.

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

That the comments of the delegation be received for information.

**Carried**

**6. Matters for Consideration**

**1. Memorandum from Director, Community Services**

**Re: Library Square Design**

Staff introduced the consultants, David Leinster of The Planning Partnership, and Thomas Nemeskeri of RAW Design Inc., who presented an overview of the interior and exterior features of the Library Square Design including the addition to the Church Street School, section elevations, programming (skating rink and water feature), accessible parking (off-street and on-street parking) and the current project schedule.

The consultants, staff and the Committee discussed revisions made to the Library Square Design, to address comments made by the Committee at the Accessibility Advisory Committee on May 9, 2018, including accessible pedestrian routes, and the number and location of accessible parking spaces. The Committee made new comments concerned with increasing parking overall, including a more finalized parking strategy in future submissions, as

well as future submissions with greater detail on exterior paths of travel through green spaces next to proposed accessible parking and drop off areas.

**Moved by Gordon Barnes**  
**Seconded by Councillor Gilliland**

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

**Carried**

## **7. Informational Items**

### **2. Memorandum from Accessibility Advisor** **Re: Sidewalk on Kitimat Crescent**

Staff provided an overview of the design, construction and installation of a sidewalk on Kitimat Crescent, including school travel planning, traffic management, accessible public spaces, public consultation and feedback, and the location of the proposed sidewalk with regard to existing sidewalks and Aurora Heights Public School.

The Committee expressed support and encouraged the construction and installation of a sidewalk on Kitimat Crescent, as a safe and accessible exterior path of travel for pedestrians.

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

1. That the memorandum regarding Sidewalk on Kitimat Crescent be received for information.

**Carried**

### **3. Memorandum from Accessibility Advisor** **Re: Municipal Diversity and Inclusion Charter**

Staff provided an overview of the Inclusion Charter for York Region, including endorsing organizations, international recognition and annual updates, as the Town joined The Regional Municipality of York in endorsing the Inclusion Charter for York Region on October 2, 2018.

The Committee was encouraged to visit [www.york.ca/inclusiveyr](http://www.york.ca/inclusiveyr) for more information on the Inclusion Charter of York Region including a full list of endorsing organizations and the Inclusion Charter Progress Report, an annual update that highlights the progress of the Inclusion Charter for York Region.

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

1. That the memorandum regarding Municipal Diversity and Inclusion Charter be received for information.

**Carried**

#### **4. Memorandum from Accessibility Advisor** **Re: Wildlife Parks Trail**

Staff provided an overview of the technical requirements of the Wildlife Park Trail including the need for ramps on the trail, the average and maximum running slope of the trail, the surface of the trail and ramps, and the construction access plan.

The Committee requested more information including the location and design of rest areas or a dedicated level area that is intended for public use to allow persons to stop or sit, a topography map to see the natural features of the area, and the average and minimum trail and ramp width for an accessible exterior path of travel.

**Moved by Councillor Gilliland**  
**Seconded by Max Le Moine**

1. That the memorandum regarding Wildlife Parks Trail be received for information.

**Carried**

## **8. Adjournment**

The Committee agreed to change the time of the Accessibility Advisory Committee, from 4-6 p.m. to 7-9 p.m., beginning with the next Accessibility Advisory Committee meeting on April 3, 2019.

**Moved by Max Le Moine**  
**Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 5:55 p.m.

**Carried**