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ACCESSIBILITY ADVISORY COMMITTEE AAC#01-18

**Wednesday, February 14, 2018
2:00 p.m.**

MINUTES

A meeting of the Accessibility Advisory Committee was held on Wednesday, February 14, 2018 at 2:05 p.m. in Council Chambers with the following members of the Committee in attendance:

Lilian Hulme-Smith (Chair)
George Tannous (Vice Chair)
Regional and Local Councillor Spatafora
Rosanna Giannasca
Marion Menezes
Marisol Pestana
Simon Waldman

Regrets:
Jenny Clement
Manfred Segall

Staff:
S. Huycke, Director, Legislative Services/Town Clerk
D. Ruberto, Legislative and Accessibility Coordinator
L. Sampogna, Council/Committee Coordinator

ADOPTION OF AGENDA

Moved by: Regional and Local Councillor Spatafora

That the agenda be adopted as distributed by the Clerk.

Carried

DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest by member of the Committee under the *Municipal Conflict of Interest Act*.

MINUTES OF PREVIOUS MEETING(S)

1. Minutes – Accessibility Advisory Committee meeting AAC#01-17 held May 3, 2017

Moved by: M. Menezes

That the minutes of the Accessibility Advisory Committee meeting AAC#01-17 held on May 3, 2017, be adopted.

Carried

2. Meeting Notes – Accessibility Advisory Committee meeting AAC#02-17 held June 28, 2017

Moved by: R. Giannasca

That the meeting notes of the Accessibility Advisory Committee meeting AAC#02-17 held on June 28, 2017, be adopted.

Carried

3. Meeting Notes – Accessibility Advisory Committee meeting AAC#03-17 held October 18, 2017

Moved by: R. Giannasca

That the meeting notes of the Accessibility Advisory Committee meeting AAC#03-17 held on October 18, 2017, be adopted.

Carried

SCHEDULED BUSINESS

4. Update regarding Electronic Meeting Participation - Presentation by Stephen Huycke, Director, Legislative Services/Town Clerk

Stephen Huycke, Director, Legislative Services/Town Clerk, addressed Committee regarding the importance of achieving quorum at meetings and outlined the legislative requirements and minimum standards.

S. Huycke provided background information regarding electronic participation in meetings and noted Council's support for permitting electronic participation in meetings of the Accessibility Advisory Committee (AAC). S. Huycke highlighted the rules related to meetings as outlined in sections 238 to 246 of the *Municipal Act* and explained how the 2017 *Municipal Act* amendments included a new

provision related to electronic meeting participation. He advised that as a result of the amendments, staff would recommend to Council an amendment to the Procedural By-law to update the rules for Council and Committee meetings and to establish separate rules for the AAC.

S. Huycke concluded the presentation by requesting feedback from members whether the Committee would benefit from a less formal meeting style, and if electronic participation in AAC meetings would provide better opportunity for committee to become more engaged and active when members are unable to be physically present for a meeting.

Chair Hulme-Smith expressed her strong support towards moving forward to allowing electronic participation at AAC meetings and noted the Province's main purpose of the AAC was to be comprised mainly of people with disabilities and did not factor in the disabilities that could impede achieving quorum at meetings.

General discussion ensued in support of AAC meetings being less formal noting that an informal approach would be more appropriate and more inviting, and would foster discussion. Committee discussed risks that could occur having informal meetings. S. Huycke advised that procedures would be in place to avoid any perils at meetings.

Members of Committee advised of their support for electronic participation as it would widen the scope for valuable participation for persons with disabilities including having a broader representation of different disabilities, offers more flexibility, the ability to scheduling more meetings and having wholesome discussions.

Moved by: M. Menezes

That the presentation by Stephen Huycke, Director, Legislative Services/Town Clerk, regarding electronic meeting participation, be received.

Carried Unanimously

5. New Multi-Year Accessibility Plan 2018-2022 - Presentation by Daniel Ruberto, Legislative and Accessibility Coordinator

Stephen Huycke, Director, Legislative Services/Town Clerk, introduced Daniel Ruberto, Legislative and Accessibility Coordinator, to the Committee and advised that he joined the Office of the Clerk in the Fall 2017, outlined his role within the Clerk's office, and noted Richmond Hill's dedication and commitment to providing a barrier-free environment for residents, employees and visitors with disabilities.

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Daniel Ruberto, Legislative and Accessibility Coordinator, made a presentation regarding the creation of a new Multi-Year Accessibility Plan (MYAP). He reviewed the 2013 to 2017 Accessibility Plan and Status Reports and outlined the next steps to creating a new MYAP. He advised that a MYAP was a roadmap that described how the Town would continue to prevent and remove accessibility barriers, noting the new plan would build on the Town's accomplishments. D. Ruberto provided an in-depth review of the considerations when preparing a MYAP including: Town's Strategic Plan, Economic Development Strategy, Employee Strategy, and the Integrated Access Standards under the *Accessibility for Ontarians with Disabilities Act* (AODA). He reviewed the Integrated Standards for a new MYAP: Customer Service Standard, Integrated Accessibility Standards Regulation, Employment Standard, Information and Communications Standard, and Public Spaces Standard (for new build forward basis or major renovations). D. Ruberto concluded the presentation by seeking feedback from the AAC on new initiatives to consider including in the MYAP and current initiatives that could be improved on.

Members of Committee provided feedback on the following categories for the new MYAP:

Customer Service Standard:

- To extend opportunities to persons with disabilities in participating on Town Committees by advertising the opportunities in the local newspaper

Integrated Accessibility Standards Regulation:

- To be leaders and introduce accessible housing
- Town to enforce and dedicate a certain amount of proposed development to be accessible
- Educate developers to include accessible features on new developments, for example offering lever door handles and wider doorways as a standard feature

Employment Standard:

- Accommodation notices on job posting should be clear, easy to read and inviting on the Town's website

Information and Communications Standard:

- Satisfied with Richmond Hill's website accessibility, easy to navigate and read

Public Spaces Standard:

- Continue to build accessible parks and trails

Moved by: Regional and Local Councillor Spatafora

That the presentation by Daniel Ruberto, Legislative and Accessibility Coordinator, regarding the creation of a new Multi-Year Accessibility Plan 2018-2022, be received.

Carried

6. 2018 Accessibility Advisory Committee Meeting Schedule

Moved by: R. Giannasca

That the 2018 meeting schedule for the Accessibility Advisory Committee be approved.

Carried

DATE OF NEXT MEETING

The next meeting of the Accessibility Advisory Committee will be held on March 28, 2018, at 2:00 p.m. in the Council Chambers.

ADJOURNMENT

Moved by: S. Waldman

That the meeting be adjourned at 3:36 p.m.

Carried