



Accessibility Advisory Committee

Minutes

AAC#02-21

Thursday, May 6, 2021, 3:00 p.m.

(Electronic Meeting pursuant to Section 238(3.3) of the Municipal Act, 2001)

An Electronic Accessibility Advisory Committee Meeting, pursuant to Section 238(3.3) of the *Municipal Act, 2001*, of the Council of the City of Richmond Hill was held on Thursday, May 6, 2021 at 3:00 p.m. via videoconference.

Committee Members present via videoconference:

Lopa Banerjee - Vice-Chair
Joseph Frankfort
Marisol Pestana
Kidambi Raj
Lisa Rosenberg
Patricia Rybka
Paul Scotland

Regrets:

Councillor Cilevitz - Chair
Bernadina Bathory
Paul Edwards
Simon Waldman

The following members of staff were present via videoconference:

M. Kashani, Manager, Design and Construction
R. Ban, Deputy City Clerk
B. Inglis, Legislative and Projects Advisor and Lottery Licensing Officer
K. Hurley, Council/Committee Coordinator

The Vice-Chair called the meeting to order at 3:01 p.m. and provided opening remarks with respect to this afternoon's first electronic Accessibility Advisory Committee meeting.

1. Adoption of Agenda

Moved by: K. Raj

a) That the agenda be adopted as distributed by the Clerk.

Carried

2. Disclosures of Pecuniary Interest and General Nature Thereof

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

3. Adoption of Previous Minutes

3.1 Minutes - Accessibility Advisory Committee meeting AAC#01-21 held January 21, 2021

Moved by: L. Rosenberg

a) That the minutes of the Accessibility Advisory Committee meeting AAC#01-21 held January 21, 2021, be adopted.

Carried

4. Scheduled Business

4.1 Richmond Hill's Multi-Year Accessibility Plan - 2020-2022 Initiatives - Design Projects - Presentation by Mohammad Kashani, Manager, Design and Construction

Mohammad Kashani, Manager, Design and Construction, made a presentation to the Committee regarding Richmond Hill's Multi-Year Accessibility Plan, 2020-2022 Initiatives and Design Projects. He provided introductory remarks regarding various roles and responsibilities within the Infrastructure Delivery Division of the Planning and Infrastructure Department, and advised that walkways including sidewalks, trails and Multi-Purpose Paths (MUPs) in Richmond Hill would be designed and constructed in compliance with the standards set out in the *Accessibility for Ontarians with Disabilities Act* (AODA). He also noted that Richmond Hill parks would be designed and constructed in compliance with AODA standards, and that the play area would be in compliance with the Canadian Standards Association (CSA), Annex H Guideline.

M. Kashani advised of constructions that were completed in 2020 despite the challenges faced as a result of the COVID-19 pandemic, and

highlighted a number of the constructions to be completed in 2021 as follows (the last two projects subject to grant funding):

- Bathurst Street southwest by the Region of York - Shatfsbury Avenue to Gamble Road;
- Alexander Mackenzie High School Crosswalk Traffic Signal Installation - York Region District School Board (YRDSB);
- Lennox Park Revitalization;
- Windham Park Revitalization;
- Russell Farm Park Playground Improvements;
- Petrolia Court Local Park (Private Charlie Hill Park) - New Park;
- Horner Park Playground Improvements;
- Phillips Park Improvements Revitalization; and
- Humber Flats Mallard Marsh Revitalize.

M. Kashani provided an overview of the design projects that were currently underway including sidewalks and trails at various locations; Bethesda Road Rehab - Anchusa Drive to Leslie Street (MUP); Fulton Park Revitalization; Palmer Park Revitalization; Harding Park; Rumble Pond South Area - Park and Trail; Carrville Park; Minthorn Park; Dove Park; and Maplewood Park Playground. He concluded his presentation by reviewing next steps and a communication plan which would include contributing to the annual accessibility report, providing future updates to the Accessibility Advisory Committee, and accepting input related to design, and noted that he would be happy to answer any questions from the Committee.

Members of the Committee thanked Mr. Kashani for the presentation, extended their appreciation for explaining the roles and responsibilities of the Infrastructure Delivery Division, and agreed that before and after pictures of design projects would be beneficial to see as part of future presentations to the Committee.

General discussion ensued regarding how design input for project and park revitalization was obtained and the decision making process related to the types of materials used. M. Kashani explained the process used by staff for public input depending on the type of park under construction. He noted that the process would begin with public notification, followed by a

Public Information Centre to present a concept plan and collect comments, and advised that surfaces and treatments selected for the projects were AODA compliant.

A concern was raised regarding poor access and accessibility of the Phyllis Rawlinson Park and Tower Hill Dog Park. M. Kashani advised he would address this with staff in the Public Works Operations Division, and it was suggested that the concerns be detailed in an email that could be forwarded to appropriate staff for follow up and discussion at a future Accessibility Advisory Committee meeting.

Additional information was requested regarding how consultants and contractors were selected for the various design projects, while also ensuring that they would fulfill AODA requirements, and what the certification requirements were for City staff. M. Kashani explained the procurement process used by the municipality for design consultants and contractors to be pre-approved for a project, and the verification and selection process to ensure their work was in accordance with all specifications, legislation and regulations. Mr. Kashani confirmed that all projects were completed by certified third party contractors.

Moved by: K. Raj

a) That the presentation by Mohammad Kashani, Manager, Design and Construction, regarding Richmond Hill's Multi-Year Accessibility Plan - 2020-2022 Initiatives, Design Projects, be received.

Carried

4.2 Improvements to the Accessibility of the City of Richmond Hill's Website - Verbal Update by Brian Inglis, Legislative and Projects Advisor

Brian Inglis, Legislative and Projects Advisor, provided an update to the Committee regarding Improvements to the Accessibility of the City of Richmond Hill's Website. He provided background information on the project as a refresher for Committee members, noting that it was a corporate initiative to update all website content to meet accessibility standards and be in compliance with AODA requirements. He advised that the City procured a tool named Equidox, a PDF remediation software, which has been rolled out to staff to allow them to contribute to the corporate initiative of making the City's website more accessible and allow them to take ownership of the accessibility of their documents. He advised that over 70 staff members had been trained on basic and general

features of document accessibility, and approximately 40 of those staff members had been specifically trained on how to use Equidox. In addition, approximately 24 staff members had been trained on website accessibility to ensure compliance going forward. B. Inglis advised that they were gathering feedback from staff regarding the remediation tools, would continue to provide training, and focus on some of the more challenging features of document accessibility.

B. Inglis provided an update on behalf of the Clerk's Office that closed captioning of the Council meetings video library had been completed and that they were working on the logistics of that update to the City's website. He concluded his update by acknowledging the efforts of staff taking ownership and raising their awareness of document accessibility, and noted that he would be happy to answer any questions from the Committee.

Members of the Committee did not have any questions and thanked Mr. Inglis for the update.

Moved by: P. Rybka

a) That the verbal update by Brian Inglis, Legislative and Projects Advisor, regarding Improvements to the Accessibility of the City of Richmond Hill's Website, be received.

Carried

Ryan Ban, Deputy City Clerk, following up on the request made at the January 2021 Accessibility Advisory Committee meeting, advised that he contacted York Region Transit and confirmed that the Mobility On-Request 65+ service has been extended to the end of 2021.

5. Date of Next Meeting

The next meeting of the Accessibility Advisory Committee was scheduled on Thursday, June 24, 2021 at 3:00 p.m.

6. Adjournment

Moved by: K. Raj

That the meeting be adjourned.

Carried

The meeting was adjourned at 3:56 p.m.