



# **The Regional Municipality of Durham**

## **Accessibility Advisory Committee Agenda**

**Tuesday, June 27, 2023**

**1:00 PM**

**Meeting Room 1-A  
Regional Headquarters Building  
605 Rossland Road East, Whitby**

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Please note: The Region of Durham continues to hold electronic meetings for Advisory Committees with limited in-person attendance at this time. Members of the public may [view the Committee meeting](#) via live streaming. If you wish to register as a delegate regarding an agenda item, you may register in advance of the meeting by noon on the day prior to the meeting by emailing [delegations@durham.ca](mailto:delegations@durham.ca) and will be provided with the details to delegate electronically.

- 1. Roll Call**
- 2. Declarations of Interest**
- 3. Adoption of Minutes**
  - A) Minutes of the Accessibility Advisory Committee meeting held on March 28, 2023 (Attachment #1)
  - B) Minutes of the Accessibility Advisory Committee meeting held on May 23, 2023 (Attachment #2)
- 4. Presentations**
  - A) Patricia Hines, Manager of Diversity, Equity and Inclusion, re: Region of Durham Census
  - B) Allison Hector-Alexander, Director of Diversity, Equity and Inclusion, re: LEAD

**5. Discussion Items**

- A) National Volunteer Week
- B) Terms of Reference Review (Attachment #3)
- C) Metrolinx GO Update
- D) Accessibility for Ontarians with Disabilities Act (AODA) Compliance and Future Progress Timeline in Ontario
- E) AAC Meeting Schedule

**6. Correspondence**

There are no items of correspondence

**7. Information Items**

- A) Education Sub-Committee Update
- B) Update on the Transit Advisory Committee (TAC)
- C) Accessibility Coordinator Update

**8. Reports for Information**

There are no reports to consider

**9. Other Business**

**10. Date of Next Meeting**

The next regularly scheduled meeting of the Accessibility Advisory Committee will be held on Tuesday, September 26, 2023 at 1:00 PM

**11. Adjournment**

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Written information (either paper or electronic) that you send to Durham Regional Council or Committees, including home address, phone numbers and email addresses, will become part of the public record. This also includes oral submissions at meetings. If you have any questions about the collection of information, please contact the Regional Clerk/Director of Legislative Services.

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

## **The Regional Municipality of Durham**

### **MINUTES**

#### **ACCESSIBILITY ADVISORY COMMITTEE**

**Tuesday, March 28, 2023**

A meeting of the Accessibility Advisory Committee was held on Tuesday, March 28, 2023 at Regional Headquarters Building, 605 Rossland Road East, Whitby at 1:00 PM. Electronic participation was permitted for this meeting.

#### **1. Roll Call**

Present: A. Beach, Oshawa, attended the meeting at 1:02 PM  
A. Blum, Scugog  
D. Campbell, Whitby, Vice-Chair, left the meeting at 2:56 PM  
H. Hall, TeachAbility  
W. Henshall, Whitby, attended the meeting at 1:08 PM  
L. Houston, Community Care Durham  
D. Hume-McKenna, DMHS, left the meeting at 1:55 PM  
Councillor McDougall  
J. McEwen, Clarington, attended the meeting at 1:04 PM  
R. Purnwasie, Ajax, Chair  
S. Sones, Whitby  
**\*all members of the committee participated electronically**

#### **Staff**

Present: A. Hector-Alexander, Director of Diversity, Equity and Inclusion  
P. Hines, Manager, Diversity, Equity and Inclusion  
R. Inacio, Systems Support Specialist, Corporate Services – IT  
D. Pineda, Policy Advisor, Local Immigration Partnership  
K. Wall, Accessibility Coordinator, Office of the Chief Administrative Officer  
K. Smith, Committee Clerk, Corporate Services – Legislative Services  
**\*all staff except R. Inacio participated electronically**

## **2. Declarations of Interest**

There were no declarations of interest.

## **3. Adoption of Minutes**

R. Purnwasie advised that H. Hall no longer represents Participation House and requested that the minutes be updated to reflect that she represents TeachAbility. H. Hall confirmed that she represents TeachAbility.

Moved by S. Sones, Seconded by D. Hume-McKenna,  
That the minutes of the Accessibility Advisory Committee meeting held on  
Tuesday, January 24, 2023, as amended, be adopted.  
CARRIED

## **4. Presentations**

### **A) Dr. Matthew Stein, Ontario Tech University, and Danielle Pineda, Policy Advisor, re: Durham Community Evaluation Research Program – Case Study on Newcomers with Disabilities**

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Dr. Matthew Stein, Ontario Tech University, and Danielle Pineda, Policy Advisor, participating electronically, provided a PowerPoint presentation with regards to Durham Community Evaluation Research Program – Case Study on Newcomers with Disabilities.

Highlights of the presentation included:

- Background on Case Studies
- Approach
- Demographics
- Barriers to Access
  - Transportation
  - Reliance on Caregivers and Limitations
  - Language Comprehension
  - Difficulties in Navigating Systems and Processes
  - Technology
  - Stigma
- Recommendations for Improved Service Access and Delivery

M. Stein responded to questions with regards to how the case study is being shared with other organizations; whether CNIB was consulted on the case study; types of information being provided to the newcomers; whether Durham Region is working with the Province on this initiative; how the presentation can be shared with other organizations; whether there is assistance available to persons with disabilities; the definition of newcomer; and the length of time people are considered a newcomer.

B) Wayne Henshall, Head, Partnerships and Entrepreneurship, re: Come to Work Program and Impact Evaluation at CNIB

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Wayne Henshall, Partnerships and Entrepreneurship, participating electronically, provided a presentation with regards to the Come to Work Program and Impact Evaluation at CNIB.

W. Henshall stated that the CNIB, Ontario Tech University and OCAD University hosted a Co-Design Festival on February 23 and 24, 2023. Members of the sight loss community were invited to share what they are experiencing post COVID-19 with a focus on sight loss and collaboration work.

W. Henshall stated that the event had sessions focusing on virtual distractions and accessibility challenges, navigating transportation, virtual presence in meetings, and understanding artificial intelligence. He also stated that it is important to have lived experiences from different demographics when conducting research to ensure that as you are designing solutions and ensuring validating its usability. He advised that the Chief Accessibility Officer at CNIB would like to have these sessions twice per year.

W. Henshall provided a brief overview of the five stages of the Come to Work Program available through CNIB.

It was the consensus of the Committee to recess at this time. The Committee recessed at 2:10 PM and reconvened at 2:15 PM.

Following the recess, the Committee Clerk conducted a roll call, and all members of the Committee were present with the exception of D. Hume-McKenna.

**5. Discussion Items**

A) Accessibility for Ontarians with Disabilities Act (AODA) Business Compliance Deadline

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K. Wall advised that businesses and non-profits with 20 or more employees and public sector organizations must complete an accessibility compliance report by the end of 2023 and submit it to the Ontario Government to confirm ongoing compliance. She also advised that it is the intent for all businesses in Ontario to be fully accessible by 2025.

J. McEwen provided the following update:

- There has been a funding model provided to Premier Ford and the Honourable Raymond Cho, Minister for Seniors and Accessibility.
- On May 1, 2023, local stroke survivors will be meeting with Minister Cho to discuss how Ontario can become accessible by the deadlines. K. Wall will be invited to the meeting.

Discussion ensued with regards to the recommendations being presented to Minister Cho and who will be meeting with Minister Cho on May 1, 2023.

J. McEwen advised he would provide committee members with an update following the meeting with Minister Cho.

B) Nomination for Appointment of Two Members to the Transit Advisory Committee

K. Wall advised that the Transit Advisory Committee requires 2 members nominated for appointment by the Accessibility Advisory Committee. She also advised that the Transit Advisory Committee meets quarterly and the meeting schedule for 2023 is May 16, September 19, and November 21.

W. Henshall indicated he wished to stand. J. McEwen indicated he wished to stand.

Moved by H. Hall, Seconded by Councillor McDougall,  
That Wayne Henshall and Jim McEwen be nominated for appointment as the Accessibility Advisory Committee representatives to the Transit Advisory Committee.

CARRIED

**6. Correspondence**

There were no items of correspondence to consider.

**7. Information Items**

A) Education Sub-Committee Update

K. Wall advised that the education sub-committee is open for anyone interested in joining. K. Wall provided the following update:

- Planning for National Accessibility Awareness Week, which takes place from May 28 to June 3, 2023, has begun.
- Durham Region will be hosting its second annual Accessibility Conference on Tuesday, May 30, 2023 at 9:30 AM.
- The deadline to apply for the Inclusive Community Grant being provided by the Province of Ontario is April 20, 2023, and an update will be provided at the next meeting.
- A policy and advocacy advisor from the Whitby Chambers of Commerce reached out to K. Wall and D. Campbell to collaborate an event to host subject matter experts on Accessibility for Ontarians with Disabilities education and the deadline for compliance in 2025.

Discussion ensued with regards to engaging with colleagues at Ontario Tech University regarding education for businesses to become AODA compliant by 2025.

B) Accessibility Coordinator Update

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K. Wall provided the following update:

- There will be a Non-Police Led Mental Health Response Focus Group at the Abilities Centre taking place on Friday, March 31, 2023 at 1:30 PM and information about the session will be forwarded to committee members.
- Durham Region is working with Turner Consulting Group to put together an internal equity audit for staff.
- Welcome to new members Jim McEwen and Adam Blum.
- The Accessibility Advisory Committee 2022 Annual Report and 2023 Workplan was approved by Regional Council on March 1, 2023 and will be provided to committee members.
- The 2021 Accessibility Report final version is being presented to the Finance and Administration Committee on April 11, 2023 and will be shared with committee members.
- Durham Region Transit will be hosting public information centres at various locations in each municipality of the Region and dates and will be shared with committee members when they become available.
- A Microsoft Teams Channel has been created for committee members and offered assistance for those obtaining access to the channel.
- Durham Region has an ongoing commitment to meet the guidelines of the Integrated Accessibility Standards Regulation (IASR).

Discussion ensued with regards to the internal equity audit being conducted with Turner Consulting Group; hearing from individuals in the community that have had interactions with Durham Region as part of the recruitment process; the information received from the employee census conducted by Turner Consulting Group; and whether the census was shared with local municipalities.

**8. Reports for Information**

There were no reports to consider.

**9. Other Business**

There was no other business to be considered.

**10. Date of Next Meeting**

The next regularly scheduled Accessibility Advisory Committee meeting will be held on Tuesday, May 23, 2023 at 1:00 PM.

**11. Adjournment**

Moved by H. Hall, Seconded by J. McEwen,  
That the meeting be adjourned.  
CARRIED

The meeting adjourned at 3:03 PM

Respectfully submitted,

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R. Purnwasie, Chair, Accessibility Advisory Committee

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K. Smith, Committee Clerk



If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

**The Regional Municipality of Durham**

**MINUTES**

**ACCESSIBILITY ADVISORY COMMITTEE**

**Tuesday, May 23, 2023**

A meeting of the Accessibility Advisory Committee was held on Tuesday, May 23, 2023 at Regional Headquarters Building, 605 Rossland Road East, Whitby at 1:00 PM. Electronic participation was permitted for this meeting.

**1. Roll Call**

Present: D. Campbell, Whitby, Vice-Chair  
W. Henshall\*, Whitby  
Councillor McDougall  
J. McEwen\*, Clarington  
R. Purnwasie\*, Ajax, Chair

**\*denotes members of the committee participating electronically**

Absent: A. Blum, Scugog  
A. Beach, Oshawa  
L. Houston, Community Care Durham  
D. Hume-McKenna, DMHS  
S. Sones, Whitby

**Staff**

Present: A. Hector-Alexander, Director, Diversity, Equity and Inclusion  
P. Hines, Manager, Diversity, Equity and Inclusion  
R. Inacio, Systems Support Specialist, Corporate Services – IT  
K. Wall, Accessibility Coordinator, Office of the Chief Administrative Officer  
K. Smith, Committee Clerk, Corporate Services – Legislative Services

**2. Declarations of Interest**

There were no declarations of interest.

**3. Adoption of Minutes**

Due to a lack of quorum, Item 3 was deferred to the next AAC meeting.

**4. Presentations**

- A) Patricia Hines, Manager of Diversity, Equity and Inclusion, re: Region of Durham Census

Due to a lack of quorum, Item 4.A) was deferred to the next AAC meeting.

- B) Allison Hector-Alexander, Director of Diversity, Equity and Inclusion, re: LEAD

Due to a lack of quorum, Item 4.B) was deferred to the next AAC meeting.

**5. Discussion Items**

- A) National Volunteer Week

Due to a lack of quorum, Item 5.A) was deferred to the next AAC meeting.

- B) Terms of Reference Review

Due to a lack of quorum, Item 5.B) was deferred to the next AAC meeting.

- C) Metrolinx GO Update

Due to a lack of quorum, Item 5.C) was deferred to the next AAC meeting.

- D) Accessibility for Ontarians with Disabilities Act (AODA) Compliance and Future Progress Timeline in Ontario

Due to a lack of quorum, Item 5.D) was deferred to the next AAC meeting.

**6. Correspondence**

There were no items of correspondence.

**7. Information Items**

- A) Education Sub-Committee Update

Due to a lack of quorum, Item 7.A) was deferred to the next AAC meeting.

- B) Update on the Transit Advisory Committee (TAC)

Due to a lack of quorum, Item 7.B) was deferred to the next AAC meeting.

C) Accessibility Coordinator Update

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Due to a lack of quorum, Item 7.C) was deferred to the next AAC meeting.

**8. Reports for Information**

There were no reports to consider.

**9. Other Business**

There were no items of other business.

**10. Date of Next Meeting**

The next regularly scheduled Accessibility Advisory Committee meeting will be held on Tuesday, June 27, 2023 at 1:00 PM.

**11. Adjournment**

The meeting adjourned at 1:30 PM

Respectfully submitted,

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R. Purnwasie, Chair, Accessibility Advisory Committee

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K. Smith, Committee Clerk



## **Durham Region Accessibility Advisory Committee**

### **Terms of Reference**

March 2022

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#### **1. Goal**

- 1.1 To provide advice to Regional Council on the preparation, implementation and review of its annual accessibility plan and other accessibility related issues within the Region.

#### **2. Mandate**

- 2.1 The Durham Region Accessibility Advisory Committee (AAC) is a volunteer Advisory Committee established by Regional Council in accordance with the Ontarians with Disabilities Act, 2001 (ODA 2001) and these Terms of Reference.
- 2.2 The Terms of Reference provide for the AAC to advise and assist the Region in the development of an annual accessibility plan(s) and an allowance for the AAC to be proactive and advise on matters identified on its own initiative, provided it satisfies the requirements under the ODA 2001.
- 2.3 Issues and concerns (barriers) faced by persons with disabilities may be referred to the AAC from Regional Council. The AAC will report to Regional Council through the Finance and Administration Committee, under the purview of the Chief Administrative Officer, on substantive matters as determined by the requirements of the ODA 2001, and the *Accessibility for Ontarians with Disabilities Act, 2005*.

#### **3. Scope of activities**

- 3.1 The scope of the AAC will include the following activities:
  - a) participating in the annual development of the Region's Accessibility Plan(s) which is intended to improve the quality of life for all Regional citizens, including persons with disabilities;
  - b) advising the Region on the implementation and effectiveness of its annual Accessibility Plan(s) to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the Regional by-laws, and all its policies, programs, practices and services;
  - c) selecting and reviewing in a timely manner the site plans and drawings for new development, described in section 41 of *The Planning Act*;

- d) reviewing and monitoring existing and proposed procurement policies of the Region for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured; and
- e) reviewing access for persons with disabilities to buildings, structures and premises (or parts thereof) that the Region purchases, constructs, significantly renovates, leases or funds.

#### **4. Composition**

- 4.1 The AAC will comprise up to eleven voting members in total. The majority of members shall be persons with a disability as defined by the ODA 2001. An eleven person committee may typically be comprised as follows:
  - a) Six members shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the ODA 2001;
  - b) Five members shall be persons who may not have a disability. These members shall be comprised of:
    - one member of Regional Council,
    - two citizen members of which one member shall be a family member of a disabled person, and
    - two members who are professionals from the stakeholder community.
- 4.2 Membership shall be a 4-year term corresponding with the term of Regional Council. However, citizen members shall continue to serve until their replacements are appointed by Regional Council. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5.
- 4.3 At the discretion of the AAC, non-attendance at three consecutive meetings will be sufficient grounds for replacement.
- 4.4 The AAC shall strive to maintain a high level of relevant technical expertise and competence in disability issues within its membership.
- 4.5 The AAC may establish Project Teams and/or Working Groups as deemed necessary to address specific issues; noting that secretariat services will not be provided to these teams/groups. These Project Teams/Working Groups shall draw upon members from the AAC as well as staff support/outside resources as deemed necessary. The Chair of a project team/working group shall be a voting member of the AAC.

**5. Membership selection**

- 5.1 Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the AAC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.
- 5.2 The CAO's office shall contact appropriate agencies and community organizations and invite individuals to volunteer for the AAC. Interested individuals will be required to submit an application form to the Regional Clerk and provide a brief resume outlining their interest and qualifications.
- 5.3 The CAO's office will review the applications received and recommend individuals for appointment to the AAC. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee.
- 5.4 All members of the AAC shall be appointed by the Finance and Administration Committee and Regional Council.
- 5.5 Regional Council shall appoint a representative to the AAC from the members of the Finance and Administration Committee.
- 5.6 In the case of a vacancy, the approach described in Section 5 will generally be followed.

**6. Officers**

- 6.1 A chair and a vice-chair will be elected annually by the membership of the AAC. The Corporate Services – Legislative Services Division representative will chair the inaugural AAC meeting for the voting process.

**7. Support services**

- 7.1 The Chief Administrative Officer (CAO) or designate shall serve as staff liaison to the AAC. The staff liaison will provide administrative, procedural and technical support to the AAC and will utilize the staff support group noted in Section 7.2 as deemed necessary.
- 7.2 A staff support group will be provided as required by the AAC. The initial support group shall be comprised of the following, noting that the lead is a member of the CAO's office; Legislative Services, Finance, Corporate Services - Human Resources and Information Technology, Works, Planning & Economic Development, Legal, Social Services, Police, Durham Emergency Management, and Corporate Communications Departments.

7.3 The staff liaison will co-ordinate all requests for advice from the AAC, through meeting agendas. AAC responses to such requests shall be co-ordinated by the staff liaison through the Finance and Administration Committee to Regional Council.

7.4 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the AAC and this budget will be administered by the CAO's office.

## **8. Meetings**

8.1 The AAC will meet six times per year (January, March, May, June, September and November) in a designated Regional meeting room. The AAC will establish a meeting schedule at its inaugural meeting, taking into account the business needs and the schedule of Regional Committees/Council. Special meetings may be held at the call of the Chair.

8.2 Quorum for AAC meetings shall be a majority of the sitting AAC members.

8.3 All meetings will be open to the public. As a formal Advisory Committee to the Region, the AAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

## **9. Delegations at committee meetings**

9.1 Any person(s) wishing to appear before the AAC as a delegate must submit a request to the staff liaison in the CAO's office, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included in the agenda. Any person wishing to address the AAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## **10. Minutes and agenda**

10.1 The minutes of each AAC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package prepared by the Regional Clerk.

10.2 The AAC agendas will be prepared by the staff liaison and/or the Legislative Services Division, with input from the AAC chair or vice-chair, and other AAC members. Agendas will be distributed the week prior to upcoming meetings.

**11. Committee resolutions**

- 11.1 The AAC will seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority unless otherwise specified in these Terms of Reference or Regional Council Rules of Procedure. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the AAC.

**12. Annual reports and workplan**

- 12.1 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the AAC for consideration and approval by the Finance and Administration Committee and Regional Council. To avoid duplication, the AAC shall ensure that the workplan is co-ordinated with other disability initiatives in the Region.
- 12.2 An annual review of the AAC by the Chief Administrative Officer, on behalf of Regional Council, will be completed to examine the effectiveness of the Committee and to ensure continued improvements.