



Accessibility Advisory Committee Agenda

Tuesday, September 2, 2025, 7:00 p.m.

Virtual Meeting

This Advisory Committee meeting will be held in a virtual meeting format. Members of the public may attend virtually by sending an email clerk@whitby.ca by noon on the business day prior to the meeting to obtain the virtual meeting link.

Should you wish to provide comments regarding a matter being considered below, please submit written correspondence and/or a Delegation Request Form.

- **To submit written correspondence**, please email the Office of the Town Clerk at clerk@whitby.ca by noon on the day of the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.
- **To speak during the Advisory Committee meeting virtually**, please submit a Delegation Request Form online to the Office of the Town Clerk by 8:00 a.m., on the day of the meeting. Should you be unable to access a computer, please call 905.430.4300 to speak with a Staff Member in the Office of the Town Clerk.

A Revised Agenda may be published on a later date. Late items added or a change to an item will appear with an asterisk beside them.

1. **Call to Order**
2. **Declarations of Conflict of Interest**
3. **Approval of Previous Minutes**
Recommendation:
That the Accessibility Advisory Committee minutes of June 3, 2025 be approved.
4. **Delegations**
5. **General Business and Reports**
 - 5.1 Summer Accessibility Updates
 - 5.2 Durham Region Accessibility Award Nominee Update
 - 5.3 2024 Accessibility Plan Update
 - 5.4 October 2, 2025 Joint Accessibility Advisory Committee and Diversity and Inclusion Advisory Committee Meeting
 - 5.5 Subcommittee Updates

6. **Council Update**

7. **Other Business**

8. **Next Meeting**

Tuesday, November 4, 2025 - 7:00 p.m.

9. **Adjournment**

Recommendation:

That the meeting adjourn.



Accessibility Advisory Committee Minutes

June 3, 2025, 7:00 p.m.
Virtual Meeting

Present: Larry Brual
Liam Lacy, Vice-Chair
Adam Lamplugh
Michael Richards
Marta Swirydowicz
Rony Mathew

Regrets: Paul Scott, Chair
Magda Madsen
Elizabeth Bryant

Also Present: Michele Cotton, Staff Liaison, Accessibility Coordinator
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

1. Call to Order
2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Approval of Previous Minutes

Recommendation:

Moved by Adam Lamplugh

That the Accessibility Advisory Committee minutes of May 6, 2025 be approved.

Carried

4. Delegations

There were no delegations.

5. General Business and Reports

5.1 2024 Accessibility Plan Update

Michele Cotton provided an update regarding the 2024 Accessibility Plan achievements which included:

- details about the Staff Working Group activities;
- the new Whitby Sports Complex;
- ongoing partnerships between advisory committees;
- the Wayfinding and Signage Project;
- the Accessibility Improvement Grant;
- collecting data on bench locations along Whitby's trail networks;
- the Home Sweet Home Festival;
- the Brock Street Redesign Project;
- a proposed seasonal tourism building and seating area at the Whitby Waterfront; and,
- installing electric vehicle charging stations at Town facilities.

5.2 Durham Region Accessibility Award Nominee

Michele Cotton provided details about the Durham Region Accessibility Award. Ms. Cotton requested feedback from the Committee regarding recipient nominations for Whitby's Durham Region Accessibility Award.

Discussion ensued regarding the criteria for nominating a business, person, or not-for-profit organization.

Michele Cotton advised that a list of nominees, including details about the businesses, persons, or not-for-profit organizations, would be circulated to Members for consideration.

5.3 National AccessAbility Week Update

Michele Cotton provided an update regarding National AccessAbility Week activities including the flag raising event, the Durham Accessibility Conference - Fostering an Accessible and Inclusive Durham Region: Employment and Beyond, and the Traveling Roadshow activity.

5.4 Accessibility Improvement Grant Application Update

Michele Cotton provided an update regarding the Accessibility Improvement Grant Application for Landmark Cinemas Whitby. Ms. Cotton stated that under the Accessibility for Ontarians with Disabilities Act, Landmark Cinemas Whitby did not qualify as a small business and was therefore not eligible to receive the Accessibility Improvement Grant.

5.5 Summer Events Schedule

Michele Cotton requested feedback from the Committee regarding the Town of Whitby's Home Sweet Home Festival and whether Members would be available to assist with the Sensory Room. Ms. Cotton stated that additional events included the Brooklin Harvest Festival, Whitby Lights the Night, and the Whitby Christmas Market.

5.6 Subcommittee Updates

Michele Cotton provided an update regarding the Site Plans and Built Environment Subcommittee which included finalizing the Park Audit and planning the next steps in the ongoing park evaluation process.

Marta Swirydowicz provided an update regarding the Communication and Customer Service Subcommittee which included reviewing the Accessibility Improvement Grant Application.

6. Council Update

There was no Council update.

7. Other Business

7.1 Accessibility Improvement Grant Promotion Update

Adam Lamplugh requested an update regarding whether the Committee would partner with the Whitby Chamber of Commerce to promote the Accessibility Improvement Grant.

8. Next Meeting

Tuesday, September 2, 2025 - 7:00 p.m.

9. Adjournment

Recommendation:

Moved by Marta Swirydowicz

That the meeting adjourn.

Carried

The meeting adjourned at 7:55 p.m.