



## Accessibility Advisory Committee Minutes

February 4, 2025, 7:00 p.m.  
Virtual Meeting

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

Regrets: Elizabeth Bryant  
Magda Madsen

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

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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 Michael Richards

That the Accessibility Advisory Committee minutes of January 7, 2025 be approved.

**Carried**

4. Presentations

- 4.1 Brad Collard, Capital Project Manager, Town of Whitby, Adam McCaughan, Senior Associate, McCallum Sather Architects Inc., and Kiefer MacKenzie, Founding Principal, Village Consulting

Re: Operations Centre Expansion Phase 2, Parks Administration and Maintenance Facility

Brad Collard provided a presentation regarding the Operations Centre Expansion Phase 2, Parks Administration and Maintenance Facility.

Highlights of the presentation included:

- goals of the expansion project including increased design flexibility, improved customer service, and collaboration and integration of the Operations Park staff in the Operational Services Division with other teams;
- accessibility features added during Phase 1 of the Operations Centre Expansion in 2019;
- details about the proposed addition included in Phase 2 of the expansion including exterior concept designs; and,
- a proposed timeline for the project with completion expected in 2027.

A question and answer period ensued regarding:

- review of the site plans by the Site Plans and Built Environment Subcommittee;
- using the Town's signage standards throughout the facility;
- defining the term 'universal washroom';
- information about emergency exits and whether the workshop exits were zero-grade; and,
- details about accessible parking.

## 5. Delegations

There were no delegations.

## 6. General Business and Reports

### 6.1 Waterfront Visitor's Centre Plan Review

Michele Cotton provided a review of the Waterfront Visitor's Centre Plans which included:

- information about the proposed Visitor's Centre;
- the proposed hours of operation for the Visitor's Centre;
- details about amenity features including a limestone path, tables and chairs, bike racks, and an accessible kayak dock; and,
- proximity of the Visitor's Centre to the metal clad building used by the Sea Cadets.

A question and answer period ensued regarding:

- the heating and cooling system for the portable Visitor's Centre structure;
- whether the Visitor's Centre would be open seasonally or year-round;
- the proposed timeline for construction of the temporary Visitor's Centre, and expectations for a future permanent structure and redevelopment of Shirley Scott Park;
- the width of the path and whether a marked centreline would be painted on the path; and,
- the opportunity to install pedestrian kiosks for use when the Visitor's Centre was closed.

## 6.2 Regional Accessibility Advisory Committee Update

Michele Cotton provided an update regarding the Regional Accessibility Advisory Committee which included:

- completion and analysis of a region-wide accessible taxi survey, including the ranking of reasons for requesting accessible taxis;
- drafting by-law amendments throughout Region of Durham municipalities to allow accessible taxis to cross municipal borders; and,
- planning networking events for all Durham Region municipal accessibility advisory committees.

A question and answer period ensued regarding the sustainability of accessible taxi services.

### 6.3 Accessibility Advisory Committee Work Plan Update and Staff Engagement

Michele Cotton provided an update regarding the Accessibility Advisory Committee Work Plan and Staff Engagement. Ms. Cotton stated that the Staff Accessibility Working Group was celebrating the 20th anniversary of the Accessibility for Ontarians with Disabilities Act. She further stated that proposed activities included:

- monthly public announcements acknowledging accessibility features the Town has implemented;
- accessibility training for staff;
- providing better accessible customer service;
- seeking feedback from the community on improving services; and,
- partnership opportunities between the Staff Accessibility Working Group and the Accessibility Advisory Committee.

### 6.4 Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee March Meeting Agenda Planning

Michele Cotton requested feedback from the Committee regarding the Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee March meeting agenda and using the meeting as an accessibility training workshop.

Discussion ensued regarding:

- fostering a sense of solidarity between the groups;
- identifying ongoing challenges faced by the Town, such as inclusion, that intersect with the interests of both groups, and using the joint meeting as a working group session to discuss these challenges;
- creating breakout groups to discuss and brainstorm suggestions to address hate motivated criminal acts; and,
- bringing in a facilitator to guide discussions and activities, providing feedback on solutions to support the community.

### 6.5 Subcommittee Updates

Michele Cotton advised the Site Plans and Built Environment Subcommittee would be meeting in February to review two site plans including:

- the Whitby Sports Complex Playground; and,
- the Playground Hub and Multi-use Basketball Court on Barkerville Drive.

Ms. Cotton requested feedback from the Committee regarding the two site plans.

A question and answer period ensued regarding:

- the surface materials used in the Whitby Sports Complex Playground; and,
- parking facilities for the Playground Hub and Multi-use Basketball Court.

Liam Lacy provided an update regarding the Communication and Customer Service Subcommittee which included:

- reviewing the survey results from the 2022 Community Survey;
- updates to accessibility features on the Town's website;
- Report a Barrier Program; and,
- collaborating with the 55+ Recreation Advisory Committee.

7. Council Update

There was no Council update.

8. Other Business

There was no other business.

9. Next Meeting

Tuesday, April 1, 2025 - 7:00 p.m.

10. Adjournment

Recommendation:

Moved by Adam Lamplugh

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:57 p.m.