



## **ACCESSIBILITY OAKVILLE ADVISORY COMMITTEE**

### **MINUTES**

**THURSDAY, MARCH 11, 2021**

**VIRTUAL MEETING  
OAKVILLE MUNICIPAL BUILDING  
1225 TRAFALGAR ROAD, OAKVILLE**

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A virtual meeting of the Accessibility Advisory Committee was held on Thursday, March 11, 2021, at the Oakville Municipal Building, commencing at 4:00 p.m.

**Present (via Videoconference):**

Peggy Anne Gordon, Chair  
Deborah Muldoon, Vice-Chair  
Councillor Beth Robertson  
Rosa Bustamante  
Matthew Lam  
Ruth Sheridan  
David Underwood

**Staff (via Videoconference):**

Andrea Coyne, Manager of Elections, Policy and Print Services  
Joanne Phoenix, Manager of Planning and Accessible Services,  
Oakville Transit  
Christina Tizzard, Manager of Urban Design  
Selena Campbell, Manager of Enforcement Services  
Nick Valerio, Manager of Capital Projects  
Andrea Jones, Project Leader – Accessibility  
Jill Marcovecchio, Council and Committee Coordinator  
ASL Interpreters (2)

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**The items in these minutes are not necessarily in the order discussed.**

**1. Regrets**

There were no regrets.

2. **Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

3. **Confirmation of Minutes of Previous Meeting(s)**

**Meeting of November 12, 2020**

Moved by Deborah Muldoon

That the minutes of the Accessibility Advisory Committee meeting of November 12, 2020, be approved.

CARRIED

4. **Discussion Item(s)**

a. **Election of Chair and Vice-Chair 2021**

Jill Marcovecchio, Council and Committee Services Coordinator, called for nominations for the position of Chair of the Accessibility Advisory Committee for the year 2021. Deborah Muldoon nominated Peggy Anne Gordon for the position of Chair. Peggy Anne Gordon accepted the nomination.

There being no further nominations put forth, the nominations were closed on a motion by Deborah Muldoon.

Moved by Deborah Muldoon

That Peggy Anne Gordon be appointed Chair of the Accessibility Advisory Committee for the year 2021.

CARRIED

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Jill Marcovecchio, Council and Committee Services Coordinator, called for nominations for the position of Vice-Chair of the Accessibility Advisory Committee for the year 2021. Peggy Anne Gordon nominated Deborah Muldoon for the position of Vice-Chair. Deborah Muldoon accepted the nomination.

There being no further nominations put forth, the nominations were closed on a motion by David Underwood.

Moved by Peggy Anne Gordon

**That Deborah Muldoon be appointed Vice-Chair of the Accessibility Advisory Committee for the year 2021.**

CARRIED

*Peggy Anne Gordon assumed the Chair.*

**b. AAC 2020 Accomplishments and Proposed 2021 Work Plan**

Andrea Coyne, Manager of Elections, Policy and Print Services, reported on the AAC 2020 Accomplishments and Proposed 2021 Work Plan as provided in the PowerPoint presentation. Ms. Coyne advised that the committee will focus on participating in consultation activities on *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* requirements and providing feedback on key town initiatives. Ms. Coyne asked for the committee's feedback on the proposed work plan.

Christina Tizzard, Manager of Urban Design, reported on the site plan review process, and 2020 site plan applications. Ms. Tizzard advised that she would report back on site plan for the June 10, 2021 meeting.

Staff advised that the committee will continue to review and provide feedback on selected site plan applications as determined by town staff primarily on town facility and building projects. Site plan and development applications are available online on the town website at the following link: <https://www.oakville.ca/business/active-development-applications.html>.

The committee was concerned about advocating for building plans in terms of accessible residential buildings (rental units), and people with wheelchairs and accessible units in buildings.

Christina Tizzard responded to questions, advising that accessibility building requirements are regulated under the *Ontario Building Code (OBC)*, and that she would follow up with Ralph Kaminski, Director of Building Services, on door widths and kitchens. Ms. Tizzard differentiated between retrofits and design for accessibility in residential buildings.

Moved by Rosa Bustamante

That the report dated March 2, 2021, entitled *AAC 2020 Accomplishments and Proposed 2021 Work Plan* from the Clerk's department, be received.

CARRIED

**c. Inclusion Action Plan 2021**

Andrea Coyne, Manager of Elections, Policy and Print Services, reported on the Inclusion Action Plan 2021. Ms. Coyne advised that Rebecca Brookes, Supervisor of Strategic Initiatives, and Nabeel Rahman, Community Development Specialist, will consult with the committee on inclusion initiatives and the Inclusion Plan at the June 10, 2021 meeting.

Chair Peggy Anne Gordon asked that the members contact Andrea Coyne should they have any questions on this item.

Moved by Deborah Muldoon

That the report dated March 2, 2021, entitled *Inclusion Action Plan 2021* from the Clerk's department, be received.

CARRIED

**d. Provincial Desk Audit: Ministry for Seniors and Accessibility**

Andrea Coyne, Manager of Elections, Policy and Print Services, reported on the Provincial Desk Audit: Ministry for Seniors and Accessibility. Ms. Coyne advised that the town is required to submit an accessibility compliance report to the province every other year under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, and that this year the town was selected for a provincial desk audit to confirm compliance with the AODA, and its associated accessibility standards.

Moved by Deborah Muldoon

That the report dated March 2, 2021, entitled *Provincial Desk Audit: Ministry for Seniors and Accessibility* from the Clerk's department, be received.

CARRIED

**e. Iroquois Ridge Community Centre – Bench placement (2021 planned project)**

Andrea Jones, Project Leader – Accessibility, reported on the Iroquois Ridge Community Centre – Bench placement (2021 planned project) as provided in the PowerPoint presentation. Ms. Jones asked for the committee's feedback on the placement location of the four new benches for the community centre.

Ms. Jones advised that the proposed landscape locations are expected to be confirmed at this meeting for inclusion in the construction drawings.

The committee provided the following comments for consideration:

- place bench #4 closer to a streetlight for people waiting for a ride and not sitting in the dark for safety, this bench is the furthest away and it is a long walkway;
- place the benches backing to west so hot sun is not in people's faces; and
- place benches with no armrests for side clearance (Type A) at the drop off spot and close to accessible parking spots for people with limited mobility needs.

Andrea Jones responded to questions, advising that there are two types of bench models with and without armrests, four benches are included in the design package, and 50% of the benches will be accessible with adjacent side clearance on all benches. Ms. Jones advised that the placement of the four benches are located on the plan and landscape drawing, noting benches #1 and #2 no armrests (Type A), and benches #3 and #4 armrests (Type B).

Ms. Jones advised that she could circulate the plan with the proposed bench locations to the members should they require additional time to provide more feedback, if needed, and that she would circulate a larger map with the change in the proposed location of the benches to the members.

Moved by Rosa Bustamante

That the report dated March 2, 2021, entitled *Iroquois Ridge Community Centre – Bench placement (2021 planned project)* from the Facilities and Construction Management department, be received.

CARRIED

**f. Facilities and Construction Management (FCM) Update**

Andrea Jones, Andrea Jones, Project Leader – Accessibility, reported on the Facilities and Construction Management (FCM) Update as provided in the PowerPoint presentation. Ms. Jones advised that consultation with the committee is required in accordance with the Integrated Accessibility Standards Regulation under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and the Town of Oakville Multi-Year Accessibility Plan, and that consulting with the committee will be ongoing as required. Ms. Jones further advised that the goal is to make Town of Oakville facilities accessible for people with disabilities in Ontario by 2025 as part of the action

plan for the 2020 Multi-Year Accessibility Plan. Ms. Jones highlighted the town facilities planned to have work done in 2021, and advised that as audited facilities are completed they will be updated in the town's asset management program.

The committee was pleased with the accessibility update and initiatives undertaken by the Facilities and Construction Management Department.

Moved by Rosa Bustamante

That the report dated March 2, 2021, entitled *Facilities and Construction Management (FCM) Update* from the Facilities and Construction Management department, be received.

CARRIED

**5. Information Item(s)**

- a. **Town of Oakville Recreation and Culture Department Participation on an Inclusive Recreation Focus Group (Parks and Recreation Ontario)** – Town participating in program funding to guide delivery in community, PRO hosting focus group, connect with lead staff member in Recreation and Culture Department to get more information.
- b. **2021 AAC Schedule of Meeting Dates**
- c. **Confidential Committee Membership Listing Revised**
- d. **Oakville Transit Transportation to Halton Region COVID -19 Vaccination Site**

Moved by Deborah Muldoon

That the information items be received.

CARRIED

**6. Date and Time of Next Meeting**

Thursday, June 10, 2021  
Oakville Municipal Building  
Virtual Meeting - 4:00 p.m.

7. **Adjournment**

Moved by Rosa Bustamante

That this meeting be adjourned.

CARRIED

The meeting adjourned at 5:20 p.m.