Gravenhurst Accessibility Advisory Committee - Minutes
Thursday, February 15, 2018

Those in attendance were

<table>
<thead>
<tr>
<th>Members</th>
<th>Staff</th>
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<tr>
<td>R. Culham, Chair</td>
<td>J. Montreuil</td>
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<tr>
<td>T. Barkshire</td>
<td>Deputy Clerk / Committee Coordinator</td>
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<td>D. Cruise</td>
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<td>J. Ring</td>
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<td>S. Williams-Gosse</td>
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<th>Council Representative</th>
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<td>T. Pilger, Vice Chair</td>
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<th>Regrets</th>
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<td>R. McDonald</td>
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A. Call to Order

The Chair called the meeting to order at 10:00 a.m.

B. Adoption of Agenda

Moved by S. Williams-Gosse  
Seconded by D. Cruise

#A BE IT RESOLVED THAT the Agenda of the Gravenhurst Accessibility Advisory Committee meeting dated February 15, 2018 be approved as circulated.

CARRIED

C. Disclosure of Pecuniary Interest

None noted.

D. Approval of Minutes

1. Minutes - Gravenhurst Accessibility Advisory Committee - December 21, 2017

Moved by T. Pilger  
Seconded by T. Barkshire
#B BE IT RESOLVED THAT the minutes of the Gravenhurst Accessibility Advisory Committee meeting dated December 21, 2017 be approved as circulated.

CARRIED

E. Reports from Working Groups

1. Audible Signals Task Force - Recap of January 15, 2018 District Meeting (Chair)

Committee received an update surrounding the task force meeting at the District, including a site visit scheduled that afternoon and the next meeting to be scheduled in the fall.

Committee engaged in a lengthy discussion surrounding the process of identifying / prioritizing the audible signals District-wide & within Gravenhurst, and Town / District resources required for project completion.

Committee received procedural clarification on Council requests for additional information from Administration surrounding work plans priorities.

Moved by D. Cruise, seconded by T. Barkshire BE IT RESOLVED THAT the Gravenhurst Accessibility Advisory Committee request that Council recommend the District Municipality of Muskoka complete the installation of the Audible Signals in the 2018 year as follows:

- Winewood & Muskoka Road North (near Wayne’s Tire) – Projected 2017 Installation
- James Street & Muskoka Road South (near Shopper’s Drug Mart); and
- Bethune Drive & Brock Street (near Gull Lake Rotary Park). CARRIED

ACTIONS:
- Councillor Pilger to pull the Minutes to provide Council with information surrounding the District’s projected work surrounding Audible Signals and to table the Committee’s recommendation requesting an additional audible signal be added to the District’s priority list for Gravenhurst in 2018.
- Committee Coordinator to provide information on audible signals to the Director of Infrastructure.

F. New Business

1. Subcommittee Orientation

Committee received a presentation from the Town of Gravenhurst Deputy Clerk surrounding Subcommittees of Council, specifically touching on:

- authority/governing legislation;
- responsibilities of the whole of Committee, individual members, Councillor
Representative, Staff Liaison, & Committee Coordinator;
- conflict of interest; and
- meeting procedure.

Committee requested and received clarifications on working group composition and recommendations.

2. Council Recommendation re: Subcommittee Pre-Design Capital Projects Involvement

Committee received confirmation of Council's approval for their involvement on the requested capital projects touching on accessibility. The status of these projects will be provided by the Director of Infrastructure at the Committee's March Meeting.

Establishment of Capital Projects Working Group

Committee engaged in a review of the identified projects and indicated their individual interests to the project-specific Working Groups.

MOVED BY D. CRUISE
SECONDED BY T. BARKSHIRE

BE IT RESOLVED THAT the Gravenhurst Accessibility Advisory Committee identify project specific working groups and appoint members to 2017 Capital Ongoing and 2018 Capital Forecasted projects as identified in Schedule 'A' attached to this resolution;

AND FINALLY THAT members identified by asterisk on Schedule 'A' will provide monthly reports to the Gravenhurst Accessibility Advisory Committee on behalf of the Working Group.

CARRIED

Committee engaged in a lengthy discussion surrounding the Accessibility Reserve Fund and potential for existing Town endowment programs to revise application criterion to include and accept build accessibility renovations/projects of community groups as an incentive to promote and encourage accessibility in the Town of Gravenhurst.

ACTION: Committee Coordinator to provide the above-noted comments to the Staff Liaison of the Terence Haight Financial Assistance Committee for discussion at their April debrief meeting.

3. 2018 Municipal Elections - Reviewing Accessible Components

Virtual Ballot

Committee engaged in a review of the draft virtual ballot for the 2018 Municipal Elections and made the following recommendations:

- Main page: Additional option of having blue text on a white background;
Main page: FR / EN tabs to be written out i.e. French / English;

Main page: "Captia" needs to be slowed down when reading it out loud – it is too quick and there is no button to click to toggle speech speeds.

Additional font available in 16 pt Arial; and

Last page: A box at the end of voting that says [Click Here to Finish and/or Close Browser] as some people may not know to press X or that X closes the browser.

Committee received information surrounding other components electors can expect such Browse Aloud and Control Keys to facilitate page navigation and toggle window view/sizing preferences.

**Accessibility Plan**

Committee requested and received information surrounding the new requirement for an Accessibility Plan brought forward in the amendments to the *Municipal Elections Act* through the passing of the *Municipal Elections Modernization Act*, specifically in reducing barriers at any Voting Help Centre.

Committee engaged in a lengthy discussion and identified the former Reception area (main entrance lobby) as their preferred choice within Town Hall as a designated Voting Help Centre.

**ACTION:** All members will review the Draft Accessibility Plan and Inspection Form as circulated and provide suggestions and amendments at the Committee's March meeting.

**G. Other Business**

**H. Information Items**

Committee previously received the following items for information:

1. **Mental Health Newsletter**  
   Mental Health Commission of Canada  
   January 30, 2018

2. **AODA Toolbox - January 2018**  
   Accessibility Directorate of Ontario  
   January 24, 2018

3. **Correspondence - Accessibility Advisory Committee Survey**  
   Accessibility Directorate of Ontario  
   January 23, 2018
Committee received confirmation that the Committee Coordinator participated in the survey on behalf of the Town of Gravenhurst.

4. Guidelines - How to Serve on a Municipal Accessibility Advisory Committee
Province of Ontario
June 20, 2017

5. Resource - Gravenhurst Builder Guidelines
Town of Gravenhurst - Development Services Department / Building Division
January 2018

Committee received information surrounding the Town’s launch of the resource.

6. Presentation - Accessibility in Gravenhurst Relation to Communications
Town of Gravenhurst - Legislative Services Department
January 2018

Committee received information surrounding the resource.

Committee requested and received clarifications surrounding the Town’s Website Redesign Project which will include enhancements in accessibility.

I. Adjourment

Committee requested and received clarification on methods to put forth inquiries and concerns surrounding private sector entities outside of the Subcommittee’s mandate.

Moved by T. Barkshire, seconded by S. Williams-Gosse, the meeting adjourned at 11:59 p.m.

Chair

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Committee Coordinator