



# *Making Way*

For Ontarians with Disabilities

## REGION OF PEEL

### ACCESSIBILITY ADVISORY COMMITTEE

#### AGENDA

AAC-1/2015

**DATE:** Thursday, February 5, 2015

**TIME:** 2:00 PM – 3:00 PM

**LOCATION:** Council Chambers, 5<sup>th</sup> Floor  
Regional Administrative Headquarters  
10 Peel Centre Drive, Suite A  
Brampton, Ontario

**MEMBERS:** C. Belleth; A. Brar; R. Chopra; F. Dale; M. Daniel;  
M. Dytyniak; D. Farrace; A. Groves; N. Husain; R. Khedr;  
M. Mahoney; J. McArthur; M. Palleschi; T. Tamlin;  
U. Tibbin

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1. CALL TO ORDER
2. ELECTION OF CHAIR AND VICE-CHAIR
3. DECLARATIONS OF CONFLICTS OF INTEREST
4. INTRODUCTIONS

For inquires about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact: Veronica Montesdeoca, Acting Accessibility Planning Specialist at (905) 791-7800, Ext. 5454 or by e-mail at [veronica.montesdeoca@peelregion.ca](mailto:veronica.montesdeoca@peelregion.ca)

Some meeting information may also be available in alternate formats, upon request. Please contact: Harjit Gill at (905) 791-7800, Ext. 4384 or by e-mail at [harjit.gill@peelregion.ca](mailto:harjit.gill@peelregion.ca)

**5. APPROVAL OF AGENDA**

**6. PREVIOUS MEETING MINUTES**

- 6.1. Minutes of the Region of Peel Accessibility Advisory Committee (AAC-5/2014) meeting held on September 16, 2014 (Receipt recommended)

**7. DELEGATIONS**

**8. REPORTS**

- 8.1. Accessibility Planning Program Update - February 2015 (For information)

**9. COMMUNICATIONS**

- 9.1. **Constance Exley, Founder and Chief Executive Officer**, Accessibility Ontario, Email dated January 5, 2015, Providing Information on AODA Education Opportunities (Receipt recommended)
- 9.2. **Debra Bellamy, Coordinator, Accreditation and Municipal Accessibility, The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)**, Email dated January 20, 2015, Requesting Success Story Submissions to be Shared at Celebrations for the 10th Anniversary of the AODA throughout Ontario (Receipt recommended)

**10. OTHER BUSINESS**

**11. NEXT MEETING**

To be determined.

**12. ADJOURNMENT**



**REGION OF PEEL**

**ACCESSIBILITY ADVISORY COMMITTEE (AAC)**

**MINUTES**

**AAC-5/2014**

The Region of Peel Accessibility Advisory Committee met on September 16, 2014 at 1:08 p.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

**Members Present:** N. Balsara; H. Bajwa\*; R. Chopra; M. Dytyniak; D. Farrace; C. Fonseca\*; E. Kolb\*; T. Tamlin; M. Tymkow; W. Goss (alternate for S. Hames)

**Members Absent:** N.D. Barry; S. Hames, due to other municipal business; N. Husain; R. Paterak, due to other municipal business; J. Triantafilou

**Also Present:** **Region of Peel:** K. Lockyer, Regional Clerk and Director of Clerk's; A. Adams, Manager, Access to Information and Privacy; V. Montesdeoca, Acting Accessibility Planning Specialist; H. Gill, Committee Clerk; J. Schwartz, Legislative Assistant

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\* See text for arrivals

♦ See text for departures

*Maureen Tymkow, Acting Committee Chair, presided.*

## 1. CALL TO ORDER

**A quorum of voting members was not present, and in accordance with section III-5(g) of the Region of Peel Procedure By-law 100-2012, as amended, the Region of Peel Accessibility Advisory Committee (AAC) received information.**

Maureen Tymkow, Acting Committee Chair, noted that upon arrival of a political representative quorum would be achieved and at that time the Committee would formally approve the agenda.

*H. Bajwa arrived at 1:12 p.m.*

*C. Fonseca arrived at 1:18 p.m.*

**A quorum of voting members was achieved.**

**Delegations – Item 4.1 was dealt with.**

## 4. DELEGATIONS

4.1. **Leigh-Anne Marquis and Paula Della Bianca, Technical Analysts, Waste Management, Region of Peel, Providing an Update on the Cart-Based Garbage, Recycling and Organics Collection**

Received

A copy of the presentation is available from the Office of the Regional Clerk.

Leigh-Anne Marquis and Paula Della Bianca, Technical Analysts, Waste Management, provided an update on the Cart-Based Garbage, Recycling and Organics Collection and brought in a sample of the various cart sizes that will be available to residents.

Leigh-Anne Marquis noted the following accessible features of the carts:

- Emboss on garbage and recycling carts
- Contrasting body and lid colours

- Three different sizes available
- Larger 10" wheels for easier manoeuvring
- Accessible locks, latches and handles
- Placement education material for Caledon residents to avoid emergency numbers being blocked on collection days
- Free Walk up Service for eligible residents

Upon inspection of the carts, Committee members offered the following suggestions:

- Lower and wider carts as current model is not accessible for wheelchair users;
- Side sliding door rather than top lid;
- Adding a tipping prevention mechanism for easier accessibility at current height;
- Adjust positioning of wheels to make it easier to manoeuvre the cart while in a wheelchair;
- Consider size of family and persons' abilities when determining size of cart per household;
- Expand walk up service to include the use of regular garbage bags for those that cannot manoeuvre the carts.

Leigh-Anne Marquis noted that the current height and width of the carts meet the minimum requirements for automated collection, however, she undertook to take the Committee's suggestions back to Waste Management staff and the contractor and report back to the Committee with the outcomes.

## 2. APPROVAL OF AGENDA

Moved by C. Fonseca;

### RECOMMENDATION AAC-16-2014:

That the agenda for the September 16, 2014, Region of Peel Accessibility Advisory Committee meeting include a communication from the Ministry of Economic Development, Employment and Infrastructure, regarding the new David C. Onley Award for Leadership in

Accessibility, to be dealt with under Communications – Item 6.4;

And further, that the agenda for the September 16, 2014, Region of Peel Accessibility advisory Committee meeting be approved, as amended.

### 3. PREVIOUS MEETING MINUTES

#### 3.1 Minutes of the Region of Peel Accessibility Advisory Committee (AAC-4/2014) meeting held on June 24, 2014

Received

### 4. DELEGATIONS

#### 4.1. Leigh-Anne Marquis and Paula Della Bianca, Technical Analysts, Waste Management, Region of Peel, Providing an Update on the Cart-Based Garbage, Recycling and Organics Collection

This item was dealt with earlier in the meeting

### 5. REPORTS

*E. Kolb arrived at 1:57 p.m.*

#### 5.1. Annual Accessibility Status Report

Received

#### 5.2. Updates

##### 5.2.1. Region of Peel Accessibility Planning Program Update and AAC Work Plan Update

Update by Veronica Montesdeoca, Acting Accessibility Planning Specialist, Region of Peel

**AAC-5/2014**  
**Tuesday, September 16, 2014**

Received

Veronica Montesdeoca, Acting Accessibility Planning Specialist, noted that, this being an election year, consideration is given to participate in the Abilities Awards celebration in lieu of hosting our own International Day of Persons with Disabilities (IDPD) event. The Abilities Awards celebration will be hosted by the City of Mississauga on December 3, 2014.

Veronica Montesdeoca reminded Committee Members of the upcoming 5K Run, Walk and Roll event scheduled for October 25, 2014 in support of the United Way of Peel Region and invited members to participate.

Veronica Montesdeoca also provided an update on the work carried out over the last two months which included:

- Training of summer students for the 2014 Summer Job Challenge;
- Participation with Naz Husain in the Carleton Accessibility Summit;
- Participation in brainstorming and review sessions for the creation of a TransHelp Appeals Panel.

Veronica Montesdeoca updated the Committee Members on the AAC recruitment process, noting that it is in its initial stage. Formal notice will be posted in local newspapers by the first week of October, 2014. Veronica Montesdeoca undertook to forward the information to AAC members.

With this being the last Committee meeting for the current term, Veronica Montesdeoca delivered final remarks on behalf of the Committee Chair, Naz Husain, who thanked Committee Members for all of their hard work and contributions.

Veronica Montesdeoca also thanked Committee Members for their ongoing support and highlighted some of the Committee's accomplishments during the current term.

**5.2.2. Subcommittee Updates - Nil**

5.2.3. **Region of Peel Accessibility Advisory Committee Member Updates**

Received

Raj Chopra, Committee Member, informed of an upcoming event, Accessibility Camp Toronto, on September 27, 2014, being held at the University of Toronto.

**6. COMMUNICATIONS**

- 6.1. **Lynda Staples, Project Manager, Municipal Accessibility, The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)**, Email dated July 24, 2014, Announcing a New Project with the Ontario Government that Enables AMCTO to remain a National Leader in the Provision of Accessibility Related Support and Education to Municipalities

Received

Raj Chopra, Committee Member, suggested that the AAC should participate in the AMCTO focus group.

Veronica Montesdeoca, Acting Accessibility Planning Specialist, undertook to forward the information to Committee Members, as well as, the information related to the Accessibility Camp Toronto event.

- 6.2 **Sue Ritchie, Manager, Design & Development, Region of Peel, Providing Clarification on the Requirements for the Hansen Affordable Housing Project**

Received

- 6.3 **Judith Oluwatosin Jubril, Region of Peel Summer Student and 2014 AMI Scholarship Recipient, Providing a Copy of the**



Submission that Garnered her a Scholarship Award from Accessible Media Incorporated (AMI) and yconic (yconic.ca)

Received

**Additional Item – Item 6.4**

6.4. **Ministry of Economic Development, Employment and Infrastructure**, Regarding the New David C. Onley Award for Leadership in Accessibility

Received

See also Approval of Agenda

Veronica Montesdeoca, Acting Accessibility Planning Specialist, reminded the Committee Members of the December 3, 2014 deadline for nomination submissions.

**7. OTHER BUSINESS**

With the current term of membership coming to an end, several Committee Members provided closing remarks thanking the Region of Peel Accessibility Advisory Committee for their hard work and dedication and acknowledging Regional Chair Kolb for his leadership, and continued support in the area of accessibility.

**8. NEXT MEETING**

To be determined.

**9. ADJOURNMENT**

The meeting adjourned at 2:24 p.m.

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**For Information**

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DATE: January 26, 2015

REPORT TITLE: **ACCESSIBILITY PLANNING PROGRAM UPDATE - FEBRUARY 2015**FROM: Karla Hale, Director, Service Innovation

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**OBJECTIVE**

To provide an update of the activities undertaken by the Region of Peel Accessibility Planning Program since its last report to the September 16, 2014 AAC meeting.

**REPORT HIGHLIGHTS**

- The activities undertaken by the Region of Peel Accessibility Planning Program since reporting to the September 16, 2014 AAC meeting are listed in this report under the following categories:
  - Consultation and Compliance Support provided to Regional Programs;
  - Participation in Recognition Events; and,
  - Recruitment of the new AAC Citizen Volunteer Members 2015-2018 term.

**DISCUSSION****1. Background**

The main objective of the Region of Peel's Accessibility Planning program is to ensure that Regional programs, services and facilities continue to be inclusive and accessible for persons with disabilities. In order to accomplish this objective, the Accessibility Planning Program works collaboratively with all Regional departments and the Region of Peel Accessibility Advisory Committee (AAC).

**2. Activity List**

The following are the activities the Accessibility Planning Program has been involved in since providing its last update to the September 16, 2014 AAC meeting. The activities have been broken down into three categories: Consultation and Compliance Support; Participation in Recognition Events and Recruitment of the New AAC Citizen Members.

January 26, 2015

**ACCESSIBILITY PLANNING PROGRAM  
UPDATE - FEBRUARY 2015**

**Consultation and Compliance Support**

**a) Accessible Formats and Communication Supports - AODA Compliance**

- Successfully met the requirements for the January 1, 2015 compliance deadline relating to accessible formats and communication supports (Section 12 under the Information and Communication Standard).
- A Regional wide communication was launched in December 2014 by the Commissioner of Service Innovation, Information and Technology to inform Regional staff of the requirements under Section 12.
- Signage at service counters throughout the Region has been implemented to advise the public of the availability of accessible formats and communication supports upon request.
- The Region of Peel website has been updated with similar messaging and a new online form was launched.
- Call Centre processes have been updated to manage requests received.

**b) Peel Housing Corporation - AODA Accessibility Compliance Report**

- Peel Housing Corporation, also known as Peel Living is the Region of Peel's non-profit housing company. Peel Housing Corporation operates as an independent Corporation of the Region of Peel and is administered by the Housing Operations & Management Services division under the Region's Human Services department.
  - As a business with 20 or more employees, Peel Housing Corporation was required to have its accessibility compliance report complete by December 31, 2014.
  - Support was provided to Peel Housing Corporation to file their accessibility compliance report with the Government of Ontario.

**c) Choice Based Renting Consultation**

- Feedback was provided from an accessibility perspective to the Choice Based Renting Program, a form of subsidized housing offered to those on Peel's Centralized Waiting List.

**d) Web Portal for Peel Data Centre Consultation**

- Input was provided to staff from the Peel Data Centre on the new Ward Profiles web portal to ensure accessibility and AODA compliance.

**e) TransHelp Appeals Panel – AODA Compliance**

- The AODA legislation requires that the Region of Peel have an **independent** appeal process in place to review decisions respecting eligibility for the TransHelp program.
- Support was provided to TransHelp around the criteria and process for recruitment of the TransHelp Appeals Panel membership.
- In accordance with the current AAC Terms of Reference, a total of fifteen members comprise the Committee, which includes four elected representatives.

January 26, 2015

**ACCESSIBILITY PLANNING PROGRAM  
UPDATE - FEBRUARY 2015**

**Recognition Events**

**a) Abilities Awards - December 3, 2014 (Mississauga Convention Centre)**

- The Abilities Awards is a community-inspired celebration of the International Day of Persons with Disabilities that connects different regions and organizations in Southern Ontario.
- The event celebrates the achievements of persons with disabilities and their contributions to the community. The event also highlights community partners who are dedicated to providing quality accessible services in the community.
- The Region of Peel participated in this event by hosting a joint display booth with information from the Accessibility Planning Program and TransHelp.

**b) 10<sup>th</sup> Anniversary of the AODA – AMCTO Recognition Event**

- The Association of Municipal Clerks and Treasurers of Ontario (AMCTO) is planning events in celebration of the AODA's 10<sup>th</sup> anniversary.
- The event will reflect back over the 10 years and the impact of the AODA and is scheduled for spring 2015.
- Invitees will be community members involved in accessibility.
- AAC members can participate in the following ways:
  - Submit and speak to success stories in your community at the celebration event
  - Attend and participate in the celebration event
  - Nominate people for the champion award
  - Spread the word – invite others to the event– share broadly within the community

**c) AAC Appreciation Luncheon**

- AAC appreciation luncheon was held on December 16, 2014 for the members of the AAC that served during the last term of Council (2010-2014).

**Recruitment of New AAC Citizen Members**

**a) Accessibility Advisory Committee Membership Recruitment**

- The recruitment process included advertisement in local newspapers, on the Region of Peel website and outreach to community organizations that provide services to persons with disabilities in the Region of Peel.
- A Selection Committee comprised of Regional staff reviewed applications and conducted interviews of new applicants.
- Eleven positions were considered to comprise the membership for non-elected representation.
- On January 15, 2015, Council approved the appointment of the recommended citizen members to the Region's AAC for the new term of Council.

January 26, 2015

**ACCESSIBILITY PLANNING PROGRAM  
UPDATE - FEBRUARY 2015**

- The new appointments to the AAC meet the requirements under the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).
- In accordance with the current AAC Terms of Reference, a total of fifteen members comprise the Committee, which includes four elected representatives.

**CONCLUSION**

This report was prepared by the Acting Accessibility Planning Specialist of the Region of Peel to inform members of the Regional of Peel Accessibility Advisory Committee of the activities of the Accessibility Planning Program.



Karla Hale, Director, Service Innovation

**Approved for Submission:**



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D. Szwarc, Chief Administrative Officer

*For further information regarding this report, please contact Brian DeNiese, Manager, Service Innovation & Improvement, extension 4088, [brian.deniese@peelregion.ca](mailto:brian.deniese@peelregion.ca).*

*Authored By: Veronica Montesdeoca, Acting Accessibility Planning Specialist*

9.1-1

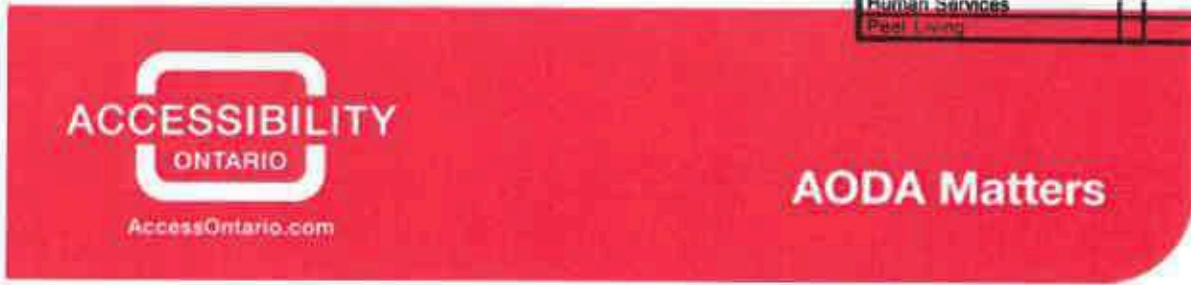
REFERRAL TO \_\_\_\_\_  
RECOMMENDED \_\_\_\_\_  
DIRECTION REQUIRED \_\_\_\_\_  
RECEIPT RECOMMENDED

From: Constance Exley, Accessibility Ontario <[director@accessontario.com](mailto:director@accessontario.com)>

Subject: Funding opportunity for AODA education

Date: January 5, 2015 at 11:03:02 AM GMT-5

LEGISLATIVE SERVICES	
COPY TO:	FOR:
Chair	Committee <input checked="" type="checkbox"/>
CAO	RAC <input checked="" type="checkbox"/>
Corporate Services	Council <input checked="" type="checkbox"/>
Public Works	
Employee and Business Services	JAN SIZOS
Health Services	File
Human Services	
Paul Living	



## Happy New Year!

Accessibility Ontario wishes you all the very best for 2015 and we look forward to working with you to make Ontario more and more accessible.

We'd like to say a special thank you to our 2014 [EnAbling Change Project](#) partners: the Association of Ontario Health Centres ([AOHC](#)), the Ontario Business Improvement Area Association ([OBIAA](#)), and the Accessibility Directorate of Ontario (Government of Ontario). Our work together has reached thousands of businesses and nonprofits throughout Ontario, raising awareness about the AODA and about the importance of making our communities and workplaces more inclusive of people with disabilities.

As we continue our work with these same partners into 2015, we also invite other associations interested obtaining AODA education for their members, [possibly with funding](#), to [get in touch with us](#) to explore opportunities for the year ahead.

# Winter 2015 Workshops

## Train the Trainer Workshops:

### Integrated Accessibility Standards (AODA)

January 29, 2015 (1:00 pm – 4:00 pm)

[Register](#)

### Customer Service Standard

February 12, 2015 (1:00 pm to 4:00 pm)

[Register](#)



#### Who?

These workshops teach you to effectively train staff, volunteers, and board members on the AODA standards, the Ontario Human Rights Code as it relates to persons with disabilities, and accessibility best practices.

A 15% discount is available on your second TTT course with us.



#### Why?

Save your organization time and money by becoming the in-house Subject Matter Expert and AODA Trainer. In these workshops you will get direct experience delivering a training session for your target audience, and you will customize the training tools and resources we give you in the course so that you can return to your office and start your AODA training immediately.

[Learn More About Our Train-the-Trainer Workshops](#)

Hands-On Workshop:

## How to Make Your InDesign Documents and PDFs Accessible

February 4, 2015 (9:00 am – 4:00 pm)

[Register](#)



### Who?

This one day workshop is for Graphic Designers, Production Artist, Marketing personnel who use Adobe InDesign to create documents, including PDFs, for website content. Intermediate to advance skill level using Adobe InDesign and Acrobat is recommended.



### Why?

Accessible formats must be supplied upon request by law. This workshop will show you how to design accessible documents from the start – saving you time and money!

[Learn More About Making InDesign and PDFs Accessible](#)



Hands-On Workshop:

## How to Make Your Word and PDF Documents Accessible

February 5, 2015 (9:00 am – 4:00 pm)

[Register](#)



### Who?

Anyone who creates Microsoft Word, Excel, or PDF documents for clients, members, and the general public to read. This course covers essential accessibility knowledge that everyone should have to ensure that all your organization's documents are made accessible from now on.



### Why?

The AODA requires organizations to provide accessible formats of their documents, upon request. This workshop will show you how to make Word documents accessible and will provide tips and strategies on how to make existing PDFs accessible.

[Learn More About How Making Word Documents Accessible](#)

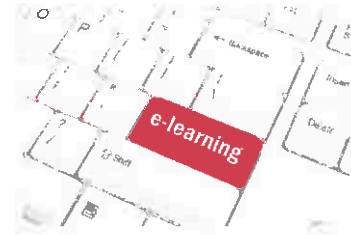
**We appreciate your sharing this e-news with your colleagues!**



**Service Animals Welcome**



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Information about the Accessibility for Ontarians with Disabilities Act (AODA).

**Our mailing address is:**

Accessibility Ontario  
c/o Centre for Social Innovation  
Toronto, Ontario M4M 1V7  
Canada

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**From:** Debra Bellamy [mailto:DBellamy@amcto.com]  
**Sent:** January 20, 2015 11:11 AM  
**To:** Debra Bellamy  
**Subject:** AODA 10th Anniversary Success Stories

LEGISLATIVE SERVICES	
COPY TO:	FOR:
Chair	<input checked="" type="checkbox"/> Committee <input checked="" type="checkbox"/>
CAO	<input checked="" type="checkbox"/> AAC <input type="checkbox"/>
Corporate Services	<input checked="" type="checkbox"/> Council <input type="checkbox"/>
Public Works	<input type="checkbox"/>
Employee and Business Services	JAN 5, 2015
Health Services	File
Human Services	<input type="checkbox"/>
Peel Living	<input type="checkbox"/>

Good morning,

As you know, AMCTO will be holding birthday celebrations for the 10<sup>th</sup> anniversary of the AODA throughout Ontario.

Below is a list of dates and communities where the events will be held. More information including agenda will be coming out shortly as we do our official launch.

Peterborough	Wednesday, April 08, 2015
Chatham	Wednesday, April 15, 2015
Ottawa	Wednesday, April 22, 2015
Vaughan	Wednesday, April 29, 2015
Timmins	Wednesday, May 06, 2015
Burlington	Wednesday, May 13, 2015
North Bay	Wednesday, May 20, 2015
Fergus	Wednesday, May 27, 2015
Thunder Bay	Thursday, June 11, 2015

REFERRAL TO \_\_\_\_\_  
 RECOMMENDED \_\_\_\_\_  
 DIRECTION REQUIRED \_\_\_\_\_  
 RECEIPT RECOMMENDED

In the meantime, we are asking for submissions from each of you about Success Stories – work you have done/or work that has been done in your community to make your community more accessible. We would like someone to speak at the celebration event in your community about your success story. It can include a powerpoint presentation with visual depiction of the success story or you can tell the story without any presentation. We ask that each presentation be approximately 15 minutes and centred on one of the themes below in keeping with the areas of the AODA.

- Customer Service
- Information & Communication
- Transportation
- Design of Public Spaces
- Employment

## 9.2-2

Please submit the following information about your success story.

- ✓ Theme: (choose one of the above 5)
- ✓ Brief Description of the success story: (one paragraph)
- ✓ Name, Title and contact information of the person who will speak to the success story
- ✓ Event Location: (where they would like to speak)

If you have a success story, but do not have someone who can tell the story at the celebration event, please contact us and we can make other arrangements so that your story can be shared.

If you have any questions, please do not hesitate to contact either Debra or Lynda.

**Debra Bellamy, CTD**

**Coordinator, Accreditation and Municipal Accessibility**

Ph: (905) 602-4294 ext. 233

**Lynda Staples**

**Project Manager, Municipal Accessibility**



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