



## TOWN OF AURORA ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES

**Date:** Wednesday, July 15, 2015

**Time and Location:** 7 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Tyler Barker (Chair), Gordon Barnes, James Hoyes, and Councillor Sandra Humfries

**Member(s) Absent:** John Lenchak (Vice Chair), and David Newton

**Other Attendees:** Councillor Tom Mrakas, Chris Catania, Accessibility Advisor, and Gloria Hardyck, Council/Committee Secretary

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The Chair called the meeting to order at 7:14 p.m.

### 1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

### 2. APPROVAL OF AGENDA

**Moved by James Hoyes**  
**Seconded by Gordon Barnes**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

### 3. RECEIPT OF THE MINUTES

**Accessibility Advisory Committee Meeting Minutes of June 3, 2015**

**Moved by James Hoyes  
Seconded by Gordon Barnes**

THAT the Accessibility Advisory Committee meeting minutes of June 3, 2015, be received for information.

**CARRIED**

#### **4. DELEGATIONS**

- (a) Andrew Walasek and Issac Ransom, Canada Post Corporation  
Re: Item 1 – Memorandum from Accessibility Advisor; Re: Accessibility Considerations for the Proposed Placement of Canada Post Community Mailboxes**

Mr. Walasek and Mr. Ransom provided a PowerPoint presentation entitled "Presentation to Aurora", dated July 14, 2015. It was reported that from 2006 to 2014 there has been a significant shift from paper to digital mail and as a result Canada Post is changing the way it delivers mail across the country in an attempt to help secure the postal service for all Canadians.

A cost comparison for delivery to the door versus delivery to a community mailbox was provided. The guiding principles, the conversion process, and a five-point action plan were reviewed. The various accessibility and delivery accommodation features and solutions available upon request were explained.

Mr. Ransom reported that whether on public easements, municipal right-of-ways or on private properties with permission (i.e., Church parking lot, convenience store, strip mall, gas station, etc.) the community mailbox sites would meet the criteria for determining the locations and that the *Accessibility for Ontarians with Disabilities Act (AODA)* standards will be met with respect to the installation sites.

Members expressed concerns regarding snow removal, winter maintenance and security of property, etc., and Mr. Walasek provided details on the conversion process and the customer support available.

**Moved by Gordon Barnes  
Seconded by Councillor Humfries**

THAT the comments of the delegation be received for information.

**CARRIED**

#### **5. MATTERS FOR CONSIDERATION**

**1. Memorandum from Accessibility Advisor**  
**Re: Accessibility Considerations for the Proposed Placement of Canada Post Community Mailboxes**

Staff reviewed the memorandum and provided enlarged drawings of the proposed placement of Canada Post Community Mailboxes.

**Moved by James Hoyes**  
**Seconded by Gordon Barnes**

THAT the memorandum regarding Accessibility Considerations for the Proposed Placement of Canada Post Community Mailboxes be received; and

THAT the following Accessibility Advisory Committee comments be considered by staff:

1. Design of the mailboxes are forward-facing and therefore pose a challenge for persons in a wheel chair;
2. Inspect all existing mailbox sites and address any terrain issues caused due to shifts in the patio stones and slabs;
3. Double mailboxes must have double access;
4. Curb cuts must be level and not slope upward;
5. "End-Of-Life" sites, as identified by Canada Post, must be adequately updated and meet all AODA standards;
6. Responsibilities must be clearly defined regarding snow clearance and removal, service requests, maintenance and repairs, vandalism, customer complaints, as well as any safety concerns surrounding the mailbox area;
7. Door delivery service once-a-week – Canada Post recognizes that in certain circumstances persons may not have daily access to their community mailbox. To accommodate the customer's needs, their mail will be collected from the community mailbox once-a-week by Canada Post and hand delivered to the customer's door. The Committee noted that this is unacceptable and consideration should be given to more frequent door delivery service for certain individuals;
8. Key fob alternative or similar technology should be considered for mobility and limited motor skills issues;
9. Priority mail service and mail requiring signature upon delivery should continue to be delivered to the door;
10. Visual indicators would be beneficial to identify when there is mail in the mailbox eliminating the need to open an empty mailbox;
11. Connectivity from the road across the boulevard to the mailboxes would provide improved and safe access;
12. New AODA Design for Public Spaces Standards (effective January 1, 2016) must be met for all community mailbox sites; and

13. Where no sidewalk exists, identify the responsibility for the installation of a retaining wall or culvert and pathway to the mailbox site.

**CARRIED**

## **6. INFORMATIONAL ITEMS**

2. **Extract from Council Meeting of May 26, 2015**  
**Re: Accessibility Advisory Committee Meeting Minutes of May 6, 2015**

**Moved by Gordon Barnes**  
**Seconded by James Hoyes**

THAT the Extract from Council Meeting of May 26, 2015, regarding the Accessibility Advisory Committee Meeting Minutes of May 6, 2015, be received for information.

**CARRIED**

## **7. NEW BUSINESS**

The Committee expressed concern with the location of the portable toilet at the 2015 Canada Day Celebrations.

The Committee was provided with a brief description of the Iroquois Park Sports Centre, located at 500 Victoria Street West in the Town of Whitby. The Centre is Canada's largest municipally-owned and operated multi-use sports complex. It was noted that this exceptional facility is completely accessible and well integrated.

The Committee was updated on the progress of the upcoming York Region School Board special event in September 2015 and Councillor Humphries accepted an invitation to attend a future planning meeting on behalf of the Committee. More details and information will be provided when available.

## **8. ADJOURNMENT**

**Moved by Gordon Barnes**  
**Seconded by Councillor Humfries**

THAT the meeting be adjourned at 8:30 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.