

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Wednesday March 29, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Doug Grove; Paul Reeve; Leanne Warren; Tom Goettler; Ethel Mehi; Councillor David Birtwistle; Jolyne Neil; Sharon Van Manen; Mary Grad; Laurie Lanthier; France Tolhurst; Linda Kearns; Cathy McInnis; Janice Pearce-Faubert; Murray McCrae; Tony Wass  
**Regrets:** Cory Chisholm; Emily Vincent; Jane McNamee;  
**Chair:** Paul Reeve  
**Minutes:** Mary Carson

## Discussion Items

Item #	Description	Action Taken
1	<b>Welcome</b> Introduction of new Member: Janice Pearce-Faubert	Paul Reeve
2	<b>Approval of the Agenda –</b> Motion to approve by: Doug Grove, 2 <sup>nd</sup> by: Tom Goettler  <b>Approval of the Minutes of December 20, 2005</b> Motion to approve by: Ethel Mehi, 2 <sup>nd</sup> by: Mary Grad	
3	<b>Business Arising</b> 1) <b>Orientation – Committee suggestions for content – Leanne</b> - Leanne wants to get together a package for the AAC committee in draft form and if anybody has anything to input, please bring in forward to her. - To be in a 3 ring binder with tabs for each member with recent minutes, schedules, email address etc., but there was a concern regarding the confidentiality clause regarding the email addresses. Suggestion was to sign a confidentiality form and to keep all the information among the AAC members. 2) <b>AAC/BFAC Joint meeting – Review summary notes – Leanne</b> - Hand out	



**3) Committee Representation – Identify groups not represented – France**

CNIB, children with disabilities, seniors, people with environmental sensitivities.

Committee members to keep this list in mind and to invite people to apply to committee

**4) Accessibility at Polling Stations – France and Leanne**

- Leanne asked to defer that issue and invite Tina Agnello to attend next meeting.
- Tina will also be asked to let the committee know how accessibility of the locations will be ensured.

**5) City Re-org – Leanne**

- Leanne handed out a new City-wide Organizational Chart
- Its not expected that the committee will experience changes due to this re-organization, however the chart is good information for the committee as departments have changed

**6) 2006 Fund Allocation – Leanne**

- Didn't know what the city set aside for the various issues
- So far \$67,000 will be allocated for this years curb cuts
- The suggestion was to identify the issues within City operations and to appoint a delegation to go before the City council during budget deliberations.

**7) Reports**

**Civic Centre Update - Murray**

- Drawings will be brought to the next AAC mtg.
- Leanne and Murray have been and will continue to comparing drawings to FADM as the drawing will have changes throughout process.

**Baker St. Parkade – Murray**

- deferred to the next meeting.

**Library Accessibility (04 and 05 Plan Update) – Laurie**

- Cathy McInnis from the Guelph Public Library said that they met with the Accessibility Committee and send letter to Trav Coleman last spring.
- Some issues identified in the 2001 Facility Audit have been addressed; a sub-committee was struck and will meet with Cathy and other staff at the main branch library on April 12 from 2-3.
- There is funding in the 2006 Facility Retro-Fit Capital Budget for such issues as retrofitting upstairs washroom

**Education Committee – Leanne**

- SEE HANDOUT



	<ul style="list-style-type: none"> <li>- Access awareness coming up this year to nominate someone to get award on May 21<sup>st</sup>.</li> <li>- Award will be given by the Mayor on June 5 at 6:30 p.m.</li> </ul> <p><b>Recreation Committees – Leanne</b></p> <ul style="list-style-type: none"> <li>- taking part at Multi-Cultural Festival on June 17</li> </ul> <p><b>8) Continuing Ed. for AAC Committee Member – Leanne</b></p> <ul style="list-style-type: none"> <li>- Handout - Notes from Accessibility Advisory Committee Continuing Education – AAC Network Session March 25</li> </ul>	
<b>5</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- Human Rights Code: BFAC will be emailing comments</li> <li>- Committee members are asked to inform other members if concerns develop and action should be taken.</li> </ul>	
<b>6</b>	<b>Next Meeting April 18, 2006 – WECC Lounge – Adjourn</b>	Paul Reeve

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Tuesday April 18, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Doug Grove; Leanne Warren; Tom Goettler; Ethel Mehi; Jolyne Neil; Sharon Van Manen; Mary Grad  
 France Tolhurst; Janice Pearce-Faubert; Murray McCrae; Jennifer Popkey Bergen  
**Regrets:** Cory Chisholm; Emily Vincent; Jane McNamee; Councillor David Birtwistle; Paul Reeve  
**Chair:** France Tolhurst  
**Minutes:** Mary Carson

## Discussion Items

Item #	Description	Action Taken
1	Welcome	Leanne Warren
2	<p><b>Approval of the Agenda –</b>            Motion to approve by: Doug Grove, 2<sup>nd</sup> by: Mary Grad</p> <p><b>Approval of the Minutes of March 29, 2006</b>            Motion to approve by: Mary Grad 2<sup>nd</sup> by: Ethel Mehi.</p>	
3	<p><b>Business Arising</b></p> <p>1) <b>Determine Recommendation of Funding for Audible Features at Poling Stations – Leanne and Tina Agnello, Clerk’s Department</b></p> <ul style="list-style-type: none"> <li>- Committee discussed accessibility improvements for the 2006 election.</li> <li>- During the 2003 elections magnifying sheets were offered, they will be offered again.</li> <li>- The Clerk’s department recommended that there be an audio component to the voting machines to make the process more accessible. The audio component is a plug in head-set and it has a joy stick for voting. Press button when you choose candidate, it will repeat the name so that you know if you have chosen the correct candidate.</li> <li>- Tina asked the committee to recommend to Council that</li> </ul>	



funds from the Reserve Fund be accessed to furnish all voting machines with audible equipment for the next election. The cost of leasing will be approximately \$1500.00

- Leanne reported that a requesting \$15,000 from the Reserve Fund will leave a balance of \$11,000 (allocation to be recommended later this year by the AAC)
- The committee asked that any costs of this nature associated with future elections to be addressed through the annual budget process.
- Doug Grove motioned that the recommendation to council read as follows: That Council approves the allocation of up to \$15,000 from the Reserve Funds for Accessibility Improvements to fund the rental of an Audible Adaptation to all voting equipment to be used on Municipal Election Day, November 13, 2006. Tom Goettler 2<sup>nd</sup> vote taken, all in favor, **motion passed.**
- All advanced polling station will also have the units (Not funded through the Reserve Fund).
- Committee was concerned regarding the audio and if others can hear the vote. Tina will check into the length of the cord and if the audio can be moved.
- Also the timing was in question, how long do people have to vote. Tina said that it is between 5 – 10 min./person
- Have other Municipalities used it yet? In Ontario none, in Quebec and B.C. they have, Tina will check on the responses from them and email Leanne with the responses.
- **LOCATION:** Tina is currently booking locations and is taking into account the discussion of the last AAC meeting regarding accessibility of voting facilities, therefore, will inspect each location to meet those criteria's.
- The gym at Kortright Public school is accessible, not the community room.

## 2) Review and Comment on Civic Centre Plans – Murray

- Murray brought in the plans for the new Civic Centre
- Emergency vehicles have access on 3 sides of the building; Wilson St., Carden St., and between Civic Centre and Court House
- Input was given by staff and public regarding the building and made sure that the standards were met
- A crosswalk was recommended on Wilson St. by the parking lot, as that poses a safety issue.
- 4 additional headsets for the new courthouse and council



	<p>chamber were recommended – Murray made note of that.</p> <ul style="list-style-type: none"> <li>- The committee reviewed plans which noted doors with automatic door openers on them and discussed other accessible features, such as the faucets in the washrooms that will be activated by sensing heat from the user’s hand, eliminating the use of levers to turn taps on and off.</li> </ul> <p><b>3) Plan for GAAC Open House (date, time, location, refreshments, City staff representation, committee’s role) – France</b></p> <ul style="list-style-type: none"> <li>- <b>Date:</b> end of June; <b>Time:</b> 6:30 p.m.; <b>Possible Locations:</b> Homewood, Old Quebec St. Mall, Cooperators (Leanne will look into the location); <b>Refreshments:</b> tea, coffee, Tim bits, cheese and crackers; <b>Committee’s Role:</b> help with facilitating discussion.</li> <li>- Review plans at the next meeting</li> </ul> <p><b>4) Reports</b></p> <p><b>Update Status of Baker St. Parkade – Murray</b></p> <ul style="list-style-type: none"> <li>- This process is considered a design/build project. This means that the City gives all particulars to the builder. The builder then designs the building and builds it.</li> <li>- They will have a copy of the Accessibility Standards guideline.</li> <li>- It’s estimated that the construction will begin in 2007.</li> </ul> <p><b>Library Accessibility (04 and 05 Plan Update) – Laurie</b></p> <ul style="list-style-type: none"> <li>- The AAC’s Library Sub-committee met with Library Staff to discuss items identified in the 2006 Retro-fit Capital Project and to identify any new concerns.</li> </ul> <p><b>The New South End Library</b></p> <ul style="list-style-type: none"> <li>- The FADM Standards are to apply to the new Library.</li> <li>- France proposed that a letter be written to the Library Board to confirm that the FADM is being used at the design stage, before construction begins.</li> </ul> <p><b>Letter to be written to the Library Board.</b></p> <ul style="list-style-type: none"> <li>- Leanne will send link to France on the accessibility standards regarding buildings.</li> </ul> <p><b>New Member Orientation Package – Leanne</b> Defer to next meeting.</p>	<p>France Tolhurst</p> <p>Leanne</p>
4	<p><b>New Business</b></p> <p><b>1) Directorate’s Customer Service Standard (DCSS) – Leanne</b></p> <ul style="list-style-type: none"> <li>- Please send your comments to Leanne.</li> <li>- Leanne to send future drafts to committee for comment.</li> </ul>	



	<p>Keep on agenda.</p> <p><b>2) Downtown Café/Vendor Encroachment – Leanne</b></p> <ul style="list-style-type: none"> <li>- Downtown Café and vendors can gain permission from the City to encroach on city outside property. The City has approached the AAC to develop a recommendation based on the FADM</li> <li>- Please see attached draft AAC Recommendations.</li> <li>- Leanne presented a draft recommendation based on the FADM. There were many controversies from the committee members regarding the location of the accessible route:             <ol style="list-style-type: none"> <li>1. Members wanted the accessible route to be away from the building front. Jolyne along with Sharon, Mary and Laurie all agreed that it would be dangerous with people exiting the stores.</li> <li>2. Leanne requested a consensus in the location and the entire recommendation from the committee.</li> <li>3. The committee discussed using a land mark to establish the preferred location of the accessible route. One metre from sidewalk was determined.</li> <li>4. The path is to be straight.</li> <li>5. The committee understands that this recommendation may be met with discontent as this is a change from the practices in the past.</li> <li>6. A decision was not reached as the meeting drew to a close. To be revisited at the June 20, 2006 AAC meeting for a decision.</li> </ol> </li> </ul>	
5	<p><b>Identify Future Agenda Items</b></p> <p><b>Current Status of AAC: Inventory the 2006 Plan, prioritizing remaining.</b></p> <p><b>Advance Committee’s function with the City.</b></p>	
6	<p><b>Next Meeting June 20, 2006 3 – 5 pm – WECC Lion’s Lair</b></p> <p><b>Adjourn 5:20p.m.– France Tolhurst</b></p>	

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Tuesday June 20, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Doug Grove; Paul Reeve; Leanne Warren; Tom Goettler; Ethel Mehi; Councillor David Birtwistle; Jolyne Neil; Sharon Van Manen; Mary Grad; Laurie Lanthier; Cory Chisholm; Jane McNamee; Janice Pearce-Faubert; Murray McCrae; Jim Stokes (Realty Services); Audrey Jamal and Mark Rodford (Downtown Board Management)  
**Regrets:** France Tolhurst  
**Chair:** Paul Reeve  
**Minutes:** Mary Carson

## Discussion Items

Item #	Description	Action Taken
1	Welcome	Paul Reeve
2	<p><b>Approval of the Agenda –</b>  <b>Motion to approve by:</b> Councillor David Birtwistle; <b>2<sup>nd</sup>:</b> Doug Grove</p> <p><b>Approval of the Minutes of April 18, 2006</b>  <b>Motion to approve by:</b> Mary Grad, <b>2<sup>nd</sup> by:</b> Ethel Mehi</p>	
3	<p><b>Business Arising</b></p> <p>1) <b>Final Check-in of Plans for GAAC Open House, June 21, 6:30 – 8:30 Evergreen Seniors Centre, Auditorium – Paul/Leanne</b></p> <ul style="list-style-type: none"> <li>- Barrier Free will have an information table. Leanne commented that it would have been helpful to have a brochure, or some information about the AAC; what the committee does and how someone applies for a seat on the committee.</li> <li>- Leanne to introduce Paul as Chair</li> <li>- Paul to introduce all the members – Leanne to prepare a list for Paul</li> <li>- Questions will be on tent cards on the table to foster dialog. 1) What do you find most improved? Help us</li> </ul>	Leanne





Identify what is important to you. 2) What is one thing that you would like to ask the AAC or City? 3) What are the biggest barriers you (or the people you support) face when accessing City programs, facilities or services? Can you offer suggestions? 4) Is there anything that you would like to see with regard to City facilities, programs and/or services?

- Randall French, Murray McCrae, Susan Smith (Legal Dept.) will be attending.
- Have a table for people to sign in and get a name tag – **Mary Grad** and **Ethel Mehi**
- Will have amplified head sets for those who would like assistance in hearing – a volunteer (Gord Clegg) from the Seniors Centre will be giving them out and will manage the sound system
- **Doug** will be there at 5:00 to help set-up
- The AAC attendees will be: **Paul Reeve, Doug Grove, Ethel Mehi, Jolyne Neil, Jennifer Popkey Bergen, Mary Grad, Laurie Lanthier**
- **Paul** will thank people for coming
- Plans for another GAAC Open House will be put on the Agenda in January

## 2) Current Status of AAC:

### a) Inventory the 2006 Plan - Leanne

- Recreation Dept the Inclusion Co-coordinator working on Inclusion City Policy
- Curb Ramps
  - i. 26 curbs ramps will be installed this year.
  - ii. AAC to present an increase funding to install more curb ramps in 2007, similar to the extra funding in 2005.
  - iii. AAC to have good representation at City Council meetings when budgets are discussed.
  - iv. Possibly have a report ready for first fall Council meeting.
  - v. Prepare a report for Aug 15 AAC meeting - Leanne
- Student hired to audit bus stop for accessibility
- Parking by-law for Accessible Parking spots is being revised and Leanne will bring forward as it develops

### b) Advance Committee's Function – Paul

- be proactive with the city RE: Employment Equity, programs and services, what we would like to see



- Laurie would like something done with the cement tiles around the trees in the downtown core as her cane gets stuck on them
- Doug would like the Property Tax bill to be offered in large print

### **3) Directorate's Customer Service Standard (DCSS) Leanne**

- opportunity for consultation in Toronto
- Leanne gave out the Draft of June 13, 2006
- Review by June 30 and sent Leanne any changes she will forward it to a ODA Committee Representative
- Our comments for draft 3 were appreciated
- Some questions:
  - 1) can we approach businesses when final document is out and how it will be used?
  - 2) Jennifer: what is the responsibility of the customer to report it? Paul: pg. 5 4.2.b
  - 3) Is there a method of giving feedback once in place

### **4) Outdoor Patios in Downtown Core – Decision on AAC Recommendation Requested**

#### **Staff Report: Jim Stokes – Realty Services, City of Guelph**

- Jim gave a power point presentation explaining the background of this process and some of the details of the physical space.
- Jim stated that downtown owners want to come to a reasonable solution with the AAC and will work with them to achieve that.
- Councillor Birtwistle: there are 7 locations RE: Patios encroaching on City property. He suggests that the committee do a walk around and see how it will work.
- Committee members, Audrey Jamal, and Jim Stokes agreed. Leanne and Jim to coordinate.
- Laurie is concerned about the amount of people using the sidewalks once the buses move to the train station.
- Committee members wants consistency and a straight path
- Sandwich boards are currently a problem
- There are 2 police officers walking the downtown RE: enforcing the bike riders making this a non-issue in determining the location of the accessible route.
- Sharon recommends that the patios are further out from the building as opposed to closer to the building
- Doug recommended that there should be a visible straight



	<p>line marked on the sidewalk as a suggested path of travel.</p> <ul style="list-style-type: none"> <li>- Leanne will walk the downtown with Laurie, Jane, Sharon, Doug, Jim, and Audrey to see where all the issues are.</li> <li>- Leanne explained that the recommendation would have to be specifics and to include all particulars as in specific landmark to measure from, etc.</li> <li>- Will be noted and brought to the Aug. 15 meeting.</li> <li>- The committee was concerned what if AAC's recommendation is not approved, Jim states that he is confident that we can work together and resolve these issues and at the same time abide by city by-laws</li> <li>- Doug had concerns regarding the clutter on the sidewalks during sidewalk sales, Jim said that it will be addressed and will work together to come to a consistent solution.</li> </ul> <p><b>5) Review Additions to Committee Policies/New Member Orientation Package – Leanne</b></p> <ul style="list-style-type: none"> <li>- Leanne is working toward formalizing some of the committee processes and developing an orientation package.</li> <li>- Tom would like to maintain some order, but not be too formal</li> <li>- Murray suggests that we have a formal report and then vote on those recommendations</li> <li>- Paul suggested to Leanne that the specifics on the Agenda have beside each item “For Decision” “For Discussion” or “For Information” so everyone know what the expectation is</li> <li>- Paul suggests that we come up with more specific items and how we can strengthen the functions.</li> </ul>	
4	<p><b>New Business</b>  AAC Member Resignation – Emily Vincent  Paul to follow up with CMHC for a replacement for Emily.  (Editor’s Note) The committee would like to extend best wishes for Emily in future endeavors)</p>	
5	<p><b>Identify and Assign Future Agenda Items - None</b></p>	
6	<p><b>Next Meeting Aug. 15, 2006 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</b></p>	

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Tuesday August 15, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Paul Reeve; Leanne Warren; Tom Goettler; Ethel Mehi; Jolyne Neil; Laurie Lanthier; Cory Chisholm; Jane McNamee; Janice Pearce-Faubert; Jane McNamee; France Tolhurst; Murray McCrae; Delegates: Jim Stokes (Realty Services); Audrey Jamal and Mark Rodford (Downtown Board Management)  
**Regrets:** Sharon Van Manen; Councillor David Birtwistle; Mary Grad, Doug Grove  
**Chair:** Paul Reeve  
**Minutes:** Mary Carson

## Discussion Items

Item #	Description	Action Taken
1	Welcome	Paul Reeve
2	Approval of the Agenda – Motion to approve by: Jane McNamee 2 <sup>nd</sup> by: Tom Goettler  Approval of the Minutes of June 20, 2006 Motion to approve by: Ethel Mehi 2 <sup>nd</sup> by: Janice Pearce-Faubert	
3	Business Arising 1) <b>Review items noted at the GAAC Public Open House, Item Gathering Public Meeting for 2007 ODA Plan - For Information – Paul/Leanne</b> See attached. Leanne asked that the committee members review this document as it will be one of the resources used in preparing the 2007 Accessibility Plan. Items gathered that are not related to the tasks of the AAC will be sent to the Guelph Barrier Advisory Committee as a request for their attention. Those items are as follows: “Teach seniors how to ask for help” “Shopping assistance – encourage store to provide someone” “Advocate to private property owners to properly install accessible	



parking and (the ) ramp (used) to exit the parking (space)".

Leanne reported that work has begun on the 2007 Accessibility Plan and suggested that the committee could correspond by email in preparing the Plan with a full review during the October meeting– the committee members agreed.

**1) Develop Council request of \$200,000 – Define items/projects – For Discussion – Leanne**

- Break down of the \$200,000 that the committee advised on in 2005: \$100,000 on curb cuts; \$75,000 South End Park the Rubber Play Centre, \$15,000 audible equipment for November 2006 election, and \$11,000 remaining
- Committee will request \$200,000 for next year: The committee discussed a list of projects which included curb ramp repairs/installations, rubberized surface in the next accessible playground to be installed or in an existing playground that has accessible equipment, as well as a few smaller projects.
- the committee discussed ideas for the remaining \$11,000 from the 2005 funding:
  - o More curbs ramps could be installed
  - o Investigate installing lights and audible signals downtown especially at the 5 points
- **Motion to include curb ramps in the request this year: France; 2<sup>nd</sup> by: Laurie**

**2) Outdoor Patios in Downtown – AAC Recommendation – For Decision Staff Report: Jim Stokes – Realty Services, C of G**

- On July 23, a sub-committee of the AAC met with Jim Stokes (Corporate Services) for a “walk-about” meeting. The intent of the meeting was to determine an accessible route in the downtown core with regard to on-sidewalk vending and the encroachment by-law.
- It was decided after much discussion the accessible route on Wyndham would be located against the building fronts and on all streets that cross Wyndham, the accessible route would be located away from the building. The accessible route meets the requirements of the Facility Accessibility Design Manual of a clear path 1830mm (72in). During this meeting many aspects were discussed including wait-staff crossing the accessible route, bicycles and other street furniture as dangerous obstacles. Training for Wait-staff was highly recommended by the AAC. The need for the accessible to be one continuous straight route from one end of a street to the other end was determined by the AAC members.
- Laurie re-iterated that the horizontal member on the patio/vendor barriers be solid and have a contrasting colour. Phenyls on the barriers should not be

Leanne to research dollar amounts of these projects



pointed and in one existing case these should be moved –. **Jim will talk to the owner**

- Jim ensured the committee that the location of the barriers would be marked with spray paint to ensure that the accessible route is not intruded on.
- Jim will monitor the enforcement of this agreement for now.
- Recommendations – any changes to by-law by Municipality, Province etc., they have to comply with.
- Members suggestion, motion for approval:
- Sharon: each section needs to be consistent and in straight line, out from the building
- Curb cuts should be added to 2007 repair list
- France recommended that for guidance on the city standards for the horizontal members; business owners would call Leanne for any questions
- Encroachment committee to be struck as a sub committee of AAC if this issue needs to be reviewed further

**Motion: Accept proposed Commercial Patio Guidelines with the following changes:**

- **1.e. ii. remove the word “or” between i and ii and add to the beginning of ii: “On all other streets”...**, so that it reads: On all other streets be located between the typical line of obstructions (lamp poles, parking meters, trees, etc.) and the building faces; or
- **g.1. add “as per City Facility Accessibility Design Manual standard”**. So that it reads: shall be of high contrast to the surrounding area as per City Facility Accessibility Design Manual standards,
- **g.2. add : “have a rigid member”**. so that it reads: have a rigid horizontal member on the bottom portion that must be within 680 mm (26-1/2 in.) from the ground, and

- **Motion: France**
- **Second: Jolyne**
- **All in Favor**
- **Motion Carried**

**3) Review Additions to Committee Policies/New Member Orientation Package – For Information – Leanne**

**a) Membership/Application Process**

- handout given out

**b) Job Descriptions**

- No changes or question from the committee

**c) Oath Confidentiality**

**Motion: To adopt the job duties and Oath of Confidentiality:**

**Motion: Jane**  
**Second: France**



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	<b>All in Favor Motion Carried</b>	
<b>4</b>	<b>New Business</b> <ul style="list-style-type: none"><li>- Reform Curb Ramp Committee as a AAC sub committee</li><li>- France: side/back openers on vans/cars are useless in the downtown wheelchair parking because the parking spaces are limiting in size. Paul suggested that France work with Leanne on this issue</li></ul>	<b>Leanne</b>
<b>5</b>	<b>Identify and Assign Future Agenda Items - None</b>	
<b>6</b>	<b>Next Meeting October 17, 2006 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</b>	

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Tuesday October 17, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Jolyne Neil, Mary Grad, Laurie Lanthier, Doug Grove, Councillor Birtwhistle, Janice Pearce-Faubert, Sharon Van Manen, Jane McNamee, Jennifer Popkey Bergen, Leanne Warren  
**Regrets:** Paul Reeve, Tom Goettler, Ethel Mehi, Cory Chisholm, France Tolhurst, Murray McCrae  
**Chair:** Mary Grad  
**Minutes:** Mary Carson

## Discussion Items

Item #	Description
1	Welcome - Mary Grad
2	<p><b>Approval of the Agenda –</b>            Add Public Pay TTY Phone under New Business            Change “Approval of the Minutes of October 17<sup>th</sup>, 2006” to Approval of the Minutes of August 15<sup>th</sup>, 2006.</p> <p style="text-align: right;"><b>Motion to approve with amendments by:</b>            Jolyne Neil; 2<sup>nd</sup> by: Jane McNamee            Carried</p> <p><b>Approval of Minutes of August 15, 2006:</b>            Doug Grove’s name missing from regrets of Aug. 15/06 minutes            Leanne to revise Aug. 15/06 minutes before posting</p> <p><b>Commercial Patios:</b></p> <ul style="list-style-type: none"> <li>○ 1.e. ii. remove the word “or” between i and ii and add to the beginning of ii: “On all other streets”..., so that it reads: On all other streets be located between the typical line of obstructions (lamp poles, parking meters, trees, etc.) and the building faces; or</li> <li>○ g.1. add “as per City Facility Accessibility Design Manual standard”. So that it reads: shall be of high contrast to the surrounding area as per City Facility</li> </ul>





	<p>Accessibility Design Manual standards,</p> <ul style="list-style-type: none"> <li>o <b>g.2. add : “rigid”.</b> so that it reads: have a rigid horizontal member on the bottom portion that must be within 680 mm (26-1/2 in.) from the ground, and</li> </ul> <p style="text-align: right;"><b>Motion to approve with amendments and post revised minutes by: Jolyne Neil; 2<sup>nd</sup> by: Janice Pearce Faubert Carried</b></p>
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<p><b>3</b></p>	<p><b>Business Arising</b></p> <p><b>1) Review of Items for Guelph ODA Plan – for discussion</b></p> <p>It has been suggested that report be reorganized so each department list begins with the tasks that have been done, then list the tasks yet to be done.</p> <p>The committee reviewed the 2007 Accessibility Initiatives one by one and these are the outcomes:</p> <p><b>2007 Accessibility Initiatives: Human Resources</b></p> <p>#1 – Include competitive employment</p> <p><b>2007 Accessibility Initiatives Department: Operations</b></p> <p>#5: Add audible crosswalk signal at the intersections leading from Wal-Mart to cluster of apartment buildings near the corner of Woodlawn and Woolwich.</p> <p>#11: Add voice enunciator on elevators in city facilities</p> <p>#14: Completed. The last \$37,000 of the \$100,000 came out last week, therefore, 84 curbs are completed and 15 – 16 will be done each year until all are done.</p> <p>AAC to ask Council to allocate another \$100,000 for curb ramps to be repaired in request for \$200,000 Accessibility Improvements Reserve.</p> <p>#15: Request to add the Railway crossings on Woolwich St. near Speedvale and Woolwich to this list.</p> <p><b>2007 Accessibility Initiatives Department: Community Services</b></p> <p>#1: Inclusion Policy is underway and AAC will review a draft version at future AAC meeting.</p> <p>#8: Committee asked that the wording “may not” be changed to “is not” when referring to Mobility service meeting the requirements of people with disabilities. The committee feels that more program funding would begin to resolve the areas of concern. Further, there isn’t enough accessible transportation available during the evening hours. The wait can be up to 1 ½ hrs therefore taking the spontaneity out of the evening hours. Also, there have been times when there has been a lack of communication ie. An accessible cab should have responded, but a non-accessible cab responds. It is believed that there should be one more mobility van on the road during the same hours as the regular buses.</p> <p>Add meet with the AAC and community under the heading of Procedure to Remove Barriers.</p> <p><b>2007 Accessibility Initiatives Department: Emergency Services</b></p> <p>It was asked if Emergency Services have specific procedures in place when assisting/working with a person with a disability in an emergency situation.</p> <p>Are staff trained for sensitivity? Is there proper equipment such as an evacu-chair available?</p>
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Are they aware of the Area of Rescue that will be incorporated building according to the Facility Accessibility Design Manual?

**2007 Accessibility Initiatives Department: Planning and Development Services**

#4: Add: Plans for any construction should be reviewed by the Administrator of Disability Services to ensure compliance to the Facility Accessibility Design Manual. AAC will be a resource for administrator.

#8: Add: pathways at Riverside Park are in need of repair.

**2007 Accessibility Initiative Department: Corporate Services and City Solicitor**

#3: Council approved Facility Accessibility Design Manual (FADM) should be review and add amendments.

#8: Committee suggested that this point should also be forwarded to the BFAC as this has been identified as a concern at the Guelph General Hospital.

#10: To be moved to Operations Department

**2007 Accessibility Initiative Department: Libraries**

#4: Confirm progress of this point

General Comments:

Councillor Birtwistle asked that the Museum and Police Services also be approach for accessibility items in this plan.

**2) Develop Council request of \$200,000 – Define Items/Projects -  
For Discussion**

1. install more curb ramps,
2. repair uneven sidewalks,
3. install a rubberize surface at Riverside Park in accessible play area. Leanne reported that Planning Dept has reservations about installing a rubberized surface in a park that is half way through its life cycle.

It was suggested all these items be put on a list and presented to Council during budget deliberations. **Sharon, Jennifer and Mary to prepare a presentation for Council with Leanne's assistance.**

This presentation could happen during a December Council meeting. Leanne to follow up. If presentation is delayed, discuss further plans at next AAC meeting.

**3) Re-form Curb Ramp Committee as a AAC sub committee**

The curb ramp committee was struck and consists of Ethel, Laurie, Jolyne and Leanne. It was suggested that committee members ask those that they meet if they have requests for curb ramps to be installed/repared in their neighborhood. These curb ramps will be added to the



	existing list and prioritized by this sub-committee in January.
4	<p><b>New Business</b></p> <p><b>1) City of Guelph Inclusion Policy – Recreation – Request for Representatives – Leanne</b>          Leanne requested for representatives to join a committee that will assist in the development of the City’s Inclusion Policy in Recreation.  <b>Doug, Jane and Sharon will join Leanne and Julie Doherty (chair), as well as Heather Granger from Kid Ability to form this committee.</b>          Policy will be brought to future AAC meeting for review.</p> <p><b>2) Membership/Application Process</b>          Clerks Office stated that reappointments might not happen as quickly as usual due to the election. Leanne will keep everyone informed.</p> <p><b>3) Public Payphone TTY – Jennifer Popkey Bergen</b>          Jennifer had a few suggestions where it would be beneficial to have TTY phones:</p> <ul style="list-style-type: none"> <li>- Downtown would be top priority</li> <li>- City bus terminals, Grey Hound and VIA Rail</li> <li>- Riverside Park Carousel by the washrooms</li> <li>- Libraries and Community Centres</li> <li>- It was suggested that the Barrier Free Committee be contacted to see if they can help out regarding malls and other private businesses such as requesting that Stone Road Mall provide signage to identify where their TTY pay phones are located (Fairweather and the Food Court and another at a future date will be placed at Joggers). Communicate to BFC.</li> </ul> <p>Jennifer requested that once TTY’s have been installed that a map be developed that shows the locations of TTY phones within the City. These maps should be available on the City web site, as hand outs at Visitor Information, etc.</p>
5	<p><b>Identify and Assign Future Agenda Items</b>          Report on presentation to City Council for \$200,000 for Accessibility Improvements</p>
6	<p><b>Next Meeting December 19, 2006 3-5 pm – WECC Lion’s Lair – Adjourn – Sharon Van Manen; 2<sup>nd</sup>: Mary Grad</b></p>

## Action Items

Item #	Assigned To	Description
2	Leanne Warren	Reissue the minutes of August 15 <sup>th</sup> , 2006 to the website
3	Leanne Warren Leanne Warren	Confirm location of crossing at Wal-Mart as well if they include set standards (ODA) Verify if Emergency Services has an accessibility advisor on staff.
4.3	Leanne Warren	Communicate to Barrier Free Committee

# City of Guelph

Meeting Minutes



**Meeting:** City of Guelph Accessibility Advisory Committee - AAC  
**Date:** Tues. December 19, 2006  
**Time:** 3:00 – 5:00 p.m.  
**Location:** Lion’s Lair – WECC - West End Community Centre  
**Present:** Jolyne Neil, Mary Grad, Laurie Lanthier, Doug Grove, Janice Pearce-Faubert, Jane McNamee, Jennifer Popkey Bergen, Leanne Warren, Paul Reeve, Cory Chisholm, Ethel Mehi, Julie Doherty, Murray McCrae  
**Regrets:** Tom Goettler, France Tolhurst, Sharon Van Manen  
**Chair:** Paul Reeve  
**Minutes:** Mary Carson

Discussion Items

Item #	Description
1	<b>Welcome – Paul Reeve and introduction of Julie Doherty, City of Guelph Inclusion Coordinator</b>
2	<p><b><u>Approval of the Agenda –</u></b>  <b>Add:</b> Questions to be posed to the committee RE: Guelph Standards (Facility Accessibility design Manual)</p> <p style="text-align: right;"><b>Motion to approve by:</b>  <b>Mary Grad; 2<sup>nd</sup> by: Ethel Mehi</b>  <b>Carried</b></p> <p><b><u>Approval of Minutes of October 17, 2006:</u></b></p> <p style="text-align: right;"><b>Motion to approve minutes by:</b>  <b>Doug Grove; 2<sup>nd</sup> by: Jane McNamee</b>  <b>Carried</b></p>
3	<p><b>Business Arising</b></p> <p><b>1) City of Guelph Inclusion Policy – Recreation – For Decision – Julie Doherty</b>  Julie Doherty, Inclusion Coordinator distributed a draft of the Inclusion Policy for Recreation that was developed by a committee which included Heather Granger from KidsAbility, Julie Doherty, as well as Jane, Doug and Leanne of the AAC.  The follow are comments and recommendations from the AAC:  <b>a. Omit: “will” in the phrase “We will strive” as removing the word “will” conveys that</b></p>



the City does strive when a barrier is called to their attention

b. Omit “regardless of ability” as this suggests identifying a group and it appears that the intention is to not identify a group. Without this wording, the sentence is more respectful. It’s also felt that the words “recognize, respect and respond” in the following sentence reinforce this sense.

c. Its felt that there isn’t any “fun” in the statement.

d. Is the title: Inclusion Policy for Recreation?

Julie was invited to bring the final draft back to the Feb 20<sup>th</sup> AAC meeting to gain support from the committee as part of her presentation of this policy to Council. The AAC also offered to review any drafts in the meantime by email through Leanne.

**2) Format for Gathering Items for 2008 ODA Plan – For Discussion – Paul**

It was requested to add this item to the December 2006 Agenda before the release of the Proposed Provincial Customer Service Standard. It would appear that the Provincial Standards will provide guidance on gathering items form the public for its annual reporting. Add this item to the agenda immediately following the release of the Provincial Customer Service Plan.

**3) Report regarding Audible voting Equipment – For Information – Deferred to Feb. 20 AAC meeting**

**4) Council request of \$200,000 – Define Items/Projects – For Discussion – Jennifer, Sharon, Mary**

Suggested items that could be requested of 1) repairing more curb ramps in the city than the annual budget 2) rubberized surfaces 3) sidewalks, which there was not a big budget for them and Paul has a problem with spending money on city repairs, he feels that we should help enhance not repair. 4) more audible signals.

**Other discussions:**

- part of the gas refund will go to bus stops
- This presentation should be focused on requesting funds and not to include an education component as was previously talked about. Any education can happen at another time.
- Margaret Green will be completely accessible, the washrooms, trails etc., rubberized surface would be an extra cost. Accessing these funds may be the only way a rubberized surface will get installed
- 4 audible signals/yr. Should these funds be spent to increase, similar to curb ramp funding was arranged?
- Train tracks on Speedvale by CJOY – the road has dips which makes it dangerous. Leanne has mentioned this already and will look further into this matter.
- Jen voiced that we need literature regarding the TTY phone and their locations in Guelph. She feels that there should be maps at the Guelph Transit, City Hall etc. Leanne stated that there is a budget for literature.
- Jen will talk to management at Stone Rd. Mall regarding literature as to where the TTY phones are located.
- Literature that was partially developed should have information as to where all the accessible facilities are located in Guelph, listings of what programs are provided in the



city during the evening hours. As to private businesses, the consensus was that the Barrier Free Committee takes care of that.

- A name should be attached to these issues to be talked about at future meetings as these may be appropriate items for the 2008 Accessibility Plan.

**People allocated to talk about various issues:**

Curb Ramps: Sharon

Audible Signals: Doug, Laurie

Rubberized surface: Janice

Paul to speak RE: enhancing not repairing issues and Leanne to work with Paul

TTY phones: Jennifer to lay ground work to speak to media

Committee members will meet Thurs. Jan. 11 @3:30 at the Evergreen Senior Centre to develop their presentation.

**5) Membership Update – Leanne**

Everyone should have received a letter regarding their re-appointment. Up to three (3) new members will join the committee in January.

Council did not appoint a Councillor to the AAC

**Items to include in discussion with the Mayor:**

- funding
- committee selection – gain clarification of no council representation
- Committee Profile: There are concerns that this committee doesn't have a high profile, as in the AAC is not top of mind. How can the committee work toward gaining a higher profile?
- sidewalk repairs

**6) TTY Pay Phone Update – Leanne**

Bell Canada has put a freeze on installation of TTY pay phones as they have applied to the Canadian Radio-television and Telecommunications Commission (CRTC). Leanne has requested that TTY phones be installed near the Library at the West End Recreation Centre. The networking Text Net presented work through Canadian Hearing Society (CHS) and the profile of Text Net hopefully will work; Leanne will send more information to Jen.



4

**New Business**  
**AAC – A Look at 2006**

**2006 in Retrospect**  
**Dec 19, 2006 (the 17<sup>th</sup> meeting of the AAC)**  
**Read to AAC at Dec 2006 meeting**

Approved orientation package for new AAC members.

Both BFAC and AAC survived the formal division of roles between the 2 committees and are working with them.

We looked at our committee make up and identified gaps for the Clerk's office to consider and communicate during the appointment process.

Reviewed and advised on the drawings for the Civic Administration Building.

Met with library staff to help them identify solutions for items in the accessibility plan.

Reviewed and gave comment on the proposed changes to Ontario Human Rights.

Reviewed and gave comment on several drafts of the proposed Provincial Customer Service Standard.

Participated with Cambridge and Grand River Accessibility Advisory Committee training which included blue print reading, understanding invisible disabilities and how to include issues related to those with them in committee planning, municipal government 101, how to work well as a committee member, AAC networking session-solutions to common concerns addressed during 2005/06.

Hosted an open house to gain input from the public on barriers they've experienced related to the City.

Reviewed and gave comment on City of Guelph 2007 Accessibility Plan

As part of the Encroachment By-law, the AAC, along with the Downtown Board, and City's Realty Services, developed a standard for sidewalk access in the downtown core. This standard will ensure that the sidewalks in the downtown core are accessible for all.

Advise Council that funding be used from the Reserve Fund for Accessibility Projects for audible equipment during the 2006 Municipal Election. Guelph is the only community in Ontario and possibly Canada who provided this option at every polling station.



<b>5</b>	<p><b>Identify and Assign Future Agenda Items</b></p> <p>Building Environment</p> <ul style="list-style-type: none"> <li>- Facility Accessibility Design Manual clarification: Is it necessary to have a change table in an individual washroom when there is a fully equipped individual washroom within the same property? This washroom is not accessed by the public. The work location houses very few non-physical positions and this will not change.</li> </ul> <p>The committee advised that a change table would not be needed in this case only.</p>
<b>6</b>	<p><b>Next Meeting February 20, 2007; 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</b></p>

Action Items

Item #	Assigned To	Description
	Leanne Warren	Issue the minutes of October 17, 2006 to the website
3.2	Paul Reeve, Leanne Warren	Follow release of Provincial Standards to develop format for Gathering Items for 2008 ODA Plan
3.4	Jennifer Popkey Bergen	Stone Rd. Mall RE: TTY phones allocations and talk to media
3.4	Leanne Warren	Forward Text Net information to committee members