

# MEETING MINUTES



**MEETING**            **City of Guelph Accessibility Advisory Committee – AAC**

**DATE**                Tuesday, February 16, 2010

**LOCATION**            City Hall – 1 Carden St. – Meeting Room B

**TIME**                 3:00 – 5:00 p.m.

**CHAIR:**             Paul Reeve

**PRESENT:**         Janice Pearce-Faubert, Leanne Warren, Doug Grove, Cathy McCormack, Alex Ariss, Jennifer Popkey Bergen, Jane McNamee, Julia Phillips, Murray McCrae, Laurie Lanthier, Carin Headrick, Tom Goettler, Alanna Balint

                              Jean McClelland - Guelph Barrier Free Committee (GBFC)  
                              Don Kudo, Ike Umar – City of Guelph

**REGRETS:**         Sharon Van Manen, Mary Grad, Cory Chisholm, Tanya Davies

<b>ITEM #</b>	<b>DESCRIPTION</b>
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<b>1</b>	<b>Welcome – to Carin as new member, and Alanna as co-op student with Leanne; welcoming Jean from GBFC</b>
<b>2</b>	<b>Approval of the Agenda</b>  <b>Motion to approve agenda by Doug Grove 2<sup>nd</sup> by Jennifer Popkey Bergen Carried</b>  <b>Approval of Minutes of December 15, 2009:</b>  <b>Motion to approve minutes by Julia Phillips 2<sup>nd</sup> by Tom Goettler Carried</b>

**Business Arising:**

**1. Roundabout – Updates – New design layout by Don Kudo – Manager of Infrastructure Planning; Design & Construction**

Don gave overview of 5-points intersection. This will be part of infrastructure plan which needs to be complete by March 2011.

- Same road alignment as roundabout, curbs have been moved out
- Current 4 lanes of traffic will be reduced to 2 bike lanes and 2 vehicle lanes, actual pedestrian crossing distance is shorter
- Curb ramps will be up to new standards, new signals will be included
- As long as no right turn with island, APS will be installed
- New median on Norfolk St. will slow traffic
- Concern that rounded curbs will not provide enough cuing, Ike to investigate
- Want to ensure alignment of poles/APS to crossing
- Flowerboxes or grass will provide different textures to cue sidewalks/roads

**2. AODA Provincial Standards and ODA Plan:**

**a) City Accessible Customer Service Report to Province**

Leanne reported that there will be on-going systemic reviews. Leanne to meet with front line staff every 6 months for training.

Communication books, new technology training will be available. Paul suggested integrating training on the word "dignity".

**b) ODA Plan – Update – Leanne Warren**

To be discussed under item #4.

**c) Ministry/ADO Updates**

Julia asked for breakdown of various acronyms – Alanna to complete and send. Document from Ministry sent to AAC outlining how much they have been helping municipalities and businesses pull Customer Service info together.

**d) Barrier Free Committee Update – Jean McClelland**

List of current BF activities will be attached to minutes. Asked if other formats were available at different reading levels – Alanna stated anything printed by City will be available in alternate formats. Suggested that alternate formats statement be in plain language.

**3. Annual Review of AAC Member’s Handbook – Leanne Warren**

New sections include Meeting Etiquette and In Camera Meetings. New handbook will be sent via e-mail to all AAC this Friday; please review and let Leanne know if anything should be added.

**4. Sub-Committee Reports:**

**a) Pedestrian Committee– Leanne Warren**

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**i. APS**

One APS may have been missed on list – if you have submitted an APS request, please confirm that it is on the list or let Leanne know.

**ii. Spreadsheet**

Sub-committee has identified issues for pedestrians:

- make sure curb ramps are properly aligned
- remove sightline obstructions
- ensure surface treatments are present and not slippery
- develop standard practices for closing sidewalks
- better alignment of train tracks when possible
- snow clearing at tracks
- infrastructure funding available for downtown area

**iii. Motion**

Motion for the Pedestrian Sub-Committee to continue to work through the list of concerns they compiled in the last few months. Sub-committee to report to AAC at each meeting. AAC to review progress and determine sub-committee direction on or before February 2011.

Julia motions, 2<sup>nd</sup> Laurie. Motion carried.

**iv. List of 2010 Road/Sidewalk Construction**

Leanne covered list quickly; please notify Leanne ASAP if there are any concerns. List is available on city website.

<http://guelph.ca/living.cfm?itemid=77894&smocid=2529>

**b) Transit Review – March Public Meeting – Leanne Warren**

Public meeting planned for mid-March. Mobility review basically complete.

**c) Recreation – Memo from Community Services**

Memo is included in package. Pointed out that memo indicates that we are an “Awareness Committee” – incorrect. Amazed at how many programs are no longer available – main focus now is integrated programs. Hard to know how to get volunteer assistance. Julia found staff at WECC very helpful; Leanne notified that an adult change table will be installed this year. Can city develop a way of compiling and coordinating requests? Suggested City staff come to a meeting soon to discuss further. Mechanism to receive requests, whose job it is, benchmarks, etc.

**5. Site Plan for Civic Square – Ian Panabaker for Comment**

Site plans distributed with package. Ian reviewed options; plan includes reconstruction of Carden St. and the square.

- Projected as a continuous surface
- Carden to Wilson and Wyndham will be closed during special events
- Water feature and ice rink in center

	<ul style="list-style-type: none"> <li>- Oval planting beds, trees throughout</li> <li>- Additional space for retail side for café, etc.</li> </ul> <p>Number of choices re: accessibility i.e. surface material. Concern was raised re: walking sticks getting stuck in cracks of pavers. Discussion held on concerns with different types of surfaces to be used i.e. smoother surfaces and the use of truncated domes for hazardous areas. Ian stated that pavers meet tolerance of FADM however it was pointed out that FADM did not intend for continuous surface of pavers.</p> <p>Leanne will receive a site plan review shortly for us to comment on. Ian is happy to attend sub-committee meetings, anyone interested in sitting on sub-committee is to let Leanne know. Construction deadline approaching, must be done quickly.</p> <p>Concern with pavers shifting and chipping. We are not being consulted early enough. It was proposed that a letter to Mayor be drafted indicating strong concerns and mentioning very small window of opportunity.</p> <p>It was pointed out that in regards to pavers, we didn't really talk about curbs. Can we put something to the effect that it is mutually beneficial to include us? Leanne will try to put together a meeting for next Tuesday at West End Community Centre. Doug 1<sup>st</sup>, Laurie 2<sup>nd</sup>, Motion carried.</p>
4	<b>All remaining agenda items deferred till next meeting.</b>
5	<p><b>Next Meeting:</b></p> <p><b>February 23, 2010 at 3 p.m. West End Community Centre – Main Entrance (**Meeting regarding site plan for Civic Square)</b></p>

Current Guelph Barrier Free Committee Activities:

- Possible newspaper ad to recruit new BF members
- Big roll-out for National Access Awareness Week – Stone Rd. Mall
- Customer Service thank you cards
- Update member orientation manual
- Packages for businesses re: Accessible Customer Service
- Target date to supply to businesses: end of May
- Interviewing Guelph Independent Living on development of customer service policy – newspaper article
- Public awareness events (mall set-ups) re: Accessible Customer Service

# MEETING MINUTES



MEETING            **City of Guelph Accessibility Advisory Committee – AAC**

DATE                Tuesday, April 20, 2010

LOCATION            City Hall – Meeting Room B

TIME                3:00 – 5:00 p.m.

CHAIR:             Paul Reeve

PRESENT:          Doug Grove, Julia Phillips, Paul Reeve, Carin Headrick, Janice Pearce-Faubert, Laurie Lanthier, Jane McNamee, Cathy McCormick, Mary Grad, Tanya Davies, Sharon Van Manen, Tom Goettler, Murray McCrae, Leanne Warren, Alanna Balint

                         Delegate: Mr. Matt Wozenilek

REGRETS:          Jennifer Popkey Bergen, Cory Chisholm

ITEM #	DESCRIPTION
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<b>1</b>	<p><b>Welcome</b>            Welcome to delegate Mr. Matt Wozenilek            Request that acronym list be printed with agenda for each meeting            Prefer current format of tables (close together)</p>
<b>2</b>	<p><b>Approval of the Agenda</b>            a) Addition: parking spaces at downtown public library            b) Addition: Coalition of AACs  <b>Motion:</b> Jane, <b>2<sup>nd</sup>:</b> Janice  <b>Approval of Minutes of February 16, 2010</b>  <b>Motion:</b> Jane, <b>2<sup>nd</sup>:</b> Julia</p>
<b>3</b>	<p><b>Business Arising</b></p> <p><b>1. Delegations</b>  <b>Mr. Matt Wozenilek</b> expressed a concern that an accessible entrance to a business is not mandatory through the Ontario Building Code process and requested that the City implement a by-law that would enhance this Provincial legislation. He also provided the committee with information on his current initiatives.</p> <p><b>2. Norfolk reconstruction update – Leanne Warren</b>            - Area concerned is where roundabout had been planned</p>

- Plans available for Committee to review after meeting or contact Leanne to make alternate arrangements before Friday this week
- Leanne to provide accessibility comments to planning by April 23<sup>rd</sup>.

### **3. Annual Review of AAC Member's Handbook – Leanne Warren**

- Deferred to next meeting
- Alanna to highlight changes made, send out electronically
- As requested Alanna will send hard copies to: Mary, Cathy, Sharon, Jane, Laurie and Janice

### **4. Sub-Committee Reports:**

#### **a) Pedestrian Committee**

- APS
  - o Committee currently developing prioritizing tool for requesting an Accessible Pedestrian Signals (APS). Potential for including CNIB in process
  - o Committee understands that APS being installed at all new intersections (as long as no right-hand turn island)
  - o Committee recommends that a budget line be developed for requests for retrofit APS
- Sidewalk
  - o Paul discussed class action settlement in California where all State-owned sidewalks are to be retrofitted to American accessibility standard; the article stated that the scope included 2500 miles of State-owned sidewalk
  - o Leanne to re-send the Accessibility News link to committee members

#### **b) Transit Review**

- City consultant is working on final drafts of transit review
- Leanne expects to receive draft of accessibility component of report at the end of next week and will share with AAC as soon as possible

#### **c) Recreation – memo from Community Services**

- Deferred to June meeting, will have inclusion coordinator attend

### **5. Site Plan for Civic Square – Leanne Warren**

- No indication of which concerns from the committee were addressed
- Leanne attempted to reschedule cancelled meeting
- The committee asked that Leanne send Ian Panabaker (project manager) an e-mail to request plans and to find out which of the committee suggestions were incorporated
- Leanne noted that she invited Ian to today's meeting

#### **Motion:**

The City of Guelph has committed to following the standards of the Facility

Accessibility Design Manual.

The Accessibility Advisory Committee's (AAC) first preference is a continuous, smooth, paved surface such as poured concrete or asphalt. However, the AAC will support the surfaces detailed in the meetings of February 23, 2010 and March 9, 2010 with the following stipulations:

While not ideal and potentially problematic for people with a physical disability, the paver surface must be consistently maintained to remain compliant with the standard set out in the City of Guelph Facility Accessibility Design Manual; and

With regard to repairs, that feedback be acted upon immediately and that maintenance complies to the standard of the FADM, and that an accountability inspection system be constructed with the input of the AAC; and

That a 2 meter sidewalk contrasting 70% from the surrounding surfaces, with expansion joints no closer than 6 meters together and a typical broom finish, be installed just south of the street curb, behind safety bollards as discussed. This sidewalk will also extend to the entrance of City Hall and the POA Court Buildings; and

That way finding be incorporated as per discussed in the meetings of February 23, 2010 and March 9, 2010; and

That the Committee does not support the current design of rolled curbs, and expresses a concern about the use of mobility devices on these curbs.

The Committee also recommends that the AAC and the Administrator of Disability Services be included prior to the issuing of the tender and throughout the design, construction and operating process.

- **Motion:** Mary, **2<sup>nd</sup>:** Tom, (1) Cathy opposed. Motion carried, not unanimous.
- Cathy opposed to above motion as she is strongly opposed to the use of pavers, would prefer a smooth and continuous surface
- Leanne to communicate the above motion and Cathy's opposition to it to Engineering

**6. Committee Development – Leanne Warren**

- The committee discussed legislation and the parameters that it can impose on municipalities.

**4 New Business:**

## 1. City Official Plan Draft Wording

- One section of the plan was presented. The committee will review the accessibility components of this plan at the June meeting.
- **6.4.2 General Policies**
  - 1. The City as an employer and provider of services is committed to barrier free access. Accordingly, the City will:
    - i) take a leadership role in achieving and setting an example to the business, institutional and volunteer sectors in terms of physical access, integration, employment equity, communications, recreation, transportation, housing and education;
    - ii) establish and implement processes that identify barriers and gaps in existing services and facilities;
    - iii) adhere to the Ontarians with Disabilities Act and the Standard of the Accessibility for Ontarians with Disabilities Act; and
    - iv) continue to improve the level of accessibility of municipal services, parks and facilities by complying with the Facility Accessibility Design Manual in all design, development and operation of new and renovated municipal services and facilities.
  - 2. The City will implement the standards of the Facility Accessibility Design Manual (2005) or successor thereto, in the design, construction and renovation of all City facilities.
  - 3. The City will encourage the modification of existing private buildings and facilities to improve the level of accessibility when development or site alterations are planned, and will require that all new site plans comply with the Facility Accessibility Design Manual.
  - 4. The City will require that all new buildings have a barrier-free path of travel on all regular occupied floors, and, at a minimum, comply with the Barrier Free Design specified in the Ontario Building Code and amendments made thereto.
  - 5. The City will design and provide municipal infrastructure and set *development* standards that promote the provision of a universally accessible environment.

## 2. Committee Process for recommending 15<sup>th</sup> position of Committee for November 2010 recruitment

- 15<sup>th</sup> position was for councillor
- Clerks has said that as of next term, no Councillors will sit on Advisory Committees
- Do we want stipulations or process for next members (i.e. specific type of disability we do not currently represent?)
- Committee to provide suggestions to Leanne by next AAC meeting



	<p>3. <b>Accessible Parking Spaces at downtown public library</b></p> <ul style="list-style-type: none"> <li>- Only 1 to approx. 30 parking spaces</li> <li>- 26 and more requires more than 1 accessible spot</li> <li>- Leanne to investigate</li> </ul> <p>4. <b>Accessibility News posted info about COAAC</b></p> <ul style="list-style-type: none"> <li>- Paul encourages committee members to look at COAAC and see if there is an advantage to joining</li> <li>- There is a cost to join, so look at cost-benefit analysis – are we missing anything by not being members?</li> </ul> <p><b>Municipal Organization Chart</b> Deferred till Jennifer’s return.</p> <ul style="list-style-type: none"> <li>- Committee to look at organizational structure, keep with green book for reference</li> <li>- Can provide text version if requested</li> </ul>
5	<p><b>Identify and Assign Future Agenda Items</b></p> <ol style="list-style-type: none"> <li>1. COAAC Membership</li> </ol>
6	<p><b>Next Meeting:</b> June 15, 2010 from 3:00 – 5:00 p.m. City Hall</p> <p>Meeting Adjourned</p>

# MEETING MINUTES



MEETING      **City of Guelph Accessibility Advisory Committee**

DATE            Tuesday, June 15, 2010

LOCATION        City Hall – Meeting Room B

TIME            3:00 – 5:00 p.m.

CHAIR:           Paul Reeve

PRESENT:       Paul Reeve, Carin Headrick, Jane McNamee, Laurie Lanthier, Cory Chisholm, Cathy McCormick, Julia Philips, Tom Goettler, Doug Groves, Sharon Van Manen, Tanya Davies, Leanne Warren, Alanna Balint

REGRETS:       Janice Pearce-Faubert, Mary Grad, Jennifer Popkey Bergen

ITEM #	DESCRIPTION
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<b>1</b>	<b>Welcome</b>
<b>2</b>	<p><b>Approval of the Agenda</b></p> <ul style="list-style-type: none"> <li>- Carin requested the addition of item #10, transit’s new transfer policy</li> </ul> <p><b>Motion:</b> Jane, <b>2<sup>nd</sup>:</b> Julia</p> <p><b>Approval of Minutes of April 20, 2010</b></p> <ul style="list-style-type: none"> <li>- Delegations – p. 1, line 3 exchange of more appropriate word “change” for “enhance” (Committee and City cannot change Provincial Legislation)</li> </ul> <p><b>Motion:</b> Carin, <b>2<sup>nd</sup>:</b> Tom</p>
<b>3</b>	<p><b>Business Arising:</b></p> <p><b>1. Annual Review of AAC Member’s Handbook</b></p> <ul style="list-style-type: none"> <li>- Document was sent out a few weeks ago for review</li> <li>- Possible addition to Voting Members section, specifying Committee appointments in sync with incoming Council members (every 4 years)</li> <li>- Clarification under “Recommendations to Council” section <ul style="list-style-type: none"> <li>o “The staff liaison will advise the Standing Committee as such with a recommendation <b>from</b> the Advisory Committee”</li> <li>o Add sentence clarifying that if one wishes to take a leave of absence, they must contact the staff liaison, if contact is not made then...</li> </ul> </li> <li>- Paul to make a recommendation for mental health section</li> <li>- Changes made will be brought forward at next meeting rather than</li> </ul>

distributing new draft versions

## **2. Sub-Committee Reports:**

### **a. Pedestrian Committee**

- Pedestrian Committee hasn't met recently due to Barrier Free NAAW event
- Last call for curb ramp requests - Woodlawn and Woolwich, on cemetery corner submitted during meeting

### **b. Transit Review**

- Transit Review document in final draft
- AAC Transit sub-committee to re-convene to compare committee spreadsheet and final draft document.
- Report to AAC in August or October
- A call for those interested in joining the transit sub-committee, please respond by Friday

**Motion** to strike an ad-hoc transit committee with the purpose of comparing committee spreadsheet and final draft of Transit Review document to identify outstanding items on the spreadsheet. Invite Transit to work with ad hoc in this identification exercise: Sharon, **2<sup>nd</sup>**: Carin – **Carried**

**Motion** to empower ad-hoc transit committee to forward report directly to Transit department: Tanya, **2<sup>nd</sup>**: Tom - **Carried**

### **c. Recreation – Memo from Community Services**

- Paul, Sharon and Leanne met with Community Services (CS)
- In hindsight there was concern that the AAC was expected to prepare a survey to seek input on recreation interests. It is felt that a formal survey should be professionally directed.
- There was discussion about partnering with the University of Guelph and/or somehow linking with an existing study such as the study currently underway at McMaster Health Sciences

#### **Motion Preamble:**

In our annual review of the Committee manual, we are reminded of our responsibilities to the City and feel that taking on the task of developing a survey is not the role of an Advisory Committee and that we remain concerned about the recreational needs of citizens with disabilities not being adequately met within the City.

The Accessibility Advisory Committee request the following outcome:  
THAT the City of Guelph will ensure that the recreational needs of citizens with disabilities are identified and met with programs and services.

1. The City will take realistic steps to understand the recreational needs of citizens with disabilities.
2. The City will make planning decisions in consideration of those needs.
3. The City will implement and evaluate the programs and services on an ongoing basis.

**Motion:** Sharon, **2<sup>nd</sup>**: Laurie – **Carried**

### **3. City Official Plan**

#### **City Official Plan**

- David deGroot provided a brief overview of the City Official Plan
- Plan is currently in public commenting period, Committee have receive link to info
- Official Plan guides land use, change and development
- This is not an implementation document, it provides direction for future implementation documents
- Updated sections re: accessibility:
  - o S 3.7, Barrier Free Environment – expanded and added to
  - o Updated wording from existing version to reflect the AODA, Planning Act and Provincial Policy Statement
  - o Added direct references to accessibility in transportation section
  - o Discuss adhering to various acts, requiring municipal services to be compliant with FADM, encouraging adherence to FADM for private development
  - o Section added to Urban Design reinforces designing site with consideration of accessibility concerns
  - o Site Plan Controls – discusses ensuring controls meet accessibility requirements to the building
- Paul asked if the City could “require” adherence to the FADM for private development as well (rather than simply “encourage”)
- This is not a possibility – cannot require more than OBC requirements for private buildings, particularly interiors
- Areas outside building provide more room to push for accessibility
- If commercial development has multiple levels, all floors above ground level will be made accessible in accordance to the OBC

Thank you to David deGroot

#### **4. Site Plan for Civic Square – Update**

- Meeting took place on Friday, May 7 and a new motion was drafted since last general AAC meeting
- Need to adopt 3 sets of civic square meeting minutes

**Motion** to adopt and endorse the minutes from February 23, March 9 and May 7, 2010, including the motion of May 7, 2010: Sharon, **2<sup>nd</sup>**: Julia - **Carried**

#### **5. Committee Development**

##### **a. Overview of Charles Beer Report, Alf Spencer’s (ADO) speech in Mississauga, and the Minister’s speech during Access Awareness Week**

- Leanne provided an overview of the Charles Beer report and her understanding of the meeting that she attended where Charles Beet spoke.
- Paul suggested exploring the idea of bringing together smaller community

	<p>AACs (i.e. hospital, university etc.) – this will be discussed at August meeting</p> <ul style="list-style-type: none"> <li>- AAC must submit a report to council for September, Leanne will run this past members before submitting but will need feedback ASAP</li> </ul> <p><b>6. Parking Spaces at Downtown Public Library – Update</b></p> <ul style="list-style-type: none"> <li>- 24 parking spaces meets the FADM standard</li> </ul> <p><b>7. Committee Process for recommending 15<sup>th</sup> position of Committee for November 2010 Recruitment</b></p> <ul style="list-style-type: none"> <li>- Deferred to August meeting.</li> <li>- Carin suggested individuals with hearing (for example individuals who are Deaf) or communication disabilities are under-represented (for example individuals with Aphasia or who are non-verbal)</li> </ul>
4	<p><b>New Business:</b></p> <p><b>8. Norfolk reconstruction update</b></p> <p><b>a. Norfolk and Norwich - deferred</b></p> <p><b>b. Norfolk in front of Norfolk Medical Centre</b></p> <ul style="list-style-type: none"> <li>- Reconstruction removed ramp</li> <li>- Willing to put one ramp back in, but FADM requires more – Committee directed Leanne to discuss with staff to meet the FADM requirements</li> </ul> <p><b>9. Downtown Patio Adjustment</b></p> <ul style="list-style-type: none"> <li>- Liquor Licence Control Board are concerned that businesses that sell liquor have set up their outdoor patios so that staff are at times crossing the pedestrian space to serve their customers</li> <li>- Important feature to remain include: <ul style="list-style-type: none"> <li>o the accessible route which is defined as 1830mm in width, to be on the sidewalk, not the bricks/pavers, and to be inline with the next property so that that there is a straight line for the entire block and that this route be clear of all obstructions including all types of street furniture.</li> </ul> </li> </ul> <p><b>10. Bus Transfer Issue</b></p> <ul style="list-style-type: none"> <li>- There is a concern that people may have trouble making their transfer in the Square due to changes in scheduled service of 30 minutes</li> <li>- People are encouraged to call transit if they experience any issues</li> </ul> <p><b>Motion:</b> The AAC ask that Council in the future consider people who have a disability who may have trouble transferring when determining a change in the schedule.</p> <p><b>Motion:</b> Tom, 2<sup>nd</sup>: Doug – <b>Carried</b></p> <ul style="list-style-type: none"> <li>- Leanne requests addition to the agenda</li> </ul> <p><b>11. Libraries in the South end</b></p>

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	<ul style="list-style-type: none"><li>- Facilities do not include all of the features in the FADM standard</li><li>- AAC support retro-fits to take place and ask if they can see a plan from the library</li></ul>
<b>5</b>	<b>Identify and Assign Future Agenda Items:</b> <b>1.</b>
<b>6</b>	<b>Next Meetings:</b> August 17, 2010 from 3 – 5 p.m. City Hall Room 112

# MEETING MINUTES



MEETING      **City of Guelph Accessibility Advisory Committee**

DATE            Tuesday, August 17, 2010

LOCATION        City Hall – Meeting Room 112

TIME            3:00 – 5:00 p.m.

CHAIR:         Paul Reeve

PRESENT:      Paul Reeve, Carin Headrick, Jane McNamee, Mary Grad, Laurie Lanthier, Cathy McCormick, Julia Philips, Tom Goettler, Doug Groves, Sharon Van Manen, Tanya Davies, Janice Pearce-Faubert, Jennifer Popkey-Bergen, Leanne Warren, Alanna Balint

REGRETS:      Tanya Davies, Cory Chisholm

ITEM #	DESCRIPTION
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<b>1</b>	<b>Welcome</b>
<b>2</b>	<p><b>Approval of the Agenda</b></p> <ul style="list-style-type: none"> <li>- Tom would like to add a situation he had encountered this week</li> <li>- Paul would like to add an info item re: Charles Beer's AODA report</li> </ul> <p><b>Motion:</b> Sharon <b>2<sup>nd</sup>:</b> Julie  <b>All in favour, Motion Carried</b></p> <p><b>Approval of Minutes of June 15, 2010</b>  <b>Motion:</b> Jane <b>2<sup>nd</sup>:</b> Doug  <b>All in favour, Motion Carried</b></p>
<b>3</b>	<p><b>Business Arising:</b></p> <ol style="list-style-type: none"> <li><b>1. Annual Review of AAC Member's Handbook – For approval – Leanne Warren</b>  <b>Motion to approve handbook with today's changes:</b> Jane, <b>2<sup>nd</sup>:</b> Carin  <b>All in favour, Motion Carried</b></li> <li><b>2. Sub-Committee Reports</b> <ol style="list-style-type: none"> <li><b>a. Pedestrian Committee – Deferred – Leanne Warren</b></li> <li><b>b. Transit Review – For Discussion – Leanne Warren</b> <ul style="list-style-type: none"> <li>▪ Transit Review document is now complete</li> </ul> </li> </ol> </li> </ol>

- Document discusses family of service (mobility, accessible taxis, conventional buses, community bus)
- Transit technology plan will need to be put in place; This will update all technology aspects
- It was felt that there is an ongoing role for this sub-committee as Transit implement the their strategies that come out of the review. The Committee feel that the sub-committee will be able to devote more time to meet with Transit than the main committee can. The sub-committee will continue to report to the main committee as the review progresses. Sub-committee to meet again in October. Date to be determined at AAC meeting.
- Members talked about a change to the location of the Mobility pick up at Stone Road Mall. The re-location means that passengers must navigate through the food court. Members will listen for concerns from Mobility passengers and report any concerns to Leanne.
- Leanne to contact transit to find out details of the process for determining this pick up location so that the members can better understand the process.

**c. Recreation – Memo from Community Services – Leanne Warren – Deferred**

**3. Committee Development – Leanne Warren – Please bring your “Making Accessibility Happen” booklet from the Ministry**

- Elections are upcoming in October with advanced polls on October 12 - 16
- Clerks office have done accessibility audits on all polling locations
- Leanne will be doing training with greeters and polling location staff on AODA and In serving customers with a disability
- Clerks and Leanne are working with Engineering with regard to access and the construction
- Next step is gearing up to let people know what features are out there for them; will be available on the City’s website
- Voters are welcome to call to ensure their voting location will be accessible according to their individual needs
- Electronic voting will be available at advanced polls and one at each polling location on election day
- Please use the new machines if you are comfortable with it, we need to see higher usage to justify the need for them
- Carin Headrick offered to follow up with Action Read to see if they could post information about the electronic voting
- **Move to item 6**



	<p><b>4. Committee Process for Recommending 15<sup>th</sup> Position of Committee for November 2010 Recruitment – For Recommendation – All – Deferred to October meeting.</b></p> <p><b>5. Norfolk Reconstruction at Norfolk Medical Centre – Leanne Warren – Deferred to October meeting</b></p> <p><b>6. Libraries – For Recommendation – Leanne Warren</b></p> <ul style="list-style-type: none"> <li>- Jim Stokes and Alan Pickersgill (Library Board of Directors) came to speak to the issue of Westminster library and East End library accessibility features.</li> <li>- The Library board has made a request to the City to include Westminster and East End branch libraries in the list of City capital facilities as a result, these branch libraries will be renovated to meet the City’s Facilities Accessibility Design Manual (FADM).</li> <li>- Leanne has audited the facilities and has prepared spreadsheets prioritizing the work that needs to be done at these locations</li> <li>- A proposal will be made to Council in September recommending that the facilities be deemed municipal capital facilities. The report will note that the Library has consulted with the AAC and will work with Leanne to implement a renovation plan so that the facilities meet the FADM.</li> </ul> <p><b>Motion</b> The Accessibility Advisory Committee (AAC) supports the direction in which the library is moving to make the Westminster library and East End library accessible as per ongoing discussion with the Administrator of Disability Services and the AAC. They support the priority one items identified within the spreadsheet to be a budget priority in the 2011 budget. The AAC notes that space requirements in the men’s and women’s washrooms may be waved with the inclusion of an individual washroom to the standard of the City’s Facility Accessibility Design Manual.</p> <p><b>Motion:</b> Sharon, 2<sup>nd</sup>: Tom, all in favour, motion carried.</p> <p><b>7. Networking with local AACs such as the University of Guelph, Conestoga College, Hospital, School Boards – For Discussion – Paul Reeve – Deferred to October meeting</b></p>
4	<p><b>New Business:</b></p> <p><b>1. Mayor’s Employment Challenge – For Discussion – Paul Reeve – Deferred to October meeting</b></p> <p><b>2. Proactive Advising – For Discussion – Leanne Warren – Deferred to October meeting</b></p>

	<p><b>3. ODA Plan – Feedback Invited – Leanne Warren</b></p> <ul style="list-style-type: none"> <li>- The ODA will not be repealed until all AODA standards are in place</li> <li>- Last plan (2009) made cut-off date September 1, will request the same cut-off for 2010</li> <li>- All previous plans are available under “Accessibility” on the City of Guelph website</li> <li>- Leanne officially requesting feedback, as draft document will be presented at October meeting</li> <li>- Final week of September is the last week to submit requests to Leanne for this next plan</li> </ul> <p><b>4. Barrier Free Report – Jean McClelland (Guelph Barrier Free Committees Chair)</b></p> <ul style="list-style-type: none"> <li>- Jean McClelland recapped the GBFC’s year since January 2010</li> <li>- Worked with AAC regarding roundabout concern</li> <li>- Approved final draft of orientation manual</li> <li>- Set up information display at Stone Road Mall for Access Awareness Week</li> <li>- Had a well attended booth at the Teddy Bear Picnic in August</li> </ul> <p><b>5. Requested addition – Tom Goettler – Deferred to October meeting</b></p> <p><b>6. Requested addition re: Beer’s AODA report – Paul Reeve – Deferred to October meeting</b></p>
5	<p><b>Identify and Assign Future Agenda Items:</b></p> <p>1.</p>
6	<p><b>Next Meetings:</b></p> <p>October 19, 2010 from 3 – 5 p.m. City Hall Room B</p>

# MEETING MINUTES

MEETING      **City of Guelph Accessibility Advisory Committee**

DATE            Tuesday, December 21, 2010

LOCATION        City Hall – Committee Meeting Room 112

TIME            3:00 – 5:00 p.m.

CHAIR:         Paul Reeve

PRESENT:      Jennifer Popkey Bergen, Mary Grad, Paul Reeve, Carin Headrick, Jane McNamee, Laurie Lanthier, Cathy McCormack, Julia Phillips, Tom Goettler, Doug Grove, Tanya Davies, Janice Pearce Faubert, Leanne Warren (Liaison), Alex Ariss

REGRETS:     Tom Goettler, Cory Chisholm, Sharon Van Manen (Leave)

ITEM #	DESCRIPTION
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1	<b>Welcome</b>
2	<b>Approval of the Agenda</b> Addition: Recreation Motion under 4.4 Other <b>Motion:</b> Jane 2 <sup>nd</sup> : Mary <b>All in favour, Carried</b>  <b>Approval of Minutes of October 19, 2010</b> <b>Motion:</b> Doug 2 <sup>nd</sup> : Jane <b>All in favour, Carried</b>
3	<b>Business Arising:</b>  1. Sub-Committee Reports: Sub-Committees will meet in the new year and report at the February 15 <sup>th</sup> and/or April 19 <sup>th</sup> meetings. a. The current sub-committees are: Accessible Pedestrian and Accessible Pedestrian Signals (APS, also known as Audible Pedestrian Signals)

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2. Committee Development and Proactive Advising – Leanne Warren – **Please bring your “Making Accessibility Happen” booklet from the Ministry**
    - a. Page 38 of the booklet was highlighted.
    - b. The committee discussion included:
      - i. Delegation night during budget deliberations
      - ii. Potential methods to raise awareness throughout 2011
  3. Networking with local AAC’s such as the University of Guelph, Conestoga College, Hospital, School Boards – For Discussion – All
    - a. Paul and Leanne will invite Barry Wheeler from the University of Guelph to meet. The expected outcome: share information about the work that each committee are doing and to see if the current information sharing method can/should be expanded.
    - b. This same connection will be proposed by Leanne to the Wellington County AAC.
  4. ODA Plan – For Information – Leanne Warren
    - a. New projects are underway including:
      - i. A new phone number to call for accessibility concerns related to winter control.
      - ii. Customer service initiative that includes accessibility. Two AAC members participated in a photo shoot that will be part of this campaign.
  5. Mayor’s Employment Challenge – For Discussion – Paul Reeve
    - a. It has been difficult to find more information about this initiative.
    - b. Discussion within the group was quite divided on how to determine the success of accessible hiring practice programmes. The AAC ask if Leanne would invite the City’s Human Resources department to an AAC meeting to talk about this topic and to learn more about best practices.
  6. AAC Member Re-application – For Information – Leanne Warren

	<p>a. All 2010 members were re-appointed to the committee. The appointment for the 15<sup>th</sup> position is underway.</p> <p>7. Beer AODA Report – For Discussion – All</p> <p>a. The committee discussed ways of linking with other AACs.</p> <p>b. The online publication called Accessibility News was noted as a good source of current accessibility news throughout Ontario. Most, if not all, members have read the publication and many receive it weekly. Members that haven't seen the publication are encouraged to contact Leanne for the link.</p> <p>8. Civic Square Construction Update – For Discussion - Leanne Warren</p> <p>a. The construction in the Market Square will resume in the spring.</p>
4	<p><b>New Business:</b></p> <p>1. New Track - Recreation – For Discussion – Jennifer Popkey Bergen</p> <p>a. Jennifer talked about a rubberized track that the local running club is working to build. She has asked that the facilities be accessible. Jennifer made a potential user survey available to members to complete through Leanne.</p> <p>2. APS at Norfolk and MacDonnell – Request for Recommendation – Leanne Warren</p> <p>a. The committee is in support of installing an APS on two legs of the intersection of Norfolk and MacDonnell. This intersection did not have an accessible pedestrian signal before construction. Major work would have to take place to also signalize the third side of this intersection. The AAC appreciate the commitment of Traffic Services to install APS' at most newly (re-)constructed major intersections.</p> <p>3. March 30, RIM Park – Local AAC Members Professional Development Leanne and Liaisons from Cambridge, Kitchener, Waterloo,</p>

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Waterloo Region, Wellington County and Perth County are planning a professional development meeting for AAC members. There will be speaker and networking opportunities.

4. Other

a. Added item: Recreation Motion.

- i. The committee would like to met with City Recreation staff again as it was felt that there was benefit in meeting with staff at the October meeting.
- ii. The committee have put the re-wording of the motion on hold as they feel that there is more to understand before pursuing.
- iii. There was further discussion about a survey or study to find out the interests in the community however not all members were in favour of this idea at this time.
- iv. The committee struck a sub-committee that would invite Recreation staff to meet to discuss opportunities that the committee members could help with.

5. Open Discussion – Members were thanked for their work over the past year.

**5 Identify and Assign Future Agenda Items:**

**6 Next Meeting:**  
February 15, 2011 from 3 – 5 p.m. City Hall Room 112