

# MEETING MINUTES



MEETING **City of Guelph  
Accessibility Advisory Committee (AAC)**

DATE August 19, 2014

LOCATION City Hall, Room

TIME 3:00 to 5:00 p.m.

CHAIR JENNIFER POPKEY BERGEN

PRESENT Jennifer Popkey Bergen, Brad Howcroft, Cathy McCormack, Doug Grove, Jane McNamee, Janice Pearce Faubert, Julia Phillips, Laurie Lanthier, Tanya Davies , Paul Reeve, Brooke Sillaby, Mary Grad, Leanne Warren

REGRETS Sian Matwey, Missy Tolton

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	<b>Approval of Minutes of June 17</b> <ul style="list-style-type: none"><li>• <b>Motion to approve the minutes by Mary 2<sup>nd</sup> by Julia</b> All in favour: approved</li><li>• Missy's name is spelled wrong in the June Meeting Minutes</li></ul> <b>Approval of the Agenda</b> <ul style="list-style-type: none"><li>• <b>Motion to approve the agenda by Janice 2<sup>nd</sup> by Jane</b> All in favour: approved</li><li>• Leanne would like to include a topic addition regarding reapplication to the ACC to the beginning of the meeting.</li></ul>
3	1. a) Reapplying to the ACC – Leanne <ul style="list-style-type: none"><li>• The deadline to reapply is August 28<sup>th</sup></li><li>• An ad will go in the paper on September 15<sup>th</sup> to recruit new members from the community</li><li>• Counsel is likely to appoint remembers in January</li></ul>

	<ul style="list-style-type: none"> <li>• Members who have completed their 10 year term only need to take one year off then can reapply at the end of that year</li> <li>• Members can resubmit their last application; let Leanne/Clerks office know if this is the case.</li> </ul> <p>1. b) St Georges Square and the Downtown Streetscape, Built Form Manual – Accessibility Related Discussion – AAC Members</p> <ul style="list-style-type: none"> <li>• Review feedback from David <ul style="list-style-type: none"> <li>• Some items in the chart of concerns that were sent by email are marked as “noted” because they are too detailed for David’s report, recommendations are too detailed right now for any action to be taken.</li> <li>• When engineering staff start looking at the plans then the AAC can make these more specific recommendations.</li> <li>• Most of the site plan members will be returning in 2015.</li> <li>• (Brooke) Service dogs are trained to walk around objects so having garbage cans as markers is not effective for this population however a fountain right in the middle of the centre of the circle would serve as an auditory landmark for a person using a service dog.</li> <li>• (Brooke) The open space inside of the traffic circle will be confusing for people with visual disabilities that use a guide dog since the dogs are trained to follow edges. Using soft and hard services, such as grass and benches in the centre with hard paths to get to the benches, will help guide dogs navigate the large open space in the centre of the circle since the dogs will know to go to the grass. Another option may be to line the path with benches and having a stage in the centre; the benches would be the cue for the guide dog.</li> <li>• The committee recommended that Brooke’s ideas should be brought to detailed design.</li> <li>• Further, the committee recommend that priority should be given to daily use of the circle rather than the sporadic commercial use.</li> </ul> </li> </ul> <p>Decide if the committee would like to invite David to attend the October meeting:</p> <ul style="list-style-type: none"> <li>• Since David will soon submit his report, David won’t be able to make any changes that the ACC recommends.</li> <li>• The committee decided to not invite David to the October meeting but rather they asked Leanne to inform the committee of the planning stage of St Georges square.</li> </ul> <p>2. Accessibility of Downtown Sidewalks – For Information – Leanne Warren</p>
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( Previously reference as Patios)

- A new reality lawyer just started with the City. The Realty Clerk who processes encroachments is aware of the AAC's recommendation for the accessible route in the downtown (1.83 m wide route, height requirements, etc.). When the downtown construction takes place, its believed that the sidewalks will be concrete, no obstructions permitted on them and 2m wide.
- (Laurie) There are concerns about bicycles riding on the sidewalk in the downtown now. This will be talked about again in the detailed design of the downtown and St Georges Square.

3. Accessible Pedestrian Signals – For Information – Leanne Warren

- We've had one old-style APS (button with speaker) fail. In an effort to be proactive and replace these older devices before they fail Leanne worked with Operations to submit a funding proposal that went in to HRSDC (Federal funding). The funding scope includes vibro-tactile APS at 6 - 8 intersections, depending on the funds granted. HRSDC will announce organizations to receive funding in November. The work must begin by March 2015 and be completed in one year. There are no concerns with this timeline.
- Regardless, if funding is not approved, APS' will be installed at Delhi and Eramosa as well as Speedvale and Dawson. The other request we have is for Speedvale and Delhi. This intersection should be done in an upcoming road project later on this year, but that work is conditional to funding from Council.
- (Leanne) There is the option to change the audio aspect of the APS from beeping/chirping to music or an announcement of the name of the street that you're crossing.
- Committee members to discuss their recommendation further at the December meeting.

4. Municipal Election Accessibility Plan – For Discussion – AAC Members

In the coming weeks AAC members will be invited to join staff from the Clerk's office to test the new online platform and make recommendations on navigating from an accessibility perspective.

5. Site Plan Internal Process Impact on Accessibility and AAC Sub-

	<p>Committee – For Information – Leanne Warren</p> <ul style="list-style-type: none"> <li>• Site plan processes are being reviewed and processes will be put in place to streamline staff input, meetings, etc.</li> <li>• AAC’s recommendation regarding site plan guidelines will be submitted again but with more detail this time. Those using the guidelines will be developers.</li> <li>• Changes to update zoning and bylaws are expected to take place in 2016. With this timeline in mind, updated guidelines become an important tool until then.</li> <li>• The AAC Site Plan Sub-Committee will be involved through Leanne. The AAC Site Plan Sub-Committee’s recommendations for this project will continue to come to the AAC as recommendations. The AAC as a whole will forward their recommendations to staff through Leanne.</li> <li>• AAC members were invited to join the AAC Site Plan Sub-Committee if there were not already a member.</li> </ul> <p>6. Educational Opportunities Related to AODA – For Discussion – Leanne Warren</p> <ul style="list-style-type: none"> <li>• Site plan has talked about how they could be involved in developing an informative training experience for staff. Leanne doesn’t believe that in-person training will be the best route as we want longevity in this training when staff changes. A video show and describing the barriers and solutions is ideal however Leanne plans to deliver the training so that staff have her to ask questions of. The committee decided to create a sub-committee to help Leanne get the ideas together and create this training.</li> <li>• The sub-committee would decide on the first topic in the training and will meet in September (one meeting the first week and meet every 3 weeks after) and have the information to counsel by January <ul style="list-style-type: none"> <li>• Brad, Julia, Jennifer, Jane, Doug have volunteered to become part of the sub-committee</li> <li>• Specific messages to share with the new counsel: addressing stigmas or prejudice against people with disabilities, be mindful and empathetic towards the barriers people with disabilities experience, find global solutions to issues rather than creating short-term solutions (eg. using doorbells/buzzers for people with mobility barriers to enter buildings rather than making the building accessible), creating inclusiveness for everyone rather than just helping people with disabilities, promote the FADM, explain principle of universal design, encourage people to explore more</li> </ul> </li> </ul>
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	<p>information about individuals with disabilities (rather than making assumptions... "Ask, don't assume"), having a disability is a life-long learning opportunity/</p> <ul style="list-style-type: none"> <li>• Further thoughts from the committee: <ul style="list-style-type: none"> <li>• Having a video showing people who actually experience the disabilities rather than just having a counsel member being placed in a simulation, create change and not sympathy</li> <li>• Having a good example and a bad example of accessibility in various aspects of the community that counsellors have connections with (built environment, services, communications)</li> <li>• One-on-one conversations with different people in the community with different disabilities, ask the same interview questions and will probably receive different answers showing diversity among people with similar disabilities (may consider including a communication aspect)</li> <li>• It may be necessary to go outside the committee to find people that are ideal to be in the video, it promotes engagement in the community</li> <li>• Getting the statistics on how many people in the community have disabilities and how many of each disability, these statistics can come from Stats Canada/University of Guelph Research Shop</li> <li>• Show a "before/after" section of the video where counsellors can see how life can change when barriers are removed</li> <li>• Having a picture of each member and have counsellors guess who has a disability in order to reduce prejudice</li> <li>• Ask the counsellors what questions they would ask the AAC if they had a chance, then address these questions</li> <li>• This work could lead to a panel discussion where the counsellors can ask questions to members of the AAC</li> <li>• Goal would be that Council would want to know what the AAC's recommendation is on a specific topic within the Accessibility Lens.</li> <li>• Invite Counsellors to come to an AAC meeting as an observer</li> </ul> </li> <li>• Message to Decision Makers Council message and training for decision makers. If we just have 10 minutes, what do we want to say? <ul style="list-style-type: none"> <li>• Engage the AAC as much as possible to gain their perspective – tell why and demonstrate benefits</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Overview of the weight that their decisions hold – explain.</li> </ul> <p>7. Annual AAC Manual Review – For Discussion - Leanne Warren</p> <ul style="list-style-type: none"> <li>• New sections were reviewed by committee</li> <li>• It was questioned why there was so much detail for the biological characteristics of autism but not for other disabilities. For example the term “perseveration” is too technical. Autism should not have its own heading since no other section is that specific, a preferred option is categorizing Autism under another heading such as changing number nine from “Intellectual” to “social/cognitive”</li> <li>• Using the word impaired is debatable, maybe a more appropriate term can be used</li> <li>• Delete the reference on page 16, add two new categories: cognitive replaces “Intellectual” and add another sub-category that says “social”</li> <li>• The change of categories should be re-addressed in the December meeting</li> </ul> <p>8. Status of October Agenda Items – Preview – Leanne Warren</p> <ul style="list-style-type: none"> <li>• See below</li> </ul>
4	<p><b>October Agenda Items:</b></p> <p>Managing Snow on Sidewalks from Accessibility Lens</p> <ul style="list-style-type: none"> <li>• snow line promotion – suggestions from AAC</li> </ul> <p>Transit Accessible Services Progress</p> <ul style="list-style-type: none"> <li>• we’ll hear an update from Transit Mobility Services</li> </ul> <p>Site Plan Sub-committee Report</p> <ul style="list-style-type: none"> <li>• site plan will have a report as they will be approaching their 2 year mark</li> <li>• zoning bylaw and Accessibility</li> </ul> <p>Accessible Pedestrian Signal (APS) installation update</p> <ul style="list-style-type: none"> <li>• update on funding for new APS installation, AAC will discuss what auditory signal will be programmed</li> </ul> <p>AAC Manual Review</p> <ul style="list-style-type: none"> <li>• discuss what headings will be used to classify types of disabilities and what definitions should be included</li> </ul>
5	<p><b>Next Meeting:</b></p> <p>October 21, 2014 from 3 – 5 p.m. City Hall meeting room B</p>