

Meeting Minutes



City of Guelph

Accessibility Advisory Committee (AAC)

Tuesday, February 16, 2016

City Hall, Meeting Room 112

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

Meeting Chair: Brad Howcroft

Vice-Chair: Julia Phillips

Minutes: Sam McFarlane (Co-op Student)

Present: Cathy McCormack, Malcolm McLeod, Raminder Kanetkar, Brooke Sillaby, Julia Phillips, Brad Howcroft, Kate Ducak, Jason Dodge, Sarah Mathison, Julian Murphy, Mike Greer, Leanne Warren (Liaison), Luke Jefferson (Parks Planning), Sam McFarlane (Co-op Accessibility)

Regrets: Missy Tolton, Marlene Pfaff, Tanya Davies, Ruth Russell

Please note:

- No Peanut Products permitted at this meeting.
- Please refrain from wearing scented products.
- Delegates to the committee and/or accessibility related accommodations available upon timely request to Leanne Warren 519-822-1260 ext. 2670; Text 226-821-2132; TTY 519-826-9771.

AGENDA ITEMS

Welcome to all but notably new committee members Marlene Pfaff, Raminder Kanetkar, Kate Ducak and Jason Dodge.

Item 1 and 2

Item 1. Approval of the Agenda

1. Motion by Malcolm
2. Seconded by Brooke

Item 2. Approval of Minutes of December 15, 2015

3. Deferred to next meeting. Quorum of December meeting attendees was not in attendance at the beginning of the current meeting to approve the minutes. The discussion didn't allow the committee to return to this topic before the end of the meeting.

Item 3

Proposed Action to Improve Succession Plan for Chair Position – For **Decision** – Brad Howcroft

For discussion:

1. As it stands now chair can hold that position until the end of his or her term
2. Utilize the past-chair position

Proposed changes moving forward for chair and vice chair position:

1. In order to set a term for the Chair and Vice-Chair, these positions are to be voted in every two years.
Motion by Malcolm,
Seconded by Brooke; all in favor
Carried
2. In order to mentor the next chair, the current chair must step down to the Past Chair position one year before their maximum term on the committee expires.
Motion by Brad,
Seconded by Julian; all in favor
Carried

Item 4

Guelph Mobility: Cancellation Policy, Contracted Service Update, Trapeze/PASS Update, Community Bus Update - **For Information** – John Alves, Supervisor of Mobility

- To be deferred to the next meeting

Item 5

Introduction of Travel Training Pilot Program – **For Discussion** – Sam McFarlane

- Sam is designing and implementing a Travel Training Program aiming to pair university volunteers with adults living with disabilities and/or seniors looking to use the conventional transit system
- Spring Pilot of this program will run from March 7th to April 1st and again in the fall
- Sarah and Cathy interested in participating
- Posters distributed internally within AAC
- Contact Sam for any further questions or suggestions

Item 6

Proposed Changes to the Accessibility for Ontarians with Disabilities Act – **For Information** - Leanne Warren

- Province has been working on amendments to the customer service standard.
- Two weeks ago a document was release for public consultation that included the amendments to the Accessible customer Service Standard and some edits to the Integrated Accessibility Standard Regulations.
- Leanne has sent to the AAC electronically the proposed edited document. Members are encourage to comment to the Accessibility Directorate directly if they so choose.
- The proposed edits include:
 - A number of housekeeping changes such as compliance dates that have already passed
 - Sections of the service animals regulation
 - Added a requirement to post specific materials in a conspicuous place however this term and expectations are not defined.

Item 7

Future Request to Meet with the Mayor – **For Discussion** – Brad Howcroft

- Discussion generated in December about meeting with the Mayor resulted in several specific topics however it is felt that a bigger picture discussion with the Mayor would be a better approach.
- The committee have struck a sub-committee of Brad, Julia, Jason and Brook (via email) to plan further and report back at the April AAC meeting
 - Topics that are important to the AAC
 - How can the AAC help council
 - What is the Mayor's vision of accessibility for the AAC's work.

- Training of businesses was discussed as a new concern since the December meeting.
 - Jason is a member of the Chamber of Commerce and will request a copy of their training. For further discussion at future meetings.
- Group's work considered to be completed when
 - A date set to meet with the Mayor regarding accessibility
- Agenda provided to the Mayor before meeting
- Brad and Julia and Leanne to meet with the Mayor in a smaller group setting after reporting back to the AAC the planned agenda.

Please see Sub-Committee Overview at the end of the minutes for a summary of all of the current sub-committees for your involvement.

Item 8

Parking Engagement for On-Street Parking; Farquhar Street and General Discussion on Engagement Expectations - **For Decision** – Leanne Warren

- The AODA requires consultation with the AAC regarding on-street parking.
- AAC advised on the on-street parking for the upcoming Guelph Police Services station on-street parking where there were concerns about the location of the accessible parking space.

Agreed upon goal for this consultation:

- Give standardized expectation to staff
- If staff run into any anomalies come back to the AAC

Motion that on-street parking engagement be a standardized process and that the process for standardized expectations be looked at in site plan committee,

Motion by Michael

Seconded by Julian; all in favour

Carried

Please see Sub-Committee Overview at the end of the minutes for a summary of all of the current sub-committees for your involvement.

4:10 to 4:15 Item 9

New Provincial Parking Permit – **For Information** - Leanne Warren

- Increased safety precautions regarding copying and illegal use are a positive move to discourage counterfeit permits.

4:15 to 4:20 Item 10

Review of Accessibility and Encroachments (Downtown Sidewalks) – **For Discussion** – Brad Howcroft

- In the summer there are product displays and outdoor patios that can interfere with the right of way of wheelchairs and walkers

Some suggestions:

- Strike a sub-committee to come back to the AAC with recommended guidelines of the expected accessible route on municipal sidewalks
- Sidewalks in the downtown are the main source of complaints
- Do we make a council presentation to support staff in enforcing a clear accessible route?
- Sarah and Julian and Michael to be a part of this downtown sidewalk subgroup

Please see Sub-Committee Overview at the end of the minutes for a summary of all of the current sub-committees for your involvement.

4:20 to 4:25 Item 11

Site Plan Sub-Committee Report – **For Information** – Julia Phillips

- To be deferred to next meeting

4:25 to 4:30 Item 12

Affordable Housing; Meeting Attendee Report – **For Discussion** – Sarah Mathison

- Written report to be provided regarding Affordable housing

4:30 to 4:45 Item 13

Park Play Equipment and Accessibility Guidelines – **For Recommendation** – Luke Jefferson (Parks Planner)

- City is looking to change how they hire contractors who design and install playgrounds and so AAC comments or expectations are best known before the project is put out to public tender.
- With this in mind, it would be beneficial for all parties to have a guideline or checklist to know what the city should be looking for regarding accessibility
- Staff report that typically the community does not put forward recommendations regarding playground details
- 20% accessibility is often the guiding amount for accessibility (parking, etc.) however in this case it can be difficult too difficult to interpret this the way that the AAC intended
- KidsAbility has started to look at sensory exploration and motor skill development in regards to accessibility
- Identify why individuals park specs are acceptable or not acceptable
- Sensory parks to be examined
- City Staff overall seeking direction
- Something needs to be reported at the AAC in April
- Leanne to pull together an email about a site plan sub-committee specifically about playgrounds inclusion. Site Plan can discuss with staff however results of those meetings to be shared with entire AAC as discussions take place.

Please see Sub-Committee Overview at the end of the minutes for a summary of all of the current sub-committees for your involvement.

4:45 to 5:00 Item 14

Networks and Resources – **For Discussion** – Leanne Warren

- To be deferred to next meeting

Sub-Committee Overview

All AAC members are welcome to participate on/with the following sub-committees:

1. A new sub-committee members shall plan for the meeting with the Mayor. Meeting schedule has not been set. Once this sub-committee meets, an email will be sent to the entire AAC with meeting outcomes and potentially a request for feedback.
2. Site Plan sub-committee. During the Feb AAC meeting, the scope of this committee grew to the following work:
 - Review site plans as usual
 - Develop a recommendation to the municipality through the AAC related specifically to accessibility for each of the following:
 - On-street parking consultation with the AAC
 - Park equipment and rest areas
 - Traffic medians for pedestrian refuge (this is outstanding from the December 2015 meeting)

The Site Plan sub-committee meet every second week on Monday afternoon from 1 - 3 for those who are available **and** on Tuesday evenings from 6 -8 for those who are not available on Monday afternoon. The meetings are at City Hall.

3. Sidewalk Encroachment sub-committee. This group will develop a recommendation to the municipality, through the AAC, regarding encroachments and consideration for the accessible

route on the sidewalks. A scheduled has not been set yet. Correspondence regarding this sub-committee work will be kept up with the entire AAC.

April Agenda Items:

Site Plan Sub-Committee Report
Accessible Recreation Programs

Next Meeting:

April 19, 2016 from 3 – 5, City Hall meeting room 112