

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tuesday January 18, 2008
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Jane McNamee, Doug Grove, Julia Phillips, Mary Grad, Cory Chisholm, Paul Reeve, Jennifer Popkey-Bergen, PAM Candlish, Tom Goettler, Tanya Davies, Janice Pearce-Faubert, Murray McCrae, Leanne Warren
Regrets: Sharon Van Manen, Jolyne Neil
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve and introduction of new members: Tanya Davies and PAM Candlish
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Jane McNamee</p> <p style="text-align: right;">2nd by: Tom Goettler</p> <p style="text-align: right;">Carried</p>
3	<p>Business Arising</p> <p>1) Review and Recommendation of City of Guelph 2008 ODA Plan – For Discussion and Recommendation to ECO – Leanne Warren</p> <p>The following changes were recommended to the AAC's final review of the 2008 Draft ODA Plan:</p> <ol style="list-style-type: none"> a. Review spelling of AAC member list on page 10 b. Add the word "owners" to clarify the barrier of #16 in the Transportation Section and verify that this includes Commercial c. Suggestion to standardize the terms used in the document for the 2009 ODA Plan. For example a glossary that would define words such as "Target" which might mean that the department has determined a target date for completing the work. d. In the Recreation and Culture section, number 16 in the draft is to be incorporated into number 13 as these barriers, procedure to remove and



	<p>status are similar enough</p> <ul style="list-style-type: none">- This plan will go to Community, Operations and Emergency Services Committee.- The AAC members were asked to contact Leanne with any further changes before January 28.- The approved 2008 ODA Plan should be available in April 2008. <p>2) AODA Customer Service Standard – for Information – Leanne Warren</p> <ul style="list-style-type: none">- Leanne gave out the Customer Service Standards for the AAC member to review. Leanne reviewed some of the highlights <p>3) Plan for 2009 ODA Plan – Leanne Warren</p> <ul style="list-style-type: none">- The ODA Plan for 2009 will be prepared earlier in the year. The reason for the change is to ensure the Plan reflects the re-application period of the AAC members and the reporting periods of new AODA Standards.- The AAC members feel that a public meeting is an important part of this process and recommend keeping this opportunity for residents to provide their input. The AAC members have also recommend that a link on the City's main web page be added that would lead to a feedback form that is specific to the ODA Plan. Promoting this meeting in the Leisure Guide and to continue to promote it in the City Page and Community Events sections of the newspaper.- With this in mind, the AAC members would like to co-host the public meeting in April or May 2008.
4	<p>Next Regular Meeting Feb. 19, 2008 3 – 5 p.m. – WECC Lion's Lair Adjourn – Paul Reeve</p>

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. February 19, 2008
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Doug Grove, Julia Phillips, Mary Grad, Cory Chisholm, Paul Reeve, Laurie Lanthier, Sharon Van Manen, Murray McCrae, Leanne Warren, Pam Candlish, Tanya Daves, Janice Pearce-Faubert
Regrets: Jane McNamee
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Mary Grad 2nd by: Julia Phillips Carried</p> <p><u>Approval of the Minutes of Dec. 18, 2007</u> Motion to approve by: Doug Grove 2nd by: Mary Grad Carried</p> <p><u>Approval of the Minutes of Jan. 17, 2008</u> Motion to approve by: Janice Pearce-Faubert 2nd by: Doug Grove Carried</p>
3	<p>Business Arising</p> <p>1) TBA – Intended presentation not available</p> <p>2) Transportation</p> <p>a) Inter-city, Inter-modal Transportation – For Information – Randall French - Randall reported that there is a plan to offer an inter-city, inter-modal transportation system between Cambridge, Kitchener/Waterloo, however these</p>



plans are in the future. Randall will keep the committee informed as these plans move forward.

b) Carden St. Bus Terminal – For information – Randall French

- Randall made a presentation and handed out an “Artistic Rendition Transit Terminal Concept”. Randall distributed a map of the bus terminal and explained the general idea of the concept. This project is still in the concept drawing stage. Accessibility features will be included such as buses using the same boarding ramp for consistency.

Randall will keep the committee informed as this project moves forward. Randall said that the AAC will have an opportunity to provide input on the plans.

c) Traffic calming – Speed Humps – Anna McKee and Bob Chapman

- For Recommendation – Traffic Calming Measures for current project - Recommendation for ECO report

Discussion and Actions:

- The committee heard a presentation from Traffic Services concerning the use of speed hump in a current traffic calming proposal.
- AAC members still have concerns about the use of speed humps.
- The AAC is to make a recommendation to ECO concerning the use of speed humps.
- Leanne Warren and Paul Reeve will meet with Traffic Services to discuss next steps.
- Research results of best practices and a “test run” over speed humps with Traffic Services staff will be reported at the next AAC meeting.

d) Update from Accessible Public Parallel Transportation Sub-Committee – Mary Grad/Leanne Warren

- Mary Grad Reported that the committee has not met since the Guelph Transit Ad Hoc Committee.
- From this Ad Hoc committee Jolyne Neil reported that there has been discussion about a survey to gather input about the services offered by Guelph Transit. Jolyne will keep the AAC and the AAC Transportation Sub-Committee informed.

e) Taxi Committee – Leanne Warren

- The updated Mobility brochure was handed out which contains information about the Taxi Scrip Coupon Program

f) Audible Signal Sub-Committee Report – Mary Grad/Leanne Warren

- Deferred as next meeting is on February 27th at the Evergreen Senior’s Centre.



	<p>3) Inclusion Policy Final Draft – For Decision – Julie Doherty - Deferred until April</p> <p>4) AODA Provincial Standards – Update – Leanne Warren Leanne Warren reported that the Ministry of Community and Social Services have funded a third party to deliver a workshop to provide information about the AODA Customer Service Standard. Leanne will be attending this workshop in March.</p>
<p>4</p>	<p>New Business</p> <p>1) AAC Local Network Workshop – Formerly Designing for Inclusion – For Information – Leanne Warren - Leanne Warren handed out registration forms to this continuing education opportunity for local AAC members. Transportation will be provided.</p> <p>2) 2009 ODA Plan – Public Meeting – Leanne Warren - May 14th from 6:00 – 8:00 p.m at the Evergreen Senior’s Centre. - Promotion has been submitted to the Leisure guide and will be in the newspaper as well as promoted to various organization. - 2009 ODA Plan – Target dates have been set.</p> <p>3) Other</p>
<p>5</p>	<p>Identify and Assign Future Agenda Items</p> <p>1) 911 Service – Location of Specialized equipment and extra assistance</p> <p>2) Hybrid Cars Too Quiet</p> <p>3) \$36,000 for the London Public Library to offer digital books</p>
<p>6</p>	<p>Next Meeting in April 2008, date, time, location to be announced Adjourn – Paul Reeve</p>

MEETING MINUTES



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

DATE Tuesday, April 15, 2008

LOCATION West End Community Centre – Lion’s Lair

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

PRESENT Paul Reeve, Cory Chisholm, Doug Grove, Jane McNamee, Janice Pearce-Faubert, Jennifer Popkey Bergen, Jolyne Neil, Julia Phillips, Laurie Lanthier, Mary Grad, PAM Candlish, Sharon Van Manen, Tanya Davies, Tom Goettler, Leanne Warren (Liaison to AAC – City of Guelph), Murray McCrae (Corporate Property – City of Guelph), Randall French (Transit Services – City of Guelph), Anna McKee (Traffic Investigations – City of Guelph), John Gaddy (Traffic Investigations – City of Guelph), Dean McMillan (Traffic Investigations – City of Guelph), Julie Doherty (Community Services (Inclusion Coordinator) – City of Guelph)

REGRETS None

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	<p>Approval of the Agenda: Motion to approve by Mary Grad 2nd by: Jane McNamee Carried</p> <p>Approval of Minutes of February 19, 2008: Motion to approve by Jolyne Neil 2nd by: Doug Grove Carried</p>
3	<p>Business Arising:</p> <ol style="list-style-type: none"> 1. Transportation: <ol style="list-style-type: none"> a. Traffic Calming – Emergency Services, Community Services, Operations Committee (ECO) Report Regarding Speed Humps – Traffic Services Staff: for Recommendation – determine recommendation for ECO Report <ol style="list-style-type: none"> 1. AAC members to be involved in the process, specifically: <ol style="list-style-type: none"> a. During public meetings. Traffic Services recommended that AAC members attend public meetings to represent their concerns. b. During the traffic calming planning stage. AAC members agreed that the AAC should provide comment when traffic calming measures were to be

	<p style="text-align: center;">put in place.</p> <ol style="list-style-type: none"> 2. Limit speed: <ol style="list-style-type: none"> a. Traffic Services are considering a lower posted speed at speed humps. Current speed is 40 km/hr; the recommendation is to reduce the recommended posted speed to 30 km/hr. b. AAC recommended that the posted speed be lowered even more than 30 km/hr as members who attended the demonstration were still concerned. 3. New subdivisions. The AAC asked that if traffic calming is necessary in new subdivisions, that alternatives to speed humps be used. 4. Continue to work together. Traffic Services and the AAC agreed to continue to work together, sharing information regarding speed humps and other methods and processes regarding traffic calming. 5. Technology. Both groups will report about new technology as it becomes available. 6. Educate transportation service providers. The AAC recommend that information regarding speed humps, the recommended speed and the AAC's concerns for those riding in buses/taxis, should be communicated to organizations that provide these services. 7. The discussion wrapped up with a motion from the AAC: <p>Motion: The AAC reaffirms their position that they oppose measures which utilize a change to the vertical plane of city streets and add that they encourage accessible traffic calming in new subdivision design.</p> <p>Motion: Mary Grad 2nd by: Tom Goettler Carried</p> <ol style="list-style-type: none"> ii. The AAC will meet with Traffic Services regarding concerns raised about pedestrians with disabilities utilizing traffic circles and roundabouts. iii. The AAC had recently been sent the concept drawing for construction between Ferndale and the Speed River. Committee members are to notify Leanne Warren if they have any concerns or questions. iv. The AAC had recently been sent the list of curb ramps that have been identified and of those to be installed during 2008. Committee members are encouraged to contact Leanne Warren or Operations if other curb ramps should be added to the list. <ol style="list-style-type: none"> b. Update from Accessible Public Parallel Transportation Sub-Committee – Mary Grad/ Leanne Warren <ol style="list-style-type: none"> i. Sub-committee to meet late spring c. Audible Pedestrian Signals (APS) Sub-committee Report – Mary Grad Report: THAT the two following motions of the APS Sub-committee be received: <ol style="list-style-type: none"> i. Motion: Advise that upon review of this new style of APS, Navigator Accessible Signal by Polara, the AAC Sub-committee for APS recommends that the City purchase this style of signal. This recommendation is to be reviewed in
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two years.

Motion by: Doug Grove

2nd by: Laurie Lanthier

Carried

- ii. **Motion: Traffic Services to investigate if the sound of the first activation click can be omitted or diminished in volume and make it so if possible.**

Motion: Mary Grad

2nd by; Carin Headrick

Carried

- iii. Next Steps:

1. Traffic Services to investigate altering the first of the two activation clicks made by this new type of signal
2. Demonstrations of the new style of signal at May 14th ODA Public Meeting
3. If you encounter a signal that is not operating properly please call Operations (519-837-5628)
4. Next meeting there will be a discussion concerning the volume of all APS.
5. Other items to discuss with Operations: Snow plowing of curb ramps. Member's report that quite a bit of snow is left on the ramps after the sidewalk plow has gone by making the ramp impassable for those that use a mobility device or who have low vision or who are blind.
6. It was reported that there was no longer an APS at the corner of Woodlawn and Woolwich (north side of the intersection that crosses highway #6); Operations will let us know the status at the next meeting.
7. City to develop a brochure or educational material to educate residents on the operation of APS. (Information about the signal to include: differences from the older style of signal, count down, operation of signal, hold for 5 seconds, etc.).

The AAC received this report.

2. Inclusion Policy Final Draft – For Decision – Julie Doherty
 - a. Julie Doherty presented the draft of the Recreation and Culture Inclusion Policy Statement for comment and/or support from the AAC.
 - b. Motion: The Accessibility Advisory Committee endorse the Recreation and Culture Inclusion Policy Statement as presented.**
Motion by: Jane McNamee
2nd by: Tom Goettler
3. AODA Provincial Standards – Update – Leanne Warren
 - a. Currently City staff are:
 - i. Collecting policies, practices and procedures for review
 - ii. Beginning to research the training requirements
 - iii. Working with local municipalities to share best practices
 - b. The Ministry of Community and Social Services reports that all Standards Development Committee now have 50% representation of people with disabilities on them. They also report that all committees will reconvene at the end of March.
4. AAC Local Network Workshop – For Information – Leanne Warren

	<ul style="list-style-type: none"> a. Due to low enrolment this workshop has been postponed until at least the fall of 2008. b. Committee members are invited to a mini-workshop for the Guelph AAC/Guelph Barrier Free Advisory Committee on April 22. <p>5. 2009 ODA Plan – Public Meeting – Leanne Warren</p> <ul style="list-style-type: none"> a. The staff ODA Accessibility Steering Committee have proposed: <ul style="list-style-type: none"> i. A series of presentations from various departments at the beginning of the public meeting with questions throughout and at the end. ii. Barriers to be prioritized by attendees as a recommendation iii. Tables set up to face the front b. The AAC liked the proposal by the ODA Accessibility Steering Committee and added that AAC members would help with registration, assist individuals if they request help to communicate and with any other tasks as they come up. c. An Attendant will also be available to assist.
4	<p>New Business</p> <ul style="list-style-type: none"> 1. Renovations at the Main Branch Library – For Recommendation – Leanne Warren <ul style="list-style-type: none"> a. Leanne request that the AAC provide her with a recommendation as to continue or to cease the plans install an accessible washroom and renovate the book night deposit drop box to meet the City's Accessibility Standard (FADM) in the main branch library. To consider: The lifespan of the library in this building. <ul style="list-style-type: none"> 1. Discussion included comments that the new main branch library may not be complete for two years. It was felt that this was a long enough period of time. 2. The book deposit should also be renovated to become accessible as some of the library branches don't have a book deposit. b. Motion: Proceed with planned renovation of installing an accessible, individual washroom and installing an accessible book deposit at the Main Branch Library. Motion by: Sharon Van Manen 2nd by: Jolyne Neil Carried 2. Access Awareness Week Event by Guelph Barrier Free Committee – Leanne Warren <ul style="list-style-type: none"> a. This event will take place at Stone Road Mall on May 29 and 30. There will be information from many support agencies in Guelph/Wellington. A highlight event will be the demonstration of a new style of low floor bus on May 29 in the afternoon. 3. Hybrid Cars Too Quiet – Doug Grove <ul style="list-style-type: none"> a. Doug Grove and Leanne Warren to see if other groups in Canada are advocating for some type of noise to cue pedestrians who are blind or have low vision that the car is approaching. b. Doug and Leanne to draft a recommendation. 4. \$36,000 for the London Public Library to offer digital books – Leanne Warren – Deferred to next meeting

5	Identify and Assign future Agenda Items 1. 911 Service – Location of specialized equipment and extra assistance
6	Next Meeting June 17, 2008 at the West End Community Centre, Lion's Lair from 3 – 5 p.m.

MEETING MINUTES



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

DATE Tuesday, August 19, 2008

LOCATION West End Community Centre – Lion’s Lair

TIME 3:00 – 5:00 p.m.

PRESENT: Paul Reeve, Janice Pearce-Faubert, Jennifer Popkey Bergen, Sharon Van Manen, Doug Grove, Jane McNamee, PAM Candlish, Cory Chisholm

REGRETS: Tanya Davies, Laurie Lanthier, Mary Grad, Jolyne Neil, Julia Phillips

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome and Introductions
2	<p>Approval of the Agenda: Motion to approve by Jane McNamee 2nd by: Sharon Van Manen</p> <p>Approval of Minutes of April 15, 2008 Motion to approve by Jennifer Popkey Bergen 2nd by: Doug Grove</p>
3	<p>Business Arising:</p> <p> 1. Transportation:</p> <p> a. Traffic Calming:</p> <p> i. Roundabout – For discussion – Leanne Warren</p> <p> A roundabout is planned for the Norwich and Norfolk intersection. Members of the AAC have expressed a concern for several populations (those who are blind or have low vision, those who need more time to cross the road, those who may not be noticed by drivers such as those who use a mobility device). A group met with Engineering Services at a current roundabout; however the design for the proposed roundabout is very different than the one that the group met at. Leanne will discuss the concerns further with City staff and report back to the AAC.</p> <p> ii. Speed Humps – Update – Leanne Warren:</p> <p> Permanent speed humps have been installed on King, Queen and Arthur streets. This installation is a new design on speed hump as the City tries to address the AAC’s</p>

concerns. Temporary speed humps have been installed on streets around Grange and Metcalf as traffic has been diverted onto these streets during the construction on Eramosa Road.

When this information was present the Committee members reiterated their concerns regarding speed humps (slower response time for Emergency Services and the pain experienced by some people as the vehicle they are riding in goes over the humps) and restated that there is to be no change to their original recommendation that changes to the vertical change not be used. City Council has asked the AAC to research best practices in other municipalities; in conjunction with Traffic Services research continues as the current findings show that municipalities have not settled on a list of best practices.

Leanne reported that she had also contacted Bloorview and the Osteoporosis Society of Canada to see if they could recommend research documents regarding the effects of speed humps on the population that they provide services to. Unfortunately both organizations reported that had not researched this area. Leanne will contact the Canadian Paraplegic Association, Lyndhurst, and the MS Society. It was recommended that there also be follow up with Emergency Services.

Committee discussion included committee members' observations of Concession St. in Cambridge where flashing lights, speed limit signs and doubled fine warning signs and periodic police enforcement are used at a school area. Committee members that had seen this traffic calmed area were under the impression that this system seemed to work.

Research to continue. Committee members to report any findings.

A public meeting for traffic calming on Cassino will be held in September. Leanne will send out meeting details once they are available. Committee members plan to attend to gain insight to the process during these meetings.

b. Accessible Pedestrian Signal Committee – Update – Leanne Warren for Mary Grad:

Leanne reported that they will be meeting again in the fall.

c. Accessible Public Parallel Transportation Sub-Committee – Update – Leanne Warren for Mary Grad:

Leanne reported that the Committee met with Randall French (Manager of Transit Services). The committee discussed highlighting the comments regarding the Mobility Service from the 2008 public meeting and the concerns identified by this sub-committee to Council when presenting the 2009 ODA Plan.

2. AODA Provincial Standards – Update – Leanne Warren

Leanne is working with neighbouring communities to try to standardize programs, policies, procedures and practices related to the Customer Service Standard. Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) have been working with the Provincial Government regarding support documents and tools for municipalities regarding the Customer Service Standard. None of the other four standards have been released.

3. 2009 ODA Plan – for Discussion – Leanne Warren

Please refer to handout. Changes were suggested. Leanne to follow up with staff.

4. Guelph Barrier Free Committee Education Activities – For Information – Leanne Warren for Mary Grad –

Deferred until next meeting

	<p>5. Hybrid Cars Too Quiet – Doug Grove People who are blind or have low vision use the sound of a car motor as a cue to safely navigating city streets (serge of traffic at a stop light, accelerating car at a stop sign, etc.). Hybrid cars lack the usual motor sound (at times) therefore they don't produce a reliable, notable cue; this creates a potential danger for people who are blind or have low vision. Doug reported that the American government has approached manufacturers of these vehicles to investigate ways of making these vehicles produce a sound. They are also promoting the importance of informing the public of this concern. The committee recommended that Doug and Leanne work to pass this concern on to City Staff and Council.</p> <p>There was a request for an audible pedestrian signal to be installed at Woolwich and Woodlawn (crossing highway #6). Leanne will notify Operations with this request for the 2009 list. Four audible pedestrian signals are installed each year at existing pedestrian crossings; all four have been installed for 2008.</p> <p>6. \$36,000.00 for the London Public Library to offer digital books – For Information –Leanne Warren. Deferred until next meeting</p>
<p>4</p>	<p>New Business:</p> <ol style="list-style-type: none"> 1. Vice-Chair for Accessibility Advisory Committee – Call For Nominations Deferred until next meeting. 2. Seeking Representative on Taxi Committee – Leanne Warren Deferred until next meeting 3. Enforcing Accessible Parking on Private Property – Guelph Barrier Free Committees Request – Leanne Warren for Mary Grad Deferred until next meeting 4. Other – nomination forms are available for Access Awareness Awards.
<p>5</p>	<p>Identify and Assign future Agenda Items:</p> <ol style="list-style-type: none"> 1. 911 Service – Location of specialize equipment and extra assistance Deferred until next meeting
<p>6</p>	<p>Next Meeting: October 21, 2008 at the West End Community Centre, Lion's Lair from 3 – 5 p.m.</p>

MEETING MINUTES



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

DATE Tuesday, October 21, 2008

LOCATION West End Community Centre – Lion’s Lair

TIME 3:00 – 5:00 p.m.

PRESENT: Paul Reeve, Janice Pearce-Faubert, Jennifer Popkey Bergen, Sharon Van Manen, Doug Grove, Jane McNamee, PAM Candlish, Mary Grad, Julie Phillips, Tanya Davies, Laurie Lanthier, Jolyne Neil

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome and Introductions
2	<p>Approval of the Agenda:</p> <ul style="list-style-type: none"> • Addition of Audible Signals under New Business: Doug Grove • Addition of Walking Signal at “the Matrix” under New Business: PAM Candlish <p style="text-align: right;">Motion to approve agenda with additions by Sharon Van Manen 2nd by: Mary Grad</p> <p>Approval of Minutes of August 19, 2008 Motion to approve by Jane McNamee 2nd by: PAM Candlish</p>
3	<p>Business Arising:</p> <p style="padding-left: 20px;">1. Transportation:</p> <p style="padding-left: 40px;">a. Traffic Calming:</p> <p style="padding-left: 60px;">i. Roundabout – For discussion – Leanne Warren</p> <p>As reported earlier in the year there is a concern that roundabouts are not safe for some pedestrians with a disability. During the summer a small group met with Engineering in an effort to demonstrate the concerns however this group recommend that a subsequent meeting be held with Engineering. Leanne will coordinate and invite all AAC members to attend as well as community advisors.</p> <p style="padding-left: 60px;">ii. Speed Humps – For Discussion – Public Meeting for Casino – Paul Reeve and Doug Grove:</p>

	<p>A presentation was made by the City to interested residence of the Cassino area. The presentation included statistics that have been found regarding traffic flow, concerns and options for traffic calming with speed humps being one of the options. It was found that from the presentation that the majority of those in attendance did not want speed humps. There was talk about a 4 way stop and traffic diverting measures. The City will develop a plan based on feedback with this committee having opportunity for input once complete. The plan will then go to the public for input.</p> <p>Since the last meeting Leanne has contacted the Canadian Paraplegic Association/Ontario, Toronto Rehabilitation to see if any studies have been done with regard to speed humps and their effect on people with physical disabilities. No research has been done on this topic to date but the idea was met with interest.</p> <p style="text-align: center;">b. Accessible Public Parallel Transportation Sub-Committee – Update – Leanne Warren:</p> <p>There is currently an interim Manager of Transit Services. The Committee’s spreadsheet of concerns has been presented to the Director of Community Services who is presenting a budget that includes a review of the Mobility Systems. The AAC has requested that the Director or the Interim Manager be invited to attend the AAC meeting following budget deliberations to discuss the items that were approved for budget and to discuss next steps. Leanne reported that she understands the next steps to include the hiring of a consultant to carry out the review and that the AAC will be considered a stakeholder in this process. AAC to make a presentation to Council that will support this review.</p> <p>2. AODA Provincial Standards – Update – Leanne Warren Nothing new to report at this time, still waiting for standards to come out.</p> <p>3. 2009 ODA Plan last minute details – for Discussion – Leanne Warren No last minutes details or concerns.</p> <p>4. Guelph Barrier Free Committee Education Activities – For Information – Mary Grad – Committee discussed the Kindness Cards that members will begin to hand out in the new year. The Access Awards have been delayed due to City Hall construction delay. The awards will be held in the spring of 2009. The committee is in the process of developing a communications committee to help publicity.</p> <p>5. \$36,000.00 for the London Public Library to offer digital books – For Information –Leanne Warren. Deferred until next meeting</p>
4	<p>New Business:</p> <p>1. Vice-Chair for Accessibility Advisory Committee – Call For Nominations</p> <p>Janice and Jane both nominate Jennifer Popkey Bergen for this role. Jennifer accepted the nomination.</p> <p style="text-align: center;">A motion was made to nominate Jennifer as Vice-Chair for the Accessibility Committee by Janice Pearce-Faubert 2nd: Laurie Lanthier</p> <p>No other nominations were brought forward – Carried</p>

2. Seeking Representative on Taxi Committee – For Discussion - Leanne Warren

Taxi Committee will meet 4 times a year for about 1.5 to 2 hours. Members of this committee include Guelph Transit (provide accessible transportation), Red Top Taxi (Called when Mobility has overflow), citizens who use a mobility device to advice, Leanne Warren and Police Services who host the meeting as they are the governing body for the taxi companies. The mandate is to work together with a goal of providing quality accessible taxi service. It was asked if there was anyone interested in being a member of the Taxi committee from the AAC committee. Both Sharon Van Manen and Jane McNamee have volunteered to sit on the committee.

3. Enforcing Accessible Parking on Private Property – For Discussion - Guelph Barrier Free Committees Request – Leanne Warren and Mary Grad

It was clarified that designated accessible parking spaces are not necessarily enforceable when located on private property. In many cases these spaces are considered a courtesy; essentially anyone can use these spaces.

Bylaw officers cannot do anything about this. It was asked if this can be changed for at least municipal buildings. It was asked if we might want to make a recommendation to the City, perhaps build it into the building permit when applying. The City would need a bylaw in order to enforce this. The enforcement would involve a fine. Leanne will look into proper wording i.e. enforceable, as well as look into the number of parking spots to the number of accessible spots.

A Motion was made to have all Accessible Parking Spots within City limits be made enforceable according to the City Accessible Parking Bylaw Standards by Jane McNamee.

2nd: Julie Phillips – Carried

Leanne will forward this motion to Doug Godfrey in Parking.

It was decided to address the size and number of spaces as a separate issue.

4. Emergency Preparedness for Persons with Disabilities – For Information – Leanne Warren.

Emergency planning for people with disabilities has been identified as a project for 2008/09. Leanne and the City's Emergency Preparedness Coordinator have approached agencies that support people with disabilities with a plan to train some of their staff who will then deliver this information to those they support. Emergency Management Ontario has developed resource material that will be used. Leanne will research to see if this information is available in different languages.

5. AAC Membership – For Information – Leanne Warren.

Four people from the committee have received a letter from the Clerks department informing them that they need to reapply. If anyone would like an alternate format or assistance to filling out the application please contact Leanne.

6. Audible Signals at Wal-Mart intersections – For Discussion – Doug Grove

A recommendation was made by the committee to install two more audible signals at the Woodlawn and Woolwich intersection. Specifically the Wal-Mart/Woodlawn Cemetery side and the crossing of Highway 6.

	<p>7. Hybrid Cars from last set of minutes – Doug Grove: Leanne and Doug to draft a letter to present to the City.</p> <p>8. Walking Signals at the Matrix – PAM Candlish PAM expressed concern over the short length of time to cross the street at Eramosa and Woolwich on all four sides. It currently only lasts for 8 seconds, concern is that it should be longer. Leanne will follow up on this.</p>
5	<p>Identify and Assign future Agenda Items:</p> <ol style="list-style-type: none"> 1. 911 Service – Location of specialize equipment and extra assistance Deferred until next meeting 2. Council passed Code of Conduct. Deferred until next meeting.
6	<p>Next Meeting: December 16, 2008 at the West End Community Centre, Lion's Lair from 3 – 5 p.m.</p>

MEETING MINUTES



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

DATE Tuesday, December 16, 2008

LOCATION West End Community Centre – Lion’s Lair

TIME 3:00 – 5:00 p.m.

CHAIR: Paul Reeve

PRESENT: Janice Pearce-Faubert, Jennifer Popkey Bergen, Doug Grove, PAM Candlish, Julia Phillips, Tanya Davies, Cory Chisholm, Leanne Warren, Paul Reeve

REGRETS: Laurie Lanthier, Mary Grad, Tom Goettler, Sharon Van Manen, Jane McNamee

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome and Introductions: Special welcome goes to our newest committee member Cathy McCormack.
2	<p>Approval of the Agenda:</p> <p style="text-align: center;">Motion to approve agenda by Doug Grove 2nd by: Julia Phillips Carried</p> <p>Approval of Minutes of October 21, 2008 Spelling correction was noted for Julia Phillips’ name. Motion to approve minutes with name correction by Jennifer Popkey-Bergen.</p> <p style="text-align: right;">2nd by: Doug Grove Carried</p>
3	<p>Business Arising:</p> <p style="padding-left: 20px;">1. Transportation:</p> <p style="padding-left: 40px;">a. Traffic Calming:</p> <p style="padding-left: 60px;">i. Roundabout – For discussion – Leanne Warren</p> <p>A meeting should be scheduled shortly, possibly the end of January with Operations and Traffic Planning to discuss. The AAC will also invite a O&M instructor from CNIB to participate in this meeting. The committee members are concerned about pedestrians with disabilities using a roundabout. The committee developed the following points for discussion during this meeting:</p>

- Information regarding benefits to a round-about at this particular location (How will a roundabout in this location help, what does the plan look like; are there drawings?).
- Solutions that address the disadvantages for pedestrians.
- Survey results and the method (was there a pedestrian survey?).
- Quality, safety and accessibility of alternate routes.
- Is the walk-able community concept involved in this consideration?

ii. Speed Humps – For Discussion – Public Meeting for Cassino – Leanne Warren:

Traffic Services reported that the project is part of the 2009 City budget; budget approval is still pending. Follow up with Traffic Services to provide an update.

b. Accessible Public Parallel Transportation Sub-Committee – Update – Leanne Warren:

Funding for the Mobility Service review has received preliminary approval in the City's budget process for 2009. Final approval is pending.

2. AODA Provincial Standards – For Discussion – Leanne Warren

Customer Service Standards: Leanne forwarded everyone the link regarding the training component and requested the committee member's opinion on using this material as a base for training of City staff. Committee member's comments:

- Very simple/basic information
- There were some concerns regarding the navigation of the site, descriptive video not working well and that some of the language could have been more concise.
- Regarding the Visually Impaired Section: felt that it was not explained well. More detail may be needed when delivering to front-line City staff.
- There was a cartoon about recreation depicting a mother watching her son play hockey (mother had a moustache) – Leanne to follow up with Ministry contact
- Felt there was a lot of good information included, just need to improve on the technology
- Overall the committee members found this training module to be acceptable to use when training City staff members.

Leanne may bring other training modules to this committee for feedback.

Information and Communication Standard:

Please give any feedback to Leanne by January 7th, 2008.

Leanne reported that she had attended a meeting with the Ministry. Some of the concerns that were brought forward during this meeting included:

1. Concerns about software applications seemed to dominate much of the discussion. It was felt that the Ministry should require software manufacturers to comply or at least provide solutions that would make current software compliant and provide enough time for training of this software before compliance dates.
2. Regarding Plain Language, this standard should be specific as to the expectation of plain language; could it be measured in grade level such as grade 3 or 7. (An AAC member suggested that it could be similar to the language style used for a newspaper article highlighting that the topic and important information are direct and clear.)
3. What seemed to be accessible voting examples were not labelled as such and seemed to be a limited list. It was asked that the examples be labelled as such and that the list be expanded to be more inclusive and to include accessible voting units at polling stations.

Leanne will respond to the Ministry collectively with the comments from the AAC

	<p>members and City staff.</p> <p>3. \$36,000.00 for the London Public Library to offer digital books – For Information – Leanne Warren. The following is the link. There are a number of books available digitally. http://lpl.lib.overdrive.com/4C1DDAEE-20C8-4844-B58B-0F8D3485F6C4/10/355/en/Default.htm</p> <p>4. Enforcing Accessible Parking on Private Property – For Discussion – Leanne Warren – Still underway by Parking. There was mention of coordinating with site plan reviews.</p> <p>5. Hybrid Cars – Update – Doug Grove and Leanne Warren. Leanne and Doug drafted a letter that will be forwarded to this committee for approval then to City staff who oversee the purchase of City vehicles. It states that when cars are in silent mode that extra caution should be taken as pedestrians with visual impairments may not detect that a car is present. Discussion: Communication regarding this concern should be ongoing so that new staff members are also aware. It was suggested that a sticker installed in the driver’s area that states a message of this concern would be a good idea.</p> <p>6. Pedestrian Signals at Eramosa and Woolwich – Update – Leanne Warren: Concerned were raised over the grid on the pedestrian walkway. It is not clear where the idea originated or if there is a connection to accessibility. Leanne will follow up with Traffic Services to gain more information for the next AAC meeting.</p>
4	<p>New Business:</p> <p>1. City Budget – For Information – Leanne Warren It is Leanne’s understanding that the pool lift at Victor Davis Pool, Mobility Service Review and the Snow Angel Program were not taken out of the budget, however, this is not definite.</p> <p>2. Sidewalk Snow Clearing – A sidewalk winter maintenance review will take place before the end of the winter. The AAC has been identified as a stakeholder that will partake.</p> <p>3. Vice-Chair Position - It was noted that this position is not recognized as an official position. Paul would like to formally approach the clerks’ office to let make a request that it become an official position.</p> <p style="padding-left: 40px;">A Motion was made to request that the Vice-Chair position of this committee be formally recognized. Motion: Paul 2nd: Tanya Carried</p> <p>4. Snow Angel Project The Guelph Volunteer Centre may provide a program in cooperation with the City of Guelph called the Snow Angel Program. Volunteers in this program shovel snow for seniors and people with physical disabilities who are not able to shovel their own snow and don’t have other resources to draw on.</p>

	Discussion: It was asked if there was some way of doing a collection of boots and snow pants to enable the students who don't have them to participate. Sources could include: parent councils, salvation army, etc. This information will be passed on to the Volunteer Centre.
5	Identify and Assign future Agenda Items: 1. 911 Service – Location of specialize equipment and extra assistance 2. Process for requesting a pedestrian crossings
6	Next Meeting: February 17, 2009 at the West End Community Centre, Lion's Lair from 3 – 5 p.m.