

Meeting Minutes



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

DATE: Tuesday, December 18, 2012

LOCATION City Hall, 112

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

CHAIR: Jennifer Popkey Bergen

PRESENT: Brad Howcroft, Paul Reeve, Doug Grove, Janice Pearce Faubert, Cathy McCormack, Laurie Lanthier, Mary Grad, Julia Phillips, Missy Tolton, Jane McNamee, Lynne Briggs (Staff), Cory Chisholm, Leanne Warren (Liaison), Chelsea Crocker (Minutes), Michael Anders (Transit staff), Charlene Sharpe (Transit staff), Mario Petricevic (Staff)

REGRETS: Tom Goettler, Tanya Davies

MEETING MINUTES

ITEM #	DESCRIPTION
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1	Welcome
2	Approval of the Agenda New Business #1: Exterior door at City Hall New Business – Jane New Business# 5: Appreciation idea – Jennifer Popkey Bergen Motion: Jane 2 nd : Cory All in favour: Carried Approval of Minutes of October 16, 2012 Motion: Julia 2 nd : Janice All in favour: Carried

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Business Arising:

1. Transit Concerns – For Recommendations –

a. Follow up regarding Flaherty Dr and Waverly Dr Routes

- Flaherty Dr and Waverly Dr Routes were included in the presentation to Council that Jen and Brad will present in October
- A map that shows that several bus stops have been removed in the Waverly Dr area has been prepared as a resource for the presentation
- The concern is that some residence are nearly a mile from a regularly running stop that offers full service
- Stops are supposed to be 500m from each other but committee members report that this seems to be “as the crow flies” and does not take into consideration pedestrian route distances, grades, snow clearing which result in concerns about the health and safety of passengers with a disability
- Transit was contacted regarding these concerns by citizens and the Accessibility Coordinator however no further discussion took place.
- The AAC recommend that a stop be added to both The Elliot Residences on Metcalfe and the food bank
 - **Note with committee** that Transit said during public meeting that bus stops that are should have a pad installed should be called to their attention in February.
 - Recommendation that Transit staff review these areas with key stakeholders and the second will be that they consider actual walking distance, significant grade changes and snow removal schedules
- Cory Chisholm’s earlier concerns to be taken off the agenda as there are no concerns at the moment

2. Report from Community and Social Services Committee Report – Jen Popkey Bergen and Brad Howcroft

- The report to council was well received and contained the following:
 - Transit, accessible parking (eg. The number of spaces for properties – in the bylaw), site plan (that the AAC will continue to provide input into the new year) and that Brad and another AAC member, Cathy McCormack, appear in the new Rolling Out the Carts promotional video and photos
 - Jen and Brad recommended that they would like to go back to Council in April to make another presentation if there are important milestones to report rather than just sending an information report
 - The committee agreed that this would be a positive approach as long as it was worth Council’s time
 - **Motion:** That instead of just an information report we propose to make a presentation to council in April
 - Janice -**1st**; Doug – **2nd**; all in favour- **carried**

3. Site Plan Committee Report – For Information – Leanne Warren

- In total 17 plans have been reviewed however some have been review more than once - this is typical of this process as we may see the same site plans

with edits up to 5 or 6 times

- Some concerns that the Sub-committee have encountered so far include:
 - The need to edit the Accessible Parking by-law to include:
 - an increase to the number of accessible parking spaces,
 - direction on determining the location of the accessible parking spaces,
 - ensuring that the access aisle to a facility is not within the accessible parking space,
 - ensure that residential properties provide at least one accessible parking space dedicated to visitors (visitability and universal design principles).
 - Learn more about the variance application to not include visitor parking in residential buildings
 - Understanding the expected long term plans and outcome of the AAC being involved in this process.
- To date addresses site plan has reviewed:
 - 49 Gordon St
 - 500 Wellington St W
 - 40 Wellington St W
 - 80 Waterloo Ave
 - 1077 Gordon St
 - 455 Woodlawn Rd W
 - 495 Willow Rd
 - 65 Zaduk Pl
 - 345 Hanlon Creek Blvd
 - 340 Clair Rd E
 - 1141 Paisley Rd
 - 16 Marilyn Dr
 - 1159 Victoria Rd S
 - 330 Laird Rd
 - 25 Lee St
 - 30 Arkell Rd
 - 106 Bard Blvd
- Leanne asked the committee what their expectation were with regard to the subcommittee's goals. Would the subcommittee continue indefinitely or would they provide this learning experience for staff so that they eventually learn to address these issues independently with minimal input from the committee.
- **Committee members felt that:**
 - This subcommittee should continue until site plan staff are noting the same concerns that the subcommittee are noting and they seem to be proficient in identifying accessibility concerns and providing appropriate suggestions
 - It was felt that the outdoor built environment may help provide

guidance as well

- Once staff are proficient, the It would be ideal for site plan staff to connect with Leanne prior to these meetings to see any suggestions that may be
- We are seeing many of our suggestions implemented at later stages in site planning; hope that in a year we don't see any need for changes because staff know what is wanted for accessibility
- Staff should be educated and use Leanne as a knowledge source when necessary but not have Leanne take on this advisory role indefinitely
- Next site plan subcommittee meeting on January 14th for whoever would like to attend; generally 1-3 on Mondays bi-weekly Site plan committee to address visitor parking and the addition of accessible visitor parking
- Contact Leanne if you need to learn how to read site plans

4. Member Information – Committee Position Posted – Leanne Warren

- Note that Clerks will repost the one position. Leanne asked the committee members to think if they know of someone who meets the following criteria:
If this position were to be filled the committee recommend that the person have extensive knowledge about at least one of the following disability demographics with the first four disabilities a priority:
1) Blind, 2) deaf, 3) autism, 4) spinal cord injury, or any of the following: those who have speech difficulties such as Aphasia, university/college students with a disability, nerve related difficulties
- The following are 2 possible postings for the vacant AAC positions:

Accessibility Advisory Committee (Leanne's version)

1 vacancy, 1 year term

Meetings Held: Third Tuesday of every alternate month, 3:00 p.m. at City Hall

Summary of Duties: Appointees to this committee advise City Council on Accessibility. Candidates need to possess a committed interest in removing barriers to persons with disabilities. Those with extensive knowledge on the removal of barriers for people who are Blind or Deaf are encouraged to apply. More information on the City of Guelph's Accessibility Committee can be found at www.guelph.ca Contact: Leanne Warren 519-822-1260 ext. 2670; leanne.warren@guelph.ca

OR

Accessibility Advisory Committee (Clerks version)

1 vacancy, 1 year term

Meetings Held: Third Tuesday of every alternate month, 3:00 p.m. at City Hall

Summary of Duties: Appointees to this committee advise City Council on the development of their municipal Accessibility Plan. Candidates need to possess a committed interest in removing barriers to persons with disabilities. More information on the City of Guelph's Accessibility Plan can be found at www.guelph.ca Contact: Leanne Warren, 519-822-1260 ext. 2670;

leanne.warren@guelph.ca

The committee recommended to go with Leanne's version with the above additions

5. Integrated Accessibility Standard: Next Steps – For Information – Leanne Warren

- AAC input is important. Watch for details about the Multi-Year Accessibility Plan for the next meeting.

6. Accessible Pedestrian Signals (APS) – For Information – Leanne Warren

- Leanne has confirmed that staff have included APS' in future construction tenders where there are signalized intersections that are being significantly renovated or newly constructed, as long as there isn't a channel lane (APS' are not recommended for intersections with a channel lane)
- AAC members have requested that on a nice day Leanne show them an APS installation in the downtown.

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New Business:

1. Accessible Parking at POA Court (old City Hall) -

Mario Petricevic, Manager of Corporate Property – for Information

- Over the winter months snow storage is a concern for large snow events on the City Hall and POA Court sites.
- Mario is seeking the support of the AAC to store excessive snow in two of the four accessible parking space between City Hall and the POA Court building for a maximum of 24 hours, only during a significant snow event.
- The snow shall be removed between that hours of 2-5 am
- The snow collected by the Zamboni from the ice rink is not stored in one of the accessible parking spaces, the space the if forfeited during the winter months is a staff 15 minute drop off parking space
- Mario has spoken with parking to keep the 6 Wilson lot available for at least for the winter months
- The City recognizes that the two accessible parking spaces on Carden street are nearly always occupied.
- **AAC members were concerned:**
 - That the accessible parking should not be used for snow storage as this is a issue that members who need these spaces see all too often.
 - They asked if the snow could be stored in the Wilson lot however Mario said that there were concerns of moving the snow across a busy street (Wilson St)
 - That health and safety could come into play as not clearing the snow properly and creating icy patched. The route for persons with disabilities must be maintained so hazards are not created; placing importance on snow over people
 - That people may not realize that there are parking spaces between City Hall and the POA Court. This comment was made following an observation that these parking spaces are rarely used.

- That this is not a compromise as various disabilities will not be able to utilize Wilson street parking due to a steep slope on the pedestrian ramp and very busy, fast moving traffic; 2 out of 4 is not a compromise - 3 committee members today required accessible spaces
- That will be put in place as a standard procedure for the 2013/2014 year without consulting the AAC nor listening to their concerns.
- **Mario:** Signage can be placed temporarily to identify Wilson spaces are available for those who attempt to park in POA spots
- **AAC's final comments included a recommendation to:**
 - Fill other non-accessible spots with snow and not take away the closest accessible spots to City Hall and the POA Court.
 - See how it goes and asked if Mario can return to the February 19th meeting
 - Ensure that the two remaining available spots are entirely clear of snow
 - Ensure that it is understood that the AAC don't feel that this is a compromise and that they recommend that it is the absolutely last resort to take these spots
- **Mario:** Stated that according to feedback in February, if this is not working, we will not use the accessible spaces.

Related to this topic:

- AAC members are concern that the door nearest the accessible parking seems to be often closed/locked and that those using these spaces are forced to walk a long distance to enter the building.
- Mario replied that the intent is to keep it open but there was an issue with the security system and locking doors; it will generally be unlocked during daylight hours.

2. AODA Integrated Accessibility Standard – New Priority Seating signage on conventional buses - Michael Anders and Charlene Sharpe

- AODA has implemented the priority seating requirement
- Ontario Public Transit Association (OPTA) recommended a consistent message throughout Ontario and therefore developed a Courtesy Seating package as per the requirement for its members. The package contains public education material and stickers for the Courtesy Seating on each bus.
- Pamphlets and advertisements are on all buses, some shelters also have advertisements, as well as handouts at Guelph City Hall
- Operator cannot get involved in a dispute between passengers, this practice is not unique to Guelph, but rather they ask that people cooperate

Mobility Bus Update: Transit has receive approval for supervisor position for the Mobility Service during 2013. Duties of this person will include:

- Managing the daily running of this program,
- Feedback, and
- Maintain AODO compliance
- Also this year Mobility will add a new ARBOC mobility bus to the service by the end of the year. Another bus will arrive next year; demand continues

	<p>to grow for the Mobility Bus program and this will be one way to address the need</p> <ul style="list-style-type: none"> • AAC: Is there a way to track the number of requests that CANNOT be made by mobility? • Transit: Industry wide approaches are in the works for all transit providers • OPTA will form working groups to assist with industry-wide approaches to work through specific issues • Individual services are still responsible by the municipality (e.g. Bus pads, etc.) • Accessible bus pad requests may be submitted during February through Leanne • Transit is looking for a Guelph Transit Mobility user to sit on a committee for Mobility feedback etc. 1 evening a month between 5-7pm; • Transit will be changing conventional bus service times again in February to better serve some areas of Guelph. <ul style="list-style-type: none"> • During peak times the 15 minute service is not making connections downtown or at the University • In February, peak times will be 20 minutes (40 minute run time overall), this should increase the reliability at which riders can make connections • Route 20 will run all day long starting February – same route times as all other routes • Feedback from community members has shown gaps for this service when it was running on a limited time schedule <p>3. Training module for Integrated Accessibility Standard: Access Forward– For Information – Leanne Warren</p> <ul style="list-style-type: none"> • The MCSS have posted their new AODA training website - Access Forward • While the video components have not all been posted yet, power point presentations have been posted along with accessible version of the same information • Leanne to send the link to committee members to check out the website <p>4. Items from this meeting for CSS Report – For Discussion – All</p> <ul style="list-style-type: none"> • Measurement of the 500m for transit stops – find out why this is the standard currently used • Positive comment of appreciation for the hiring of a Mobility Supervisor • Recommend that the City advertise the accessible parking spaces between City Hall and the POA Court <p>5. Appreciation Letters – Jen Popkey</p> <ul style="list-style-type: none"> • Deferred
<p>5</p>	<p>Identify and Assign Future Agenda Items:</p> <ol style="list-style-type: none"> 1. Committee Orientation Manual 2. Vulnerable Persons Registry

6	Next Meeting: February 19, 2013 from 3 – 5 p.m. City Hall meeting room 112
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