

Meeting Minutes



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

DATE: Tuesday, April 16, 2013

LOCATION City Hall, 112

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

CHAIR: Jennifer Popkey Bergen

PRESENT: Brad Howcroft, Doug Grove, Janice Pearce Faubert, Cathy McCormack, Jennifer Popkey Bergen , Julia Phillips, Missy Tolton, Mary Grad, Laurie Lanthier, Tanya Davies, Tom Goettler, Jessica Watkin, Leanne Warren (Liaison), Shelby Mehlenbacher (Minutes), Fred Gerrior (Transit), Heather Mathewson

REGRETS: Jelsma (Transit) Darren Glasgow (Transit)

Jane McNamee, Cory Chisholm, Paul Reeve, Lynne Briggs (Staff),

MEETING MINUTES

ITEM #	DESCRIPTION
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1	Welcome Brad began the meeting for Jennifer and welcomed everyone, including AAC's new member Jessica Walkin. Jessica introduced herself and gave a brief background of herself and why she was interested in being a part of the AAC
2	Approval of Minutes Minutes from February meeting do not need to be approved as quorum was not met

Approval of Minutes of December 18, 2012 meeting

Motion: Mary 2nd: Cathy

All in favour: Carried

Approval of the Agenda

Business Arising # 5: Bus Stop at Walmart- Doug

Motion: Mary 2nd: Julia

All in favour: Carried

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Business Arising:

1. Encroachment Agreements and Accessible Pedestrian Routes Downtown – For Discussion – Leanne Warren and Doug Grove

- In the downtown area encroachment agreements are in place to ensure that businesses are not obstructing the path for pedestrians
- This is a main concern for people making their way to Guelph Central Station
- Background information: The encroachment agreement was put in place to ensure that sidewalks in the downtown area are 1.8m wide. There should be a route with sidewalks that are clear of all obstacles including street furniture.
- Last year several businesses applied to the encroachment agreement but many did not adhere
- Leanne has spoken to legal and they are looking into these agreements
- Encroachment agreements are reviewed every 10 years
- The original agreement did address boundaries around patio's and the necessary barriers that need to be put in place to address accessibility concerns
- Leanne is asking the committee to give their opinion on whether they believe these agreements to be fair or if something needs to be changed. In the past there has been concerns around the pathway being in a straight line which will mean that some businesses will not have enough room

for a patio

- Leanne wants direction around what type of agreement the committee would like to see and how rigid it should be
- **Committee members felt:**
 - the agreement should include a straight pathway within a block and something that a walking cane will detect should there be obstructions
 - all pathways downtown need to be the same so people know what to expect especially with the recent move of the buses to central station
 - all of downtown to be consistent meaning pathway is in a straight line, barrier detection on every single obstruction and that pathways are the same length. This should be done all the way up Wyndham, even if a business cannot put out a patio because of it
 - that the committee could make recommendations including examples of what they would like to see
- Leanne mentioned that if every business has to have a consistent barrier the City may have to pay for it. At the moment business are allowed to use which ever type they would like
- **Committee:** Concerned about businesses not following the agreement and why this might be happening
- Leanne confirmed that the agreement was asking for 1.8 meters just within a block and that there was quite a long list of what they needed to comply too
- **Committee members commented on:**
 - Having a straight line on every street near the front portion of the building and those businesses that have sidewalk sales will also need to comply. The suggestion would be that sidewalk sales would have to be closer to the curb
- Legal will be looking into this and with the construction plans of the downtown era perhaps this will be taken into consideration. There is different staff looking at it and legislation is also involved

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- Leanne is going to speak with legal and have them come to the next meeting
 - 2. Accessible Bus Stop "Pads" – For Recommendations – Fred Gerrior (Transit) and Darren Glasgow (Transit)
 - Fred reported that a list has been provided to AAC members of bus pads that are to be completed in 2013. This list was compiled from community feedback. Transit is hoping to get a cheaper price for concrete in order to accommodate all the requests for concrete pads in the City.
 - Fred asked the committee if they had any questions or further comments and recommendations for the list
 - **Committee members:**
 - Concerned with how the bus pads are prioritized
 - Recommended that it should be based on repeated complaints about a single stop
 - Recommended that a stop on Speedvale be considered
 - The bus stop pads are based on community feedback as well as drivers who are noticing concerns. It also depends on how many spots are on the list because of the expense and if bus pads are not finished this year they will be carried over to the following year. Fred will look into the stop on Speedvale and did report that this area is under construction. When doing construction they will consider this stop. A committee member did suggest moving the spot however Fred informed them that they like to try and resolve the issue in the current spot before moving to a new one.
 - Another recommendation that Fred has heard from customers is to have concrete bus pads in areas where there is no side walk. Fred has some concerns with this suggestion: upon dropping the customer off on the concrete pad there is no further accessible path, snowploughs are also not able to see the pad and this could cause problems with clearing the snow.

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- Fred would like to hear committee member's thoughts about adding concrete bus pads to areas that do not have a side walk
 - **Committee members:**
 - Wondered what was there now and if there was another option besides concrete that may work. No other suggestions were made as anything besides concrete would most likely still be inaccessible
 - If these areas could be kept on the back burner and when there are plans in the future for sidewalk construction these areas will get concrete pads then. Fred confirmed that when a side walk goes in there would automatically be a pad put in place and these are provided as part of the sidewalk contract
 - Mention of drivers who will pull up to an area that is more accessible if you ask (this is mostly when exiting the bus). The majority of drivers will do this when given an explanation
 - Recommended that the bus stops be moved in these areas to a more accessible spot. Fred confirmed that this depends on the site location and if it is feasible and there is an opportunity to move it they could
 - Wondered if bus drivers could pick you up at a different stop that was more accessible. Fred said this becomes difficult because drivers have a hard time distinguishing between a pedestrian and a person who is wanting the bus to stop for them
 - Asked how many of these stops are there amongst the City. Fred replied that there are quite a few especially around the industrial area and Watson Road where there are no sidewalks. Again, he would like to see the concrete pads going in where there is an accessible path.
 - Wanted to know how many of these spots they

are hoping to get done this year. Fred confirmed that there are 80 on the list and they are hoping to get all of them done. Stops that aren't done by the end of the season will be carried forward to next year

- Leanne suggested that a concrete pad be placed on Woodlawn road and Silver Creek around the Community Living area. Fred confirmed that if there is a connecting sidewalk they will do that area for sure.

3. Accessible Bus Stop "Shelters" – For Recommendation – Heather Mathewson Jelsma (Transit)

- In the past the shelter locations have been placed through community feedback
- This year there is 9 shelters in storage that need to be placed throughout the City as well as 5 that need to be relocated (2: Guelph Central Station, 2: St. George Square, 1: Speedvale)
- In order to plan relocation of these shelters Transit is seeking public feedback
- Transit is proposing that through signage on Conventional and Mobility buses, social media (Facebook, twitter), news, email, and 3 information sessions (City Hall, Evergreen Senior's Centre, Public Library) the public will be provided with a chance to decide where the shelters should go. Transit understands the importance of including the public as they are the ones who use them.
- Other criteria that will need to be considered includes, size of the stop, existing facilities, surrounding area, site lines (barriers for motorists).
- All City facilities will be given forms for patrons to fill out in order to provide an opportunity for feedback. This form will also have a spot to include recommendations and a reason why you believe the shelter should be placed at the location. The form will be available online at the City's website as well.
- The chance to provide feedback will be May 1st – May 19th ,

results will be evaluated May 20th - May 30th and June 1st
the final decisions will be made available to the public

- Transit believes that by providing this opportunity to the public they will improve the level of communication they are providing their customers
- Heather provided committee members the opportunity to provide feedback on the actual program and asks that if committee members have suggestions for where shelters should be located they can provide that during the feedback process
- **Committee members:**
 - Recommended that Mobility drivers be given a form to hand to clients and also fill it out for the client if they do not have the ability to do so
 - Recommended individuals can submit on behalf of others because there is so much common agreement among where they should be placed. Heather reported that in the section where clients have an opportunity to tell why, they could include information such as that
 - Informed Heather that there was a past event advertised on a conventional bus. Heather said these should be kept up to date and she will get this pulled out immediately
 - Recommended the opportunity to provide feedback should be given to University Students. Heather confirmed that she will be reaching out to the Central Student Association as University students represent 50 percent of ridership
 - Recommended a shelter be placed at Gordon and Edinburgh in front of the townhouses where there is a large amount of students. Heather said there used to be a shelter there that was taken out due to a

new contract being signed. Heather suggested this location be submitted on a feedback form

- Heather asked the committee if they feel it is important for her to attend meetings and let the AAC know about programs such as this
- Committee members agreed they think it is valuable and would like to see Heather in the future

4. Accessible Parking at POA Court and Snow Storage – Next Steps/Recommendations – For Discussion – All

- Mario Petricevic attended the AAC meeting in February to discuss the accessible parking at POA court and snow storage in this area
- In February, AAC members discussed a concern about snow removal taking place during regular business hours and blocking parking for a committee member
- Mario confirmed that this was a result of miscommunication between himself and operations and he would ensure that from that point forward snow would be removed from this area during the night
- Leanne is wondering if there is anything different the committee would like to see next year or any further recommendations
- **Committee members suggested:**
 - If a storm happens on a weekend the snow is cleared on the weekend and it not be postponed until Monday. Mario had confirmed in the last meeting that snow in that area is to be cleared within 24 hours
 - The committee to reiterate that it be cleared within 24 hours
 - we recommend it to be placed there as a last resort
 - Leanne will recommend it to be cleared

within 24 hours and it be passed there as a last resort

5. Other Bus Stop at Walmart – For Discussion- Douglas

- Prior to the February 2nd bus route changes the bus stop at Walmart was located in the parking lot. Upon changes it was relocated to Woodlawn Road
- Committee members have noticed that the bus is still going into the Walmart parking lot while in service and picking up passengers
- Leanne is going to follow up with Heather (Transit) regarding this to get clarification on the correct route.
- **Committee members are concerned:**
 - That customers will miss the bus because they are waiting at Walmart and the bus will go to the new location on Woodlawn
 - That there are a number of places the bus routes no longer go into which means people have to walk a lot longer to get to their destination
- Leanne believes this was changed due to timing of the routes and has asked Michael from Transit if this will change in the future (buses will be going back into Walmart) and he said no
- Committee member: Wondered if there was an accessible advisor with Guelph Transit
- Leanne says they have hired a person to oversee Transit and there is also a transit advisory committee member with a disability
- Committee members: believe she should be invited to the AAC meetings

6. Affordable Bus Pass Update – For Information –Lynne Briggs

- Leanne reported that they are in the process of collecting

new applications for the affordable bus pass as everyone needs to reapply

- It is difficult to reconnect with everyone so they are concerned some people will come into buy a bus pass and be surprised they have to reapply
- The reapplying process is being done because the affordable bus pass program is a pilot and it needs to be evaluated
- Committee member: Wondered how it is being communicated to individual people
- Leanne reported a mailing went out however this is not totally reliable as people often change their mailing address. The best way to circulate this news is through word of mouth. Leanne encourages committee members to spread the word and tell people they know that may be interested to apply

7. Site Plan Committee Report

a. Parking Bylaw - For Recommendation – Leanne Warren and Brad Howcroft

- Site plan committee has identified that the city does not have a good accessible parking by law for a new building. As of right now the only thing they need to abide by is the size of the parking space and how many need to be available
- The current recruitment does not require an accessible parking spot unless there are more than 20 spots. At Stone Road Mall all accessible parking spots were put in the same spot.
- More information needs to go into the bylaw
- The Design for Public Spaces describes where the parking spaces need to be located, the size, access aisle, number of parking spaces and accessible route
- Right now the legislation requires 4 percent of the total number of parking spaces need to be accessible (ex. Total of 100 parking spaces, 4 are accessible)
- AAC site plan committee are worried that 4 out of 100 are not enough.

- Site plan committee believes that 8 % is more practical
- **Committee members:**
 - Wondered if there was any way to collect data in a parking lot and see how many spots are actually being used
 - Were concerned that if there is too many accessible parking spaces people without permits will start abusing them
 - Reported that sometimes it is about making business so at retail places (i.e. Stone Road Mall) they may place accessible parking spaces all in one spot because they do not believe those individuals will bring in very much money
 - Were concerned that the point of these spots is for them to be accessible and placing all 20 spots in one location is making these spots inaccessible
- A business does not have to comply to these requirements if they can prove that it is not practicable
- When the total number of parking spaces is low 8 percent does not seem like very many however when the total number is high it may seem like too many
- Committee member: suggested that after a certain number the percentage could be changed
- Leanne will research the numbers further and bring it back to the committee
- The site plan committee is wondering if they should go forward with working through the recommendations in cognition with staff and then bring it back to the AAC when decisions need to be made
- **Motion:** AAC site plan committee will continue to work through recommendations in conjunction with staff and decisions will come back to the AAC for final recommendations
- Mary- 1st; Laurie- 2nd; All in favour: Carried

	<p>b. Committee Report – For Information – Leanne Warren</p> <ul style="list-style-type: none"> • AAC site plan committee has reviewed 28 site plans thus far; some of these they have been seen multiple times <p>8. Multi-Year Accessibility Plan – For Information – Leanne Warren</p> <ul style="list-style-type: none"> • At the February meeting we didn't have quorum was asking for feedback. • Leanne has asked if you have any feedback to get it to her by the end of the week <p>9. Recreation Funding Update – For Information – Leanne Warren</p> <ul style="list-style-type: none"> • Still has not heard- and the funding was suppose to start April 1st • Leanne will let the committee members know as soon as she knows
4	<p>New Business:</p> <p>1. Accessible Pedestrian Signals (APS) – New Style – For Discussion – Leanne Warren</p> <ul style="list-style-type: none"> • Rob Bar has come across a cheaper unit. It costs 10,000 to do the current APS signals • Companies are coming up with less expensive versions because it is legislated • The newer style does not have a collar around the button and they still vibrate and have the arrow on it • Motion: Leanne will take this forward and look into getting the cheaper APS signals; if there are different features she will bring it back to the committee • Janice- 1st, Missy 2nd All in favour: Carried

2. Accessibility Directorate of Ontario Meeting in Burlington on May 9th:

a. Reminder – Leanne Warren

- Leanne will be taking a City van down to the meeting in Burlington. The Agenda has been posted.
- Committee members are encouraged to let Leanne know if you plan on attending

b. Concern About Hours – For Discussion – Cathy McCormack

- Cathy is concerned that the hours may not be accessible for both her and other individuals that would like to attend. She is concerned that it is too early in the morning and in order to go on time she would have to get up around 5am
- Cathy has heard that a number of other AAC committee's are boycotting the meeting due to this same reason and suggests that the Guelph AAC should do the same
- The concerns regarding hours have been brought to the attention of the planners of this meeting by many people and no accommodations or changes have been made
- **Committee members recommended:**
 - Committee members compromise in order to leave a bit later so Cathy can join and arrive at the meeting late
 - We write them a letter letting them know we are arriving late in order to meet our own accessibility needs
 - If there is a chance at the meeting in Burlington to voice concerns, suggestions etc, a member who is attending could do this
- AAC members decided to go on time with the exception of Julia and Cathy who will arrive late. At some point throughout the day the committee voice that they are not providing an accessible opportunity for all of the people who would like to attend due to the hours offered

	<p style="text-align: center;">Meeting Adjourned: 5:05</p> <p>3. Items from this meeting for CSS Report – For Recommendation – All</p> <p>4. Discussion about AAC Memo Process – Did Members Find the Memo with Background Details Prior to the Meeting Helpful? – For Discussion – All</p> <p>5. Bus Stop Trivia Hop Event hosted by Guelph Barrier Free Committee – For Information – Cathy McCormack</p> <p>6. Other</p>
5	<p>Identify and Assign Future Agenda Items: None at this time</p>
5	<p>Next Meetings: June 18, 2013 from 3 – 5 p.m. City Hall</p>