

Meeting Minutes

Meeting	Accessibility Advisory Committee (AAC)
Date	15/04/2014
Location	City Hall, Room B
Time	3:00 – 5:00 p.m.
Present	Jennifer Popkey Bergen, Brad Howcroft, Doug Grove, Jane McNamee, Janice Pearce Faubert, Julia Phillips, Laurie Lanthier, Paul Reeve, Sian Matwey, Tanya Davies, Jessica Watkin
Regrets	Mary Grad, Missy Tolton, Cathy McCormack

Discussion Items

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1	<p>Welcome – Announcement: This is Jessica’s last meeting as she will move from Guelph. Jessica was thanked for her work on the committee.</p> <p>The Council Committee Selection Committee appointed Brooke Sillaby to replace Jessica during the last round of committee selection.</p>
2	<ul style="list-style-type: none"> • Approval of the Agenda – Motion to approve by Doug; second by Paul • Minutes of February 18, 2013- Motion to approve by Doug; second by Julia • Recognition of Minutes from the March 20, 2014 Special Meeting; These minutes are attached to February 18, 2014 minutes.
3	<p>1. AAC Membership for 2014 and 2015 – For Information – Dolores Black</p> <ul style="list-style-type: none"> • The committee will experience the new membership process for the first time this year. Dolores attended the meeting to explain the following: <ul style="list-style-type: none"> ○ All terms end in November however the current membership are invited to remain on the committee until the new Council have selected the 2015 membership. This may not take place until into the new year. ○ In September current AAC members will receive a

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	<p>letter letting them know that their current term will come to an end.</p> <ul style="list-style-type: none">▪ Members who have completed ten years of service will not be invited to re-apply in accordance with the committee terms of reference however these members are invited to re-apply after they have left the committee for one year.▪ Members who have served less than ten years will be invited to re-apply to the committee. Clerk's Office has all previous applications on file. Members can request that their application on file be re-submitted or they may complete a new application and submit it. A member may want to submit a new application to update the Selection Committee of new skills, experience, etc. that would benefit the work of the AAC. <ul style="list-style-type: none">• Dolores noted that residents may only sit on one Council Advisory Committee at a time; this includes if a member is elected to Council, they will have to resign from the AAC as a community member. <p>Three members will be leaving at the end of this term as they have completed ten years of service. All committee members are asked to identify gaps in knowledge for the 2015 membership and to consider recruiting people they know to apply. Identifying the gaps in knowledge for 2015 and recruitment ideas will be discussed further at the June meeting.</p> <p>2. City's AODA Related Report - Municipal Election Accessibility Plan – Introduction for Review and Your Comments – Jennifer Slater and Marilyn Hoffman:</p> <ul style="list-style-type: none">• The Clerk's Office is preparing an Accessibility Plan for the municipal election. They have consulted with Leanne Warren, the Accessibility Coordinator, and are now hoping to consult with the AAC to ensure that they have considered past barriers to election processes and that their plans won't create new barriers.• Clerk's Office will provide an accessibility report to Council within 90 days of the election.• In-person Voting:<ul style="list-style-type: none">○ Voting locations are to be audited to the accessibility criteria noted in the Plan. AAC members are encouraged to note any concerns now.

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	<ul style="list-style-type: none">○ Jennifer and Marilyn were asked to find locations where there wasn't much background noise as an AAC member noted this to be a barrier for him during the last election.○ Voters will still be able to bring someone with them to help them vote, as well, the appointed proxy system is still in place for voters to access as well.○ Election officials will be trained in providing accessible customer service○ Advanced voting dates (Oct 15-19) can vote at any three locations (City Hall, Stone Road Mall and Evergreen Seniors Centre); each will be equipped with accessible devices○ For Election Day on Oct 17: one location in each ward will be selected to have accessible polling equipment○ AAC asked that the electronic voting machine be advertised and include that help is available from election staff - Jennifer to work with communications once everything is up on the website○ Marilyn noted that a record of how many people use accessible technologies is reported at the end of the day however the report doesn't identify which vote was submitted that way, just a tally of how many voters used the accessibility features○ Marilyn reported that long term care facilities will have voting available during set hours for residents of the facility● Internet Voting:<ul style="list-style-type: none">○ This mode of voting will be offered during the advance polls (October 7 to 24)○ Vendor has stated that this form of voting is compliant with the Accessibility for Ontarians with Disabilities Act (AODA)○ The system has been tested and functions with commonly used software○ Clerk's is working with vendor to ensure that the security system to vote online won't create a barrier. They believe that an alternate option will be provided○ Residents will be given a PIN on their voter notification card○ AAC asked further about the testing of this technology. Jennifer mentioned that there would be a test period coming and invited AAC members to be part of that test. Jennifer will contact Leanne with further details on when

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in August this would take place and how AAC members can participate

- Jennifer to attend the August AAC meeting to demonstrate the online voting system. Marilyn will provide an update on the physical polling locations at that time however she won't be able to attend the meeting.

2. Site Plan Committee Report

Committee Report – For Introduction and Possible Motion - Brad Howcroft and Site Plan Sub Committee Members

- This sub-committee has identified specific trends that potentially affect people with a disability:
 - i. Several townhouse developments have been seen by this sub-committee where there are several stairs at all entrances. No accessible units are provided.
 - ii. There have been some commercial developments recently where there is a second story that is not accessible
 - iii. Sidewalks are often located on one side of the street. The result is that pedestrians have to use the road if they are living on the side without the sidewalk. This can be a high risk concern for people with a disability.
 - iv. Leanne has prepared a chart and will follow up with staff regarding next steps to consider these concerns.
 - v. Leanne to investigate if there is a connection with the City's Wellbeing project.

3. Accessibility Directorate Opportunities for Feedback – Discuss Individual Submission Opportunity and Potential Assistance – Leanne Warren

- Accessibility Standard for Customer Service
Leanne sent the committee members links to the proposed Accessible Standard for Customer Service for the committee members to review and comment
- Accessibility for Ontarians with Disabilities Act
Leanne sent the committee members a link to provide their comments as the Act is also being reviewed.

5. Downtown Guelph Streetscape Manual and Built Form Standards – Special Meeting with Staff Regarding St Georges Square – For Information/Follow Up – Leanne Warren

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	<ul style="list-style-type: none"> • The committee members met with staff members David deGroot and Ian Panabaker to learn about the Manual and the plans for St Georges Square. Those minutes were approved during this meeting and will be available with the February AAC Minutes • Trench drains rather than rolled curbs and the Accessible Pedestrian Signals were talked about at length however the ramp at Old Quebec Street Mall was a great concern. <p>Committee members plan to attend future public meetings to learn more as this project develops.</p> <p>This topic will be part of the AAC discussion for some time.</p> <p>6. Committee Report to Community and Social Services Committee – For Discussion – Leanne Warren – Deferred to next meeting</p> <p>7. Other</p>
4	<p>Identify and Assign Future Agenda Items: Managing Snow on Sidewalks Transit Progress Spreadsheet</p>
5	<p>Next Meetings: June 17, 2014 from 3 – 5 p.m. City Hall meeting room B Meeting adjourned: 5:02</p>