

# Meeting Minutes

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City of Guelph

## **Accessibility Advisory Committee (AAC)**

Tuesday, October 20, 2015

City Hall, Meeting Room B

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

Meeting Chair: Brad Howcroft

Vice-Chair: Julia Phillips

Present: Brad Howcroft, Brooke Sillaby, Janice Pearce Faubert, Cathy McCormack, Jennifer Popkey Bergen, Julia Phillips, Julian Murphy, Laurie Lanthier, Mary Grad, Malcolm McLeod, Missy Tolton, Michael Greer, Ruth Russell, Sarah Mathison, Tanya Davies, Sam McFarlane (Student), Leanne Warren (Liaison)

### **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

### **3:00 to 3:05 Item 1 and 2**

Item 1. Approval of the Agenda

- Addition at 4:30 Helen White will join the meeting to address path slope in Victoria Park Village
- Agenda approved by Mary, seconded by Brooke

Item 2. Approval of Minutes of August 18, 2015

- Approved by Julian, Seconded by Kathy

### **3:05 to 3:25 Item 3**

Accessible Recreation Programs – **For Information** - Leanne Warren, Brett Rutledge (Supervisor, Aquatics) and Jessica Gregoire (Inclusion Coordinator)

- Leanne presented on trends regarding the One2One program which included the number of people with a disability who were served over the past four years. The number of people served grew steadily over the four years. Beginning with three people during the first session and 42 in the winter session of 2015
- Following the spring 2015 re-organization of the corporation, the One2One program remained in Parks and Recreation and is now coordinated by Jessica and supervised by

Brett. Both Jessica and Brett described their background of working with people with disabilities.

- Also added to the One2One portfolio are private lessons and summer camp.
- The Inclusion Coordinator work scope includes the existing program of Friday Friends and a planned expansion of programming geared for people with a disability; youth programming for 13 – 21 years olds with a disability is top priority. Brett has experience with a program titled Reach for the Rainbow that they would aim to mirror, focusing on life skills, day to day mall trips etc.
- One2one numbers this session: 48 participants receiving one2one support, 10 adult participants in programs receiving one2one support.
- Moving forward, the one2one program is hoping to develop partnerships throughout the city. With this in mind, Brett and Jessica have organized meetings with external organizations regarding programs with disabilities, ensuring they are well known and meeting the needs of the community as a whole.
- Some changes will also take place with the Leisure Guide listings of services and programs for people with a disability which also leads to changes in the registration process; all are intended to improve customer service.
- Jessica and Brett are looking to work in conjunction with Leanne in Accessibility Services to ensure the programs are being implemented and accessed in an accessible manner. This includes engaging with the AAC.

### **3:25 to 3:30 Item 4**

Curb Ramp and Sidewalk Repair Budget Request Support – AAC Presentation in November - **For Recommendation** – Leanne Warren

- Brad and Julia will be doing a presentation late November regarding curb ramp and sidewalk repair to support a funding request by Operations for curb ramps.
- AAC has decided that they will only report to council about curb ramps verses both curb ramps and sidewalks.
- AAC members have volunteered to be the models for pictures in the presentation for example, an individual experiencing the barrier of a curb not ramped and other maneuvering barriers related to a wheelchair, scooter or walker and curb ramps.

### **3:30 to 3:50 Item 5**

Transit Mobility: Trapeze Software, Stop Calling and Ridership Concerns - **For Information** – John Alves, Supervisor of Mobility and Community Bus Services

- Trapeze Software Update:
  - Regarding trapeze software: the software is still in test mode for conventional and the Mobility transit. Aiming to start in next couple weeks. More training will take place on October 26<sup>th</sup>.
  - Issues that remain include on the conventional system, some language barrier between software and reading latitude and longitude.
  - Leanne reported that ITS is trying to find a way for the phone system to roll over to a person in an effort to make the phone system accessible for a person who isn't able to press menu numbers to reach someone. Right now, a person can leave a message.
- With regard to some concerns regarding Mobility the AAC suggests a simplified version of Mobility and Transit policies be available to the public and aimed towards plain language - Leanne has offered to assist.

### **3:50 to 4:00 Item 6**

International Day of Persons with Disabilities – United Nations Initiative – **For Information** – Leanne Warren and Sam McFarlane

- Thursday December 3<sup>rd</sup> 2015 is the International Day for Persons with Disabilities as recognized by the United Nations. The City of Guelph will be hosting an Assistive Technology Symposium at city hall from 11:30 a.m. to 5:30 p.m. On display at this event will be a wide variety of assistive devices that work towards assisting individuals living with disabilities. These devices include screen readers and sight enhancement devices. The event is part of the City of Guelph Employee Diversity Strategy. The event is open to employees as well as the general public.
- Michael suggested including travelling devices in the device display
- Malcolm and Tanya suggested contacting Library Accessibility Services at the University for information
- Tanya suggested including live scribe pens
- Sam will research all of these great suggestions.

### **4:30 to 5:00 Item 7**

Victoria Park Village path slope-**For Information**- Helen White:

- FADM states that:
  - A slope that is steeper than 1:20 requires a rest area every 9 meters.
- Path is 3 meters wide, goes over wetland connecting two subdivisions
- Snow removal will take place as this is a school route
- Question asked of the AAC:
  - Do we need to have a rest area?
  - What does that rest area look like and how often is it needed along the path?
  - Could the rest area be approximately at the halfway mark?
- The AAC recommended:
  - That a handrail be included to help people steady themselves; Rails wanted all the way from bottom to top but at the very least be located where there is a drop off; and
  - A bench is located halfway along this stretch and more often if possible. More are preferred.
- The City of Guelph Accessibility Advisory Committee recommends that rest areas are needed to ensure equal access for all populations. At least two rest areas shall be included in the 1:20 slope part of the trail that is 70 m long at the Victoria Park Village Primary Trail. However if the inclusion of two or more rest areas create a condition that increases the slope or length of the trail, then reducing the number of rest areas will be acceptable however at least one rest area shall remain at minimum. Further, handrails shall be included to facilitate a sense of stability for a person with a disability, notably in areas where a change in grade is close to the walking surface of the trail.  
A rest area is defined in the City's Facility Accessibility Design Manual and includes a park bench and an accessible space for a wheelchair as well as other required features.
- Motion by Mary; seconded by Ruth; All in favour, CARRIED

Items 8-11 to be deferred to the next meeting.

Meeting Adjourned at 5:05

### **4:00 to 4:10 Item 8**

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

**4:10 to 4:20 Item 9**

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

**4:20 to 4:35 Item 10**

Site Plan Sub-Committee: Report Including Approval of Site Plan Developer Guidelines, Motion from Sub-Committee and Engineering Drawing for Traffic Island – **For Recommendation** – Julia Phillips

**4:35 to 5:00 Item 11**

Other

**Next Meeting:**

December - To be announced

February 16, 2016 from 3 – 5, location to be announced