

MEETING MINUTES



MEETING **CITY OF GUELPH
ACCESSIBILITY ADVISORY COMMITTEE (AAC)**

DATE TUESDAY, DECEMBER 17, 2013

LOCATION CITY HALL, ROOM 112

TIME 3:00 TO 5:00 P.M.

CHAIR JENNIFER POPKEY BERGEN

PRESENT Cathy McCormick, Jessica Watkin, Jennifer Popkey-Bergen,
Janice Pearce Faubert, Doug Grove, Brad Howcroft, Missy
Tolton, Tanya Davies, Mary Grad, Laurie Lanthier, Julia
Phillips, Paul Reeve, Leanne Warren (Liaison), Emily
Laevens (Staff-Minutes)

REGRETS Jane McNamee, Tom Goettler

**No Peanut Products permitted at this meeting.
Please refrain from wearing scented products.**

AGENDA ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	<p>Approval of the Minutes of October 15</p> <ul style="list-style-type: none"> • Motion to approve the minutes by Cathy 2nd by Mary All in favour: Carried <p>Approval of the Agenda</p> <ul style="list-style-type: none"> • Request for the addition of staff member Heather Connell to talk about Solid Waste and Recycling for the City • Request for the addition of the AAC role as advisor to the Council for discussion • Motion to approve the amended minutes by Janice 2nd by Missy

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1. Implementation Plan of Multi-Year Accessibility Plan –
Leanne Warren

- Improving the Accessible Procurement is the focus for Leanne in the first Quarter of 2014.
 - There is a statement that goes into Requests for Proposals (RFPs) indicating that applicants must meet the AODA requirements
 - Facility Accessibility Design Manual guides which equipment is accessible for the City to use in buildings; if it is not possible to meet the FADM, a form is available for staff to explain why accessibility requirements could not be met
 - A similar form has been developed for procurement processes as well, asking staff to refer to a variety of resources for accessibility (e.g. AODA, FADM, accessibility advisor, AAC)
- Review of tools that are in place for staff use.
- Training module for FADM and procurement is being considered. AAC members said that they would help.

Committee members:

- Site plan committee could provide most common issues encountered and require staff undergoing training to attend site plan meetings
- Noted that site plan is only allowed to provide input on the external plans so it may not be as beneficial for individuals involved in construction/renovation
- Suggestion to have a video depicting individuals from Guelph (e.g. AAC members) and how they approach daily barriers
- Hands-on training that allows practical experience and learning was highly recommended
- Goal that all disabilities be targeted to make something accessible; show a universal design example and show persons of different abilities using

the space

a. Delegations

- Robert Erickson (delegate)
 - Neither park near his house (Oak Street Park and Yewholme Park) is wheelchair-accessible, which is of concern for his father-in-law
 - Wondered if there is a process for an individual in the community to note inaccessible areas to the City, and how action could be taken
 - Robert also noted that if possible, it would be ideal for the City to maintain the gravel to avoid water collection in shallow areas (which is damaging to motorized equipment)

Committee members:

- Recommended speaking to Leanne
 - Suggested that he tell his clients, who also encounter environmental barriers, to contact Leanne or the City to report accessibility related concerns
- Heather Connell – Solid Waste Removal
 - Acknowledged that individuals in the community are having issues with green bins tipping over and blocking the sidewalk once emptied, and that she would bring these concerns back to her department

Committee members:

- Noted issues with wet waste freezing in the winter; Heather suggested using the certified compostable bags or lining the bottom of the bin with loosely packed newspaper or leaves
- Wondered if there is a service available to get assistance hauling carts out to the curb and back in; Heather provided contact for a City service that assists residents
- When asked how residents would know about these services, Heather confirmed that information was provided when individuals received their carts in the Fall

- Heather explained that individuals can request this service at any time and are welcome to request the service only in the winter if they desire; the request will be listed as a recurring event in the Solid Waste Removal calendar
- Member asked if bins are typically picked up if knocked over when being emptied; Heather reported that if it is a concern, residents are able to contact the department and it will be remedied

2. Site Plan Committee Report

a. Committee Report – For Information – Leanne Warren/Brad Howcroft

- Committee has reviewed several site plans over the past month, noting that they reviewed 12 earlier this week
- The plans are mainly multi-residential with some commercial and few industrial
 - Over the summer quite a few industrial plans were reviewed
- The committee has encountered 5 main concerns:
 - i. That the accessible parking bylaw be updated. The committee has put forward a draft; bylaw has not been updated, but hopefully will be in the new year
 - ii. That pedestrian walkways within a site connect to the municipal sidewalk, accessible building entrances, accessible parking and the amenities (mailboxes, picnic areas, etc.)
 - iii. That the City consider installing sidewalks on both sides of each street in all areas including industrial areas.
 - iv. That the City plan to encourage the building of accessible affordable housing.
 - Member wondered what portion of housing in Guelph is accessible and to what standard
 - Leanne to research how the City can influence the construction of accessible housing and, if so, what ratio of housing built should be

accessible; for discussion at a future meeting
v. That residential buildings, including townhouses be built to allow for visitability (access into the house and to main amenities such as the living room, kitchen and washroom)

- o Many new buildings can be entered, but amenities are not accessible

- The site plan committee is continuing to make recommendations on every site plan
- Leanne noted that the committee has had impact as there are certain developers who take note of the committee's comments and incorporate them into future plans

3. Downtown Guelph Streetscape Manual and Built Form Standards – For Information – Leanne Warren

- David de Groot is not yet ready to present to the committee
- The schedule has been revised so that the document will be released to staff next week, the public in March, and Council adopt in May/June
- David still plans to present to the AAC during this timeline

4. AODA Report 2013 – For Information – Leanne Warren

- The report is being filed this week
 - o Leanne has entered report information and is awaiting approval of the City's certifier, the Executive Director of Community and Social Services, Derrick Thompson

5. Transit Updates:

- a. Introduction of Interim Mobility Supervisor – Cindy Mailloux
 - o Wasn't able to attend; Leanne provided a very brief report

6. Guelph General AAC Meeting – For Information – Leanne Warren, Doug Grove, Cathy McCormack

- Leanne, Doug and Cathy have been sitting on the GGH

AAC

- Group meets approximately once a year
- Three AAC members have been invited, along with Guelph Independent Living, to advise the GGH on their accessibility plan
 - Leanne sent them materials after the meeting but during the meeting we reviewed their past plan to update it with contact information, etc.
 - She also asked them to think about if they would like other types of disabilities represented at their table however they will likely re-establishing their internal committee as they are currently the facilities staff and IT, and recognize that other departments are needed at the table
 - They plan that during the next meeting that the group will tour the facility to look at accessibility features
 - Leanne recommended that they hire a part-time or contract person who can advise them on their multi-year plan

7. Committee Report to Community and Social Services Committee on December 10th – For Discussion – Jennifer Popkey Bergen and Brad Howcroft

- Members felt that it was a good report and well-received by the committee
- Jennifer gave an encouraging talk regarding where the City should be in terms of accessibility in 50 years; she share a few of the details with the AAC
- Councillor Dennis commented that he appreciates that the committee takes the time to work with staff and advise

8. Role of AAC as Advisor to Council – For Discussion – Paul Reeve

- Paul questioned if the AAC has ever directly advised Council on issues; referred to the movement in Vancouver to only allow lever handles, rather than round door knobs on all new buildings

- Leanne notes that we have advised Council in terms of roundabouts and an amount of money allocated to curb ramps
- Requested that this return as a topic of discussion in future meetings

9. Accessible Park Fixtures – For Discussion – Emily Laevens

- City staff asked community members to provide input on desired park fixtures in mid-November
- AAC members reviewed a number of pieces of accessible playground equipment that could be suggested to staff
 - Rubberized surface was a significant suggestion in making equipment wheelchair accessible; in order for equipment to be accessible, the surfacing must be accessible. A member recommended the surface used in Bowering Park in Newfoundland
 - AAC member noted that rubberized surfacing is very expensive and deteriorates quickly once it has started to tear
- Suggestion to Parks that a summer student role be created to maintain/fill in ruts
 - Leanne noted that the AAC will be asked to advise on maintenance schedule for the multi-year accessibility plan. Likely at the April AAC meeting.
- Comments for accessible playground equipment:
 - Make sure that this equipment will consider a parent with disabilities as well as children with disabilities

Other

- Committee member noted that snow has not been cleared from the accessible parking spots on the east side of City Hall within the acceptable 24 hours and is also blocking the accessible walkway.
- Leanne to follow up with facility staff

10. Committee Networking

4	Identify and Assign Future Agenda Items: <ul style="list-style-type: none">• Discussing role AAC plays in advising City Council• Maintenance of parks and facilities
5	Next Meetings: February 18th, 2014 from 3 – 5 p.m. City Hall meeting room 112