

MEETING MINUTES



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

DATE Tuesday, October 15th, 2013

LOCATION City Hall, Room 112

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

CHAIR Jennifer Popkey Bergen

PRESENT Cory Chisholm, Cathy McCormack, Doug Grove, Jane McNamee, Julia Phillips, Brad Howcroft, Mary Grad, Missy Tolton, Laurie Lanthier, Leanne Warren (Liaison), Emily Laevens (Staff-Minutes), Paul Reeve

REGRETS Tanya Davies, Janice Pearce Faubert, Tom Goettler, Jessica Watkin

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	Approval of Minutes of August 20 <ul style="list-style-type: none">• Motion to approve the minutes by Mary 2nd by Julia All in favour: Carried Approval of the Agenda <ul style="list-style-type: none">• Motion to approve the agenda by Doug 2nd by Cathy All in favour: Carried
3	1. Site Plan Committee Report

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| | <p>a. Parking Bylaw – For Recommendation – Leanne Warren/Brad Howcroft</p> <ul style="list-style-type: none">• AAC recommended accessible parking bylaw will be submitted along with other edits, related to accessibility, to the site plan guide used by developers or anyone accessing the site plan process.• Bylaw will take time to develop <p>b. Committee Report – For Information – Leanne Warren/Brad Howcroft</p> <ul style="list-style-type: none">• Fewer site plans were reviewed over the summer (committee took a month off over August-September)<ul style="list-style-type: none">○ 5 site plans were reviewed at last meeting○ The number of plans reviewed over the next little while will vary however November seems to be a busy month, based on last year• Committee views the same plan an average of 3 times as changes are made from staff comments and plans are resubmitted• Committee members feel that it should be an ongoing committee since errors are still being caught on various site plans<ul style="list-style-type: none">○ Leanne suggested that once the guidelines are available to developers that there will be fewer comments from the AAC sub-committee. As well, staff will have a reference document.• Subcommittee has 3 people consistently reviewing site plans• Leanne suggested a motion to be made that plans be reviewed by at least Leanne but also by as many of the AAC sub-committee members as possible. The concern is that if there is only one site plan to review and very few comments, if any, are to be made it may not make sense to have the sub-committee come out for a meeting. |
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- **Motion to recommend that a minimum of one person associated with the AAC review site plans as required, however if more than one or two plans are to be review that AAC members be encouraged to attend by Mary 2nd by Cathy**

All in favour: Carried

- Leanne invited other members to join the sub committee with a promise that they can receive their initial training within an hour

2. Downtown Guelph Streetscape Manual and Built Form Standards – For Discussion – Leanne Warren

- David de Groot will not be ready to present to the AAC until the December meeting, but there will still be time to provide feedback that can be integrated into the final document.
- Public meeting discussing the downtown streetscape manual and St. George's Square (two separate projects) being held on October 23rd
- Leanne will ask David if an RSVP is required
- This meeting will likely focus on St. George's Square since previous meetings have focused on the streetscape manual
- Leanne has recommended pedestrian crossings complete with APS' if they go for a Market Square-type look with an island in the middle similar to how the square was several years ago
- Slope in front of Quebec Street mall is becoming a challenge in the re-design of St. George's Square. Committee members will follow this project and provide advice.

3. Transit Updates:

a. Mobility Supervisor Position – For Information – Leanne Warren

- Cindy Mailloux is the interim Mobility Supervisor
 - She was previously a trainer for Transit

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| | <ul style="list-style-type: none">• Leanne to requested a meeting with Fred to address Mobility and Conventional Transit concerns <p>b. Compliance Plans to Date – For Information – Leanne Warren</p> <ul style="list-style-type: none">• Leanne scheduled to meet with Cindy Mailloux to develop plans for AODA compliance deadlines.• Leanne will discuss issues brought forward by Mobility riders as they relate to Cindy’s role<ul style="list-style-type: none">○ It is Leanne’s understanding that all Transit concerns are currently overseen by Fred Gerrior• Committee member questioned if there was Braille on the Transit signs at the Central Station<ul style="list-style-type: none">○ Leanne and Cory confirmed that there are Braille signs identifying the bus bay as well as Braille stickers identifying the route, which are located on the route map sign, and a tactile route map at the Central Station○ It seems that from time to time the Braille stickers disappear. If this continues it may be necessary to recommend that Transit look into alternative solutions. |
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4. Sidewalk Markings – For Recommendation – Leanne Warren

- Sidewalk inspectors in Operations are trying to decide if the word ‘caution’ should be included along with the orange markings
 - People typically think that orange markings mean repairs will happen which isn’t the case with these
 - ‘Caution’ would be sprayed with a stencil
 - The word will be included in subsequent markings (workers will not return to previously sprayed areas to add the word ‘caution’)
 - Concern around individuals who are blind may not benefit from either the ‘caution’ message nor the orange lines

- The 'caution' sign may be too much and may make things more difficult or cluttered to view for those with low vision
- Committee member wondered how durable the paint is and how well it lasts through the winter
 - Lines marked the first year can still be identified (there are some paint chips), but it seems to have a two-year lifespan
 - Leanne confirmed that the Operations staff are treating complaints from individuals with disabilities as priority
 - Committee could give them direction as to how to prioritize complaints from individuals with disabilities
 - People near St. Joe's are using the road instead of the sidewalk due to the cracks in the sidewalk and a need for some curb ramps. Operations is aware of this
 - Committee member suggested that St. Joe's is a priority location
 - Leanne has asked other municipalities if they prioritize, or how they tend to repair sidewalks (e.g. mud-jacking versus shaving)
 - No response from other municipalities
 - **Motion to recommend that the City of Guelph does not use the stencilled 'caution' because we feel that, in addition to the orange paint, the extra signage would have little to no effect, and recommend that the painted strip follows the standards of the FADM signage section. By Laurie 2nd by Missy**
 All in favour (Jane abstained): Carried
 - Jane felt that the message of "caution" would be of benefit to explain the orange marking
 - Recommendation that a staff from Operations (sidewalk maintenance) be invited to discuss the inventory of affected areas, their priority

list for fixes, the thickness of the orange lines, what guidelines they have for requests to repair, threshold to mark a sidewalk, and if people do call in complaints, should they be asked "if it is not repaired, how much of a barrier will this be to you?"

5. Committee Role – For Discussion – Leanne Warren

- Discussion around the committee's role of advocating versus advising took place in August
- AAC role is to advise to City Council
 - Argued that in its own way, the AAC does advocate to get things accomplished
- Paul felt that the AAC is an advisory committee, since to him, advocacy is about supporting a cause (e.g. Greenpeace is an environmental advocate) and the focus is to bring that cause to attention
 - AAC advises Council, but Council can still do whatever they choose and the AAC accept that. Whereas an advocate would carry on with the issue
- AAC may advocate gently, but doesn't take a strong advocate role
 - AAC is an advisory committee since decisions are ultimately up to Council

6. Committee Report to Community and Social Services Committee on December 10th – For Recommendation - Leanne Warren

- Leanne asked the AAC if they would prefer a PowerPoint in addition to the report, or just the report itself
 - Mayor Farbridge has commented in the past that presentations are more impactful with the PowerPoint in addition to having committee members deliver the presentation
 - Presentation allows an open venue for dialogue where a report doesn't
 - Members asked Leanne to build off of the

presentation format of last year

- Feedback for topics and what should be included in the report must be provided to Leanne in a week
- Leanne will email PowerPoint and report from last year to committee members

7. Staff and Volunteer Training Plan and Training – For Information – Leanne Warren

- Training will be delivered to staff based on their duties; therefore:
 - All employees and volunteers will receive a general training module
 - Employees with more specific roles mentioned (of focus) in the legislation will require more specific modules
- Training will initially be done online in group settings and then new employee training will carry a module for the general training
- Employees are welcome to take modules that are not required for their role and is approved by supervisor
- Managers will also receive additional training pertaining to the employment section of the Integrated Accessibility Standards Regulation
- AAC members viewed the presentation during the meeting and provided the following feedback:
 - Suggested removing the intro after initial video as it gets repetitive in subsequent videos
 - Add captioning option to entire presentation
 - Leanne confirmed that there will also be access to the text script if captioning for the entire video is not possible
 - Suggested that it may be helpful to highlight/enlarge key words on the employment slide, especially for those who are deaf or hard of hearing
 - Observation that on some slides the pictures didn't convey the audio message
- Leanne will send out the [Human Rights Code videos](#)

	<p>8. Other</p> <ul style="list-style-type: none">• Tuesday, October 15th is Cory's last meeting with AAC as she has completed 10 years on the committee<ul style="list-style-type: none">○ Thank you to Cory for her time and dedication to the AAC
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