

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. February 20, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair – WECC - West End Community Centre
Present: Mary Grad, Laurie Lanthier, Janice Pearce-Faubert, Leanne Warren, Paul Reeve, Cory Chisholm, France Tolhurst, Sharon Van Manen, Trav Coleman, Murray McCrae, Tina Agnello (City Deputy Clerk – Present for 3.1, 3.2, 3.3), Mayor Karen Farbridge (present for 3.1)
Regrets: Tom Goettler, Jane McNamee, Doug Grove, Jennifer Popkey Bergen, Jolyne Neil
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve who introduced Mayor Karen Farbridge and Deputy Clerk Tina Agnello
2	<p><u>Approval of the Agenda</u></p> <p style="text-align: right;">Motion to approve by: Mary Grad 2nd by: Sharon Van Manen Carried</p> <p><u>Approval of Minutes of December 19, 2006:</u></p> <ul style="list-style-type: none"> - Change Jen to Jennifer, item 3.4 - Correction: Janice to address the rubberized surface, item 3.4 <p style="text-align: right;">Motion to approve minutes by: Mary Grad 2nd by: Laurie Lanthier Carried</p>
3	<p>Business Arising</p> <p>1) Mayor Farbridge to sign City Barrier Free Policy Paul read the Barrier Free Policy Statement for the Mayor and the Committee. The Mayor then signed this document. Mayor Farbridge mentioned that this Policy will be posted on the City website and will be linked to the Mayor’s page, the new Strategic Plan and other documents as this policy reflect the values of the City.</p>



Paul commended the Mayor in challenging and encouraging the AAC to recommend changes in our community that will be looked upon, 50 years from now, as innovative. The Mayor encouraged the AAC to have a voice (individually or collectively) during the City's Strategic Plan process. The goal would be to ensure that the removal of barriers is woven into the overall Strategic Plan.

2) Update of Voting and Audible Equipment – For Information – Tina Agnello (City Deputy Clerk)

- Audible equipment was available at the advanced polling station and all polling stations on election day. Tina tested the equipment at each polling station.
- Because of the new audio equipment, they hired and trained 300 workers for this election, more than in previous elections.
- At the advanced polling, the equipment was not used.
- On election day, there were 4 people that used the audio equipment which prompted 2 letters to the editor which were very favourable. Leanne reported that one person who experienced difficulties contacted her, while another person experiencing interference with the headphones.
- Manuals were available at each polling station for the workers to access. Tina will send Leanne a copy of the manual. AAC members will have an opportunity to experience the equipment shortly before the next election
- The availability of the audible equipment was promoted via radio, newspaper and targeted email to support agencies (CNIB, GSPD). Promotion will be a focus for the next election.
- We are the only Municipality, possibly in Canada, who offered the audible feature at every polling station on election day. It felt that this is an important step in offering the choice of independent use of voting equipment for all voters.
- Tina told the committee that the Clerk's Office will budget for the same access to audible equipment at the next municipal election.

3) Changes to Update AAC Terms of Reference – For discussion – Leanne Warren and Tina Agnello (City Deputy Clerk) – Motion Required

- The committee reviewed the current Terms of Reference for the AAC, as well as a draft version as the current Terms were outdated.
- It was asked if there was a minimum age limit to be a voting member of the AAC. Tina to research. Leanne to report back to AAC.
- Membership change determined at meeting: "Quorum will consist of one half of the membership plus one member AND of those present, a majority must be persons with a disability."
- The AAC recommended the changes. See attached Council Report called AMENDMENTS TO ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

Motion:

The amendments to the Accessibility Advisory Committee Terms of Reference are approved for recommendation to City Council with the following addition under 5.0

**Motion: Janice Pearce-Faubert 2nd: Cory Chisholm
All in Favor**



Carried

4) City of Guelph Accessibility Plan – Final Draft – Leanne Warren – Motion Required

- pg. 28 item 4 under Comments: Replace the word considered with the word followed
- Pg 30 #5: There was a discussion about the pedestrian crossing at Norfolk and Quebec/Paisley Streets. It was determined that this is a dangerous intersection for pedestrians who are blind or have low vision. There was no conclusion on recommending Audible Signals. Leanne to research intersection re-alignment and invite a representative from CNIB to the next AAC meeting.
- Pedestrian crossing at Speedvale and Woolwich. The committee recommended incorporating into intersection construction that is projected for 2011 budget.
- Paisley/Quebec scheduled for 2009/10.

Motion to submit the recommended Accessibility Plan for 2007, with changes above, to Council and to make available to the Ministry of Community and Social Services and to the public.

Motion: Janice Pearce-Faubert 2nd: Laurie Lanthier
All in Favor
Carried

5) Funding Allocations – For Discussion – Leanne Warren

a. \$11,000 allocation from 2005 – Motion Required

- AAC has \$11,000 from 2005 to recommend toward removing barriers.

Motion to recommend that Council use the remaining \$11,000 from 2005 Reserve Fund on curb ramps to be installed during 2007.

Motion: Mary Grad 2nd: Sharon Van Manen
All in Favor
Carried

b. \$50,000 allocation from 2007 – Motion Required

- The AAC can request \$50,000 to be used toward removing barriers identified by the AAC.
- \$50,000 not to be dealt with now, audible signals are still an option.

6) Report highlights of meeting with Mayor – For information – Paul Reeve

Paul addressed the issue of not having a Councillor representation on the AAC. The Mayor explained that she was still re-structuring the Standing Committees at that time and was trying to efficiently utilize the Councillor's time.

Emergency Services, Community Services & Operations Committee (ECO Committee) is the Standing Committee of Council that the AAC reports to. The Chair is Councillor Maggie Laidlaw.

Paul also addressed that the AAC have input into the committee selection process.

7) Report highlights of meeting with Director of Finance – For Information – Paul Reeve

It was suggested that the AAC request additional funds to the reserve fund for Accessibility Improvements with a list of proposed projects through Leanne at budget time. The AAC to

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make a motion on accessibility improvements at the August 2007 meeting.

8) Council Presentation – For Discussion – Paul Reeve

The committee should discuss a significant project with some definite plans before addressing council in September

4	<p>New Business</p> <p>1) Paul thanked past members David Birtwistle and Ethel Mehi for their services on the committee</p> <p>2) Annual AAC Workshop – Designing for Inclusion – For Discussion – Leanne Warren Guelph AAC will host the Annual AAC Workshop at the Evergreen Senior Centre on Thursday, June 14, 2007 from 3:00 – 8:00 (dinner provided)</p> <p>3) Calendars from Guelph Environmental Leadership Leanne gave out GEL (Guelph Environmental Leadership) calendars as they were donated with the intention that they would be handed out to the AAC.</p>
5	<p>Identify and Assign Future Agenda Items</p> <p>Inclusion Policy Final Draft – deferred to next meeting</p> <p>Provincial Standards – waiting for them</p>
6	<p>Next Meeting April 17, 2007; 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</p>

Action Items

Item #	Assigned To	Description
2	Leanne Warren	Issue the minutes of December 19, 2006 to the website.
3.2	Tina Agnello	Email audible voting training manual to Leanne Warren for review.
3.3	Leanne Warren	Leanne to report back to AAC if there is a minimum age for voting members of AAC.
3.3	Leanne Warren	Leanne to submit recommended changes to AAC Terms of Reference as per AAC motion.
3.4	Leanne Warren	Leanne to invite a representative from CNIB to be part of a discussion about audible signals as mentioned.
3.4	Leanne Warren	Leanne to submit 2007 Accessibility Plan to City Council as per AAC motion.
3.5.a	Leanne Warren	Leanne to submit to City Council a recommendation for \$11,000 to be allocated to additional curb ramps as per AAC motion.

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Date: Tues. April 17, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Janice Pearce-Faubert, Leanne Warren, France Tolhurst, Jane McNamee, Bev Izzillo-Ustation, Doug Grove, Julia Phillips, Jennifer Popkey Bergen
Regrets: Tom Goettler, Jolyne Neil, Paul Reeve, Mary Grad, Laurie Lanthier, Cory Chisholm, Sharon Van Manen
Chair: France Tolhurst
Minutes: Mary Carson

Discussion Items

Item #	Description
1	<p>Welcome by France Tolhurst Introduction of new voting members: Bev Izzillo-Ustation and Julia Phillips</p>
2	<p><u>Approval of the Agenda: with 2 additions</u> 1) Jane McNamee - Audible Equipment 2) Leanne Warren - Guelph Strategic Plan #4 and 5.</p> <p style="text-align: right;">Motion to approve by: Jane McNamee 2nd by: Jennifer Popkey Bergen Carried</p> <p><u>Approval of Minutes of February 20, 2007:</u> - No Quorum, therefore deferred to next meeting for approval of minutes.</p>
3	<p>Business Arising</p> <p>1) AAC Terms of Reference Youth Questions – For Information – Leanne Warren - Tina Agnello, Deputy Clerk, City of Guelph reported to Leanne that members of committees that report to City Standing Committees, which includes the AAC, must be 18 years of age or older. Citizens younger than 18 years of age can attend or</p>



address the committee. The new Terms of Reference for the AAC which includes new wording regarding a parent of a youth with a disability.

- The new terms of reference don't come into play until November 2007.
- A copy of the new, Council Approved, Terms of Reference was included in the package.
- A contact list for the AAC members and the schedule for the rest of 2007 were distributed
- Janice identified that she will act as the member; Parent of a child with a disability.

2) Provincial Standards – For Information – Leanne Warren

- There are 2 committees being struck now, Built Environment and Employment, the closing date for the applications are both May 8th. If any committee member are interested in applying, Leanne offered to submit a letter of recommendation.
- Meetings will be in Toronto. There was a request to have the meetings in other cities, however this was denied
- If any members are interested, Leanne will investigate assistance with transportation costs

3) Annual AAC Workshop – Sign up and Delegation of Tasks – Leanne Warren

- This is the annual training/workshop for area AACs.
- Registration forms were distributed.
- Date: June 14 in Guelph.
- Members agreed to come out early to help with set up as Guelph is the host this year.

4) 2007 Accessibility Plan – For Information – Paul Reeve

- The Accessibility Plan was handed out and has been approved by City Council.
- A copy was sent to the Ministry and it's availability was promoted in the City page.

5) Funding Allocations – For Discussion – Paul Reeve

- Discuss at next AAC meeting the idea of approaching Council for \$200,000/yr. for the Committee to recommend for Accessibility Improvements of City facilities
- The committee was instructed to identify barriers that they would like removed with these funds
- There was discussion about audible signals. Leanne to arrange for a representative from CNIB to meet with the committee to explain where audible signals are best utilized and the type of barriers the signals assist with. Of particular interest, the corner of Paisley and Wyndham.
- The fixed tables in St Georges' Square not being accessible was discussed as an idea for this type of funding.

6) Council Presentation – For Discussion – Paul Reeve

- Deferred to next meeting



4	New Business 1) City's Growth Strategy Plan, Community By Design – For Information – Katie Nasswetter - Power Point Presentation 2) Public Open House to gather information for 2008 Accessibility Plan – For Discussion – Paul Reeve - Deferred to next meeting - Set date for end of June to meet timing of budgets - Expected attendees: People with disabilities, family members, friends, and people that worked with those with disabilities and City staff who sit on the City Accessibility Steering Committee. - Format of meeting to be discussed at next AAC meeting. 3) Access Awareness Awards – For Information – Jolyne Neil - Friday is the last day to nominate someone for the Guelph Barrier Free Committee's Access Recognition Awards. To see past nominations, visit their web site. 4) Barrier Free Proposal to meet with City Planning and Engineering to Discuss Commercial Development – For Discussion – Jolyne <ul style="list-style-type: none">- Commercial Development is often not accessible. Municipalities are waiting for Provincial Standards- The Guelph Barrier Free Committee would like the AAC to join them in a meeting with Planning and Engineering to discuss Commercial Development and accessibility.- There are 2 Commercial Developments coming to Guelph, which the Barrier Free Committee and AAC are hoping to encourage how accessible they are. The committee will ask Planning to use the Facility Accessibility Design Manual when reviewing commercial development.- The meeting will be May 4th from 1:00 – 2:30 at St. Stanislav School, please let Leanne know if you plan to attend.- The committee also discussed the entrances to public parks not being accessible. This will be discussed on May 4th.
5	Identify and Assign Future Agenda Items 1) Inclusion Policy for Recreation and Culture Service Area – Julie Doherty - Deferred to next meeting 2) Danger of Hybrid Cars and their lack of Audible Cue – Doug Grove - Deferred to next meeting – Doug to gather information
6	Next Meeting June 19, 2007; 3-5 pm – WECC Lion's Lair – Adjourn – France Tolhurst

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Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. June 19, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Leanne Warren, France Tolhurst, Jane McNamee, Bev Izzillo-Ustation, Doug Grove, Julia Phillips, Jolyne Neil, Cory Chisholm, Tom Goettler, Mary Grad, Laurie Lenthier, Paul Reeve, Janice Pearce-Faubert, Deborah Lashbrook (CNIB), Bob Bell (Councillor)
Regrets: Sharon Van Manen
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Mary Grad 2nd by: Tom Goettler Carried</p> <p><u>Approval of Minutes of February 20, 2007:</u> Motion to approve by: Doug Grove 2nd by: Janice Pearce-Faubert Carried</p> <p><u>Approval of Minutes of April 17, 2007:</u> Motion to approve by: France Tolhurst 2nd by: Jolyne Neil Carried</p>
3	<p>Business Arising</p> <p>1) Audible signals – Guest – Deborah Lashbrook, O&M Instructor from CNIB</p> <p>a. Explain how audible signals work</p> <ul style="list-style-type: none"> - Deborah explained how a person navigates using a long white cane - A sub-committee (Doug, Laurie, Mary, Cory and Leanne to work with Deborah) was



struck to meet to review and develop a recommendation for the following questions:

- b. Where are audible signals most helpful?**
- c. How can we develop a standby list if 4 signals are not requested**
- d. Paisley and Quebec St.**

2) AAC Terms of Reference Youth Questions – For information – Leanne Warren

- a. Tina Agnello, Deputy Clerk, City of Guelph reported to Leanne that members of committees that report to City Standing Committees, which includes the AAC, must be 18 years of age or older. Citizens younger than 18 years of age can attend or address the committee. The new Terms of Reference for the AAC has been approved by the AAC and Council and includes a space on the committee for a parent of a youth with a disability.
- b. The new terms of reference will be used beginning in November 2007 for the 2008 committee.
- c. Janice identified that she will act as the member; Parent of a child with a disability. Leanne to notify the Clerk's Office of this offer.

3) Annual AAC Workshop – All

- The presentations and workshop were most helpful; however, one presentation didn't seem to be developed for people with a vision impairment. Leanne to forward this comment to the planning committee.
- Leanne will send the Power Point presentation to committee members.

4) Funding Allocations and Presentation to Council – For Discussion – Leanne, Paul

- In 2005 the AAC made a recommendation to Council on \$200,000 of Capital funding that was set aside for special accessibility projects.
- Committee members are interested in providing Council with another recommendation for 2008 and will ask Council if \$300,000 can be set aside for the next 3 years. Members are to provide a plan for this request at the August AAC meeting.
- The following were discussed as possibilities:
 - o \$100,000 for curb ramps in addition to the current budget of \$28,700,
 - o a rubberized playground surfaces for the senior play area during the construction at Margaret Green Park \$40 -60,000,
 - o a rubberized surface was discussed for Riverside Park playground, however, it Park Planning reported that this play structure was at the end of its life cycle and recommended against this installation. It will be a consideration when new equipment is installed.
 - o Audible/accessible pedestrian signals were discussed. Currently the City will install 4 audible signals annually.
- Leanne will send Tom the reports as to where 2005 funds were spent.
- AAC should present this recommendation to Council at the September Council meeting, therefore a report will be sent to ECO for their August 22 meeting. A motion is required at August 21 AAC meeting.

5) Provincial Standards – Updates – All



- Lots of speculation from different groups as to when the Standards will be released and who/how they will be enforced.
- The Ministry has begun their public education component. To access the link, visit the following web site: <http://www.accesson.ca/ado/splash.htm>
- Paul will look at the Ministry's web site to review the material there. He encourages all to do the same.

6) City owned café tables in St. Georges Square – need to be accessible and a ramp to access this area – For Information – Leanne

- Tables are being changed now and Leanne will follow-up with appropriate staff.

7) Follow up to meeting with Scott Hannah in Planning – Leanne

Meeting with the City's Planning and Development Departments to discuss commercial development and accessibility. Since the original discussion a few more items have been added; they are listed below.

This meeting has been set for May 4, from 1 – 2:30 at St. Stanislaus school.

The topics include:

1. Commercial development – The Sub-Committee requested that commercial development meeting a Guelph FADM Standard for accessibility (similar to the Americans with Disabilities Act Standards) in the areas that the City's Planning Dept reviews.
2. Neighborhood parks and entrances – The Sub-Committee requested that land chosen for this use in a new development be easily made accessible as this land is often narrow and located on a steep grade.
3. Limit to lot width size for new single dwelling homes (to broaden the choices of the style of accessible houses to build) – The Sub-Committee was concerned that there was a limit to the width of a lot to build. There is no limit.
4. Planning will compare the FADM to the standards they use and send results to the AAC.
5. Planning will provide the AAC an opportunity to review Master Plans to provide input before the go to council.

8) Final Plans for ODA Public Meeting – Leanne

June 27, 2007 @ 6:30 – 8:30 p.m.

- Many members of the Corporate Accessibility Steering Committee will be in attendance.
- June 27 from 6:30 – 8:30 at the Evergreen Seniors Centre in the auditorium.
- Committee members were encouraged to post flyer where they can.
- The meeting has been promoted in the newspapers and an extensive emailing to organizations who offer support services and to many individuals with disabilities in Guelph.

Proposed questions are:

1. Are there any improvements that you would like to see with regard to City facilities, programs and/or services? This includes all Services Areas such as recreation and transit.
2. What are the biggest barriers you (or the people you support) face when accessing



City programs, facilities or services? Can you offer solutions that would be helpful for you?

3. What is one thing that you would like to ask the AAC or City? What do you find most improved? Help us identify what is important to you. Can you tell us if it's high or low priority?

Resources will be available to help cue participants:

- a sheet that presents possible areas of discussion:
 - i. Transportation – Mobility and Low Floor Buses
 - ii. Home – sidewalks, curb ramps, snow removal, etc
 - iii. Education – Public Education, sensitivity training, etc.
 - iv. Recreation – Recreation centres, parks, etc.
 - v. Employment – with the City
 - vi. Communication – from the City, contact staff at the City of Guelph

4 New Business

1) Hybrid Cars Too Quiet – Doug Grove

- Doug is concerned that Hybrid cars are too quiet therefore posing a danger for people who are blind or have low vision while crossing the street as auditory cues are most important for safely crossing the street. Doug has asked that the Guelph AAC stay informed of this concern as their support may be needed.
- Doug will also inform the Guelph Barrier Free Committee as support may be needed from them as well.

2) 911 Service – Location of Specialized equipment and extra assistance – Doug Grove and Leanne Warren

Doug and Leanne have investigated 911 services that offer voluntary enrollment of people that feel that they are at risk during an emergency. In discussion with local Fire personnel, it has been determined that the barrier they experience when responding some emergencies is a locked door. Their recommendation is to promote a secured key box, the same type that is used in apartment buildings.

Doug and Leanne will investigate this further before moving forward with the voluntary enrollment of people who feel they are at risk in an emergency.

3) Bus Stop Announcements on Transit – Doug Grove and Leanne Warren

- The current system used on Guelph Transit can be fitted with a system that announces the bus stops. It's believed that announcement of bus stops will be addressed in the AODA Transportation Accessibility Standard

4) Mobility Service – Letter from Barrier Free – Paul Reeve

- A letter outlining concerns heard at the Guelph Barrier Free Committee meetings distributed



	<ul style="list-style-type: none"> - It was suggested that a joint committee be struck with members of the AAC and the Guelph Barrier Free Committees that will meet with Guelph Transit to address the concerns outlined in the letter. The following AAC members have volunteered to be part of this committee: Mary Grad, Tom Goettler, Jane McNamee, Bev Izzillo-Ustation, Julia Phillips, Janice Pearce-Faubert, Sharon Van Manen, Cory Chisholm and Jolyne Neil. <p>5) Windrow Pilot Program – Leanne</p> <ul style="list-style-type: none"> - Operations department is planning to offer windrow snow removal for people with a disability, which can include seniors who are not physically able to remove this heavy snow. - A draft application form has been circulated for comments. - Other municipalities have offered the service and have been a good resource for best practices. <p>6) Downtown Board request for meeting – Leanne No delegation at this time.</p> <p>7) City’s Strategic Plan – Reminder for Input – Leanne</p> <ul style="list-style-type: none"> - Committee members were reminded to provide their comments for the City’s Strategic Plan in the next few days. - Some members have submitted their suggestions directly on the internet
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5	<p>Identify and Assign Future Agenda Items</p> <ol style="list-style-type: none"> 1) Review Committee Member Orientation Package – August Meeting 2) Inter-City/Modal Transit Hub – August 3) Inclusion Policy Final Draft – Staff Report – Julie Doherty – Motion Required – Deferred to October Meeting 4) 2008 Accessibility Plan
6	<p>Next Meeting Aug. 21, 2007; 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</p>

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. August 21, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair – WECC - West End Community Centre
Present: Leanne Warren, Jane McNamee, Bev Izzillo-Ustation, Doug Grove, Julia Phillips, Jolyne Neil, Cory Chisholm, Tom Goettler, Mary Grad, Laurie Lenthier, Paul Reeve, Janice Pearce-Faubert, Sharon Van Manen, Jennifer Popkey-Bergen
Regrets: France Tolhurst
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Jane McNamee 2nd by: Doug Grove Carried</p> <p><u>Approval of Minutes of June 19, 2007:</u> Motion to approve by: Mary Grad 2nd by: Doug Grove Carried</p>
3	<p>Business Arising 1) Transportation: a. Update from Accessible Public Parallel Transportation Sub-Committee – Reporter TBA This committee meets with Randall French and the Manager of Scheduling and Mobility Service, both from Guelph Transit. A chart that identifies barriers in the Mobility Service has been developed. This list identifies that a review of all aspects of the Guelph Mobility service should be</p>



carried out in 2008. Transit invited the sub-committee to be part of the process. The sub-committee gained the approval of the AAC to extend the sub-committee's timeline to facility their involvement in the Mobility service review process.

**Motion to approve: Doug Grove
2nd Jennifer Popkey-Bergen
Carried**

b. Police Services Taxi Committee – Leanne Warren

This committee is expected to meet tomorrow to discuss the items in the plan

c. Inter-City/Modal Transit Hub – Leanne Warren – deferred to the early 2008. Leanne to ask Transit to attend an AAC meeting with more information.

d. Audible Signal Sub-Committee Report – Members – will be meeting this Friday. This committee is also looking at curb ramp design as there are concerns of conflict regarding the slope at the curb ramps. People who use wheelchair don't want a noticeable slope, while those who are blind or have low vision find that the slope is a consistent cue. Most municipalities are struggling with this same issue. An international standard is expected to be released sometime in 2008.

2) AAC Member Handbook – Review and Update – for Discussion – Leanne Warren – no changes at this time, other than updating the Terms of Reference in November.

3) Annual AAC Workshop – Leanne Warren – Leanne to forward the feedback results to the AAC.

4) Funding Allocations and Presentation to Council – For Discussion – Leanne Warren and Paul Reeve

Immediately: Leanne to prepare a report to Emergency Services, Community Services and Operations Committee (ECO) supporting a future from the AAC and in support of the proposed Windrow Snow Removal Program to be initiated by Operations.

When appropriate: Leanne to prepare a report that follows up on the following motion:

Motion that the AAC submit a request for the allocation of \$300,000 for accessibility projects for the coming fiscal year, 2008.

**Motion to approve: Mary Grad
2nd: Sharon Van Manen
Carried**



5) Provincial Standards –

a. **Initial Proposed Transportation Accessibility Standard** – Leanne Warren and All

Transit Services has sent a report to City Council, to be sent on to the province. Leanne's office supported the report.

b. **Customer Service Accessibility Standard** – Leanne Warren

Leanne reported that this standard had become the first regulation in the AODA, however very little information had been available, including the regulation itself. In the meantime, the Association for Managers, Clerks and Treasurers of Ontario has received funding from the Ministry to develop tools to accompany the roll out of this new regulation. Their website is now being built:

<http://www.accessibilitytoolbox.com/home.asp>

6) ODA Public Meeting – 2008 Accessibility Plan – Leanne Warren

Please review the submissions from each City service area. Transportation and Human Resources will be available for discussion at the next AAC meeting.

Comments on tables from each service area:

Community Services: Item 5: Jennifer Popkey-Bergen has volunteered to work with the Aquatic Supervisors to develop resource and training material.

Comment: Resource Services for People with Disabilities in the Leisure Guide is well put together.

Community Design and Dev. Services: Request to add special attention be given to the slope and the location of cart corrals for accessible parking spaces in commercial plans (this department approves submissions from commercial developers).

The following website is reported to be a good resource for written material that explains how pedestrian signals work: <http://www.acb.org/pedestrian/signals.html>

Leanne to follow up with Reality Services regarding the lines that provide a demarcation for the boundaries of the outdoor patios in the downtown core.

All committee members are to provide further feedback to Leanne as soon as possible.

4 New Business

1) Train Tracks

1. Tracks on Edinborough are now repaired by installing rubber on each side of track so that tracks don't shift as easily. Next, the tracks on Alma St. will be repaired.



	<ol style="list-style-type: none">2. Cory Chisholm and Sharon Van Manen have volunteered to do a site visit with Leanne and others from that neighborhood to determine if, at the time of installation, this system is to be recommended.3. The Rubber mat by the Matrix building was quickly destroyed by the trains making this a poor solution.4. Leanne was asked to look into snow maintenance on the railroad tracks on Woolwich. <p>2) Strategic Plan – Leanne Warren The comments from AAC members were well received. These comments/ideas were very detailed and will be passed on to directors when they are developing plans for their departments.</p>
5	Identify and Assign Future Agenda Items <ol style="list-style-type: none">1) Inclusion Policy Final Draft – Staff Report – Julie Doherty – Motion Required – Deferred to October Meeting2) Hybrid Cars Too Quiet3) Announcing bus stops – time-line and cost4) 911 Services – Location of Specialized equipment and extra assistance.
6	Next Meeting Oct. 16, 2007; 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve

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Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. October 16, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Jane McNamee, Bev Izzillo-Ustation, Doug Grove, Julia Phillips, Jolyne Neil, Cory Chisholm, Tom Goettler, Paul Reeve, Janice Pearce-Faubert, Sharon Van Manen; Murray McCrae (Manager of Corporate Property, C of G), Julie Doherty (Inclusions Coordinator, Recreation, Community Services, C of G), Leanne Warren (AAC Liaison, C of G)
Regrets: France Tolhurst, Laurie Lanthier, Mary Grad, Jennifer Popkey-Bergen
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Janice Pearce-Faubert Add to agenda: Selection of new Committee Members <div style="text-align: right;">2nd by: Doug Grove</div> <div style="text-align: right;">Carried</div></p> <p><u>Approval of Minutes of Aug. 21, 2007:</u> Motion to approve by: Jane McNamee <div style="text-align: right;">2nd by: Tom Goettler</div> <div style="text-align: right;">Carried</div></p>
3	<p>Business Arising 1) Transportation: a. Update from Accessible Public Parallel Transportation Sub-Committee – Reporter TBA (Leanne Warren) This sub-committee has met with Transit to identify the sub-committee's expectations to provide a budget scope for transit.</p> <p>Transit is facing a real dilemma. They are not able to purchase new vehicles that are similar to the current vehicles for the mobility service due to issues</p>



with the Ministry of Transportation. Randall will be presenting alternatives to the sub-committee next week; however timing is a critical component. The proper course would be for the sub-committee to make their recommendation to the AAC; the AAC would then forward that recommendation to the City. Leanne asked if the AAC would give the sub-committee the option of making their recommendation directly to the City, before reporting it to the AAC. There is a lot of pressure for Transit as they have been without replacement vehicles for sometime. The system is very stressed. The sub-committee will be meeting next Tuesday when Randall will present all the information to the sub-committee.

Motion: In order to expedite the process, the recommendation of the AAC members on the Mobility sub-committee can go forward to City Council through Transit's report prior to coming to the AAC as a whole.

Motion to approve: Doug Grove

**2nd: Tom Goettler
Carried**

b. Police Services Taxi Committee – Leanne Warren

This committee will be meeting shortly to further discuss training. In the meantime they were provided a link to the ministry website for the Accessibility for Ontarians with Disabilities Act. It's expected that this will be a topic of discussion at the next meeting.

c. Audible Signal Sub-Committee Report – Leanne Warren

The new style of audible signal has been ordered. It's on loan and will be installed at the Evergreen. Operations will meet with our committee (as well as others who use APS) to test them and have discussion. At the last AAC meeting, a link to a website was given that provides a thorough explanation for how these and other signals work. Please see the August minutes for this link.

Committee recommendations:

1. Test signal be installed on the southern side of this intersection. Leanne to confirm with Operations.
2. Leanne to call Police Services with the Committee's concerns with cars going through the red light at the Evergreen crosswalk.

d. Meeting of AAC and BFAC Chair/Vice-chairs – Paul Reeve and Mary Grad

The chairs/vice-chairs for the AAC and BFAC met to discuss some issues concerning Transit. From that meeting it was decided to ask Transit if a member of the AAC could sit on the review committee for the low floor bus transit.

Since this meeting, Transit has included an AAC member in the Terms of Reference for this review committee.

Meeting
Minutes



2) Inclusion Policy Final Draft – Staff Report – Motion Required – Julie Doherty
Julie presented the final draft of the Inclusion Policy for Recreation to the Committee.

Committee Recommendations: add the text in bold:

1. 1st paragraph – ...activities and services so that **all** individuals have an opportunity to participate;
2. 2nd paragraph - Each participant **will** be supported as;
3. Typo: Provide **an** enjoyable experience

Approval/recommendation route: Senior Management Team (for approval), AAC (recommendation), Emergency Services, Community Services and Operations Committee (Committee of Council for approval), then City Council (for final approval).

AAC members partook in the development of the original draft and offer continued support to the end of this process.

3) Funding Allocations and Presentation to Council – For Information – Leanne Warren

- Report went to ECO, asking Council to refer to the AAC's request during the 2008 budget deliberation for \$300,000 to be allocated to accessibility improvements.
- Doug Gove, Bev Izzillo-Ustation and Julia Phillips will make a presentation to Council if a presentation if needed.

4) Provincial Standards – Customer Service Standard/Regulation – Leanne Warren

- First regulation in the AODA 2005 was filed on August 25, 2007.
- Leanne sent a link to all committee members for their records.
- The Ministry of Community and Social Services will release further instructions on administering this regulation close to the end of 2007.

5) ODA Accessibility Plan – Leanne Warren

- The committee reviewed the reports from Human Resources and Transit.
- If members determine any concerns or recommended changes, they are to contact Leanne.
- Human Resources: 1.3 Sensitivity Training: Add the word "some" people ...at the beginning of this section.

4

New Business

1) Housing

a. Bungalow houses decrease in number – Leanne Warren for France Tolhurst –



	<p>Discussion and Action Requested – Deferred to next meeting</p> <p>b. Response to question posed to Provincial Election Candidates – Deferred to next meeting</p> <p>2) Parking Scenario – Recommendation Requested – Leanne Warren</p> <p>a. The members were presented with a scenario regarding the text on signage used at accessible parking spaces. The Committee recommended that the load area that is hash marked be fined as a Loading Zone and signed so there is an accessible parking sign marking the space.</p> <p>3) AAC Applications – Leanne Warren</p> <ul style="list-style-type: none">- There will be 4 members that will be receiving a letter as their appointment period expires this year.- A motion was made to recommend that ECO committee include a representative from the AAC Committee in the selection process for the 2009 appointment period. <p style="text-align: right;">Motion to approve: Jane McNamee 2nd by: Janice Pearce-Faubert Carried</p>
5	<p>Identify and Assign Future Agenda Items</p> <ul style="list-style-type: none">1) Hybrid Cars Too Quiet2) Inter-City/Modal Transit Hub – Feb. 20083) 911 Service – Location of Specialized equipment and extra assistance
6	<p>Next Meeting Dec. 18, 2007; 3-5 pm – WECC Lion’s Lair – Adjourn – Paul Reeve</p>

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee - AAC
Date: Tues. December 18, 2007
Time: 3:00 – 5:00 p.m.
Location: Lion's Lair – WECC - West End Community Centre
Present: Jane McNamee, Doug Grove, Julia Phillips, France Tolhurst, Laurie Lanthier, Mary Grad
 Cory Chisholm, Paul Reeve, Jennifer Popkey-Bergen
 Murray McCrae (Manager of Corporate Property, C of G), Leanne Warren (AAC Liaison, C of G)
Regrets: Sharon Van Manen, Jolyne Neil, Janice Pearce-Faubert
Chair: Paul Reeve
Minutes: Mary Carson

Discussion Items

Item #	Description
1	Welcome by Paul Reeve
2	<p><u>Approval of the Agenda:</u> Motion to approve by: Mary Grad Add to agenda: #4 New Business: Doug <div style="text-align: right;">2nd by: Jennifer Popkey-Bergen</div> <div style="text-align: right;">Carried</div></p> <p><u>Approval of Minutes of Oct. 16, 2007:</u> Motion to approve by: Jane McNamee <div style="text-align: right;">2nd by: Doug Grove</div> <div style="text-align: right;">Carried</div></p>
3	<p>Business Arising 1) Transportation: a. Update from Accessible Public Parallel Transportation Sub-Committee – Reporter TBA (Leanne Warren) Transit reported during this sub-committee meeting that there was a shortage of Mobility buses due to a Canadian regulation. Mobility style buses are not manufactured in Canada at the present time. The current style that is available has a lift in place of a ramp. This style of bus does not have the kneeling/fold down ramp combination. After hearing of the strain on the current Mobility</p>



service, the sub-committee made a motion to allow Transit to purchase up to 3 accessible buses with a lift for the Mobility Service this one time. Mary Grad was chosen as the member of this sub-committee that will report to the AAC.

There was also discussion about the Council appointed Ad Hoc committee that will identify and make recommendations on neighbourhood/community transit issues. This sub-committee recommends to the AAC that Jolyne Neil be the representative for the AAC on the Guelph Transit Ad Hoc Sub-Committee.

b. Police Services Taxi Committee – Leanne Warren

The Taxi Sub-Committee recommended that Transit re-write the Mobility brochure to reflect the changes to the Mobility services such as their hours of operation and to include information about the Taxi scrip Coupon Program. The sub-committee recommended that this new brochure should be sent to all who are registered with Mobility and to be available on the Mobility buses.

c. Audible Signal Sub-Committee Report – Leanne Warren

An accessible pedestrian signal (APS) has been installed at the Evergreen Senior's Centre intersection. Members of this sub-committee have used this new device. Leanne invited feedback from all AAC members.

To date the sense is that the device is comparable to the older style, however a few of the functions are still being discussed with Traffic Services.

The sub-committee will be meeting early in the new year to determine a recommendation of whether the City should purchase this style of signal or not.

2) Funding Allocations and Presentation to Council – For Information – Leanne Warren – Feb 5th at 7 p.m.

- The AAC may make a presentation to Council that will be in favor the City allocating funding for several projects that provide barrier free access. Julia and Doug are interested in assisting with a presentation.

3) AODA Provincial Standards – Update – Leanne Warren

- Leanne is awaiting further information to come from the Ministry of Community and Social Services.

4) ODA Accessibility Plan – to give final goals and approvals – Leanne Warren

Proposed January Special Meeting – Jan. 18 from 3:30 – 5:30

a. Lion's Lair

- Approval of 2008 Plan
- Update to Customer Service Standard – AODA
- Begin to plan for 2009 Plan

The committee agreed to this extra meeting.



- 4** **New Business**
- 1) Housing**
- a) Bungalow houses decrease in number – France Tolhurst – Discussion and Action Requested.
 - France spoke about the importance of bungalow houses being built. The worry is that houses that are accessible are not being built and that there will be a shortage in the future.
 - The AAC was encouraged to report this concern to the City Planning Services and to monitor.
- 2) Traffic Calming – First Step – Describing the Process – Anna McKee and Bob Chapman**
- a. For information – Introduction to Traffic Calming Measures, the Process – Dec. 18
 - Dean McMillan from Operations explained the procedures for traffic calming and referred the committee to the City website for further information.
 - b. For Information – Introduction to Installation of Mid-Block Signals, the Process – Dec. 18
 - Joanna Star forwarded a memo to Leanne stating that due to the traffic volume, pedestrian volume and collision frequency, a mid block crossing on Waterloo Ave will not be installed at this time.
 - There was further explanation of the process used to determine if a mid-block crossing will be installed.
 - The AAC recommended further follow up regarding this process
 - Doug questioned the interest in reviewing this process.
 - c. Discussion of Traffic Calming Projects
 - 1. For Decision – Traffic Calming Measures for King/Queen/Arthur St. for ECO report – Feb. 19, 2008.
 - b. Julia commended the Operations department for keeping the City’s accessible parking spots cleared.
- 3) Parking – Signage Update – For Information – Leanne Warren**
- Leanne reported that Parking Services approved the addition of the Parking Enforcement phone number on a tab sign that will be mounted on the accessible parking space sign. This tab will be installed on all City parking space signs from this point forward.
- 4) New Item: Results of a letter sent by Doug Grove during Provincial Elections**
- Doug reported that candidate Ben Polley had responded to a letter that Doug



	wrote regarding accessibility. Mr. Polley's response was in favor of housing regarding Bill 118.
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5	Identify and Assign Future Agenda Items 1) Inclusion Policy Final draft – staff report – Feb. 2008 2) Inter-City/Modal Transit Hub – Feb. 2008 – Randall French will be at the meeting 3) 911 Service – Location of Specialized equipment and extra assistance 4) Hybrid Cars too Quiet 5) \$36,000 for the London Public Library to offer digital books – Leanne will email for more information.
6	Celebration of the past year – Leanne Warren – The AAC activities from the past year were celebrated.
7	Next Meeting: January 18, 2008 – 3:30 – 5:30 WECC Lion's Lair-Special meeting – final review of ODA Plan Next Regular Meeting: February 19, 2008 3 – 5 pm. – WECC Lion's Lair – Adjourn – Paul Reeve