



Meeting: City of Guelph Accessibility Advisory Committee – AAC
Date: Tuesday April 19, 2005
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair –West End Community Centre
Present: Councillor David Birtwistle; Doug Grove; Paul Reeve; Tony Wass; Leanne Warren; Trav Coleman; Lionel Sharpe; France Tolhurst; Murray McCrae; Cory Chisholm; Sharon VanManen; Jolyne Neil; Jane McNamee
Regrets: Betty Richard; Emily Vincent
Minutes: Mary Carson
Guests: Patricia Meller; Laurie Lenthier; Mary Grad; Jolyne Neil

Discussion Items

Item #	Description
1	<p>Welcome and Introductions Trav welcomed all members and guests to the meeting</p>
2	<p>Approval of the Agenda – Trav Coleman Motion to approve by: France Tolhurst 2nd by: Paul Reeve Trav: we have several additions to our agenda Leanne: identified report on Barrier Free Recreation report and Recreation Program for persons with disabilities. - People In Motion</p> <p>Approval of the Minutes of February 20/05 Motion to approve by: France Tolhurst 2nd by: Doug Grove</p>
3	<p><u>Business Arising</u></p> <p>a) 2005 Budget Update – Trav/Murray</p> <ul style="list-style-type: none"> - Curb Ramp allotment not approved as of last Council meeting - City added an Accessibility Improvement line to the budget. The budget for this line is as follows: <ul style="list-style-type: none"> \$1,000,000 over three years: <ul style="list-style-type: none"> Year 1: \$200,000 <ul style="list-style-type: none"> - \$100,000 for curb ramps - \$75,000 for South End Playground (Nick’s Dragonfly Park) - \$25,000 to be determined



Year 2: \$400,000

Year 3: \$400,000

- Councilor Birtwistle stated that Curb Ramps are to be called Convenience Ramp. After discussion committee asked Trav, Leanne and Paul to write a letter to City asking that the term "Curb Ramp" be reinstated and explain that the ramps are not installed for "convenience".
- There is \$24,000 in the budget from Public Works for curb ramps for this year
- There are 95 curb ramps still to be installed in existing sidewalks
- Trav is concerned in message that this budget line may create. He feels that it should be the responsibility of each department, including the library, to meet their own obligations of accessibility.

b) Accessibility Standards –France

- The committee developing the Accessibility Standards will use the same document, however name will be different depending on which organization is using the document. Therefore, the City of Guelph will call this document as Accessibility Standards and will be the standard for all City facilities. Some of the partners on this committee will call these standards Guidelines when applying them to their own setting.
- These standards are based on the standard used by the city of London during the last 3 years. These standards will be shared with other communities including London as they revisit their standards

Committee Discussion

- Trav reported his concern that:
 - 1) cannot have an effective AODA Act without a revised Building Code
 - 2) cannot have enforcement of that Act without making changes to the Building Code that doesn't simple say, you aught to, but simple say you have to, not just public property, but, all property
 - 3) Have to have strength at the AAC Committee level

c) Curb Ramps – Leanne

- Leanne does not have anything to report, will at the next meeting

d) Speed Humps – Trav

- Mr. Ron Knowles wrote to the City stating that nothing has been done RE: Dufferin St.
- It is an ongoing research project RE: traffic calming
- The AAC has strongly recommended to the City that there be no change to any vertical plain (installing a speed hump) In stating this, this committee doesn't have any other avenues at this time
- The City did a survey, asking the residence if they want the speed humps to be removed, or remain. The majority wanted them to stay.

e) Library Update –Trav

- Trav met with the Library Board sub-committee (Sharon VanManen; Trav Coleman and Doug Grove as well as two representatives from the Library Board and a Library Staff). The library representative reported that nothing can be done regarding the washroom in the current facility. The elevators can accommodate some wheelchairs. AAC has acknowledged that



	<ul style="list-style-type: none"> - Library very empathetic RE: elevator issues f) Taxi Issues – Leanne - Leanne stated that there will be a meeting with the Police Services Board on Saturday April 23, 2005 at 15 Wyndham Street. Everyone is welcome to come and listen. - Red Top wants to bring 2 accessible taxis, but on the conditions to limit the amount of new licenses issued. Committee Discussion - Councilor Birtwistle suggested that the issues should be identified ie. Mobility Services and MediGo and present it to the City Council and get them to deal with the issues. The Police Services is only responsible for issuing of the licenses. He also suggests to extend services for Mobility (extend hours). Concerned of this committee should be, what do we need, not how. g) Mobility Meeting – Leanne - Meeting in Fall Committee Discussion - Trav will put together some suggestion for the Fall meeting h) Public Meeting – Trav - Workshop on Complex, the Fall meeting is postponed for May – Staff workshop - Burlington meeting: June 13 and 14 – some funds available to go to the meeting - Doug Grove; Trav Coleman; Leanne Warren and France Tolhurst agreed to go Committee Discussion - People in Motion (trade show for people with disabilities) meeting will be held at the Queen Elizabeth Building on June 3 and 4th – free admission. i) Work Plan – Trav - Get together with the Corporate Steering Committee to create the Accessibility Plan. - To establish with Betty Richard and Corporate Steering Committee to work together. - If anyone wants to participate let Trav know.
4	<p><u>Other Business</u></p> <ul style="list-style-type: none"> - Jolyne Neil wrote a letter to Mayor Kate Quarrie (which she read to the committee) in regards to the lack of Mobility Services and the problems it causes her in her personal life. - One of the issues was that she could not get Mobility Service to go to the Curling Club as it supposed to be outside the City limits. Committee Discussion - Trav will look into this issues as he believes the Curling Club is within the city limits
5	<p>Next Meeting & Adjourn Tuesday June 21, 2005; 3:00 – 5:00 p.m. at the West End Recreation Centre</p> <p>Motion to Adjourn: Trav Coleman</p>



City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee – AAC
Date: Tuesday June 21, 2005
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair –West End Community Centre
Present: Cory Chisholm; Emily Vincent; Paul Reeve; France Tolhurst; Laurie Lanther & guest; Doug Grove; Jolyne Neil; Tony Wass; Trav Coleman; Betty Richard; Leanne Warren; Helen White; Councillor David Birtwistle; Murray McCrae
Regrets: Sharon Van Manen
Chair: Trav Coleman
Minutes: Mary Carson

Discussion Items

Item #	Description
1	<p>Welcome and Introductions Trav welcomed all members and guests to the meeting</p>
2	<p>Approval of the Agenda – Trav Coleman Motion to approve by: France Tolhurst 2nd by: Cory Chisholm. Passed</p> <p>Approval of the Minutes of April 19, 2005 Motion to approve by: Paul Reeve, 2nd by: Cory Chisholm. Passed</p>
3	<p>Presentations: Parks Planner – Helen White Access to Margaret Green Park</p> <ul style="list-style-type: none"> - Helen distributed maps of the park and what is being done - She indicated that she is working on a project to replace the outdated play equipment - \$72,000 has been budgeted for equipment - The funding allocated will not provide full wheelchair access. - No information could be provided as to the accessibility of the washroom. Additional Parking spaces also need to be added to ensure closer access to the play equipment - Helen has come to the AAC to see if they would recommend approx \$29,000 to help fund the installation of the play equipment - The committee discussed the fact that a more detailed review of the park should be done by Parks to see what the level of access is to the whole area. - Some concern over the grade leading from the sidewalk down to the play equipment and



	<p>washroom</p> <ul style="list-style-type: none">- Suggestion that Helen develop a full accessible plan and then bring the issue back to the AAC to talk about money- The Committee suggested that it should be looked as a whole ie. When new playgrounds were planned, there was a committee formed to look at the park and then get funds- Helen said, the reason this cannot be done to these parks is because it would cost staff time and budget.- Trav concludes the conversation – thanked Helen and told her that appearances are premature, therefore, don't know how we can release funds without providing a list of items- \$25,000 remaining, therefore ½ allotted to parks and ½ to curbs, therefore, no more funds will be available- Betty suggested that an email be sent to Jay Kivell and let him know that it was not looked at as the other new parks- France said that the public should be made aware of the Park problem.- Councillor David Birtwistle said that the approval of the 2006 budget should be in by December.- RE: Accessibility Plan: the Director of Parks, Trav and Betty will meet to discuss this issue further. <p>Murray McCrae/Rob Broughton (Baker Street Parking Facility – review of plans)</p> <ul style="list-style-type: none">- Murray presented the Baker Street parking structure plans for the AAC to review for accessibility.- major flow of pedestrians is towards St. George's Square- Elevator will be big enough to hold a scooter- Total is 9 Barrier Free Parking in structure and 8 Limited Mobility on upper level- Total is 14 Barrier Free and 12 Limited Mobility- All BF and LM are close to street- Suggestion that an access aisle be placed in front of the Barrier Free parking spaces so people can get out of car in front instead of the back of the car?- Murray: will talk to consultants. There may not be enough space because it is two way traffic- Murray said that the Signage, lighting and everything will comply with the City's Accessibility standards, but, he also wants feedback from the committee before July 1st.
4	<p>Business Arising:</p> <p>1) Facility Standards project update – Betty, France, Doug (Site Plan Standards)</p> <p>The Facility Accessibility Design Manual is now complete. Thanks to France and Doug for their participation with this project. The document now needs to receive council approval. Site Plan standards will be developed next in partnership with the County of Wellington. These standards will be included as part of the Design manual. Once the site plan standards are developed, the design manual will be presented to Council for approval. A committee will be struck including staff from Planning departments for both County and City. Consultant and members of both AAC's. Anyone interested in helping out with this project: Leanne Warren; France Tolhurst</p>



	<p>2) Library Accessibility (04 and 05 Plan) – Trav, Leanne, Doug, France</p> <ul style="list-style-type: none"> - out of 13 items, 7 have been resolved - Leanne: research completed, please see attachment. <p>3) Taxi Issue (04 Plan) – Betty by report, Leanne, France</p> <ul style="list-style-type: none"> - there are 2 new accessible taxis on the road as of April - Transit has contracted Red Top to do the after hours mobility runs. - A committee was formed whose mandate is to ensure that in the future we have a sustainable and affordable accessible taxicab industry within Guelph. Objectives of the committee include looking at payment options or fee plan, training of drivers, quality customer service and to develop performance measures to ensure the service is a viable one. Committee members include: Director of Transportation, 2 members of the community with disabilities, Leanne Warren, Betty Richard, Manager of Red Top Taxi and the Lawyer for the Police Services Board who oversee the Taxi By-law
5	<p>Update on Bill 118 – France/Trav/Doug Accessibility for Ontarians with Disabilities Act (AODA)</p> <ul style="list-style-type: none"> - The Accessibility to Ontarians with Disabilities Act - legislation that will break down barriers for people with disabilities - received Royal assent on June 13, 2005, and is now the law. - The new law will require government to work with the disability community and the private and public sectors to jointly develop standards to be achieved in stages of five years or less, leading to an accessible Ontario in 20 years. Standards will be set in both the public and private sectors to address the full range of disabilities - including physical, sensory, mental health, developmental and learning. - A report has been prepared by Betty to go to Council members and management highlighting this new Bill and the implications to the City. It will go to CSC in July.
6	<p>New Business</p> <p>2006 Accessibility Plan Work needs to begin on preparing the 2006 Accessibility Plan. Betty would like to suggest that the 2006 plan be developed like a "report card" with each department identifying the barriers they have removed (identified within the 2003-2004 and/or 2005 Plans).</p> <p>Betty will send a memo to all management asking them provide an update on their accessibility improvements.</p> <p>She will forward a draft of the 2006 Plan to the committee to begin review before the next AAC meeting.</p>
7	<p>Next Meeting August 16, 2005 from 3:00 PM – 5:00 PM – West End Community Centre Meeting Adjourned at 5:00 PM: Trav Coleman</p>



City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee – AAC
Date: Tuesday August 16 2005
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair –West End Community Centre
Present: Paul Reeve; France Tolhurst; Lionel Sharp; Trav Coleman; Betty Richard; Leanne Warren
 Doug Grove; Tony Wass; Bob Thompson; Jolyne Neil; Councillor David Birtwistle;
 Brad Coutts; Sharon VanManen; Jane McNamee; Murray McCrae
Regrets: Cory Chisholm; Emily Vincent
Chair: Trav Coleman
Minutes: Mary Carson

Discussion Items

Item #	Description
1	<p>Welcome and Introductions Trav welcomed all members and guests to the meeting</p>
2	<p>Approval of the Agenda – Trav Coleman Motion to approve by: Paul Reeve 2nd by: Lionel Sharpe</p> <p>Approval of the Minutes of June 21, 2005 Motion to approve by: Trav Coleman 2nd by: Councillor David Birtwistle</p>
3	<p>Business Arising:</p> <p>1) Parking Fine Issue – Brad Coutts, Manager of Court Services, City of Guelph, Bob Chapman, Manager of Parking Services Discussion on parking fines for accessible parking spots</p> <ul style="list-style-type: none"> - Brad Coutts stated that \$300.000 is not too high of a fine as ½ the charges per space per year are usually charged. - 28% offences are \$300.00; 81% conviction rate of an average rate of \$175.00 - Most charges are for people who should be there but failed to put their visor down showing their Mobility Sign. - Minimum fines are taken into consideration ie. Financial hardships of the offender and people who know how to fight the courts to obtain the minimum fine. - Betty wanted to know what the fine money was used for, is some part of it used for Mobility?



- Brad: Yes, it goes into a fund and used as needed. When the curbs need to be cut, the money would be there etc.
- Trav thanked Brad and Bob for all the information, he was impressed with the outcome

2) Accessibility Reserve Funding for 2006 – Curbs. Guest: Bob Thompson, Manager of Roadside Services, Works Dept.

- Bob Thompson wanted to know if the \$100,000 could be relied upon for next year's curbing program.
- Trav assured him that the \$100,000 will be there.
- Bob reported that the Old University Ave. ramps will have to be done, therefore, \$100,000 will come in handy
- Betty wanted to know if some of the funds will be allocated for the yellow lines for the visually impaired. Leanne wanted to know if this will be part of the budget or is it an expansion budget?
- Bob replied that it would be part of expansion, he wants all the information and then he will build it into the cost.
- **There was a Motion to approve the \$100,000 by Leanne Warren; 2nd: Trav Coleman; All in favor**

3) Library Accessibility (04 and 05 Plan) – Trav

- Letter was received by Trav to let us know that they have made improvements. Trav asked Leanne to look into it and make a draft.

4) Mobility Meeting – Leanne

- There will be a public meeting September 21st. from 1:00 – 3:00 p.m. at 87 Neeve St. in the Common Room. Low floor buses will be on site so that people have a chance to try them out.

5) Margaret Green Park – Betty

- Betty had two meetings with Helen White from Parks
- Betty felt that the planning should be looked at as a whole package ie. Washrooms, parking etc..
- Safety issues; set standards, get consultant and do the job right, even if it takes longer, it would be done right.
- Betty hopes that Helen White will come to the Oct. 18 meeting with more definitive plans.

6) Ministry updates – Trav

- Trav has had conversations with Adam Nagler, a senior advisor to the Ministry who has been very impressed by the accomplishments and contributions of the Guelph AAC and would be interested to know if we would take the lead and, with other AACs in the area, develop of conference to include the private sector, in particular the residential builders. While he cannot pre-commit to funding, he does believe the Ministry would undertake "significant" participation.



	<p>7) Charitable Status of Barrier Free Committees - Trav</p> <ul style="list-style-type: none">- Charitable status is not a provincial matter, it can only be approved by the federal government. Leanne suggested we employ outside assistance to finally resolve the matter... all agreed. <p>8) Wellington Coalition Standards - Betty</p> <ul style="list-style-type: none">- Bob Topping has advised that the City of Winnipeg has requested a copy of our new “universal” accessibility standards. The request is deferred subject to Guelph Council’s approval of the new standards.
4	<p>2006 Accessibility Plan – Betty et al</p> <ul style="list-style-type: none">- Trav: extraordinary job, has nothing to change- West Parkade: upgrading elevator- Betty plans to continue this process- Councillor Birtwistle: pg 19 #16: Ward 5 or 6, there is a question which ward it is and also some might not be in Ward #1, Betty will look into it.- Pg. 31: Space is left blank so that anyone can add the barriers that have been done this year- Chemical ie. Scented products have not been dealt with or identified- this committee has no other items to be identified- Pg. 36: Paul noted that there is no reference to “employment equity”. Betty advised that HR is averse to the phrase but agreed it should be referenced in the section dealing with Barriers Identified.- Trav said that the city needs Employment Equity Standards, but Paul prefers it called Inclusion- 2005 Plan pg. 36 #15 changed the objective listed in the plan- Trav asked Paul to put it in writing his thoughts on Inclusion Equity.
5	<p>New Business</p> <ul style="list-style-type: none">- Administrator of Disability Services Trav is concerned about providing continuity and service while Betty’s replacement is being recruited. It seems that this process could take four to five months. Murray said that things would progress as smoothly as they did when Betty was on sick leave for three months.- A capital budget for AAC’s 2006 operations is required
7	<p>Next Meeting October 18, 2005 Adjourn: Trav Coleman</p>

City of Guelph

Meeting Minutes



Meeting: City of Guelph Accessibility Advisory Committee – AAC
Date: Tuesday December 20, 2005
Time: 3:00 – 5:00 p.m.
Location: Lion’s Lair –West End Community Centre
Present: Paul Reeve; France Tolhurst; Trav Coleman; Leanne Warren; Doug Grove; Tony Wass Jolyne Neil; Sharon VanManen; Jane McNamee; Murray McCrae; Laurie Lanthier; Mary Grad; Jennifer Popkey Bergen; Tom Goettler; Ethel Mehi; Tina Agnelo
Regrets: Cory Chisholm; Emily Vincent; Councillor David Birtwistle
Chair: Trav Coleman
Minutes: Mary Carson

Discussion Items

Item #	Description
1	<p>Welcome</p> <p>1) Introduction of new Members - Trav</p> <p>2) Introduction of new Administrator of Disability Services - Trav</p>
2	<p>Approval of the Agenda – Trav Coleman Motion to approve by: Jane McNamee 2nd by: Jolyne Neil</p> <p>Approval of the Minutes of Oct. 18, 2005 Motion to approve by: Doug Grove 2nd by: Mary Grad</p> <p>Additional Items on Agenda:</p> <ul style="list-style-type: none"> - Margaret Green Play Area - Leanne - Addition to #3 – Transportation report; speed humps; Barrier Free Issue - Paul
3	<p>Business Arising:</p> <p>1) Accessibility at Polling Stations – Leanne</p> <ul style="list-style-type: none"> - Tina Agnelo, Deputy Clerk for the City of Guelph, presented the committee with details on measures taken to reduce barriers at polling stations for the next municipal elections, Novmember 2006. - As technology develops quickly, the City has decided to lease the polling equipment (designed to improve the tabulating process) as opposed to purchasing the equipment for this next election. The voting machines can be fitted with a modification that will provide the option of audio voting for those who have difficulty or cannot see a regular ballot. These modified machines will



be available at the advance polling station. Tina stated that all polling stations (60-70 in the City of Guelph) can be modified at a cost of \$14,000 - \$15,000.

- Currently a magnifying sheet is offered, or a person can be assisted by an attendant, however the modification would make the process more private and independent for voters with low vision or are blind.
- Some of the concerns and questions were:
 1. During the last election, some voting locations were not wheelchair accessible. What will be done this year to ensure that all locations are accessible?
 2. How private are the headphones? Are voter's decisions as they are repeated back going to be heard through the headphones?
 3. What is the process if someone chooses to use the audio feature (will their need for this alternate format be questioned, how does the voter know at the polling station that this is an option, how does the voter request this format)?
 4. Will the audio feature (headphones) be cleaned on each machine?
 5. How do we let the community know, before the election, that audio voting is available? Where it's available?
- Tina requested a meet with Leanne to learn more about the Guelph standards (2005 Facility Accessibility Design Manual), which would include measuring door openings, and identifying/eliminating other barriers. Committee members also offered their assistance in identifying past problems and reviewing problem locations. – **Leanne to follow up**
- The committee became aware after Tina left that the City was requesting funding to the audio option modification.

2) 2006 Fund Allocation – Leanne

- \$200,000 has been allocated to improving universal design related to City of Guelph property. Once again the City has asked that the AAC advise on the allocation of these funds.
- In addition the City had allocated another \$200,000 for facility upgrades identified in the 2002 City of Guelph Facility Accessibility Audit. **Leanne to update document** i.e. work done, no longer needed as location has changed, etc.
- Leanne reported that the City would like direction on these funds soon. The committee would like to prioritize where the money should be spend over this year.
- Do we spend the additional \$14,000 – 15,000 on the polling station? France does not agree, the election should spend the money as it is part of doing business.
- Jennifer wants somebody to look at the equipment for the November Municipal Election, Leanne said she will look into that
- Paul would like a meeting
- Leanne will call a meeting

3) Reports

a) Civic Centre Update – Murray

- Murray had pictures of the new Civic Centre and explained all the new changes that have been done.

b) Curb Ramp Update – Leanne



	<ul style="list-style-type: none"> - deferred until next meeting c) Library Accessibility (04 and 05 Plan Update) – Sub Committee - Leanne wants to get together with the committee and have a meeting in early spring and make a list for 2007. - Library has a committee, therefore, they don't need us for advice, France thinks that because it services the City of Guelph, it should follow our standards. The new Library will oblige to all of the City standards. - France will send letter to councilors and committee, Paul proposes that everybody send individual letter to Leanne with suggestions and she will send draft to everyone for approval. d) Approved Accessibility Plan and Standards – Handout - Leanne handed out binders with the Accessibility Standards 4) Continuing Education for AAC Committee Members – Leanne - Meeting: March 25 – will arrange transportation 8:00 – 3:30 p.m. 5) Planning Meeting: - January 17, 2006 @Evergreen, will give more details via e-mail
4	<p>Committee Business:</p> <ul style="list-style-type: none"> 1) Nominations/Elect – Chair Elected Paul Reeve – Trav made nomination; 2nd. Sharon VanManen Motion to pass: Tom Goettler; 2nd Mary Grad 2) Nominatios/Elect – Vice-Chair No nominations: Sharon – refused <li style="padding-left: 40px;">Mary - refused Nominated: France Tolhurst as Vice-Chair; 2nd Jane McNamee, all in favor
5	New Business
7	Next Meeting February 21, 2006 – Evergreen Boardroom - Adjourn: Trav Coleman