

Meeting Minutes



City of Guelph

Accessibility Advisory Committee (AAC)

Tuesday, October 19, 2021

Remote meeting through Microsoft Teams

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

Meeting Chair: Mike Greer

Vice-Chair: Lorelei Root

Members in attendance: Malcolm McLeod, Mike Greer, Elyse Trudell, Edgar (Ted) Stevens, Lynn Jeaurond, Donna McMurdo, Bryan McPherson, Deborah, Elizabeth (Pre-arranged leave at 4:30)

Sarah Cunneyworth (Accessibility), Leanne Warren (Accessibility), Tiffany Hanna (Park Planning), Mallory Lemon (Park Planning), Steve Anderson (Engineering and Transportation Services), Stephen Gazzola (Facility Design and Construction), Ian Scott (Facility Design and Construction), Isaac Bartlett (Stantec), Jesse Speigel (Windmill Development Group), Alicia Fleming (Windmill Development Group)

Regrets: Lorelei Root

Agenda Items

Mike welcomed all.

Territorial Acknowledgement was read by Mike.

Item 1, 2 and 3

Item 1, Approval of the Agenda

Motion to approve: Malcolm

Seconded: Elizabeth

Carried

Item 2, Declaration of Conflict of Interest – None heard

Item 3, Approval of Minute of August 17, 2021:

Motion to approve: Elizabeth

Seconded: Lynn

Carried

Item 4 - New Bike Skills Facility at Eastview Park – For Discussion – Tiffany Hanna – Park Planner

Tiffany used a PowerPoint presentation to present this item with the AAC. The bike skills facility is proposed in Eastview Community Park where there are currently a number of amenities such as trails, beach volleyball courts and a pollinator garden. Specifically, the bike skills facility is proposed to be located nearest to the corner of Speedvale Avenue and Watson Parkway North.

Tiffany provided a brief description of what a bike park is:

- A purpose-built facility for bicycles of all types (BMX, mountain, dirt jump, recumbent)
- Designed to give riders of all ages and skill levels the ability to get outdoors and safely improve their bike riding skills.

Included in the bike park will be a pump track – a looped track with berms, rollers and turns designed for riders to use their body to 'pump' and move with little pedaling. Tiffany advised that the pump track will be designed for all wheels (bicycle, scooter, rollerblade, skateboard, wheelchair, etc.) and all ages.

The design objectives of the bike skills facility include:

- Universal design
- Diversity of ages, abilities, and skills levels
- Functional and aesthetically pleasing
- Efficient operation and maintenance
- User safety, security, and accessibility
- Cost effective
- Compliance with the Facility Accessibility Design Manual (FADM)

The bike park concept will take place over 3 phases. Phase 1 includes the asphalt pump track, phase 2 includes jump lines and phase 3 includes technical trail and supplementary trail.

Phase 1: the asphalt pump track will include 3 skill levels:

- Easiest and beginner pump track loop to include toddlers, rollers, and berms
- Beginner to intermediate pump track loop to include rollers, roller doubles, transfers, and berms
- Intermediate to advanced pump track loop to include rollers, roller doubles, transfers, and berms.

The AAC asked how big the bike park will be.

- Tiffany estimated about 50 meters.

Tiffany asked the AAC the following questions:

1. Would you like to see something specific as part of the design?

- The AAC recommended that:
 - There be enough turning radius for recumbent bikes, otherwise they may tip on sharp turns.
 - Tiffany to refer to a concrete running track as a guideline.
 - Tiffany advised that Kootenay, British Columbia has some good guidelines, and her team is also working with a bike park expert that works for the BC government.
 - To include an outside loop which can be flat for someone who uses a sports-chair or recumbent bike.

2. How can we ensure the facility is inclusive to everyone's needs?

- The AAC recommended that parking spaces are wide enough to get a recumbent bike from the back of the vehicle and down to the bike park.
- Tiffany replied that as part of the second phase her team will be looking at the whole Eastview Park, including parking and then this will likely go through the internal site plan review process.

3. What programming would you like to see offered at the bike park in future?

- The AAC recommended that:
 - A comfort-class aimed to build confidence for adults learning to ride a bike, that includes line of sight training for people who are lower to the ground.
 - Tiffany agreed that this is a community need.
 - Low-sensory programming, and programming that is conducted in smaller groups with adaptive riding training. Evan Ferrari, a CanBike instructor, was mentioned as a resource. iCan Bike is a part of KidsAbility. This group aim to help children and youth with disabilities to learn to ride a bike.
 - Tiffany advised that a youth group she engaged with on this project also mentioned Evan Ferrari as a resource.

Tiffany advised of some current ideas for programming which includes registered riding lessons (weekly instruction and skill development), drop-in riding lessons (occasional instruction), drop-in riding club, special events and summer camps.

Through participation of residents who love biking, and are from diverse backgrounds and experiences, Tiffany's team is looking for feedback on the bike park design. Tiffany advised of two opportunities for residents and members of the AAC to provide this feedback:

- Complete an online survey by October 26, 2021 at www.haveyoursay.guelph.ca/bike-park
- During the last phase of engagement residents are invited to submit an application to participate in a Bike Park working group to help finalize the pump track design using community feedback and own experiences and expertise. This working group will meet over the fall and early winter of 2022.

Item 5 - New Splash Pad at Eastview Park Concept Design – For Recommendation – Mallory Lemon – Park Planner

Mallory used a PowerPoint presentation to present 2 splash pad design concepts to the AAC for their feedback. She noted that they are in the community engagement stage for feedback. Members of the AAC are encouraged to participate in this feedback opportunity by completing the survey available at www.haveyoursay.guelph.ca/eastview-splashpad.

The splash pad is proposed to be located beside the existing parking lot, washrooms, playground and near the volleyball courts surrounded by pathways which will be extended to be accessible as the splashpad is developed.

Mallory provided details of the 2 splash pad design concepts.

1. Pollinator Theme design concept:

- This theme was selected to celebrate the existing Pollinator Park over the former landfill within Eastview Park. This theme incorporates flowers, bees, butterflies, and vibrant colours. Features include:

- Pollinator themed splash pad equipment
- Large shade structure with honeycomb pattern
- Seating options including benches, armour stone seating, tables and lounge chairs
- Pathway connections to playground, washroom building, trails and other amenities in Eastview Park
- Shade trees
- Landform berms to buffer parking lot from splash pad

Mallory asked the AAC if they had any comments and/or questions regarding the Pollinator theme design concept.

- The AAC noted that the honeycomb pattern shade structure has holes throughout and wondered if this design offers sufficient shade and protection from UV sun rays – especially for people who may be more prone to skin cancer.
 - Mallory responded that this comment has been previously brought forward through the community engagement initiative, and to think of this structure as a filtered shade element.
- The AAC asked if the new trees can be mature trees to provide more shade.
 - Mallory responded that the trees will not be mature and will be 60mm when they are planted as per City requirements.
- The AAC noted that the splash pad activation post may be difficult to detect, and to include an identifier to help people with low vision.
- The AAC asked if the seating and umbrellas will be fixed.
 - Mallory replied that all seating and umbrellas will be fixed. The umbrellas are steel, and the seating will be permanently fixed as there would be risk of theft, or movability.
- The AAC voiced some concern that the water pressure of the spray features may be hard or too soft.
 - Mallory replied noting that the splash pad designer has been asked to design the water features to provide a variety – areas for gently water spray, and areas for stronger water spray.
- The AAC asked what seating would be considered accessible.
 - Mallory responded that there will be cluster tables with seats around them, some will include accessible spaces – for example if there are normally 4 seats around a table, there would be 3 seats, with a space for wheelchair seating.
 - Leanne noted that the FADM requires 20% minimum accessible seating.
- The AAC asked that bariatric seating and chairs with a straight back rather than sloped back, with armrests be considered.

2. Modern Plaza theme design concept:

- This theme was selected to compliment the existing washroom building which has clean angular lines and a modern aesthetic. The theme includes spray features that are abstract and sculptural. Features include:
 - Modern theme splash pad equipment
 - Eight permanent steel umbrellas for shade nodes
 - Seating options including benches, a concrete seat wall, tables, and lounge chairs

- Pathway connections to playground, washroom building, trails, and other amenities in Eastview Park
- Shade trees
- Landform berm to buffer parking lot from splash pad

Mallory asked the AAC if they had any comments and/or questions regarding the Modern Plaza theme design concept.

- The AAC had some concern of having sufficient shade with this second concept. Where the fixed seating with umbrellas is proposed, the AAC suggested spacing these out to provide more shade.
- The AAC also advised that there is some concern of the vertical elements in stainless steel cluster seating causing a potential trip hazard due to colour contrast.
 - Mallory advised that the FADM will be referenced for colour contrast requirements.
 - Leanne noted a 70% colour contrast requirement.
- The AAC noted that round tables are not preferred, but rather rectangular or square tables would be better.
- The AAC noted that the cluster seating does not seem to accommodate bariatric use.
- The AAC noted that there are some seats within the cluster seating where the person's back would be to the splash pad, and recommended making these seats swivel.

Overall, 6 AAC members liked the design of the Pollination theme due to the seating options being more fluid and accessible, and the additional shade structure. The additional 3 AAC members preferred the design of the Modern Plaza theme, but recommended including a shade structure element like that from the Pollinator theme.

Item 6 - Speed Cushions – For Information – Steve Anderson – Manager, Transportation Engineering

Steve reported to the AAC that Traffic Investigations has had many requests to add speed cushions, that there is political and public pressure to slow down traffic. However, when they aim to traffic calm a street, they review traffic calming policies and try to review other options before speed cushions.

Steve and his team aim to be allies with the AAC, and noted they have minimal interests in using vertical measures that can cause discomfort for people with disabilities. There are 20 or so different traffic calming measures they try to use before implementing vertical measures.

Speed cameras in Ontario are in its infancy, Steve noted. It's important to remember that although automated, a human resource is still required as staff need to review and issue tickets. In 2023, there may be opportunity to install more automated speed cameras, which Steve noted he thinks would achieve a more desired slowing of traffic, rather than vertical measures such as speed cushions.

Steve reported that as of current, there is only one (1) permanent speed cushion and it is located on Zaduk Place. This is the standard moving forward for speed cushions, and is different than the rubber style. The speed cushion on Zaduk Place is the standard for private property recommendation as well.

Traffic Investigations will be back to the AAC in 2024 to review the Traffic Measures Standards.

The AAC asked Steve if other measures have been measured internally, like street narrowing on Arkell Road.

- Steve replied that they installed a temporary speed cushion on Downey Road, and collected data that still needs to be processed. They are currently gathering data on Arkell Road, and are doing robust data collection relying on other municipalities data.
- The AAC responded noting they are interested in reviewing the data collected by the City, before making any different comment or recommendation.

The AAC stated that they believe that there are two priorities as in safety and accessibility, that these two should be viewed as equal, rather than safety first, accessibility second (or otherwise).

- Steve acknowledged this comment and agreed that safety and accessibility are equal. He noted that by the December AAC meeting, he will have data to share with the AAC to discuss. Currently, data is being collected focusing on ways to reduce the severity of injury related to collisions with a focus on vulnerable people.

The AAC asked if Traffic Investigation have collected data for individuals for those who are a passenger of a vehicle, that have an injury due to vertical measures, that need medical treatment, to understand the impact.

- Steve replied that they have looked for this type of data and they have trouble quantifying this and asked the AAC to pass along any data they can find.

The AAC asked how private properties can look at traffic calming measures.

- Steve noted he will be talking with a manager about this in the coming weeks and hopes to have more information to share with the AAC in December.

Item 7 - Baker Street Library Development

1. Type A Accessible Parking – **For Information** – Stephen Gazzola - City of Guelph Project Manager, Facility Design & Construction - Ian Scott – City of Guelph Manager, Facility Design & Construction

Stephen explained that the Type A accessible parking spaces will be at grade level, adjacent to the library building. Stephen reviewed the factors that prevent Type A accessible parking spaces from being contained within in the underground parking structure, these include:

- Existing bedrock: the below grade height of bedrock and a high-water table result in head room restrictions
- Zoning Bylaw: height restriction due to view corridor
- Need for increased head room impacts:
 - Access ramp would need to be lengthened, causing impacts to the electrical room, Library Square grading, and the seamless incorporation with parking space and drive aisle.

Stephen noted that the library building itself cannot go up any higher because of the protected view corridor. If they look at the floor plates, they can't go lower, as this would mean they would need to lengthen the access ramp because this is causing implications with the parking spaces and drive aisle.

The AAC commented that they heard during the previous site plan review meeting that the Type A accessible parking could be in the underground parking but may be tight. The AAC noted that this is a City facility that should be built to be fully accessible and sets an example for other buildings in Guelph. The AAC want to make sure both accessible parking types are included with other parking in future projects so that the parking is equitable. The AAC continued on to note that accessible design needs to be included from the beginning of the design process and in key

core elements. The AAC feel by not incorporating Type A accessible parking in the underground structure. This is an unfair practice. It is difficult to see that there are even more barriers to access this landmark facility for some people. They won't be able to access it in some weather conditions.

The AAC asked what the next steps are to help in this process.

- Ian replied that there are multiple core items that the City needs to consider but there are always going to be competing interests with every site such as bedrock, heritage and view corridor.

Ian asked the AAC: If Type A accessible parking cannot be accommodated underground, what can we do to be equitable? What other options and/or tools can use to find a solution that gives the AAC a level of performance that is equal or similar?

- The AAC replied that accessibility needs to be important, and it seems accessibility often poses a fundamental change in design of City facilities. The variances are often accessibility related and there is a concern that there will be a precedence set here. The AAC aims to help the City identify Human Rights issues. When the advice isn't seriously considered it is disappointing for the AAC. The committee is concerned that this practice will show up in other development.
 - Leanne advised that as we move onto the second part of this agenda item, there is an opportunity to work through a covered option for 2 accessible Type A parking space on Chapel Lane, and that there will be 6 Type B accessible parking spaces in the underground parking structure (five spaces on Level 1, one on Level 2).
2. On-Street Accessible Parking for Library Consultation – **For Engagement** – Ian Scott – City of Guelph Manager, Facility Design & Construction - Stephen Gazzola – City of Guelph Project Manager, Facility Design & Construction - Isaac Bartlett - Stantec Project Director – Jesse Speigel - Windmill Development Group Project Director – Alicia Fleming – Windmill Development Group Project Manager

Isaac from Stantec shared his screen with the AAC to show a site plan of the location of the accessible parking on-street for the Library development. Details included:

- One (1) accessible Type A parking space on south side of Chapel Lane (not exactly part of this development, is existing)
- Two (2) additional Type A accessible parking spaces adjacent to the Library main entrance
- One (1) Type A accessible parking space and one (1) Mobility Loading Zone off of Baker St. near other Library main entrance.

Isaac noted that pavers and bollards will not be in the accessible on-street parking stalls, or in the access aisles.

Isaac asked the AAC if there are any barriers or conflicts with the proposed locations of the on-street accessible parking spaces and Mobility Loading Zone.

- Leanne asked how the accessible spaces on Chapel Lane adjacent to the Library entrance would be covered?
- Isaac replied that coverage for the accessible spaces on Chapel Lane is being looked at and being reviewed to see what coverage would look like to the Chapel Lane spaces.

The AAC followed up asking to see the actual design for the covered accessible parking. The committee noted that they can't agree to the on-street accessible parking at this time, until there is a design presented to them showing how the covered parking will be designed.

The AAC motioned the following:

Motion: That the AAC would like to review the options available for coverage design for the two (2) Type A accessible parking spaces on Chapel Lane.

Motion by: Malcolm

Seconded: Bryan

Carried

Item 8 - FADM Update Program – For Information - Leanne Warren – Accessibility Project Specialist

Leanne asked for AAC members to send her any suggestions for topics to include in the manual update, this is the last call for edits to the Facility Accessibility Design Manual (FADM) for 2021-2022.

The next update to the FADM will take place in 2023.

Item 9 - Snow issue reporting phone line for Winter 2021-2022 – For Engagement – Leanne Warren – Accessibility Project Specialist

Leanne reported that Operations will activate the phone line that will take messages, resulting in faster action than calling the normal Operations phone number because the line is reserved for accessible snow related concerns such as sidewalks, bus stop, etc.

Leanne read out the current snow phone line message and asked for any advice from the committee:

"Hello, you have reached the operations department line for winter control accessibility concerns. If this call is an emergency situation requiring police, fire, or ambulance assistance, please hang up and dial 911.

The City of Guelph is committed to providing winter controls services in an accessible manner. At the sound of the tone, please leave your name, telephone number and details of your concern. Concerns will then be reviewed as soon as possible. If your concern requires immediate attention, please press '0' and your call be directed to the next available operator."

Staff will call back and get any information if needed, or otherwise they will dispatch the team to clear snow.

The communication plan includes promoting the program through the City Page, social media, in City facilities on lobby information TVs, etc.

The AAC agreed that the message was fine and were pleased that the message would be communicated more this year than in other years.

The AAC casted a motion to extend the meeting.

Motion: To extend this meeting for 10 additional minutes

Motion by: Deborah

Seconded: Lynn

Carried

Item 10 - Remote Accessible Vote by Mail (RAVBM) Report Memo – For Information – Sarah Cunneyworth – Accessible Coordinator

Sarah advised that the Memo titled 'Council Staff report update – Remote Accessible Vote by Mail (RAVBM)' attached to the meeting invite and sent to the AAC will update the AAC on the progress and next steps for this report back to Council on the RAVBM voting method.

Sarah provided a high-level summary of the Memo from the City Clerk's Office.

At the June 28, 2021 Council meeting, Council passed a resolution "that the matter of mail-in voting, with use of a marked electronic ballot, be referred to the City Clerk's Office for review, recommendations and report back to City Council by Q4 2021."

The Clerk's Office researched 2 vendors who provide RAVBM:

- Democracy Live
- Dominion Voting Systems

Staff considered through investigating the RAVBM voting method, whether it would uphold principles of the MEA (Municipal Elections Act), identified election trends and administrative considerations around how this method could be implemented for 2022. Review findings and recommendations will be provided to Council in a staff report at the Committee of the Whole meeting on Monday, November 1, 2021.

As noted in the Memo, the staff report will be available on the Public agenda as of Thursday, October 21, 2021. Anyone can send written comments or delegate to speak on this agenda item. The deadline to provide written comments or to register to delegate is 10:00 a.m. on Friday, October 29, 2021.

The AAC Chair asked Sarah to send the Memo to AAC members again.

- Sarah agreed, and said she would send again following this meeting.

Item 11 - Committee Business - Deferred

1. AAC New Member Handbook – **For Recommendation** – Sarah Cunneyworth – Accessibility Coordinator

Item 12 - Site Plan Internal Review Report

1. General site plan report
 - a. Number of site plans reviewed – **For Information** – Mike Greer – AAC Chair
 - Mike reported that there have been 60 site plans reviewed by the AAC site plan review group that participates in the internal review process of site plans.
 2. Pre-Consultation Site Plan Submissions – Accessibility Guidance Document -**Deferred**
 - a. Update of document – **For Recommendation** – Sarah Cunneyworth – Accessibility Coordinator

Motion to adjourn: Deborah

Seconded: Ted

Carried.

Next Meeting:

December 21, 2021 from 3 – 5 p.m. Remote via Microsoft Team