

Meeting Minutes

City of Guelph Accessibility Advisory Committee (AAC)

Special Meeting

Tuesday, January 17, 2023

Remote meeting through Microsoft Teams

In-person meeting in Meeting Room D at Guelph City Hall

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

Meeting Chair: Lorelei Root

Meeting Vice-Chair: Mike Dodd (Ashkewe)

Members in attendance: Kathleen Beitz, Chris Lytle, Elizabeth Lowenger, Lorelei Root, Edgar (Ted) Stevens, Deborah Stienstra, Andrew Cameron, Janette Svehla, Mike Dodd (Ashkewe), Shannon Cooper-Webb, Susan Ferguson Prior, Zehava Jacobs

Staff: Sarah Cunneyworth (Accessibility), Leanne Warren (Accessibility), Dylan McMahon (City Clerk's Office), Elizabeth Barber (City Clerk's Office), Stefan Ilic (Parks), Carrie Murray-Sprague (City Clerk's Office), Jennifer Slater (City Clerk's Office)

Regrets: Donna McMurdo, Bryan McPherson, Jennifer Popkey

Agenda Items:

Welcome to all.

Territorial Acknowledgement was read by Dylan.

Item 1 and 2

Item 1: Approval of the Agenda

Motion: That the AAC January 17, 2023 agenda be approved.

Motion to approve by: Mike

Seconded by: Edgar (Ted)

Carried

Item 2: Declaration of Conflict of Interest

There were no declarations of conflict of interest.

Item 3

Advisory Committee Chair and Vice-Chair Roles and Responsibilities – **For Information** – Dylan McMahon – Manager, Legislative Services, City Clerk's Office

Dylan McMahon presented the role and responsibilities of Advisory Committees of Council (ACOC) Chair and Vice-Chair

A member expressed concern regarding the request for AAC members to submit comments, questions and recommendations/motions related to agenda items in advance of committee meetings.

- Dylan responded that the request for AAC members to submit comments, questions and recommendations/motions in advance is not a requirement, but rather a best practice for members. He added that, it is an expectation that members review the agenda and

associated resources in advance of the meeting, and if comments, questions and/or recommendations/motions are known it is best to send them to the Liaison in advance for effective debate and discussion at committee meetings.

A member asked how staff work to create balanced agendas

- Sarah advised that staff work to balance the items that are required for consultation as per the AODA, the timeline of Staff projects, and workflow needed for member-proposed items. Included in this process is a call for agenda items approximately 1 month ahead of AAC meetings, and a planning meeting to review the draft agenda with the AAC Chair and Vice-Chair.
- Dylan followed up with a brief explanation of the existing process in place for creating balanced agendas and addressed the use of the AAC Terms of Reference, Strategic Plan and internal workplans to forecast and/or guide the committee's work

Following up on the committee's request to share member contact information - Staff advised that the Liaison will email committee members with the opportunity to respond with their consent to share their contact information with the committee.

The City Clerk's Office will follow up regarding the AAC's webpage on Guelph.ca to be updated with a current list of committee members.

Item 4

Election of AAC Chair and Vice-Chair Positions – **For Recommendation** – Dylan McMahon – Manager, Legislative Services, City Clerk's Office

Dylan called for nominations for the position of Chair of the AAC.

- Janette nominated Lorelei for the position of Chair
 - Lorelei accepted the nomination

Lorelei was provided with an opportunity to speak to acceptance of the nomination.

Motion: That Lorelei Root be appointed as Chair of the Accessibility Advisory Committee for 2023.

Motion to approve by: Ted

Seconded by: Zehava

Carried

Dylan called for nominations for the position of Vice-Chair of the AAC.

- Lorelei nominated Deborah for the position of Vice-Chair
 - Deborah declined the nomination
- Mike nominated self for the position of Vice-Chair
- Lorelei nominated Janette for the position of Vice Chair
 - Janette accepted the nomination

Mike and Janette were provided with the opportunity to speak to their acceptance of the nomination.

Dylan called a vote to order in alphabetical order of nomination for the position of Vice-Chair.

Motion: That Mike be appointed to the position of Vice-Chair for the Accessibility Advisory Committee for 2023.

Motion to approve by: Chris

Seconded by: Lorelei

Carried

Item 5

Continuation of Orientation of Accessibility Advisory Committee members (Item 4 from December 20, 2022) – **For Information** – Dylan McMahon – Manager, Legislative Services, City Clerk's Office, Elizabeth Barber – Board and Committee Coordinator, City Clerk's Office, Sarah Cunneyworth – Accessibility Coordinator and Leanne Warren – Accessibility, Project Specialist

Dylan and Sarah continued the Orientation of Accessibility Committee members presentation from slide/page 31.

A member asked if paper copies of the resources could be made available to committee members.

- Staff responded that paper copies can be made available upon request, and to connect with the Liaison as needed.

Members asked if they could schedule a tour of City Hall with the Liaison

- Staff responded that a tour of City Hall is available and can be scheduled with the Liaison and members as requested.

Members asked if they could obtain AAC-specific swag items (such as lanyards and modified corporate swag).

- Staff will follow up on this request

Members asked to receive the amended October meeting minutes, December meeting minutes and meeting minutes from this January special meeting by Friday, January 27.

- Sarah responded with a commitment to distribute to the AAC through email by Friday, January 27.
- Staff advised of the meeting minutes process to distribute previous meeting minutes to committee members 1 week prior to an upcoming meeting and that additional support from the City Clerk's Office will be provided to the committee for the purpose of meeting minute taking, procedural advice and agenda preparation following Council's format.

Item 6

Annual Play Equipment Lifecycle Project Process Review and 2023 Early Engagement (Item 5 from December 20, 2022) – **For Engagement** – Stefan Ilic – Park Planning Technologist, Parks, Mallory Lemon – Park Planner, Parks and Luke Jefferson – Manager, Park and Trail Development, Parks

Stefan delivered a presentation on the Annual Play Equipment Lifecycle Project Process Review and 2023 Early Engagement.

The following questions and comments were posed by committee members:

- Clarification on the acronym RFP and the committee's role in the RFP review process:
 - Staff responded that RFP stands for Request For Proposal, and the AAC does not participate in the review of RFPs as it is part of an internal purchasing policy and is outside of the scope of the committee.
- What metrics are used to determine which parks receive rubberized surfaces?
 - Staff responded that when a rubberized surface is added to a playground, the design changes. To make use of the rubber, a traditional playground design can't be used because often more space is needed. Further, budget impacts (such as maintenance and operating budget impacts) are looked at. Additionally, information related to termite-zones is considered. The Parks and Recreation Master Plan will determine the distribution of rubberized surfaces based on the type of playground for each area.
- Is a plan for pathways to playgrounds included in this project?
 - Staff responded that accessible routes/pathways connecting to playgrounds will be addressed as part of the design process for this project.

- AAC members recommended Staff look at Sacha's Park located in L'Original, Ontario for playground design elements that encompass accessibility components such as Braille activity panels, musical instruments, and inclusive equipment
- AAC members recommended Staff look at Kate's Place in Elmira for accessible playground design elements.
- AAC members asked Staff to consider play equipment that can be used by adults in addition to children
- An AAC member asked Staff to consider encompassing elements such as wider platforms, varying colours and inclusive placement of accessible play equipment to encourage parallel play. Further, to look at abstract pieces that can be dual use equipment – for use by people with disabilities and without.
- A member recommended an audit-style exercise – to invite members of the AAC and disability community to visit playgrounds to review the usability of the equipment by people with disabilities.
 - Liaison will follow up with committee on this request as a collaboration between Accessibility Services and Parks Planning.
- A member asked if washrooms are a part of this project.
 - Staff responded that washrooms are outside of the scope for this project.

Item 7

Review of Post Municipal Election Accessibility Report (Item 6 from December 20, 2022)– **For Information** – Jennifer Slater – Manager, Information, Privacy and Elections/Deputy City Clerk, Carrie Murray-Sprague – Council and Committee Coordinator, City Clerk's Office and Stephen O'Brien – General Manager, City Clerk's Office/City Clerk

Carrie provided a presentation on the Review of Post Municipal Election Accessibility Report.

Members provided comments regarding the vote from home method and the reasoning as to why this method is being considered given the feedback received from the AAC that online voting is the most accessible option.

- Staff responded that the vote from home method was requested by Council

The AAC asked that mask wearing be considered at all locations regardless of pandemic concerns for next elections

The AAC recommended having additional mobility busses available on election day

The AAC recommended that the multicultural calendar be considered in determining election day.

- Staff responded that election day is legislated

Item 8

Wrap up – For Information – Sarah Cunneyworth – Accessibility Coordinator and Leanne Warren – Accessibility, Project Specialist

Motion: That the meeting be adjourned at 5:08 p.m.

Motion to approve by: Mike

Seconded by: Elizabeth

Carried

Next Meeting:

Tuesday, February 21, 2023

Hybrid (in-person at City Hall or virtual through Microsoft Teams)

Technical Information

Terminology Explained

1. **For Information** – Something has taken place or there is an event that the Committee members should be aware of. For example, Access Recognition Awards by the Guelph Barrier Free Committee
2. **For Recommendation** – Committee will make a motion that provides a recommendation to staff or Council
3. **For Discussion** – Committee will discuss a topic and provide the Liaison with direction. For example, topics reported in detail to the Committee of Council
4. **For Engagement** – These note the formal engagement of committee members on topics, usually directly related to the Engagement requirements in the AODA

Microsoft Teams Keyboard Shortcut Keys

Toggle mute off and on

Windows: Ctrl and Shift and M

Mac: Command and Shift and M

Raise or lower your hand

Windows: Ctrl and Shift and K

Mac: Command and Shift and K

Toggle video off and on

Windows: Ctrl and Shift and letter o

Mac: Command and Shift and letter o

Zoom in

Windows: Ctrl and Plus (+)

Mac: Command and Plus (+)

Zoom out

Windows: Ctrl and Minus (-)

Mac: Command and Minus (-)

Return screen to 100%

Windows: Ctrl and letter o

Mac: Command and letter o