

# Accessibility Advisory Committee Orientation

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# Welcome new and returning members to the City of Guelph's Accessibility Advisory Committee (AAC)

# Agenda

1. Welcome and Introductions
2. Why are we here?
3. Crafting a motion
4. How we understand accessibility
5. The AODA
6. Consultations
7. City of Guelph Accessibility Resources
8. Accessibility Advisory Committee (AAC)
9. Questions
10. Getting to know each other
11. What is your area of interest
12. Tour of City Hall

# Welcome and Introductions

## a) Staff who support the AAC

- Accessibility Liaisons
  - Leanne Warren
  - Kayla Besse
  - Sarah Boghossian
- Clerks Office

## b) Invitation for a relaxed environment

- please come as you are!

## c) Member interests in the AAC

- Name, pronouns if desired

# Why are we here?

- a) Advise staff and Council regarding accessibility and/or disability
- b) Collaboration and consultation as the vehicle for greater accessibility for all
- c) Considering various types of disability in your advice
- d) What happens when there are competing needs or opinions?
  - Successful motions ideally consider multiple perspectives to give staff the diverse information that they need to implement accessibility in their work.

# Crafting a Motion

## **Possible motion template:**

I move that [department] does [specific and actionable advice that includes words that are within the scope of the topic]

## **Advice:**

- Sharing your ideal situation can be part of a motion; also consider that staff have constraints that influence their project scope. Staff work on a budget/approval system.
- Consider that barriers to accessibility are the focus, rather than the preferences of an individual.

# How we understand accessibility

Considering various types of disability in your advice:

- Please see “Appendix A” in the handbook, which is a document that the AAC co-writes with staff.

# The AODA (Accessibility for Ontarians with Disabilities Act)

- Some **specific** consultations are required by the AODA.
- Other non-required projects may be brought to you as well



# Consultations

	Required	Not Required
2022	3	10
2023	16	15
2024	9	21

## Required (general topics)

Accessibility plans

Bus stops/shelters

Taxicabs

Recreation trails and rest areas

Play spaces

On-street parking

## Not required

Such as Affordable Housing Community Improvement Plan (CIP) where the AAC recommendation supported staff including an extra \$20,000 to the base funding for true accessibility improvement. The AAC helped support what those improvements could include.

# City of Guelph Accessibility Resources 1 of 3

- a) What does the Accessibility Team at the City of Guelph do?
- Support the committee, including:
    - Field committee and community accessibility concerns
    - Agenda development with Chair and Vice-Chair
    - Support the writing of motions
    - Facilitate communication between AAC and staff/Council
    - Help other staff do their work from an accessibility-related perspective
    - Guide AAC members on the City's scope of responsibilities (Not social services, not Provincial or Federal legislation, etc.)
    - Any other support that the committee members or committee as a whole need

# City of Guelph Accessibility Resources 2 of 3

## b) The Facility Accessibility Design Manual (FADM)

- Updates – timed with AODA update (review underway 2026)
- Beyond AODA-required topics
- Often exceeds AODA and Ontario Building Code (OBC)

# City of Guelph Accessibility Resources 3 of 3

## c) Site Plan Review Process involvement:

- AAC Site Plan Review ensures accessibility in new developments and renovations
- Buildings will stand for years, so accessibility must be prioritized
- Developers know AODA basics, but lived experience insights provide better practices
- AAC offers recommendations that go beyond AODA requirements
- These recommendations increase accessibility and improve practical design for people with disabilities

# Accessibility Advisory Committee (AAC) 1 of 5

- Understanding information given by staff about projects and services that fall within the responsibility of the City
- Participate in staff consultations required by the AODA
- Prepare for meetings by reviewing staff reports and begin to think about motions before meetings

# Accessibility Advisory Committee (AAC) 2 of 5

c) What happens leading up to a recorded public AAC meeting?

- You will receive an email asking for agenda items about 5 weeks before the AAC meeting.
- The Chair and Vice-Chair will meet with the Liaisons and Clerk staff to set the agenda 3 weeks before the meeting
- Agenda and reports will be sent out 1 week before the meeting for committee members to review. Members can contact the Liaisons if there are any question about the agenda or reports

After the meeting, minutes will be sent out within a week of the meeting

# Accessibility Advisory Committee (AAC) 3 of 5

d) How can you bring a topic to an AAC agenda?

Contact the Accessibility Liaisons by emailing [accessibility@guelph.ca](mailto:accessibility@guelph.ca) or calling 519-822-1260 ext 2670

# Accessibility Advisory Committee (AAC) 4 of 5

## e) Agenda Terminology Explained

- **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.
- **For Recommendation:** Committee may make a motion that provides a recommendation to Council and/or staff.



# Accessibility Advisory Committee (AAC) 5 of 5

## e) Agenda Terminology Explained

- **For Discussion** – Committee will discuss a topic and provide the Liaison with insights and possible direction. For example, topics reported in detail to the Committee of Council
- **For AODA Engagement** – Formal engagement of committee members on topics which are directly related to the Engagement requirements in the AODA

# Questions about today's meeting?

We just gave you a lot of new information

- feel free to ask questions now, and/or
- follow up by emailing  
[accessibility@guelph.ca](mailto:accessibility@guelph.ca)

# Getting to know each other

What is your area of interest  
in joining the committee?

# Tour of City Hall 1 of 2



# Tour of City Hall 2 of 2

