

Accessibility Advisory Committee Meeting Agenda

May 5, 2021

4:00 p.m.

Electronic Meeting

	Pages
1. Call to Order	
2. Confirmation of Minutes	
2.a. April 7, 2021	1 - 3
3. Disclosure of Pecuniary Interest	
4. Consent Agenda - 5.d	
5. Reports and Communications	
5.a. Connect Peterborough online engagement platform Report AAC21-015	4 - 5
5.b. National AccessAbility Week Report AAC21-016	6 - 8
5.c. Built Environment Sub-Committee report Report AAC21-014	9 - 14
5.d. Accessibility Staff Report Report AAC21-013	15 - 18
6. Other Business	
7. Next Meeting - June 2, 2021	
8. Adjournment	

Accessibility Advisory Committee Minutes

(Electronic Meeting)

April 7, 2021

Present Councillor Clarke
 Sioux Lily
 Amanda Motyer, Chair
 Don Parnell
 Barb Munro
 Dave Hurley
 Phil Mechetuk

Staff Present Mark Buffone, Accessibility Compliance Coordinator
 Kendra Sedgwick, Committee Coordinator
 Sarah Mackillican, Communication Coordinator
 Vinod Soman, Senior Project Manager - Transportation

Call to Order

The electronic meeting was called to order at 4:04 p.m. by Amanda Motyer, Chair.

Confirmation of Minutes

Moved by Don Parnell

That the minutes of March 3, 2021 be approved.

Carried

Disclosure of Pecuniary Interest

There were no Disclosures of Pecuniary Interest.

Consent Agenda - 5.c

Moved by Councillor Clarke

That item 5.c be approved as part of the Consent Agenda.

Carried

Accessibility Staff Report

Report AAC21-010

Moved by Councillor Clarke

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-010 dated April 7, 2021, of the Accessibility Compliance Coordinator as follows:

That Report AAC21-010 with respect to the current work of Accessibility staff be received for information.

Carried

Transportation Master Plan

Report AAC21-012

Moved by Councillor Clarke

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-012 dated April 7, 2021, of the Communication Coordinator as follows:

That a presentation about the Transportation Master Plan be received by the AAC for information.

Carried

Built Environment Sub-Committee Report

Report AAC21-011

Moved by Phil Mechetuk

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-011 dated April 7, 2021 by the Communication Coordinator as follows:

That the verbal update by the Chair of the Built Environment Sub-Committee be received for information.

Carried

Other Business

There were no items of Other Business.

Next Meeting - May 5, 2021

Adjournment

Moved by Sioux Lily

That this meeting of the Accessibility Advisory Committee adjourn at 4:42 p.m.

Carried

Kendra Sedgwick

Committee Coordinator

Amanda Motyer

Chair



City of
Peterborough

To: Members of the Accessibility Advisory Committee

From: Sarah Mackillican, Communication Coordinator

Meeting Date: May 5, 2021

Subject: Report AAC21-015
Connect Peterborough online engagement platform

Purpose

A report to provide information to the Accessibility Advisory Committee regarding the City of Peterborough's online engagement platform Connect Peterborough.

Recommendation

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-015 dated May 5, 2021 by the Communication Coordinator as follows:

That the presentation by the Communication Coordinator be received for information.

Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

Background

The City of Peterborough launched its online engagement platform Connect Peterborough in October 2019. The site features web pages for a number of current City projects that include relevant documents, key project dates, surveys, interactive maps, discussion forums and Frequently Asked Questions.

For many municipal projects, City departments are required to consult directly with the Accessibility Advisory Committee. Participation on Connect Peterborough does not replace that consultation.

The presentation by the Communication Coordinator will review the features on the site, including how to subscribe. There will be an opportunity for committee members to ask questions.

Submitted by,

Sarah Mackillican
Communication Coordinator

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City of
Peterborough

To: Members of the Accessibility Advisory Committee

From: Sarah Mackillican, Communication Coordinator

Meeting Date: May 5, 2021

Subject: Report AAC21-016
National AccessAbility Week

Purpose

A report for information and to seek comments to the Accessibility Advisory Committee regarding plans for National AccessAbility Week 2021.

Recommendation

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-016 dated May 5, 2021 by the Communication Coordinator as follows:

That a presentation by the Communication Coordinator be received for information and discussion.

Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

Background

In the spirit of partnership, National AccessAbility Week (NAAW) is an opportunity to bring together individuals, organizations, businesses and different levels of government to affect meaningful changes in the daily lives of persons with disabilities. NAAW is celebrated annually during the last week of May.

The City typically adopts the theme set out by the Government of Canada and partners with the Council for Persons with Disabilities (CPD) for the annual celebration.

Suggested activities, NAAW 2021

Public:

- Declaration from Mayor's Office that Monday, May 31 to Friday, June 4, 2021 be declared National Accessibility Week in Peterborough. Consider doing this as a recorded event through Teams with comments from AAC Chair/members. Option to invite members of the CPD to join and comment.
- That the Communication Coordinator collaborate with Library Services staff to create a video highlighting their Visiting Library program (ongoing)
- That Accessibility staff coordinate with Library Services staff to create and promote a blog post about books and media by and about persons with disabilities (confirmed, scheduled)
- Social media: sharing the Unblock the Walk and Respect the Space campaigns, as well as the video proclamation and the Library-related video and blog content.
- Consider creating an online scavenger hunt featuring accessible amenities in the City (e.g. City of Brampton)
- Other ideas from the AAC are welcome.

Internal:

- That the AAC recognize the efforts of City staff who have made outstanding efforts to ensure that accessibility are consistently considered (emailed internally by staff on behalf of the AAC)

Submitted by,

Sarah Mackillican
Communication Coordinator

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City of
Peterborough

To: Members of the Accessibility Advisory Committee

From: Sarah Mackillican, Communication Coordinator

Meeting Date: May 5, 2021

Subject: Report AAC21-014
Built Environment Sub-Committee report

Purpose

A report to provide information to the Accessibility Advisory Committee regarding the Built Environment Sub-Committee meeting held on April 20, 2021.

Recommendation

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-014 dated May 5, 2021 by the Communication Coordinator as follows:

That the verbal update by the Chair of the Built Environment Sub-Committee be received for information.

Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

Background

The Built Environment Sub-Committee held a meeting on Tuesday, April 20, 2021. The committee Chair will provide a verbal update to the AAC, highlighting the recommendations made by the committee for each project reviewed. Draft minutes are attached to this report.

Submitted by,

Sarah Mackillican
Communication Coordinator

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Attachments:

Appendix A: Draft minutes, AAC Built Environment Sub-Committee meeting April 20, 2021



Accessibility Advisory Committee Built Environment Sub-Committee

April 20, 2021

Draft minutes not approved

A meeting of the Accessibility Advisory Committee (AAC) Built Environment Sub-committee was called to order at 3:32 p.m. by Sioux Lily. This meeting was held electronically through Microsoft Teams.

Present:

Sioux Lily (Chair)
Jeff Chalmers
Amanda Motyer
Allison Seiderer
Leslie Yee
Neil Campbell

Regrets:

Leanne Carpenter
Janet Dawson (term suspended to September 2021)
Andrea Dodsworth (term suspended to September 2021)

Staff:

Mark Buffone, Accessibility Compliance Coordinator
Nicole Huculiak, Planner, Urban Design
Brad Appleby, Supervisor, Development Planning

Disclosure of Pecuniary Interest

Amanda Motyer declared pecuniary interest on the zoning by-law amendment application for 2077 and 2011 Ashburnham Drive, Z2106 related to the Canadian Canoe Museum.

Approval of Agenda

Moved by Leslie Yee.

That the agenda for the AAC Built Environment Sub-Committee meeting dated April 20, 2021 be approved.

“Carried”

Accessibility Reviews

a) Site Plan Approval for 159 Aylmer Street North, SPC-995

The committee made the following recommendations:

1. Provide a larger landing at the intersection of the walkway to the sidewalk and the walkway to the accessible parking space access aisle, to accommodate turning movements with a mobility aid.
2. Provide an automatic door operator for the main building entrance on the verandah.
3. Avoid pavers on the accessible parking space and access aisle. The committee has concern about product durability, even with the deep granular base specified, and recommends the requirement for a permeable surface be located on another area of the site. [Post meeting note: a member provided information on a permeable surface product called PurePave that is a singular surface vs individual pavers and recommended the City explore it as an option].
4. Provide a tactile attention indicator at the dropped curb for the accessible parking space access aisle.

b) Zoning By-Law Amendment and Draft Plan of Subdivision Approval for 789 Lily Lake Road, Z2105SB and 15T-21501

The committee made the following recommendations:

1. Jeff requested the committee review a typical roundabout design and provide comment for future roundabouts.
2. Add benches and garbage bins along the trail
3. Add shade covering at bench zones
4. Provide a parking solution for people who may come to the area to park and use the trail, complete with accessible parking options.
5. Provide lighting on the trail.
6. Provide a detectable edge between the trail and the adjacent north/south street, and provide accessible walkway connections from the street to the trail where appropriate.
7. Provide water fountains along the trail.

c) Zoning By-Law Amendment for 2077 and 2011 Ashburnham Drive, Z2106

Amanda Motyer left the meeting shortly after the presentation started.

The committee made the following recommendations:

1. The accessible parking location is compromised due to the location of the pick-up /drop-off bay. Relocate accessible parking closer to the main entrance.
2. Relocate the walkway from the street to the site to have good pedestrian linkage from the building entrance to the other side of the road.
3. Add an accessible pedestrian crossing to allow pedestrians to easily cross Ashburnham Drive.
4. Provide a shelter and bench at the nearest transit stops.
5. Provide wayfinding signate to direct out of town visitors and people from Peterborough to the site. Provide clear signage from the off-site parking lots to the Canoe Museum site, incorporating braille signage along pedestrian walkways. The Canoe Museum will host large events with people from out of town, such as the Wilderness Canoe Association conference which has an attendance of up to 500 people.
6. The reduced setback at the north end of the site means all access to the water is at the south end of the site. Due to the large site, provide a second access to the Trans Canada Trail from the north end of the site.
7. Provide a barrier free boat house and barrier-free access to the water. There are many precedents of boat houses with water programs that are barrier free.
8. Increase the number of accessible parking spaces on the site instead of making people with disabilities park in other existing off-site lots. The committee noted there are often other events that take place at the various amenities in the area (ie/ soccer tournaments) that result in fully occupied parking lots.
9. The committee requested the occupant load of the multipurpose room, exhibition space and café be considered in the parking calculations.
10. The committee would like to further review the project at the Site Plan Control stage. The committee would welcome a presentation from the Canadian Canoe Museum and their consultant, and provide feedback on how to make the building interior more accessible.

Other business

No other business.

Next meeting

The next meeting will be held on Tuesday, May 18, 2021 from 3:30 p.m. to 5:00 p.m. electronically through Microsoft Teams.

Adjournment

Moved by Allison Seiderer.

That the meeting of the AAC Built Environment Sub-Committee adjourn at 5:04 p.m.

“Carried”



City of
Peterborough

To: Members of the Accessibility Advisory Committee

From: Mark Buffone, Accessibility Compliance Coordinator

Meeting Date: May 5, 2021

Subject: Report AAC21-013
Accessibility Staff Report

Purpose

A report to advise the Accessibility Advisory Committee on the current work of Accessibility staff.

Recommendation

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC21-013 dated May 5, 2021, of the Accessibility Compliance Coordinator as follows:

That Report AAC21-013 with respect to the current work of Accessibility staff be received for information.

Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

Background

AODA Compliance

No updates to report since the March 2021 Accessibility Staff Report.

Accessibility Reviews

The best way to remove barriers is to prevent them. Accessibility staff provide formal reviews for various development applications and during the planning and design stages of City projects, including projects related to buildings, public spaces, services, documents, websites, by-laws, plans and policies. Reviews and research completed in April 2021 include:

1. Official Plan and Zoning By-law Amendment applications

- Canadian Canoe Museum: new Johnson Park site on Ashburnham Drive.
- 200 St. Luke's Avenue: add 10 apartment units, modify parking lot.

2. Site Plan Control applications

- 201 and 211 Hunter Street East, 380 Armour Road: residential apartment complex with four buildings ranging in height from 6 to 12 storeys.
- 159 Aylmer Street North: alteration of an existing 2 storey building for the purpose of a clinic and a residential unit.

3. Infrastructure

- Otonabee River Trail Crossing at Holiday Inn: review pathway slope, width, safety.
- Nassau Mills Road multi-use trail, Faryon bridge to Eastbank Drive: review pathway details, safety, street crossings.
- Lansdowne Street reconstruction, Kawartha Heights Drive to Clonsilla Avenue: review multi-use trail, transit stops, street corners, sidewalk details.

4. Websites and documents

Accessibility staff support various City departments every week to remediate PDFs or provide content on the website, either as HTML pages or as online forms. The following list represents a sampling of projects, research and education activities:

- Municipal by-laws: investigate options to make frequently updated by-laws accessible.
- Budget documents: advise Corporate and Legislative Services on PDF remediation options and costs
- Age-friendly Peterborough Social Isolation to Social Connection Report: accessible document

5. Bylaws, plans and policies

No activity to report

6. Procurement

Accessibility staff provide ongoing reviews of bid solicitation documents to ensure accessibility is incorporated into every major purchase the City makes. Every project requires the organization we do business with to complete accessibility training as it applies the scope of work. The following list represents a sampling of projects that incorporated accessibility beyond the training requirements:

- Supply and delivery of blue boxes: checked if scope includes mini recycling bins
- Simcoe Street parking garage rehabilitation: advised on potential OBC and AODA compliance requirements.
- Parking control and security services for the Peterborough Memorial Centre and Morrow parking lot: accessible documents, accessible customer service

7. Partnerships

- Peterborough GreenUP: participated in a video series called City Hall Connections, aimed at educating the public on various staff positions.

Council for Persons with Disabilities (CPD)

The Communication Coordinator continues to attend CPD board meetings electronically. Recent activities of the CPD include the development of a Transit rider training program, and participation in a Service and Support Animal Initiative (includes a representative from Peterborough Transit). The CPD continues to provide monthly community outreach calls, bi-weekly Facebook Live updates on their activities.

Access Fund Update

No activity to report

Accessibility Training

Staff knowledge of accessible documents and PDF remediation skills continues to grow monthly. There are currently 59 staff on a priority training list and 19/59 staff completed intermediate level training.

Accessibility launched an updated transportation course called [IAS-107 Transportation Standards](#). All transit staff complete the transportation standards course during the employee orientation process.

[peterborough.ca/aodatraining]

Legislation

No updates to report since the February 2021 Accessibility Staff Report

Resources

No updates to report since the March 2021 Accessibility Staff Report

Submitted by,

Mark Buffone
Accessibility Compliance Coordinator

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