



City of
Peterborough

**Accessibility Advisory Committee (AAC)
Built Environment Sub-Committee
October 14, 2016**

Draft Minutes not Approved

A special meeting of the AAC Built Environment Sub-Committee was called to order at 10:00 a.m. by Andrea Dodsworth in the Doris Room, City Hall.

Present:

Neil Campbell
Jeff Chalmers (arrived at 10:08)
Andrea Dodsworth, Chair
Gordon Earle
Peter Michielsen
Allison Rolph-Seiderer (arrived at 10:12)
Hailey Warmerdam

Regrets:

Leanne Carpenter
Ian Guest

Staff:

Mark Buffone, Accessibility Compliance Coordinator
Keith Payne, Urban Design Technician
Trish Reed, Accessibility and Communications Specialist

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Approval of Agenda

Moved by Peter Michielsen

That the agenda for the AAC Built Environment Sub-Committee special meeting dated October 14, 2016 be approved.

“Carried”

Approval of Previous Minutes

Moved by Peter Michielsen

That the minutes of the AAC Built Environment Sub-Committee meeting held on September 16, 2016 be approved.

“Carried”

Accessibility Reviews

- a) **Application for Site Plan Approval
SPC-921, 1307, 1313 & 1321 Kawartha Crescent (proposed construction of one five storey 129 suite Seniors Retirement Building and ten Townhome Residential Units on the development lands)**

Presented by Keith Payne, Urban Design Technician

Keith Payne presented the relevant information and drawings.

Summary of recommendations from the Built Environment Sub-Committee:

1. Move parking as close as possible to the Seniors Retirement Building with access aisles leading to the walkway along the side of the building to eliminate the need to walk along the drive aisle.
2. Verify the number of units to the number of accessible parking spaces required to ensure adequate accessible parking.
3. Add a tactile attention indicator where the walkways enter the parking lot.
4. Ensure adequate lighting is provided for the parking areas (both underground and above ground).
5. Distribute accessible parking spaces between the underground and aboveground parking areas.
6. Address grading that is more that 5% slope in walkway zones near the main entrance.
7. Provide outlets and space for scooter/power wheelchair charging and storage.
8. Ensure all outlets are at
9. Ensure the primary and all secondary entrances meet accessibility requirements.
10. Provide accessible door widths throughout the building, not just doors in a barrier-free path of travel, meeting the 860mm clear opening required under OBC 3.8.3.3.(1).
11. Design unit entrance areas to allow for a wheelchair, scooter, walker and storage of such equipment, including a receptacle for equipment charging.

12. Provide stud wall reinforcement (typically plywood backing) to permit the future installation of grab bars for toilets, showers and bathtubs.
13. Increase space within washrooms to allow a person using mobility devices to easily turn in the space.
14. Provide lever style door handles for all doors.
15. Provide adequate clearance at the lever side of all doors. For example, provide 600mm space between edge of a door opening into a washroom to the nose of an adjacent vanity countertop.
16. Consider window heights to allow viewing by people in a seated position.
17. Mount light switches at 1100mm above floor (lower than standard) and mount electrical receptacles at 600mm above floor (higher than standard).
18. Provide electrical rough-in at all suite entrance doors to accommodate the future installation of a power operated door.
19. Adjust the tension of all doors equipped with automatic door closers and power door operators to ensure minimal force to open a door manually.

b) Application for Site Plan Approval
SPC-922, 217 Murray Street (existing building is to be demolished and a new building is to be constructed for the Brock Street Mission)

Presented by Keith Payne, Urban Design Technician

Keith Payne presented the relevant information and drawings.

Summary of recommendations from the Built Environment Sub-Committee:

1. Install a concrete pad for recycling/garbage pickup so the walkway stays clear.
2. Ensure there is adequate lighting along the side of the building to illuminate the walkway.
3. Provide at least one unit that is bariatric accessible including accessible door widths of about 1220mm.
4. Provide at least three accessible units.
5. Consider window heights to allow viewing by people in a seating position.
6. Mount light switches at 1100mm above floor (lower than standard) and mount electrical receptacles at 600mm above floor (higher than standard). Provide lever style door handles for all doors.
7. Provide adequate clearance at the lever side of all doors. For example, provide 600mm space between edge of a door opening into a washroom to the nose of an adjacent vanity countertop.
8. Consider window heights to allow viewing by people in a seated position.
9. Add exterior outlets outside the back door for charging power chairs/scooters.

10. Consider adding an accessible community garden.

New Business

a) Accessibility Legislation Changes

The Committee discussed the changes to the Customer Service Standard as outlined below:

Changes to the Customer Service Standard under the Accessibility for Ontarians with Disabilities Act came into effect on July 1, 2016.

As a result of these changes:

- All employees (including volunteers, interns, students, etc.) must be trained on accessible customer service.
- More types of regulated health professionals can provide documentation of a need for a service animal.
- More specific information is provided to clarify that an organization can only require a support person to accompany someone with a disability for the purposes of health or safety and in consultation with the person. If it's determined a support person is required, the fee or fare (if applicable) for the support person must be waived.
- All accessibility standards – including the accessible customer service standard – are now part of one Integrated Accessibility Standard. This means that the requirements are now better aligned to make it easier for organizations to understand their obligations.
- Private sector and non-profit organizations with 20-49 employees no longer need to document policies (does not remove compliance or reporting requirements).

All organizations in Ontario with one or more employees must comply with the changes effective July 1, 2016.

Action Item: Trish Reed to report back to the Committee on reporting requirements for organizations with 1-50 employees.

Other Business

a) 2017 Meeting Schedule

Moved by Allison Allison Rolph-Seiderer

That the meeting schedule for 2017 mirror the 2016 meeting schedule. The Committee will meet in January, March, May, September and November on the third Friday of the month taking into consideration March Break and long weekends.

“Carried”

- b) Allison Rolph-Seiderer asked for an update on the Handi-Van Review report. Trish Reed and Mark Buffone provided the details that the report recommendations were approved to implement a new community bus and replace five Handi-Vans, as well as high one part-time position for Handi-Van reservations.

Next Meeting

The next AAC Built Environment Sub-Committee meeting is scheduled for **Friday, November 18, 2016** from 10:00 a.m. to 12:00 p.m. at City Hall in the **Doris Room**.

Adjournment

Moved by Jeff Chalmers

That the meeting of the AAC Built Environment Sub-Committee adjourn at 11:40 p.m.

“Carried”