



City of  
**Peterborough**

**Accessibility Advisory Committee (AAC)  
Transportation Sub-Committee Minutes  
November 16, 2016**

**Draft Minutes Not Approved**

The meeting of the AAC Transportation Sub-Committee was called to order at 1:00 p.m. by Janet Ali in the Sutherland Room, City Hall.

**Present:**

Janet Ali (Chair)  
Marie Bongard  
Peter Bascan  
Andrea Dodsworth  
Lynn Morris  
John Morris  
Anne Trudel-Inglis

**Regrets:**

Marty Morgan

**Absent:**

Councillor Don Vassiliadis

**Staff:**

Mark Buffone (Accessibility Compliance Coordinator)  
Kevin Jones (Manager of Transportation)  
Trish Reed (Accessibility and Communication Specialist)

**Disclosure of Conflict of Interest**

There were no disclosures of a conflict of interest.

## **Approval of Agenda**

Moved by Andrea Dodsworth

That the agenda for the AAC Transportation Sub-Committee meeting dated November 16, 2016 be approved.

**“Carried”**

## **Approval of Previous Minutes**

Moved by Marie Bongard

That the minutes of the AAC Transportation Sub-Committee meeting held on September 21, 2016 be approved.

**“Carried”**

## **Business Arising from the Previous Minutes**

### **a) Handi-Van review**

Trish Reed reported that Ron Sanderson, Operations Supervisor, reviewed the call out script for day of trip call reminders and night before trip call reminders and only one number was in the script, which was 705-745-5801.

Marie Bongard reported that she is still receiving the other number, 705-745-2897, at the end of each night before trip call reminder.

<b>Action Item:</b> Marie Bongard to contact Accessibility Office and play one of the messages received for them to record.
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### **b) Handi-Van Eligibility Application Package**

Kevin Jones reported that the Handi-Van Eligibility Application Package needs to be completed and implemented before the end of 2016. The package will come before the Committee in January 2017 for review and comment.

Kevin Jones would also like to create a Handi-Van user guide in early 2017. This guide would include rider etiquette and information on the no show or late cancellation policy. This policy will also be created in 2017.

**c) Transit on-board and pre-board announcements**

Kevin Jones reported that the volume levels have been preset and drivers have very little control over the volume. Our system is an after market system, it is not included when the buses were purchased.

The Committee suggested that maybe drivers could announce the stops when the heating or cooling system is on. Kevin Jones notified the Committee that the drivers are to announce stops if the system is not working, but the drivers are not always aware if the system cuts out.

**Action Item:** Kevin Jones to work with the installation company to increase the volume.

**d) Accessibility Advisory Committee**

Janet Ali provided highlights on the October and November meetings of the Accessibility Advisory Committee. One item mentioned was the need for more Downtown accessible parking (increase the percentage required), as well as having longer time periods for accessible parking spaces or free accessible parking spaces.

**Action Item:** Kevin Jones to include this information in the Parking Operations Review in 2017.

**e) Priority Rating**

The Committee used the maps developed by the Geomatics/Mapping Division to continue to assign a priority rating to the priority locations (curb cuts, APS, sidewalk repairs) the Committee previously flagged.

**Other Business****a) Metrolinx Accessibility Public Meetings**

The following information was provided to the Committee:

Metrolinx is inviting participation in their 2016 Accessibility Public Meetings. There is a Teleconference on Thursday, November 10, 2016 from 6:30 p.m. to 8:00 p.m. RSVP is required for this event. More information can be found at [http://www.metrolinx.com/en/aboutus/accessibility/accessibility\\_meetings.aspx](http://www.metrolinx.com/en/aboutus/accessibility/accessibility_meetings.aspx).

## New Business

### a) Vacancies at Transit

Peter Bascan asked Kevin Jones why additional overtime was not provided to drivers to help with the vacancies. Kevin Jones explained that overtime was offered but it is optional so it did not always help.

### b) Transit for Council Meetings

Marie Bongard asked if it is possible to have a Handi-Van reserved for Council Meetings. Due to the timelines of the Clerk's Office people are unaware if there is an item on the agenda of interest to them until it is too late to book the Handi-Van.

**Action Item:** Kevin Jones to investigate if it is feasible to reserve a Handi-Van for Council meetings.

### c) Out of Order Signals

Marie Bongard reported the following push buttons for walk signals are out of order:

- Northwest corner of Sherbrooke and George
- Northwest corner of Aylmer and Romaine
- Northwest corner of Chamberlain and Monaghan

**Action Item:** Kevin Jones to investigate each intersection above.

### d) Trent Radio Drop Off

Lynn Morris requested that another Handi-Van drop off for Trent Radio be explored. A new accessible ramp has been installed at the front of the building that would make a much safer entrance during the winter months.

**Action Item:** Kevin Jones to work with the Operation Supervisors to look for another safe drop off location near the front of the building.

### e) Sidewalk Repair

Andrea Dodsworth reported there is a lifted piece of sidewalk on Rubidge Street, right in front of the Magic Rolling Pin.

**Action Item:** Trish Reed to add this location to the priority list.

### f) Accessible Bus Stops and Shelters

Kevin Jones asked the Committee to start giving consideration to bus stops and shelters that require accessibility upgrades. In 2017, there may be additional funds to allocate to bus stops and shelters and a priority list from this Committee would be appreciated.

**Action Item:** The Committee to compile a list at the January 2017 meeting.

## **Next Meeting**

The next scheduled AAC Transportation Sub-Committee meeting is Wednesday, January 19, 2017 from 1:00 p.m. to 3:00 p.m. at City Hall in the **Doris Room**.

## **Adjourned**

Moved by Anne Trudel-Inglis

That the meeting of the AAC Transportation Sub-Committee adjourn at 3:00 p.m.

**“Carried”**