



City of  
**Peterborough**

**Accessibility Advisory Committee (AAC)  
Built Environment Sub-Committee  
November 18, 2016**

**Draft Minutes not Approved**

A 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  
Andrea Dodsworth, Chair  
Leanne Carpenter  
Ian Guest

**Regrets:**

Jeff Chalmers  
Peter Michielsen  
Allison Rolph-Seiderer  
Hailey Warmerdam

**Absent:**

Gordon Earle

**Staff:**

Mark Buffone, Accessibility Compliance Coordinator  
Mac MacGillivray, Property and Energy Manager  
Susan Morrison, Permit Technician/Plans Examiner  
Trish Reed, Accessibility and Communication Specialist

**Other:**

Joel Rieder, President of Reinders + Rieder Ltd.

**Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**Approval of Agenda**

Moved by Ian Guest

That the agenda for the AAC Built Environment Sub-Committee meeting dated November 18, 2016 be approved.

**“Carried”**

## **Approval of Previous Minutes**

Moved by Neil Campbell

That the minutes of the AAC Built Environment Sub-Committee meeting held on October 14, 2016 be approved.

**“Carried”**

## **Accessibility Reviews**

- a) **Application for Site Plan Approval  
SPC-917 791 Webber Avenue (Property being converted into the City of Peterborough’s Operations Centre for the Public Works Department.  
Existing buildings to remain and new buildings to be constructed)**  
Presented by Mac MacGillivray, Property and Energy Manager and Joel Rieder, President of Reinders + Rieder Ltd.

Mac MacGillivray and Joel Rieder presented the relevant information and drawings. Accessibility enhancements that will be added to the existing two storey office building include; an elevator, a universal washroom, accessible stalls in all other washrooms and automatic door openers throughout the facility including the main entrance. An elevator and universal washroom will also be provided in the garage building.

### **Summary of recommendations from the Built Environment Sub-Committee:**

1. If parallel parking spaces are a must, ensure there are adequate paint markings to distinguish the beginning and end of the spaces.
2. If parallel parking spaces are a must, add an additional accessible parking space (including curb cuts and access aisle) at the back of the office building.
3. Add a tactile walking indicator wherever there is a depressed curb.

- b) **Application for a Temporary Use Zoning By-Law Amendment,  
File No. Z1621, 827 Broadway Boulevard (Mason Homes Limited model homes court consisting of seven model homes and a new home sales office)**

Presented by Brad Appleby, Planner, Subdivision Control & Special Projects

Brad Appleby explained to the Committee that Mason Homes Limited is asking that an existing temporary use by-law be extended. This temporary use was approved before the existing subdivision plan was in place.

### **Summary of recommendations from the Built Environment Sub-Committee:**

1. Update the site plan to reflect what has happened in order to address accessibility concerns.

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

### **a) Accessibility Legislation Changes**

The Accessibility Office provided the below information:

Reporting requirements under the current Integrated Accessibility Standard states:

**86.1 (1)** A small organization is exempt from the requirement to file accessibility reports under section 14 of the Act,

(a) with respect to all the accessibility standards in this Regulation, if the organization has fewer than 20 employees;

(b) with respect to all the accessibility standards in this Regulation, other than the accessibility standards for customer service in Part IV.2, if the organization has at least 20 but fewer than 50 employees. O. Reg. 165/16, s. 18.

Section 14 of the Accessibility for Ontarians with Disabilities Act states:

**14. (1)** A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. 2005, c. 11, s. 14 (1).

## **New Business**

### **a) Access Fund Update**

Trish Reed updated the Committee on the Access Fund. The Access Fund was used for the following four items in 2016 (all projects will be completed in 2017):

- \$53, 302.00 for a snow/ice melt system at the Peterborough Public Library
- \$31, 060.00 Lighting for aisles and staircases at the Peterborough Memorial Centre
- \$7, 160.00 Door openers at the Peterborough Daycare
- \$3, 500.00 Mental Health First Aid Training for Managers/Supervisors

The current balance of the Access Fund is \$112, 472.68.

### **b) Built Environment Terms of Reference**

Trish Reed reported that Members of the Built Environment Sub-Committee that are AAC Members will not be selecting a term, as their term will coincide with their AAC term.

Because of his recent appointment to the Committee, Neil Campbell has been given and accepted a four year term. Going forward, when new Members are appointed four year terms will be offered. If at any point a Member needs to leave the Committee, a letter of resignation can be submitted to the AAC.

The other Committee Members present at the meeting selected between the following terms being offered:

- 2 two year terms
- 2 three year terms
- 2 four year terms

Ian Guest selected a two year term and Leanne Carpenter chose to not select a term until other Members have selected.

## **Other Business**

### **a) Accessibility Checklist**

Neil Campbell suggested to the Committee that an accessibility checklist that is included in the City of Peterborough Site Plan Control Submission Requirements would be beneficial for applicants. The Committee could work on a checklist that could be approved by the AAC and be provided to Planning.

## **Next Meeting**

The next meeting will be on Friday, January 20, 2017 from 10:00 a.m. to 12:00 p.m. in the **Doris Room**.

## **Adjournment**

Moved by Leanne Carpenter

That the meeting of the AAC Built Environment Sub-Committee adjourn at 11:50 a.m.

**“Carried”**