



City of  
**Peterborough**

**AAC15-020 Appendix A**

**Accessibility Advisory Committee  
Built Environment Sub-Committee Minutes - Draft**

April 7, 2015 at 11:00 a.m.  
City Board Room, City Hall

**Present:**

Leanne Carpenter  
Jeff Chalmers  
Andrea Dodsworth  
Ian Guest

**Regrets/Absent:**

Gordon Earle  
Margaret McGee  
Peter Michielsen  
Allison Rolph-Seiderer

**Staff:**

Mark Buffone	Accessibility Compliance Coordinator
Kathryn McLeod	Accessibility Coordinator
Mac MacGillivray	Property and Energy Manager
Keith Payne	Urban Design Technician

**Guest:**

Adam Brady	Lett Architects Inc.
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## **Welcome**

## **Call to Order**

Andrea Dodsworth, Chair, called the meeting to order at 11:10 a.m.

## **Disclosure of Pecuniary Interest**

There were no formal disclosures of pecuniary interest.

## **Approval of Agenda**

That the agenda for the AAC Built Environment Sub- Committee meeting dated April 7, 2015 be approved.

“Carried”

## **Social Services Renovation Project**

Mac MacGillivray introduced Adam Brady from Lett Architects to provide an overview of the Social Services renovation.

Adam Brady explained that the renovation encompasses four locations within Social Services: 178 Charlotte Street, 175 and 181 Simcoe Street, and the 4-storey tower in the Charlotte Mews.

Adam reviewed Floor Plan 1 with the Sub-Committee and indicated that entrances will be consolidated, and reception desks will be upgraded to meet AODA standards. Work will also take into account the recent amendments to the Ontario Building Code, introduced on January 1, 2015. Adam noted that a review of paths of travel was also undertaken with the Accessibility Compliance Coordinator, Mark Buffone.

Adam reported that renovations to the Simcoe Street location will include washroom upgrades in compliance with the Ontario Building Code, a ramp, and a new kitchen with appliances that comply with accessibility standards.

Renovations to the Peterborough Employment Resource Centre will include new reception desks and work stations, and will take into account turn radii and paths of travel. Work stations will be designed to be accessible, and upgrades to the washroom will include the installation of accessible fixtures.

In reference to Rooms 103 and 104 on Drawing 201, Jeff Chalmers noted the need to leave space for a lateral transfer to the toilet.

In reference to Drawing 202, Jeff Chalmers expressed some concern with allocated door clearances, noting that space is tight around Doors 132 and 133.

Adam Brady explained that Door 132 remains permanently locked. It is raised from the floor area and not used. He indicated that Door 131 is a staff entrance with key access only.

Jeff Chalmers noted that the space for clearance around Door 120 is also tight. Adam explained that in this instance the existing door is simply being replaced and will remain open. There is no power operator for this door.

In response to Jeff Chalmers' question about Washroom 121 and the need for transfer space, Adam explained that the fixtures are being replaced, but a full renovation is not being undertaken. He noted, too, the Washrooms 125 and 126 are both unisex, and that the kitchenette will be upgraded to include two surface microwaves, and expanded counter space.

Leanne Carpenter noted the need to contrast the fixtures from the walls, and also doors from door frames, to accommodate people with vision loss.

In response to Jeff Chalmers' question about hardware and operators for Door 209, Adam indicated that he will review the hardware schedule to see if this door is to receive new hardware. He further noted that the double doors are on hold-open devices.

Jeff noted that a double door lends itself to zoning a floor area for fire safety planning, as the elevators are not designed to high-rise standards.

Mark Buffone indicated that the anticipated location of the push button operator for Door 102 may prove difficult for people wishing to push the button and continue on their path of travel without reversing. He suggested that it might be easier to install the push button to the left of the door on the 1190 dimension wall.

The members of the Sub-Committee discussed the importance of labelling a full glass door, and contrasting the door frame from the wall, so that people with vision loss are aware that they are approaching a door. In the case of glass walls, it is important to include some sort of visual bands with sufficient contrast, so that people are aware of the presence of the wall.

Referencing the ramp in proximity to Room 116, Adam noted that a raised tactile surface will be installed at a distance of 1 foot from the top of the ramp, and 1 foot from the top of the stairs, but not on the actual stairs.

In reference to the link between buildings on Drawing 204, the suggestion was made to include some visual cues such as a tactile strip, or contrasting colour, to indicate approach.

Jeff Chalmers explained that the public enters Social Services from the tower in the centre of the Charlotte Mews, and that staff enter from various connecting doors. He confirmed that staff will direct the public as to where to go and noted the need for an expanded door width for Door 101. Jeff further noted that amendments to the Ontario Building Code in January, 2015 included tweaking the clear width of door openings by 10 inches, but that the City has been installing wider doors for several years.

In response to Leanne's Carpenter's question about scooter and stroller parking, Adam indicated that a contrast in flooring will enable people to line their scooters and strollers along the wall.

Adam explained that the goal is to maximize the number of work stations for staff, but keep the corridors wide.

The Sub-Committee noted the importance of facilitating an accessibility review of leases in order to anticipate accessibility concerns before the City signs a new lease agreement.

Adam indicated that the drawings have been upgraded to comply with the recent amendments to the Ontario Building Code.

The Sub-Committee agreed that the renovations will result in an improvement to the existing space from an accessibility perspective, but that challenges will still remain.

Andrea Dodsworth left the meeting at 11:50 a.m.

Mac MacGillivray and Adam Brady left the meeting at 11:55 a.m.

## **Application for Site Plan Approval, SPC-896, 741 George Street North**

Keith Payne reviewed the application for Site Plan Approval for 741 George Street North with the Sub-Committee. He indicated that the desire is to convert the existing structures, which have split level floor plans, into 57 units. He has not yet seen the proposed floor plans for the new units.

It was noted that the possibility for accessible units may exist where entrances are at grade.

In discussing the pathways included on the proposed site plan, the Sub-Committee expressed the need to ensure that the width and surfaces of the pathways meet accessibility standards and that sufficient lighting is included.

It was noted that the expectations for the inclusion of accessible units is different with a renovation than with a new build, where approximately 15% of the 57 units would need to meet accessibility standards. It was suggested that it may be useful to discuss the potential for accessible units with the Buildings Division.

The overall comments from the Sub-Committee regarding the application were as follows:

- Enhance the accessibility of existing and proposed pathways
- Explore the possibility of including accessible units, and ensure that the design of common spaces reflects this potential inclusion.

## **Next Meeting**

The next AAC Built Environment sub-committee meeting is to be held on Thursday, May 7, 2015 in the Sutherland Room at 1:00 p.m.

## **Adjourned**

Meeting adjourned at 12:20 p.m.