



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

May 7, 2015 at 1:00 p.m. **Draft**
Sutherland Room, City Hall

Present:

Leanne Carpenter
Jeff Chalmers
Andrea Dodsworth
Peter Michielsen

Regrets/Absent:

Gordon Earle
Ian Guest
Margaret McGee
Allison Rolph-Seiderer

Staff:

Mark Buffone, Accessibility Compliance Coordinator
Kathryn McLeod, Accessibility Coordinator
Keith Payne, Urban Design Technician

Welcome

Call to Order

Andrea Dodsworth, Chair, called the meeting to order at 1:10 p.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 May 7, 2015 be approved.

“Carried”

Approval of Previous Minutes

That the minutes of the AAC Built Environment Sub-Committee meetings held on March 5, 2015 and April 7, 2015 respectively be approved.

“Carried”

Business Arising from the Previous Minutes

a) Update on Review of Terms of Reference

The Chair and the Accessibility Coordinator reported that the working group formed to review the Terms of Reference for the Built Environment Sub-Committee met on April 9 and identified a number of items for further research and discussion. Staff in the Accessibility Office have since met on two occasions to discuss updates to the Terms of Reference. The working group will review a revised draft before bringing it forward to the Sub-Committee for review, and then to the Accessibility Advisory Committee for final review and approval.

b) Amendment to OBC 3.4.6.1.(2), Tactile Attention Indicator at Stairs

Jeff Chalmers reported that recent amendments to the Ontario Building Code have resulted in a conflict between the clearance of doors in stairwells and the presence of tactile indicators, as the swing of the door obscures the tactile indicators. He has drawn this issue to the attention of the Ministry of Municipal Affairs and Housing.

Jeff further reported that through Leanne Carpenter he has also been asked to serve on a National Steering Committee for CNIB that is responsible for updating a document pertaining to site design and buildings and posting it on the CNIB website. He hopes that this process may also help to address this issue.

Accessibility Reviews

a) Application for Site Plan Approval, SPC-897, 2350 Woodglade Blvd.

Presented by Keith Payne, Urban Design Technician

Keith Payne presented the relevant information and drawings to the members of the Built Environment Sub-Committee. Jeff Chalmers enquired about the size of the soccer field and its proximity to the street, noting that a more substantial fence may be desirable.

In examining the placement of accessible parking, Jeff Chalmers noted that accessible parking spaces should be located against the building and adjacent to a walkway, rather than near the area for bus queuing.

In response to Leanne Carpenter's question, Keith Payne explained that pedestrians would access the school through the main door.

Andrea Dodsworth enquired about the installation of power doors. Mark Buffone noted that they are now a requirement under the Ontario Building Code.

Jeff Chalmers queried whether the allocation of 3 accessible parking spaces is adequate. Mark Buffone explained that the number of required parking spaces is determined by the number of classrooms. Based on the number of classrooms proposed for the new school, only 44 parking spaces are required, but the project provides for 97. As a result, the number of required accessible parking spaces has been determined from the base provision of 44 total spaces, rather than the proposed allocation of 97.

It was noted that there is an expectation that 19 buses will utilize the allocated bus lanes on the property. The Sub-Committee identified the need for a designated drop-off and pick-up zone for persons with disabilities.

Leanne Carpenter asked whether the plan includes designated space for a play area. Keith Payne noted that space has been allocated for an asphalt area. Jeff Chalmers indicated that the detail pertaining to the play area may not be included on the plan.

Leanne explained that she is often called into schools to advise on appropriate colour contrast for poles and other playground features, often after they have been installed. She noted the need to ensure proper colour contrast on playground equipment from the outset.

The Sub-Committee identified the need for the project plan to provide details of playground equipment to ensure proper colour contrast and overall accessibility. It was noted that this information is not usually included on a site plan.

The Sub-Committee also noted the need to ensure that the design includes accessible paths of travel from the building to the yard and to other facilities on the property.

Jeff Chalmers reiterated the need to locate accessible parking spaces closer to the building by changing the flow of the pick-up and drop-off areas.

The Sub-Committee agreed that a current site plan should reflect best practices where accessible parking is concerned.

Summary of recommendations from the Built Environment Sub-Committee:

- Include a designated drop-off and pick-up zone for persons with disabilities.
- Provide details of playground equipment in the plan to ensure accessibility and proper colour contrast
- Under O. Reg. 191/11 the Design of Public Spaces Standard outlines requirements for accessible paths of travel. These and other related requirements should be observed in the design of the school property.
- Ensure that the site plan reflects best practices where accessible parking is concerned by altering the design of the pick-up and drop-off area to accommodate at least two accessible parking spaces in close proximity to the building.

b) Peterborough County City Health Unit Renovation Project, 185 King Street, Peterborough

Mark Buffone circulated the drawings pertaining to the County City Health Unit Renovation Project to the members of the Sub-Committee. He explained that Lett Architects was hired to develop the renovation drawings and design. Before progressing too far in the design of the construction drawings, the Health Unit Board identified the need to review the project through an accessibility lens. At this stage, the Accessibility Office was asked to provide input. Mark Buffone met with AON and Lett Architects to discuss an earlier version of the drawings. Given the nature of the project, it was agreed that the project would benefit from a review by the Accessibility Advisory Committee at both the City and the County.

The Sub-Committee reviewed the drawings, beginning at the basement level and working upwards. Mark Buffone reminded members that areas outside of the renovation project do not have to be brought up to current accessibility standards.

The Sub-Committee moved to a review of the ground floor. In relation to the universal washroom on the main level, members noted the space available for the installation of an adult change table, if necessary.

Jeff Chalmers indicated that Lett Architects was well represented at the recent seminar regarding amendments to the Ontario Building Code that was held in Keene.

Leanne Carpenter noted that the addition of a baby changing station in the Breastfeeding Lounge would be beneficial.

Mark Buffone indicated that existing spaces in the centre portion of the main floor are being cosmetically upgraded.

The Sub-Committee noted that there is good clearance between seating in the waiting area, but that the space would benefit from some larger seating, and designated zones for wheelchairs.

Jeff Chalmers indicated that the inclusion of a dashed rectangular line on the drawings to ensure door clearance is a good aspect of the drawings. The washroom areas also show dashed lines for this purpose.

In reviewing the proposed reception area on the main floor, the Sub-Committee noted the need to design accessible service counters on both staff and customer sides.

Andrea Dodsworth enquired whether the exam rooms would include accessible exam tables.

The Sub-Committee identified the need to include in the design an accessible exam room with a height adjustable exam table.

It was noted that the main floor would also include a nursing station, medication room, dental lab, and a space for routine and travel shots. In reviewing the corridor space, Jeff Chalmers recommended adding a 5' turning circle at the bend in the south end corridor.

The Sub-Committee noted the inclusion of a barrier free shower insert in the men's and women's locker rooms. Mark Buffone indicated that the current drawings had been updated to include furniture placement.

Jeff Chalmers noted the need to ensure adequate levels of lighting and good colour contrast on the floors and in the workstations. Leanne Carpenter indicated that partitions are always a helpful addition, and that it is helpful to have panels in contrasting colours.

In reviewing the multipurpose and community kitchen space on the second floor, the Sub-Committee identified the need to include accessible countertops and facilities in the community kitchen.

Jeff Chalmers noted the presence of two elevators. The Sub-Committee recommended that consideration be given to upgrading the elevator panels to meet current accessibility standards.

When considering the washrooms on the second and third floors, Mark Buffone indicated that there is not currently provision for new washrooms and that the current washrooms are pretty tight, even with the presence of a barrier-free stall, and do not meet current requirements.

The Sub-Committee agreed that ideally consideration would be given to the installation of a new accessible washroom on the second or third floor. If this is not feasible, then the recommendation would be to update existing fixtures, modernize hardware, and ensure an appropriate height for accessories, to improve accessibility.

The Sub-Committee identified the lack of a barrier-free path of travel leading to Room 234, another existing washroom. The recommendation was made to add a power door operator to Room 231.

Jeff Chalmers indicated that the clearance of doors on the second floor could be improved by changing the swing of the door, where feasible. He also noted that it would be helpful for the drawing to include the width of the existing corridor to ensure that it is a minimum of 1,100 millimetres.

In reviewing the drawings for the third floor, the Sub-Committee noted the need to ensure that the amount of reflective light in the boardroom can be controlled by blinds or shades, and that the lay-out of the furniture promotes an accessible path of travel.

The Sub-Committee identified the need to ensure clearance for wheelchairs on the third floor.

Leanne Carpenter departed the meeting at 2:30 p.m.

Mark Buffone noted that the acoustics should be good. It was also noted that safety flooring should be included in the community kitchen.

In reviewing the staff kitchen, the Sub-Committee identified the need to ensure that the layout facilitates an accessible path of travel, the counter and related appliances are designed for accessibility, and that flooring is included in proximity to the kitchen facilities.

The Sub-Committee also identified a number of door locations in the building that would benefit from the installation of push-button activators including, the front door, 104, 119, 204, and the entrances to the multipurpose room and to the main boardroom on the third floor, as well as 312.

In reviewing the third floor reception area, the Sub-Committee noted the need to maintain a barrier free path of travel, and to ensure that the counter includes an accessible space for staff and clients.

Additional general comments included a recommendation from Jeff Chalmers to mark with paint the path of travel from the accessible parking spaces to the building entrance.

Summary of recommendations from the Built Environment Sub-Committee:

- UWR 103 or Breastfeeding Lounge 102: add a baby change station.
- Provide designated accessible seating area, reserved for people with mobility aids, in the main floor waiting room.
- Ensure that service counters are designed for accessibility on both the staff and customer side.
- Upgrade an exam room to an enhanced accessible exam room, complete with an accessible height adjustable exam table to benefit people with mobility issues, older adults and children.
- Clinic Corridor 139: Provide 5'-0" diameter turning space at south end of corridor.
- Ensure lighting levels are adequate.
- Provide good tonal contrast between building components such as walls, floors, doors, stairs, ramps, systems furniture (contrasting edges recommended), etc.
- Include accessible countertops and facilities, and safety flooring, in the community kitchen.
- Consider upgrading the elevator panels to meet current accessibility standards.
- Consider installing a new accessible washroom on the second or third floor. If this is not feasible, then update existing fixtures, modernize hardware, and ensure an appropriate height for accessories, to improve accessibility.
- Add a power door operator to Room 231.
- Improve clearance of doors on the second floor by changing the swing of the door, where feasible.

- Ensure that the amount of reflective light in the third floor boardroom can be controlled by blinds or shades, and that the lay-out of the furniture promotes an accessible path of travel.
- Ensure clearance for wheelchairs on the third floor.
- Ensure that the layout of the staff kitchen facilitates an accessible path of travel, the counter and related appliances are designed for accessibility, and that flooring is included in proximity to the kitchen facilities.
- Install push-button activators at the front door, 104, 119, 204, the entrances to the multipurpose room, and to the main boardroom on the third floor, as well as 312.
- Maintain a barrier free path of travel in the third floor reception area, and ensure that the counter includes an accessible space for staff and clients.
- Mark with paint the path of travel from the accessible parking spaces to the building entrance.

Access Fund

Kathryn McLeod reported that there have been no changes to the Access Fund since the last meeting of the Sub-Committee on March 5, 2015.

New Business

No New Business was presented.

Next Meeting

The next AAC Built Environment sub-committee meeting is to be held on Thursday, September 3, 2015 in the Sutherland Room at City Hall.

Adjourned

Meeting adjourned at 3:00 p.m.