

MINUTES
ACCESSIBILITY ADVISORY COMMITTEE
CITY HALL - 808 2ND AVENUE EAST – BASEMENT BOARDROOM
February 23, 2021 - 1:00 P.M.

MEMBERS PRESENT: Councillor Scott Greig (via WebEx)
Councillor Brock Hamley (via WebEx)
Christine Farrell
Rebecca Knisley (via WebEx)

**MEMBERS
ABSENT/REGRETS:** Donald Anderson
Warren Bazinet
Jason Crone

STAFF PRESENT: Pam Coulter, Director of Community Services
Dennis Kefalas, Director of Public Works & Engineering
Amy Cann, Manager of Planning & Heritage (via WebEx)
Kevin Linthorne, Chief Building Official (via WebEx)
Jacklyn Iezzi, Junior Planner (via WebEx)
Staci Landry, Community Services Administrative Assistant

1. CALL TO ORDER

Chair Farrell called the meeting to order at 1:03 p.m. All Committee and staff members listed above were present.

Chair Farrell advised that the Committee meeting was being conducted using electronic means due to the AV upgrades in Council Chambers. Chair Farrell added that the Director of Community Services and Community Services Administrative Assistant were physically present in the Basement Boardroom.

2. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

- a. Minutes of the Accessibility Advisory Committee meeting held on January 26, 2021.

"THAT the Accessibility Advisory Committee approves the minutes of the meeting held on January 26, 2021."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

- a. Presentation from Director of Community Services Re: Committee Orientation

The Director of Community Services provided a PowerPoint presentation outlining the Committee's mandate, meeting calendar, and pertinent by-laws and legislation relating to their role on the Committee and procedural matters, the Code of Conduct, Council-Staff Relations Policy, and the *Accessibility for Ontarians with Disabilities Act* and Integrated Accessibility Standards Regulation.

Member Knisley inquired about the Committee's authority to make recommendations for the interior of apartments or dwellings. The Director of Community Services advised that there are interior components of the building that have public access that are within the purview of Committee; however, the area of a private dwelling or residence within an apartment complex would not be within the purview of Committee but does fall under the Ontario Building Code. The Code does include sections and criteria relating to accessibility.

Chair Farrell commented on the role of Committee and wondered if there were projects that would benefit the City (i.e., the Stop Gap ramp project in the downtown core) that Committee members could tackle as a working group as opposed to this formal Committee. The Director of Community Services advised that with working groups of Committee or Council, staff resources are required for meeting agendas and minutes. Staff can consult with the City Clerk and bring information forward at the next meeting for discussion.

Moved by Member Knisley

AC-210223-002

"THAT the Accessibility Advisory Committee receives the Committee Orientation presentation for information purposes."

Carried.

- b. Presentation from MHBC Planning Re: Draft Official Plan - Matters of Accessibility

The Director of Community Services introduced Dave Aston and Liam Murphy from MHBC Planning. Mr. Aston provided a PowerPoint

presentation on the City's draft Official Plan and policies relating to accessibility.

The goals and objectives of the Official Plan are:

- To provide a safe and accessible urban environment with a mix of uses, activities, experiences and opportunities, for persons of all ages and abilities in accordance with the AODA and the City's Multi-Year Accessibility Plan;
- To provide streetscapes and pedestrian environments that are designed to be safe, attractive, accessible, and inviting;
- To plan and operate a multi-modal public transportation system, including roads, public transit, and cycling and pedestrian infrastructure, in order to maximize efficiency, accessibility, sustainability, and safety of people and goods.

The draft Official Plan policy direction for transportation and infrastructure supports a multi-modal transit system that is inclusive by:

- Ensuring transit facilities, routes and vehicles are accessible;
- Modifying existing stops to become more accessible over time;
- Supplementing conventional transit system with specialized services (Mobility Transit Service); and
- Implementing recommendations from the City's Multi-Year Accessibility Plan.

Policies within the Draft Official Plan support accessible recreation and open space areas by:

- Ensuring accessibility for all people is considered in the design of pedestrian links and trails in accordance with the City's Multi-Year Accessibility Plan;
- Supporting accessible public recreational uses, programs and facilities throughout the City; and
- Supporting the use of paved or hard surfaces to optimize accessibility of trails, pathways and parks.

The draft Official Plan includes policies on urban design and development that:

- Promote a high standard of design to achieve appealing, comfortable, accessible, safe living and work environments;
- Require new development to be AODA compliant and promote accessible, barrier free, environments for all users;
- Encourage new development to include accessible and age-friendly design elements (paved internal pathways, barrier free parking, etc.); and
- Improve safety and security through physical design measures such as lighting and clear sightlines.

Mr. Murphy advised that the initial draft was released on December 24 and staff have received comments from agency partners, including Grey

County, Niagara Escarpment Commission, and Grey Sauble Conservation Authority. These comments will be implemented into a secondary draft. Grey County also included some accessibility advisory comments. MHBC Planning will be looking for people to review the draft and provide comments so that they can be included in the revised draft.

Moved by Councillor Hamley

AC-210223-003

"THAT in consideration of the presentation from MHBC Planning on the draft Official Plan, the Accessibility Advisory Committee receives the presentation for information purposes."

Carried.

c. Presentation from Junior Planner Re: Accessibility Improvement Grant Program Guidelines

The Junior Planner provided a PowerPoint presentation on the City's new Accessibility Improvement Grant Program:

- The City's new CIP offers six new grant programs, one of which includes the Accessibility Improvement Grant Program. This is a new program for the City.
- The purpose of the program is to promote improvements to properties for the purpose of enhancing accessibility in the built environment. It is intended that any improvements considered under this program will meet or exceed the requirements of the AODA and the Ontario Building Code (OBC).
- The Program Area establishes the boundaries for which the Accessibility Improvement Grant Program applies. The Program Area is informed by the Community Improvement Plan. All lands within the municipal boundary of the City are within the Program Area. In addition, the program will offer grant funding for eligible accessibility improvements both on the interior and exterior of buildings in the Downtown. During the first few years of the program implementation, the Downtown will be the focus. In the future, accessibility improvements may be expanded to other areas.
- The Program provides a grant equal to 50% of eligible costs, to a maximum of \$10,000 per project, per year, whichever is less. Projects must have a minimum cost of \$5,000 to be considered eligible. Applications will be processed on a first come, first serve basis.
- Property owners and authorized tenants of commercial, industrial, mixed-use, and multi-unit residential properties are eligible to apply to receive grant funding. The City's CIP provides the definition of what constitutes a Mixed-Use and Multi-Unit Residential building. Single detached dwellings and other private residences are not eligible for funding under this program.

- In addition to being either a commercial, industrial, mixed-use, or multi-unit residential property, projects must fit within one of the following four categories:
 1. A change of use (i.e., institutional to commercial) or the adaptive reuse of an existing building.
 2. Accessibility retrofits to existing commercial, industrial, mixed-use and/or multi-unit residential buildings.
 3. New affordable/attainable housing.
 4. Redevelopment or remediation of a brownfield or greyfield property.
- All accessibility improvements undertaken under this program must conform to AODA and OBC requirements and City standards in force and effect at the time of program application. A Building Permit from the City's Building Division is a requirement for all projects.
- Examples of eligible exterior accessibility improvements include the installation of tactile walking surface indicators (TWSIs); the installation of ramps, guards, and handrails; the widening of doorways and the installation of accessible push buttons; and the installation of accessible parking stalls.
- Examples of eligible interior accessibility improvements include the installation of an elevator or lift; and the installation of a new universal washroom, or accessibility retrofits to existing multiple occupancy washrooms.

Member Knisley asked if any building owners downtown have applied for this program. The Junior Planner advised that the guidelines were approved by the Community Services Committee and are now awaiting final approval by Council before staff begin accepting program applications. Some downtown businesses have expressed interest in the program for putting in universal accessible washrooms. Chair Farrell asked if there will be a communication strategy once the program guidelines are approved. The Junior Planner noted that once the program guidelines are approved, staff will issue a media release as well as a social media marketing campaign. Full program guidelines and the application form will be available on the City's website.

Chair Farrell inquired about the process for the program. The Junior Planner advised that the program is processed on a first come, first serve basis and staff will process applications as they are received. Once the funding has been exhausted, then staff will stop processing applications until we receive more funding. Chair Farrell asked about the program criteria and if Committee will have a role in the decision making. The Junior Planner noted that the main criteria are whether the project meets AODA and OBC standards. Staff would not weigh one application against another since the program is processed on a first come, first serve basis. Staff will also bring forward a summary of approved grants on an annual basis to this Committee. The Manager of Planning & Heritage noted that staff would assess if the project met the

minimum eligibility criteria regarding municipal taxes and project cost, and then would go on to review the project specific requirements regarding AODA and OBC. If all these criteria are met and there are sufficient funds, then staff would issue the grant based on the first come, first serve basis.

Moved by Member Knisley

AC-210223-004

"THAT the Accessibility Advisory Committee receives the Accessibility Improvement Grant Program Guidelines presentation for information purposes.

Carried.

6. PUBLIC QUESTION PERIOD

There were no questions from the public.

7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

There were no correspondence items being presented for consideration.

8. REPORTS OF CITY STAFF

- a. Memorandum from Community Services Administrative Assistant Re: 2020 Annual Status Report

The Community Services Administrative Assistant presented the memorandum. The Integrated Accessibility Standards Regulation under the AODA requires that designated public sector organizations complete a status report on an annual basis.

The status report must be posted on the organization's website and be available in an accessible format upon request. In 2019, City staff, in consultation with the Committee and the public, conducted a fulsome update to the Multi-Year Accessibility Plan (MYAP). City staff reviewed the MYAP in preparation of the 2020 Annual Status Report and provided updates to some sections, including accessibility upgrades that occurred in City facilities and parks in 2020, the creation of a Guide to Accessibility Requirements for Purchasing Goods, Services and Facilities being deferred to 2021 for completion, and the update to the Zoning By-law respecting AODA and OBC standards being deferred to 2021 for completion.

City staff also prepared an Annual Status Report detailing the progress of measures taken in 2020 to improve accessibility. Some of these accomplishments include:

- Created phone extensions for transit service disruptions and road and/or sidewalk closures.

- Replaced the Harrison Park Tot Lot and Timber McArthur playgrounds with new accessible equipment and surfacing.
- Installed 18 new accessible benches along the waterfront trail.
- Completed accessible trail surface upgrades to the Harrison Park Mile Drive Trail.
- Installed accessible handrails in the Bayshore Arena.
- Began accessible upgrades at the Harrison Park Community Centre.
- Completed accessibility upgrades to public washrooms at various City facilities.
- Installed new audible pedestrian signals along 10th Street in the corridor between 3rd Avenue West and 4th Avenue East.

Throughout 2021, the City will continue to work towards meeting and maintaining its obligations under the AODA and the Integrated Accessibility Standards Regulation, and will be undertaking the following initiatives:

- Replacement of the Duncan McLellan Park Playground with new accessible equipment and surfacing.
- Installation of accessible benches throughout Greenwood Cemetery.
- Accessibility upgrades to the public washroom at Tom Williams Park and the East Side Boat Launch.
- Transit Study in advance of issuing a Request for Proposal for transit service (the current contract expires in 2022).

Moved by Councillor Greig

AC-210223-005

"THAT in consideration of the Memorandum respecting the 2020 Annual Status Report, Accessibility Advisory Committee recommends that City Council:

- 1. Receives the 2020 Annual Status Report for information;**
- 2. Approves the updates to the Multi-Year Accessibility Plan, 2019-2023."**

Carried.

b. Manager of Planning & Heritage Re: Draft Site Plan Checklist

The Manager of Planning & Heritage advised that staff utilized the City of Ottawa's checklist as our template. Staff found that this was the most comprehensive example regarding the Design of Public Spaces Standard. The draft checklist sequentially goes through the relevant sections of O. Reg 191/11 so that it makes sense logically if someone needs to cross reference the Act. Each of the items also cross reference the Zoning By-law where relevant (i.e., number of barrier free stalls and size of the barrier free stalls are also regulated in the City's Zoning By-law). The word "better practice" is frequently used where there is an approved, preferred or more stringent metric that the City or

Committee might prefer to see in a site plan. This has also been pulled from the City of Ottawa sample. Some of these better practices are relevant to the City of Owen Sound and our local context, such as snow storage. The objective of the checklist is for the Development Team to use it as early as we can in the development review process, starting with the confidential pre-consultation application phase.

Councillor Greig is supportive of the checklist and staff doing this work. He has researched the City of Waterloo and they share an accessibility advisory committee with surrounding municipalities called the Grand River Accessibility Advisory Committee. With the size of this municipality, in the purview of their committee, they do not review each site plan. This is something that is driven by our Building and Planning staff and they know the regulations that need to be enforced and followed for site plans. He feels that there are other items that Committee could focus their efforts on improving as a Committee, such as improving pedestrian paths of travel throughout the City, as opposed to spending so much time on reviewing and approving site plans.

Ms. Knisley agreed with Councillor Greig in that our Building and Planning staff can utilize this checklist to ensure that site plans are conforming with accessibility and building regulations. She would like to see Committee's time spent on other accessibility items of great concern within our community.

Chair Farrell asked that the checklist be brought back to Committee after a year to review and ensure that it is functioning well.

Moved by Councillor Greig

AC-210223-006

"THAT the Accessibility Advisory Committee receives report CS-20-148 respecting a Request to Create and Use a Site Plan Checklist for Accessibility; and

THAT, in consideration of report CS-20-148 respecting a Request to Create and Use a Site Plan Checklist for Accessibility, the Accessibility Advisory Committee approves the concept of the Development Team using the proposed checklist to check for matters of accessibility on Site Plan Approval applications; and

THAT Committee recommends that Council approve an amendment to the Accessibility Advisory Committee mandate by adding a seventh point to the existing committee mandate, as follows: "Review in a timely manner (1) plans of subdivision under Sec. 50 of the Planning Act, (2) development proposals having an impact on broader neighbourhood design, and (3) land use policy having accessibility implications."

Carried.

9. MATTERS POSTPONED

There were no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

a. Sheila Dinnin, Vision Loss Rehabilitation Ontario Re: Need for TWSI at 20th Street East & 6th Avenue East Intersection & Audible Pedestrian Signals

b. Mobility Transit Dashboard - Month Ending January 31, 2021

Moved by Member Knisley

AC-210223-007

"THAT the Accessibility Advisory Committee receives Items 11.a to 11.b. for information purposes."

Carried.

12. DISCUSSION OF ADDITIONAL BUSINESS

There was no additional business.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Farrell adjourned the meeting at 2:15 p.m.