



**City Of Kingston
Municipal Accessibility
Advisory Committee
Meeting Number 09-2015
Minutes**

**Thursday, November 5, 2015 at 1:00 p.m.
Portsmouth Olympic Harbour, Front Lounge**

Committee Members Present

Drew Kennedy; Vice Chair
Councillor Holland
Robert R. Baird
Aimee Burtch
Lorraine Farrar
Peter Fritz
Robert Goddard
Donna Huff
Jana Mareckova
Donald Mitchell
Kym Murray
Sheri Scott
Douglas Strong
Marilyn E. Wilson

Regrets

Heidi Penning; Chair
David Grightmire

Staff Members Present

Richelle Morgan, Communications Officer
Julie Salter-Keane, Manager, Community Projects
Damon Wells, Director, Public Works Services
Heather Woodland, Committee Clerk

Meeting to Order

Mr. Drew Kennedy, Chair, called the meeting to order at 1:00 p.m.

Approval of the Agenda

Moved by Ms. Scott

Seconded by Mr. Mitchell

That the agenda be amended to include the addendum, and as amended, be approved.

Carried

Confirmation of Minutes

Moved by Ms. Farrar

Seconded by Ms. Huff

That the Minutes of Municipal Accessibility Advisory Committee Meeting Number 08-2015 held Thursday October 1, 2015, page 5, paragraph 3, be amended to read as follows:

Mr. Mitchell commented that there are not serious stakeholders at Committee meetings and many people who are not at the table or lending their voice. He suggested that these people need to be reached. He noted that the Arts Advisory Committee is not reaching out to the wider community, and that there is a need to have people at the table. He suggested shaking up Committees for members who are interested in the process and move people around to different Committees;

That the minutes, as amended, be approved.

Carried

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

- a) Damon Wells, Director, Public Works Services, was present and spoke to the Committee regarding Business Item (a), Accessibility and Public Works Operations.

Mr. Wells provided a PowerPoint presentation titled “Accessibility and Public Works Operations”. The presentation is attached to the original set of minutes located in the City Clerk’s Department.

In response to a question from Ms. Huff regarding snow removal at bus stops, Mr. Wells responded that bus stops are contracted out. He explained that there are between seven and eight hundred bus stops and shelters in the city, and that they have added routes to address the express bus routes, which have a level of service higher than the normal bus stops. He stated that the contractors go out at the City’s call and keep working until the job is complete.

Ms. Huff commented that there is an icy ridge left over from the sidewalk plow between the bus stop and sidewalk. Mr. Wells explained that if the sidewalk plow goes by before the workers remove the snow at a bus stop, there is a ridge of snow, and vice versa if the bus stop is done before the sidewalk plows go by. He clarified that it is not possible to coordinate everyone to get there at the same time, but if there is an issue, they go back and return to the problem area.

Mr. Strong inquired about snow removal at community mailboxes. Mr. Wells explained that it is Canada Post’s responsibility, and that they contract the work out.

Ms. Mareckova mentioned that there is a barrier of snow created between the road and sidewalks at street intersections. She inquired if staff were aware of this issue.

Mr. Wells explained that the sidewalk plows and street plows are sent out at same time. If it is a long winter event, and if the street plow has to do the streets numerous times, they may have to make additional passes of the streets, and sidewalks may not be done until the night time. He commented that staff are aware of this issue. He stated that with most winters, there is a thaw in mid to late January, but that the previous year, the thaw did not happen, which resulted in having to do significant amounts of snow removal. He noted that this is slow and costly, and that there are times when the weather is more than staff can handle. He stated that it is not reasonable or realistic to scale the level of service up to guarantee that the snow is cleared 100% of the time.

Ms. Morgan suggested that residents be directed to call into the customer service line when there are incidents of barriers created by snow.

Mr. Mitchell inquired about allowing free parking for accessible parking spaces when there are barriers to the parking meters created by snow.

Mr. Wells clarified that staff do not differentiate between accessible and non-accessible parking with respect to snow removal, and that the snow removal and plowing is done by streets. He explained that the removals are done in the downtown at night. He stated

that he understands the nature of the complaint, but that it is hard for staff to differentiate between accessible and regular parking.

In response to a question from Mr. Mitchell regarding snow removal by the length of the bus instead of a small section, Mr. Wells replied that the goal is to clear the length of the bus where the pad for the bus accommodates this.

Mr. Mitchell commented that a lot of the city's snow clearing is ruined because of private contractors who clear out one house or residence and push the snow into public areas. He suggested that there be an awareness campaign or communications sent to contractors in town in order to educate them and prevent deteriorating the access to sidewalks and streets.

Mr. Wells responded that staff face this issue every winter, and the biggest culprit with this issue is regarding private parking lots. He explained that when problems happen with private lots, staff call the by-law department, take a picture and document the address, and have by-law enforcement staff pursue the contractor through the property owner. He agreed to the suggestion regarding the communications piece.

Ms. Morgan added that the Communications Department is gearing up to start winter control information posts soon, and suggested that they can add messaging to "remember your neighbours when removing your own snow", and to be mindful of accessibility.

Ms. Farrar inquired if the stakes at the end of driveways or sidewalks are helpful or if they are a hindrance to snow plow drivers. Mr. Wells explained that driving a truck plow is very difficult job, and the sidewalk plow blade is 5 feet wide. He indicated that there is very little leeway in terms of staying on a sidewalk for the sidewalk plows. He responded that the stakes are not a hindrance, and that staff also place delineators to indicate when a sidewalk ends on one side of the street and begins on the other.

Mr. Wells provided an overview of the Snow Angels program, and stated that it has been very successful. He added that staff have worked with the Queens University rugby team, who go around the district and remove the ridge of snow at corners of sidewalks. He explained that Public Works provides them with shovels and vests. He also added that they have been recognized as Snow Angels in the program due to their hard work.

Business

a) Accessibility and Public Works Operations

b) Accessibility Office Report – Third Quarter 2015

Julie presented the report and explained that resolutions to the examples of customer services contacts were added to this report. Ms. Mareckova noted on page 5 of the report that the date for the Conference Board of Canada – AODA Employment Standards Workshop should read March 1, 2016.

Ms. Scott inquired how many nominations would staff typically receive for the International Day of Persons with a Disability Access Awards. Ms. Salter-Keane responded that there were many applications received in the first year, but it had reduced in the following years. She added that they could look at different strategies for how to market and advertise for the awards.

Ms. Morgan spoke to the advertising for the awards. She commented that the social media campaign had an extensive reach and raised good awareness for the awards.

Ms. Mareckova suggested information regarding the follow-up on complaints with respect to the roads and the sidewalks. Ms. Salter-Keane confirmed that she could provide the follow up on any matters that did not relate to Human Resources.

c) Working Group Reports

i. Awareness & Education Working Group

Ms. Wilson presented and provided an overview of the report.

ii. Built Environment Working Group

Mr. Baird presented and provided an overview of the report.

Ms. Wilson questioned the number of times a project team member was to meet with staff in accordance with the Project Reporting Checklist.

Mr. Baird explained that the first five items are with regards to site design, and these meetings might take place over only a few meetings.

Ms. Wilson expressed concern regarding the signage for accessible van vs. car parking spaces as well as family vs. individual washrooms. She commented that members of the public may be confused about the requirements for accessibility. She suggested that when the city does implement van signs, it is important to notify the public and provide clarity on what they mean.

Mr. Baird explained that this signage requirement is a provincial regulation, and that the accessible van parking stalls will have to be signed. He clarified that the definition of

individual and family washroom titles should be changed in the Facilities Accessibility Design Standards (FADS).

Mr. Mitchell stated that certain signage on washrooms can single people out and create barriers instead of removing them. He suggested to use one type of signage or classifications for single cubicle accessible washrooms for better understanding and access.

Ms. Scott inquired about the intent for the different types of accessible parking spaces. Ms. Salter-Keane responded that it is the requirement to have both Type A and Type B spaces, and signage for both. She stated that the City could have every accessible space larger, but indicated that spacing but may become an issue with on-street parking, or other smaller parking lots. She stated that the new regulations will be implemented when redeveloping or creating new parking spaces.

Mr. Kennedy spoke to the accessibility component to the signage, and stated that people would need a permit or certificate and the appropriate van for loading and unloading to use those spaces.

Mr. Strong commented that he hoped that advertising would be done for accessible parking sticker-holders through the permit process.

The Committee consented to the acceptance of the checklist form as outlined in Appendix B of the Built Environment Working Group Report.

The Committee reviewed the Project Team Tracking Chart, and provided some additional changes and suggestions.

Mr. Kennedy stated that project deficiencies need to be addressed. He suggested that when FADS was new there was some patience as everyone worked through the document, but he noted that FADS has been in place for some time and the document needs to be followed in a more thorough manner.

Moved by Ms. Huff

Seconded by Ms. Murray

That the reports of the Awareness and Education and Built Environment Working Groups be received; and

That the following appointments to Project Teams be confirmed:

d) Appointment of Project Teams

- i. Bob Baird and Douglas Strong were appointed to the City Customer Service Centre Relocation Project Team
- ii. Bob Baird and Donald Mitchell were appointed to the Comprehensive Zoning By-Law (review of parking ratios and parking/loading space dimensions) Project Team
- iii. Jana Mareckova and Sheri Scott were appointed to the Heritage Resource Centre Relocation Project Team
- iv. Aimee Burtch, Donna Huff, and Douglas Strong were appointed to the DASH Software Project Team

Carried

Motions

There were none.

Notices Of Motion

There were none.

Other Business

There was none.

Correspondence

There were none.

Date and time of Next Meeting

The next meeting of the Municipal Accessibility Advisory Committee is scheduled for Thursday, December 3, 2015 at 11:00 a.m., Invista Centre, Hall A.

Adjournment

Moved by Ms. Farrar

Seconded by Mr. Strong

That the meeting of the Municipal Accessibility Advisory Committee adjourn at 2:47 p.m.

Carried