

A G E N D A

Date: Thursday July 14, 2022

Location: Room 304

Time: 9:00am

DISCLOSURES OF INTEREST

ADOPTION OF MINUTES

1. Approval of Minutes of the meeting on May 19, 2021.

NEW BUSINESS

1. Review and Approval of Revised Site Audit Forms
2. Letter to Council – C. Topping

REPORTS of COMMITTEES

1. Budget:
2. Special Events:
3. Site Plan Control:

UNFINISHED BUSINESS

1. Open House – updates from members on assigned tasks
2. Report to Council – Site Audits

NEXT MEETING

TBD

ADJOURNMENT



Report No.
MAAC-01-22

File No.

Directed to: Mayor Joe Preston and Members of City Council

Date Authored:
July 6, 2022
Meeting Date:
August 8, 2022

Department:

Attachment

Prepared By: Cathy Topping, , Chair
Municipal Accessibility Advisory Committee

Site Audit Reports 2022

Subject: Municipal Accessibility Advisory Committee Annual Site Audit Report – 2022

Recommendation:

THAT: Municipal Accessibility Advisory Committee Annual Site Audit Report MAAC-01-22 be received for information; and further

THAT: Report MAAC-01-22 be referred to the Accessibility Technical Committee.

Origin:

Under the Ontarians with Disabilities Act, Ontario government ministries, municipalities, hospitals, school boards, colleges, universities and public transportation organizations are required to develop annual Accessibility Plans to make policies, practices, programs, services and buildings more accessible to people with disabilities.

The Act also requires the City to establish a Municipal Accessibility Advisory Committee. Part of the Committee’s duty is to complete annual Site Audit Reports for all City owned facilities and provide accessibility recommendations to City Council.

Analysis:

The Committee has completed the 2022 site audit at the following locations -Water Pollution Control Plant, 1 Password Park and City Hall

The annual Site Audit Report updates Council on accessibility deficiencies. The Site Audit Reports are then incorporated into the City’s annual Accessibility Plan, which is then submitted to the Province.

Key Areas of Concern Identified:

Water Pollution Control Plant	1 Password Park	City Hall
Trip Hazard and no ramp at office entrance	Picnic tables should be marked as accessible	West side accessible entrance ramp is too narrow for wheelchairs
Trucks without back-up alarm	Showers are not accessible – no turning radius, no pulldown shower bar or foldable bench	Poor lighting on level one entrance poses safety concerns and makes signage hard to read
Washroom is not accessible – one door is pull; the other is difficult to push. There are no handrails or bars, and the shower is step-in.	No sign on accessible stalls for washroom	Colour of railing is the same as the ramp – should have yellow paint to identify level changes, including curb cuts
Fountain has no push bar and is not at appropriate height for wheelchair use	No undercut on washroom sink areas to accommodate wheelchairs	Need more tactile signage, identification of floors on elevator
No designated accessible parking space	Uneven surfaces on some pathways	NO clear signage for elevators and stairs
	Sides of pathways, Sidewalls and concrete benches with should have yellow paint to identify unexpected level changes to someone with low vision	Consider permanent cut-out for customer service counter for use by wheelchair users
		Glass Doors on all levels should have line at 5’ level (black) across the glass for people with low vision

Financial Considerations:

As a result of completed Site Audit Reports where accessibility needs are identified, deficiencies are prioritized by staff, and are either funded from departmental Operating Budgets, or they may be considered during the Capital Budget process.

Respectfully,

Cathy Topping,
Chair of the Municipal Accessibility Advisory Committee

Reviewed By: _____

Approved By: _____
City Manager

Auditor:

Date:

06/23/2022

Facility:

City Hall

Accessible Approach & Entrance

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is there an accessible route from the street that is the same for everyone?	Is there more than one way to enter the building?	Is the route to the building easy to find and use?	Is there exterior signage and is it usable by all people?	Is the path of travel free of danger from cars?	Are the routes to entrances efficient, minimizing wasted effort?	Can outside building areas be used by people of all heights?
(no) Is the accessible route from parking the same for all users? west side ramp too narrow	If there is a ramp, are there also stairs that are designed according to Ontario Building Code requirements and your municipal accessibility design guidelines, if such guidelines exist?	Is the entrance easy to find?	Is good lighting available? low in entrance	Does the path avoid unexpected level changes? trip hazard east side	Can all people easily use both inside and outside doors?	Is there room to exit a vehicle, if using an assistive device such as a scooter or wheelchair or if carrying large packages?
Heritage building Is the main entrance the same for all users? sign for side entrance		Can you see vertical transportation options from the entrance? (for example, elevators and escalators)	n/a Is the building directory easy to find? not easy to see (lighting)	Is there shelter at the entrance for use in bad weather?		
Is the design appealing to all users, with accessibility well-integrated into the design?			Is the directory available in alternate format (e.g., for blind users)?	yellow paint on curb cut		

Comments:

color of railing same as ramp (yellow paint)
door - yellow

Auditor:

Date:

Facility:

City Hall

Access to Goods, Services, Programs & Activities

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is the same, accessible route to the lobby and throughout the building available to everyone?	Does the interior route provide choices to users? (For example, if there is an elevator or escalator, are there also stairs designed according to Ontario Building Code requirements?)	If there is more than one floor? Is there a consistent layout?	Does the building information system use a mix of symbols, print, and/or tactile methods to present vital information?	Are hazardous elements eliminated, isolated or shielded? This includes: Staircases (especially the undersides)? Hanging signs or structural elements? Access to dangerous areas?	Is the route efficient, minimizing wasted effort?	Can people using wheelchairs, scooters, walkers and strollers enter and exit easily?
Can all public spaces be used by everyone?	Are seating options varied (mix of heights, movable)?	Are routes through the building easy to find?	Do all the rooms have signage in accessible formats with good contrast?	Is the path of travel free of tripping hazards?	Are there places to sit and rest along long corridors? Railings?	Within each area, is there a clear line of sight to important elements for any seated or standing user?
Can seating be used by everyone?	Can daily users adjust temperature controls in their local area?	Are elevator and other key areas visible or clearly marked?	Is the signage readable under a range of conditions?	Are exit routes obvious?	Can doors and windows be opened easily?	Can all components be used by people of different heights?
Can the entrance to each space be accessed by everyone?	Does signage address a wide range of literacy and language skills?	Does signage address a wide range of literacy and language skills?	Are building acoustics designed for effective communication?	Are building acoustics designed for effective communication?	Are building acoustics designed for effective communication?	Can all controls be reached and used by people with varied abilities?
Can everyone make use of tables, counters, controls?	Is good lighting available?	Is good lighting available?	Is good lighting available?	Is good lighting available?	Is good lighting available?	Is there adequate space to use equipment (strollers, luggage carts, walkers)?
Is the design appealing to all users?	Are emergency alarms visible to people with hearing limitations?	Are emergency alarms visible to people with hearing limitations?	Are emergency alarms visible to people with hearing limitations?	Are emergency alarms visible to people with hearing limitations?	Are emergency alarms visible to people with hearing limitations?	Are emergency alarms visible to people with hearing limitations?
Is the air quality satisfactory for most users?	Are emergency maps or exits accessible for people with vision loss?	Are emergency maps or exits accessible for people with vision loss?	Are emergency maps or exits accessible for people with vision loss?	Are emergency maps or exits accessible for people with vision loss?	Are emergency maps or exits accessible for people with vision loss?	Are emergency maps or exits accessible for people with vision loss?
Are accessible features built into the overall design scheme?	5' line (black) across glass doors	5' line (black) across glass doors	5' line (black) across glass doors	5' line (black) across glass doors	5' line (black) across glass doors	5' line (black) across glass doors

Comments: * Trayway @ customer service counters to provide counter to raised

Auditor:

Date:

Facility:

City Hall

Usability of Restrooms

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is a rest room with accessible features located as conveniently as other rest rooms? n/a	Is there a family restroom that parents with children and others needing help can use? ✓	Is the route to the rest room easy to find and use? ✓	Is the rest room signage usable by people with low or no vision or limited literacy (including pictograms)? accessible needed.	Have tripping hazards been eliminated? ✓	If there are multiple floors, is an accessible rest room on each floor? yes	Can the features be used by people of different heights? ✓
Is the accessible design appealing to all users? ✓		Is the entrance easy to find? ✓	Is good lighting available? ✓	Are all fixtures free from objects that block and limit their use? ✓	Does the route to the restroom minimize wasted effort? ✓	Does the stall door provide room to enter and exit if using any equipment, packages, luggage? n/a
Are accessible features built into the design? no		Are the soap dispensers and faucets well placed and easy to use? ✓		Are heated pipes shielded to prevent burns? (undersink)	no	Is there room for a helper or parent in the toilet stall? no
Is the air quality satisfactory for most users (well vented, no scented cleaning or air freshening products)? ✓		accessible sign on door		Can toilet stall doors be closed and locked with limited manual dexterity? n/a	no	Is the space free of obstacles that interfere with use (trash receptacles, supply storage)? no
toilet is low				Can people with children and using equipment easily get in and out of the stall? ✓	Are there grab bars in the accessible toilet stall? ✓	

Comments:

none of the signs are tactile; 4/5' range.

door too heavy

Auditor:

Date:

Facility:

City Hall

Additional access													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Are drinking fountains reachable by children, as well as short, tall and seated users?	✓	Are public telephones usable by people at different heights?	✓	Are fountains and phones readily found?	✓	Is signage provided in legible fonts and pictograms?	✓	Does the position of the phone and/or fountain avoid hazards?	✓	Is the phone and/or fountain easy to use by tall, short or seated people?	✓	Does the placement of the phone or fountain allow for use by a person using any equipment?	✓
Are telephones with text displays available with other phones?	✓	Does the pay phone allow multiple calling options (credit card, calling card, coin, collect)?	✓	Do the designs of phones and fountains make them as easy to use as possible?	✓	Is good lighting available?	no	Are protruding objects shielded?	✓	Is there a place to sit while using the phone?	✓	<p>provide on lower level</p> <p>difficult with low lighting</p>	✓
Is the design appealing to all users?	✓	Does the telephone "booth" design provide a place to write comfortably?	✓		✓	Does the acoustical environment allow for effective telephone use?	✓	Does the location of the phone assure some privacy?	✓				
Are accessible features built into the design?	✓												

Comments:

water fountain on 3rd floor juts out too much

Auditor:

Date:

6/23/2022

Facility:

1 Password Park

Accessible Approach & Entrance

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is there an accessible route from the street that is the same for everyone?	Is there more than one way to enter the building?	Is the route to the building easy to find and use?	Is there exterior signage and is it usable by all people?	Is the path of travel free of danger from cars?	Are the routes to entrances efficient, minimizing wasted effort?	Can outside building areas be used by people of all heights?
Is the accessible route from parking the same for all users?	If there is a ramp, are there also stairs that are designed according to Ontario Building Code requirements and your municipal accessibility design guidelines, if such guidelines exist?	Is the entrance easy to find?	Is good lighting available?	Does the path avoid unexpected level changes?	Can all people easily use both inside and outside doors?	Is there room to exit a vehicle, if using an assistive device such as a scooter or wheelchair or if carrying large packages?
Is the main entrance the same for all users?		Can you see vertical transportation options from the entrance? (for example, elevators and escalators)	Is the building directory easy to find?	Is there shelter at the entrance for use in bad weather?		
Is the design appealing to all users, with accessibility well-integrated into the design?			Is the directory available in alternate format (e.g., for blind users)?			

Comments:

uneven surface on some pathways.
new sets of pathways painted for visibility

*elevation is good for visibility to traffic

Auditor:

Date:

Facility:

1 Pasword Park

Access to Goods, Services, Programs & Activities											
universal change rooms											
Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use					
Is the same, accessible route to the lobby and throughout the building available to everyone?	Does the interior route provide choices to users? (For example, if there is an elevator or escalator, are there also stairs designed according to Ontario Building Code requirements?)	If there is more than one floor? Is there a consistent layout?	Does the building information system use a mix of symbols, print, and/or tactile methods to present vital information?	Are hazardous elements eliminated, isolated or shielded? This includes: Staircases (especially the undersides)? Hanging signs or structural elements? Access to dangerous areas?	Is the route efficient, minimizing wasted effort?	Can people using wheelchairs, scooters, walkers and strollers enter and exit easily?					
Can all public spaces be used by everyone?	Are seating options varied (mix of heights, movable)?	Are routes through the building easy to find?	Do all the rooms have signage in accessible formats with good contrast?	Is the path of travel free of tripping hazards?	Are there places to sit and rest along long corridors? Railings?	Within each area, is there a clear line of sight to important elements for any seated or standing user?					
Can seating be used by everyone?	Can daily users adjust temperature controls in their local area?	Are elevator and other key areas visible or clearly marked?	Is the signage readable under a range of conditions?	Are exit routes obvious?	Can doors and windows be opened easily?	Can all components be used by people of different heights?					
Can the entrance to each space be accessed by everyone?		Does signage address a wide range of literacy and language skills?	Are building acoustics designed for effective communication?			Can all controls be reached and used by people with varied abilities?					
Can everyone make use of tables, counters, controls?			Is good lighting available?			Is there adequate space to use equipment (strollers, luggage carts, walkers)?					
Is the design appealing to all users?			Are emergency alarms visible to people with hearing limitations?								
Is the air quality satisfactory for most users?			Are emergency maps or exits accessible for people with vision loss?								
Are accessible features built into the overall design scheme?											

Comments:

Make accessible picnic table - sign

- shower (no turning radius); grab bar; pull down slide bar; foldable bench

Auditor:

Date:

Facility:

1 Paswood Park

Usability of Restrooms

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is a rest room with accessible features located as conveniently as other rest rooms?	Is there a family restroom that parents with children and others needing help can use?	Is the route to the rest room easy to find and use?	Is the rest room signage usable by people with low or no vision or limited literacy (including pictograms)?	Have tripping hazards been eliminated?	If there are multiple floors, is an accessible rest room on each floor?	Can the features be used by people of different heights? <i>no undercut on sink</i>
Is the accessible design appealing to all users?		Is the entrance easy to find?	Is good lighting available?	Are all fixtures free from objects that block and limit their use?	Does the route to the restroom minimize wasted effort?	Does the stall door provide room to enter and exit if using any equipment, packages, luggage?
Are accessible features built into the design?		Are the soap dispensers and faucets well placed and easy to use?	<i>need sign on accessible stall</i>	Are heated pipes shielded to prevent burns? <i>no</i>	Can the door be opened with ease, limited strength?	Is there room for a helper or parent in the toilet stall?
Is the air quality satisfactory for most users (well vented, no scented cleaning or air freshening products)?				Can toilet stall doors be closed and locked with limited manual dexterity?	Can all controls be operated with ease by people with limited strength?	Is the space free of obstacles that interfere with use (trash receptacles, supply storage)?
				Can people with children and using equipment easily get in and out of the stall?	Are there grab bars in the accessible toilet stall?	

Comments:

men's - grab bars in urinals

Auditor:

Date:

Facility: 1. Pasword Park

Additional access													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Are drinking fountains reachable by children, as well as short, tall and seated users?	n/a	Are public telephones usable by people at different heights?	n/a	Are fountains and phones readily found?	n/a	Is signage provided in legible fonts and pictograms?	✓	Does the position of the phone and/or fountain avoid hazards?	n/a	Is the phone and/or fountain easy to use by tall, short or seated people?	n/a	Does the placement of the phone or fountain allow for use by a person using any equipment?	n/a
Are telephones with text displays available with other phones?	n/a	Does the pay phone allow multiple calling options (credit card, calling card, coin, collect)?	n/a	Do the designs of phones and fountains make them as easy to use as possible?	n/a	Is good lighting available?	✓	Are protruding objects shielded?	n/a	Is there a place to sit while using the phone?	n/a		
Is the design appealing to all users?	n/a	Does the telephone "booth" design provide a place to write comfortably?	n/a			Does the acoustical environment allow for effective telephone use?	✓	Does the location of the phone assure some privacy?	n/a				
Are accessible features built into the design?	n/a												

Comments:

Auditor:

Date:

6/23/2022

Facility:

WPCP

Accessible Approach & Entrance

no public access unless fair

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is there an accessible route from the street that is the same for everyone?	Is there more than one way to enter the building?	Is the route to the building easy to find and use?	Is there exterior signage and is it usable by all people?	Is the path of travel free of danger from cars?	Are the routes to entrances efficient, minimizing wasted effort?	Can outside building areas be used by people of all heights?
Is the accessible route from parking the same for all users? <i>roadway is accessible spot no designated</i>	If there is a ramp, are there also stairs that are designed according to Ontario Building Code requirements and your municipal accessibility design guidelines, if such guidelines exist?	Is the entrance easy to find?	Is good lighting available?	Does the path avoid unexpected level changes?	Can all people easily use both inside and outside doors? <i>door bell for assistance</i>	Is there room to exit a vehicle, if using an assistive device such as a scooter or wheelchair or if carrying large packages?
Is the main entrance the same for all users? <i>not accessible door</i>		Can you see vertical transportation options from the entrance? (for example, elevators and escalators)	Is the building directory easy to find?	Is there shelter at the entrance for use in bad weather?	<i>text employee</i>	
Is the design appealing to all users, with accessibility well-integrated into the design?			Is the directory available in alternate format (e.g., for blind users)?			

Comments:

Original purpose of building

Auditor:

Date:

Facility:

WPCP

Access to Goods, Services, Programs & Activities

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use
Is the same, accessible route to the lobby and throughout the building available to everyone?	n/a	n/a	n/a	✓	✓	trip hazard a ramp to entrance
Can all public spaces be used by everyone?	n/a	yes	no	no	n/a	n/a
Can seating be used by everyone?	n/a	no	n/a	✓	no	n/a
Can the entrance to each space be accessed by everyone?	no	yes	✓	✓	no	no
Can everyone make use of tables, counters, controls?	✓			✓		n/a
Is the design appealing to all users?	n/a			✓		
Is the air quality satisfactory for most users?	✓			✓		
Are accessible features built into the overall design scheme?	no					

Comments:

truck back-up beeping(?)

Auditor:

Date:

Facility:

WPCP

Usability of Restrooms

Equitable Use	Flexible Use	Simple & Intuitive Use	Perceptible Information	Tolerance for Error	Low Physical Effort	Size & Space for Approach & Use							
Is a rest room with accessible features located as conveniently as other rest rooms?	n/a	Is there a family restroom that parents with children and others needing help can use?	n/a	Is the route to the rest room easy to find and use?	✓	Is the rest room signage usable by people with low or no vision or limited literacy (including pictograms)?	not identified step in shower	Have tripping hazards been eliminated?	✓	If there are multiple floors, is an accessible rest room on each floor?	n/a	Can the features be used by people of different heights?	✓
Is the accessible design appealing to all users?	n/a			Is the entrance easy to find?	✓	Is good lighting available?	✓	Are all fixtures free from objects that block and limit their use?	✓	Does the route to the restroom minimize wasted effort?	✓	Does the stall door provide room to enter and exit if using any equipment, packages, luggage?	no
Are accessible features built into the design?	n/a			Are the soap dispensers and faucets well placed and easy to use?		other no sign		Are heated pipes shielded to prevent burns?	n/a	Can the door be opened with ease, limited strength?		Is there room for a helper or parent in the toilet stall?	no
Is the air quality satisfactory for most users (well vented, no scented cleaning or air freshening products)?	✓			industrial (high) not usable in wheelchair				Can toilet stall doors be closed and locked with limited manual dexterity?	no	Can all controls be operated with ease by people with limited strength?		Is the space free of obstacles that interfere with use (trash receptacles, supply storage)?	yes
not accessible								Can people with children and using equipment easily get in and out of the stall?	n/a	Are there grab bars in the accessible toilet stall?	no		

Comments:

- 1. - push
- 1. - handle
- no handrails/bar
- step up shower (grab bar in shower)

Auditor:

Date:

Facility:

WPCP

Additional access													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Are drinking fountains reachable by children, as well as short, tall and seated users?	✓ n/a yes	Are public telephones usable by people at different heights?	n/a	Are fountains and phones readily found?	✓	Is signage provided in legible fonts and pictograms?	✓	Does the position of the phone and/or fountain avoid hazards?	✓	Is the phone and/or fountain easy to use by tall, short or seated people?	no	Does the placement of the phone or fountain allow for use by a person using any equipment?	no for wheelchair
Are telephones with text displays available with other phones?	n/a	Does the pay phone allow multiple calling options (credit card, calling card, coin, collect)?	n/a	Do the designs of phones and fountains make them as easy to use as possible?	✓	Is good lighting available?	✓	Are protruding objects shielded?	n/a	Is there a place to sit while using the phone?	✓		
Is the design appealing to all users?	✓	Does the telephone "booth" design provide a place to write comfortably?	n/a	no front push height not correct		Does the acoustical environment allow for effective telephone use?	✓	Does the location of the phone assure some privacy?	✓				
Are accessible features built into the design?	no												

Comments: