



AGENDA

BRANTFORD ACCESSIBILITY ADVISORY COMMITTEE

THURSDAY, DECEMBER 6, 2018

12:00 P.M.

MULTI-PURPOSE ROOM
WAYNE GRETZKY SPORTS CENTRE
BRANTFORD, ONTARIO

**Melanie Figueiredo
Legislative Assistant**

Please note: Agenda is available on-line at www.brantford.ca

Accessible formats and communication supports available upon request. For more information, please contact the City of Brantford Municipal Accessibility Coordinator by telephone at (519) 759-4150 or by e-mail at accessibility@brantford.ca

**Brantford Accessibility Advisory Committee
AGENDA**

Thursday, December 6, 2018
12:00 noon

Wayne Gretzky Sports Centre – Multi-Purpose Room

1. Roll Call

2. Declarations of Conflicts of Interest

3. Presentations / Delegations (list, if any, available at meeting)

3.1 Site Plan Applications – Alexandra Mathers (no copy)

3.1.1 SPC-44-18 – Marlene Avenue

3.1.2 SPC-43-18 – 565 West Street

3.1.3 SPC-33-17 – 232 Grand River Ave

3.1.4 SPC-46-18 – 401 Conklin Road

3.1.5 SPC-45-18 – 34 Norman Street

3.1.6 SPC-40-18 – 372-384 St. Paul Ave

3.1.7 SPC-32-18 – 7 Erie Ave

3.2 StopGap Program - Brooke Bell, Laurier Student (no copy)

4. Items for Consideration

4.1 [2019 Meeting Schedule](#)

THAT the 2019 Meeting Schedule for the Brantford Accessibility Advisory Committee BE APPROVED.

4.2 [2018 Municipal Election Accessibility Plan – Tanya Daniels](#)

THAT the 2018 Election Accessibility Plan BE RECEIVED for information.

5. Consent Items

5.1 [Minutes](#)

THAT the minutes of the October 3rd Brantford Accessibility Advisory Committee BE ADOPTED.

5.2 Updates (no copy)

5.2.1 Facilities

5.2.2 Transit

5.2.3 Communications

5.2.4 National Access Awareness Week – May 26 to June 1, 2019

5.2.5 Traffic Signals

6. NEXT MEETING

7. ADJOURNMENT



DATE: December 6, 2018

TO: Chair and Members
Brantford Accessibility Advisory Committee

FROM: Jenny Sawicki
Coordinator; Municipal Accessibility Plan

1.0 TYPE OF REPORT **CONSENT ITEM []**
ITEM FOR CONSIDERATION [X]

2.0 TOPIC
2016 Meeting Dates

3.0 RECOMMENDATION

THAT the 2019 meeting schedule for the Brantford Accessibility Advisory Committee BE APPROVED.

4.0 PURPOSE

To present the 2019 meeting schedule to the members of the Brantford Accessibility Advisory Committee.

5.0 BACKGROUND

Since 1990 The City of Brantford has utilized the information provided by its Accessibility Advisory Committee. In creating this Committee, Brantford illustrated its progressive thinking in considering the need for all citizens and visitors to have equal access to all facilities and programs. Under the Ontarians with Disabilities Act (2001) each Municipality with a population of 10,000 or greater is mandated to have an accessibility advisory committee; this continues under the Accessibility for Ontarians with Disabilities Act (2005).

Over the last two decades, members of the Brantford Accessibility Advisory Committee have met on a regular basis to consider the accessibility of many municipal projects and the implications of the Accessibility for Ontarians with Disabilities Act (2005). Monthly meetings appear to be efficient for the needs of Brantford. Subcommittees are utilized to assess continuing and time sensitive projects

6.0 ANALYSIS

- The Brantford Accessibility Committee will continue to meet monthly, on the first Thursday of each month.
 - A schedule of meeting dates has been attached.
 - Some dates fall on Wednesdays due to availability
- Meetings will not be held during the months of July or August, unless otherwise called by the Chair
- Subcommittees will continue to be used between meetings as needed.

Jenny Sawicki
Coordinator; Municipal Accessibility Plan

Attachments:

Schedule of 2019 Meeting Dates for the Brantford Accessibility Advisory Committee

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

| | | |
|--|------------------------------|-----------------------------|
| By-law required | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Agreement(s) or other documents to be signed by Mayor and/or City Clerk | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Is the necessary by-law or agreement being sent concurrently to Council? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Brantford Accessibility Advisory Committee 2019 Meeting Schedule

The Tournament Room at the Wayne Gretzky Sports Complex has been reserved for the following dates for meetings beginning at 12 noon. A light lunch will be served in the Chamber lobby beginning at 11:30 a.m.

Wednesday, January 9, 2019

Thursday, February 7, 2019

Thursday, March 7, 2019

Wednesday, April 3, 2019

Thursday, May 2, 2019

Thursday, June 6, 2019

*Any meetings held during July and August will be done
at the call of the Chair

Wednesday, September 11, 2019

Thursday, October 3, 2019

Thursday, November 7, 2019

Thursday, December 5, 2019

Committee members will be advised of any change to the meeting dates, times or locations prior to the scheduled meeting.

2018 Municipal Election Accessibility Plan



Accessibility Plan for the 2018 Election

It is the goal of the Election Team to ensure that electors with a disability were provided with the opportunity to vote as independently as was possible in the Brantford Municipal Election. The Municipal Election Accessibility Plan is an extension of the City's commitment to providing open and accessible government.

After the 2014 Election, staff reviewed the accessibility initiatives undertaken during the course of the Election and compiled a report summarizing the findings. This report aimed to identify barriers that affected electors and candidates, as well as measures that were taken to increase accessibility. For the 2018 election, Election Officials will use this report to guide new initiatives to further increase accessibility while once again implementing measures that were used in the 2014 Election.

In support of compliance with the Act, staff reviewed the Accessibility for Ontarians' with Disabilities Act, 2005 S.O. 2004 c. 11 (AODA) and noted with attention the key definitions of 'barrier' and 'disabilities' as follows:

"Barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

"Disability" means,

- (a) Any degree of physical disability infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) A condition of mental impairment or a developmental disability;
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) A mental disorder, or
- (e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

The following were noted as key aspects of the election where consideration was given to identify, remove and prevent barriers:

Communication and Information

- Communication initiatives and information for candidates and electors are available in alternate formats upon request;
- Information pertaining to accessibility is posted on the City's Election web site including facility notes that were collected when inspecting Voting locations (lighting, ramps, door access, etc);

- Advertisements to be made in a variety of ways including in the Civic News, Utility billings, mobile road signs and social media platforms;
- A link to the Accessibility for Ontarians with Disabilities Act provided under the Election Related Links tab of the Election site;
- Timely and relevant information on the election, including introduction of internet voting, to be delivered through a series of radio announcements, computer messaging in public locations (Sanderson Centre, Wilfrid Laurier notices, physician offices);
- Candidates were provided with an information kit including relevant election information materials and age-friendly campaigning tips;
- Election staff members were provided with training on how to interact and communicate with persons having various types of disabilities and with persons who use an assistive device or service animal.

Voting locations

- Conducted site visits of all potential voting locations to ensure compliance with the established check list which looked to review accessibility of locations;
- Where possible, ensure designated or reserved parking for persons with disabilities at each voting location;
- Provide seating at voting stations for individuals who have difficulty standing;
- Provide appropriate signage at all voting locations with extra signage at locations with alternate accessible entrances;
- Provide accessible voting, both facility access and accessible voting equipment, at each of the Advance Voting facilities, which are both “vote anywhere” format;
- Provide a central accessible voting location at City Hall on Election Day, which will be a “vote anywhere” poll;
- Set up designated voting area booths to be low and wide enough to enable a wheelchair or scooter user to vote independently and securely;
- Voting stations to be equipped with large print voting instructions to aid persons with low vision.
- Assistance to be provided as needed.

Staff training

- All election worker training sessions incorporate provisions to meet the Accessible Customer Service standards;
- Election officials are trained on the City’s Accessibility Policy and Standards and the AODA accessibility regulations;
- Reference material to be included in each training manual;
- Special training to be provided to staff working the Advance Vote on the proper use of the accessible voting equipment;
- Clerk’s staff dedicated to help-desk for call-in assistance during Advanced voting period and internet use.

Voting and voting equipment methods

- Council approved alternative voting method of internet voting;
- Provide fully accessible voting equipment at both Advanced Voting locations and at City Hall on Election Day (ImageCast accessible audio voting equipment with assistive devices – audio tactile interface, sip and puff, pound paddles);
- All Advanced Voting locations and the accessibility poll at City Hall on Election Day are established with a “vote anywhere” format offering enhanced voting opportunity for all voters;
- Proxy voting available for the Election;
- Staff are trained to administer the accessible voting equipment to electors;
- Promote Advanced Voting opportunities for electors with disabilities in all election advertising materials;
- Provide voting opportunities specifically for institutions and retirement homes on two occasions at 15 locations (Advanced period and on Election Day).

Post-Election Report

Following the 2018 Municipal Election, the Clerk shall prepare a report to Council reviewing the initiatives outlined in this plan and their effectiveness in increasing the accessible voting options as well as removing/reducing barriers to voters. The report will include feedback from the City’s Accessibility Committee and seek to identify areas of improvement for the next election.

Feedback, recommendations, or suggestions can be forwarded to the Election Management Team at election@brantford.ca or by calling the Clerk’s office at 519-759-4150

Brantford Accessibility Advisory Committee MINUTES

Thursday, October 11, 2018
12:00 noon

Wayne Gretzky Sports Centre – Multi-Purpose Room

1. Roll Call

Present: Jarrot Zehr, Brenda Ronald, Mary Armstrong, Doreen Fader, Sarah Manary, Lisa Hooper, Shelby Merritt, Sandy Gdyczynski, Bob Brown, Chris Ayres, Bev Davidson, Councillor Van Tilborg

Regrets: Deb McNeil, Norm Barrieau, Councillor Kings

Staff: Jenny Sawicki, Elly van der Made, Maria Visocchi, Jim Quin, Ela Stypa Jones

L. Hooper called the meeting to order at 12:05pm

2. Declarations of Conflicts of Interest

None declared

3. Presentations / Delegations

3.1 StopGap Program, Brooke Bell, Wilfrid Laurier University Student

Brook Bell was unable to attend the meeting. Jenny Sawicki presented the program on her behalf from an email message that was provided by B. Bell.

StopGap is a community ramp project. The StopGap foundation would like to create a collaborative community effort in Brantford to partner with and make the core of downtown Brantford more accessible to students and local individuals, by collecting donations and building ramps for one-step storefronts.

StopGap is a portable built ramp. Stores are encouraged to use it to make the entrance to their facility accessible. Most Brantford downtown stores and buildings are not accessible. StopGap will not eliminate all barriers, but will help to alleviate that barrier of entry. The program will still need to have someone provide assistance to open the door.

This project will have more impact if this committee makes a recommendation to Council to support this initiative.

L. Hooper asked if the committee is asking Council for money towards this project. J. Sawicki said no, this is a Wilfrid Laurier Brantford initiative and they are looking for support.

L. Hooper asked if these ramps are portable. J. Sawicki said they are portable and do not impede the sidewalk width.

B. Brown referenced a City of Brantford Task Force that was created in 2010 to create the most walkable and accessible town in Canada. How is this any different than that initiative. J. Sawicki said that this is a Wilfrid Laurier University Brantford initiative. L. Hooper noted that past Task Forces should not affect this particular initiative. A lot has happened in eight years and that this project should be looked at on its own.

B. Ronald asked if the portable ramps will be at the stores that request them or shared amongst stores in a row. J. Sawicki is unsure if it is one ramp per location. J. Sawicki will follow up with the program organizers to find the answer. L. Hooper said it would be ideal if every store had one instead of moving the ramps around.

C. Ayres asked where the funding will come from for this project. J. Sawicki noted that this is a Wilfrid Laurier University Brantford initiative and they would be responsible for fundraising.

S. Manary noted that if the store uses one of the StopGap ramps, the inside of the facility may not be accessible. Will someone be available to assist with maneuverability or rearranging of furniture or objects. J. Sawicki is unsure. She suggested to invite Brooke Bell back to discuss this project more and inquire about accessibility once inside the store.

D. Fader questioned about the liability of these ramps as some chairs are quite heavy. J. Sawicki said that the StopGap program has specific requirements. She has used them before and feels safe on them.

J. Quin said that last time portable ramps were discussed, there was an issue with compliance and the Building Code. J. Sawicki said that this is not a City program. This program is not unique to Brantford. It is implemented in other communities.

B. Ronald asked if a sample ramp can be shown to the committee. J. Sawicki will follow up with Brooke Bell.

E. van der Made noted that the committee should hold off on making a recommendation to Council until Brooke Bell is asked back to answer some of these questions.

4. Items for Consideration

4.1 StopGap Program

Previously discussed.

4.2 BlindSquare

J. Sawicki reported that Larissa Proctor from the CNIB has been given a grant to supply funds for BlindSquare. These are beacons that are Bluetooth compatible and are used as navigational items for persons with a visual impairment.

S. Manary noted that these small items pull information down from the Cloud and the BlindSquare app to works as a GPS device to help with navigation. The Sanderson Centre for the Performing Arts has these items installed in their facilities as well as the Wayne Gretzky Sports Centre. W. Ross Macdonald School did have them, they were not working well and were removed.

B. Davidson asked if this grant is for City owned facilities. J. Sawicki said that they were just asked if the City would like some of the beacons. The City would receive a set of beacons at no cost, then after the first year, there will be a \$30-\$35 licensing fee per beacon should the City wish to continue their upkeep.

J. Sawicki asked the committee for recommendations for which facilities would they see as the highest priorities for receiving these beacons.

L. Hooper asked if in order for these items to work, is there any infrastructure needed for them. These items are affixed with an adhesive backing. No changes to infrastructure is needed. S. Manary noted that the user would only need a cell phone and the BlindSquare app.

B. Davidson asked how many units are available to use. J. Sawicki said it is on a first come first serve basis. It was asked how where and how many of these units are needed for the size of a facility. One beacon could not cover a large facility, eg: the Brantford Public Library would need several as it is a large space. J. Sawicki noted that there may be 130 available for users to request in the community. The Wayne Gretzky Sports Centre has 15 installed.

Several questions were asked to J. Sawicki from the committee members:

- Is the offer of these units just for City facility or private? The offer is for City locations only.
- How is the number of beacons per location determined? It is based on public access.
- Can the units be held on to until the move to the new location at City Hall for use? The Wellington Street location will still house Social Services.

S. Manary asked for a definition of City owned buildings. J. Quin replied that they are corporately owned buildings with community and recreation space. He will provide a list of City facilities that can be circulated.

Additional locations were suggested for installing the beacons:

- Brantford Visitor & Tourism Centre

- Brantford Transit Bus Terminal
- Brantford Farmers' Market
- City Hall
- Beckett Adult Leisure Centre
- Brantford & District Civic Centre
- Brantford Police Station
- Laurier YMCA. No, not city owned
- Brantford Public Library. No, library is run by a board. It is not a City owned building.

J. Sawicki noted that this is time sensitive. If the committee waits too long the beacons will no longer be available. Councillor Van Tilborg asked how time sensitive. J. Sawicki responded that there are only 130 available. S. Manary stated that the beacons were purchased based on the funding they received.

Councillor Van Tilborg said there is a way to acquire the beacons at no cost, but there will then be a concern about who will pay the yearly licensing fee. J. Sawicki said that this conversation is about determining locations and then to continue the conversation to secure budget, then an assessment to be done on those venues. L. Hooper stated that this is just for initial discussion to determine locations. Then it will be need to determine if this program can be budgeted for.

5. Consent Items

5.1 Minutes

Moved by Brenda Arnold

Seconded by Mary Armstrong

THAT the Minutes of the May 3, 2018 Brantford Accessibility Advisory Committee BE ADOPTED.

CARRIED

5.2 National Access Awareness Week – May 26 to June 1, 2019

J. Sawicki discussed this program with her Director. There is currently no budget for this event, but it can still go ahead with the Awards and advertising. If extra funds will be needed for an event during this time, a report will need to be written to council to request funding. This would be a committee run event as there are not enough staff resources. It is suggested to not hold an event in 2019, but to use the next year to do planning for the following year. M. Visocchi said it will be important to have some input from the committee to determine a meaningful and interactive event. Some examples from the committee would be helpful for the planning process. This would be in the form of identifying what the event would look like and the budget required to run that event. Ideas will be discussed at the next meeting as well as any feedback about the

accessibility awards for 2019. L. Hooper asked if the committee can then suggest to have this event for 2020. M. Visocci said there is no harm in asking for an event in 2019.

This event is to be put on the agenda for the next meeting.

5.3 Updates

J. Quin gave updates on Corporate facilities:

- Firehall #3: new accessible washrooms and showers to be accessible
- Firehall #2: New Firehall will be located on Fairview Dr. It will be replacing the old one next to the Brantford General Hospital as it is not accessible. The new Firehall will have a public community room.
- Mount Hope Cemetery: Phase 1 is complete. Phase 2 to be completed next year.
- Federal Building/New City Hall: is past the 50% design. It will exceed the minimum standards for accessibility.
- An accessibility compliance audit is being conducted to determine what needs update and what the cost will be.

M. Visocci gave updates from Corporate Communications:

- Redeveloping the www.brantford.ca and www.mybrantford.ca website. To be ready for launch January 2019. The content for the site is being updating and a new navigation is being imbedded. There will be more contrasts, features to automatically increase font sizes, it will be easier for screen-reading devices to consume content and moving from pdf to fillable formats.
- As part of the user testing, this committee has been identified to be part of that phase to preview and provide feedback. This should happen mid-December.

Brantford Transit: Gord Leadbeater will be done his six-month term at Brantford Lift. Zeke Baker will be taking over for the next six months. Then a decision will be made for who will hold that position permanently.

6. Next Meeting

Thursday, November 1, 2018

7. Adjournment

12:59 pm