



Accessibility Advisory Committee Meeting

September 9, 2019

4.30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Committee Meeting, June 10, 2019

3. Public Input / Question Period

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes
- Questions or comments are to be directed to the Chair
- Questions shall not refer to personnel matters, litigation or potential litigation or planning matters that have already had a public hearing or any item considered confidential.

4. Acadia University Update – James Sanford

5. Staff Reports for Discussion

- a. Information Report – Review of Town’s Budget Process
 - i. Overview of 10 Year Capital Investment Plan
- b. Information Report – Built Environment Inventory/Audit



- i. Accessible Parking
- c. Information Report – Update on Accessibility Plan Action Item Timelines (Draft GANTT Chart)
- d. Information Report – Monitoring, Feedback, Complaints Update – will be a handout at the meeting

6. Round Table Discussion

- a. Update on Acadia Club Fair participation
- b. Access By Design Report Card –
- c. Correspondence - Nova Powerchair Innovations

7. Next Meeting

- a. December 9, 2019 (Monday) at 4:30pm

8. Adjournment

ATTENDING

- Chair – Agnieszka Hayes,
- Vice-Chair – Birgit Elssner,
- Mayor Jeff Cantwell,
- David Daniels,
- Rebecca Smith, and
- Recording Secretary, Jean-Luc Prevost

ALSO ATTENDING

- Director of Finance and Accessibility Coordinator Mike MacLean,

ABSENT WITH REGRET

- Councillor Mercedes Brian,
- James Sanford,
- Emily Duffett, and
- Andrew Roach

CALL TO ORDER

Chair, Agnieszka called the meeting to order at 4:35 pm.

- 1. Approval of Agenda** **MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.**

CARRIED
- 2. Approval of the Minutes** **MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FOR THE MARCH 11, 2019 ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED AS CIRCULATED**

CARRIED
- 3. Public Input / Question Period** There were no questions.
- 4. Appointment of Chair and Vice-Chair** Chairperson Agnieszka Hayes and Vice-Chairperson Birgit Elssner relinquished their seats as chair and vice-chair. Director of Finance Mike MacLean assumed the Chair in order to carry out the nominations. Director MacLean asked the group for nominations three times and Agnieszka Hayes accepted a nomination for Chair from Birgit Elssner which was uncontested. Birgit Elssner accepted a

nomination for Vice-Chair from Mayor Cantwell which was also uncontested.

5. Acadia Update

As James Sanford was not present, a general discussion was had to update the Committee on a follow up to the last meeting, which is that the Smile Program had recently received a \$500,000 grant from the Canadian Tire Jump for Life program.

Discussion also took place regarding the Acadia Accessibility week. A few members of the Committee did a presentation as part of the events which was not greatly attended. Feedback was given to Acadia that the Accessibility Week may be more popular in January.

6. Community Launch Event

The Community event which took place on May 1st at the Wolfville Farmers market was a big success. It was said that it was a great idea to move towards a venue with a lot of traffic as more community outreach will be required going forward. Members of the Committee will begin reaching out to local groups to identify potential cooperation in future communications and events.

7. Accessibility Workplan

Discussion was had on the next steps with the Accessibility plan. The need to carry out the built environment inventory has been identified. Discussion took place regarding staff reporting/update process to the Committee as Action Items are completed during the year. In addition, the Committee will have a key role in the annual Report Card which is intended to provide Council with a measure of performance of progress implementing the Plan.

8. Awards

The Town received two awards in the past few weeks which were shared with the whole Committee. The Mel Hebb Community Action Award was received in Halifax by Chair Hayes, Vice-Chair Ellsner and Councillor Brian. Earlier in the month, Mayor Cantwell and Councillor Brian received the Rick Hansen Difference Maker award at the NSFM conference in Truro.

It was also asked that the Committee attend the coming Council meeting on June 18th, as the Committee will be recognized for their efforts that evening.

9. Public Input Period

There were no questions.

10. Next meeting

The Committee discussed options for timing of future meetings. It was decided to change the meeting schedule to a quarterly meeting.

IT WAS REGULARLY MOVED AND SECONDED THAT THE ACCESSIBILITY ADVISORY COMMITTEE MEET QUARTERLY BEGINNING IN SEPTEMBER OF 2019.

CARRIED

The Next meeting date is September 9, 2019.

Rebecca Smith left the meeting at 5:53 pm. There was no longer quorum.

**Approved at the xxxxx Accessibility Advisory Committee Meeting.
As recorded by Jean-Luc Prevost, Administrative Assistant, Office of the CAO.**

DRAFT

INFORMATION REPORT – To Accessibility Committee

Title: Review of Town Budget Process & Capital Plan

Date: 2019-09-09

Department: General Government



SUMMARY

Review of Town Budget Process & Capital Plan

During the last fiscal year of 2018/19, the topic of the Committee reviewing the Town's budget documents was discussed a couple of times. It would have been preferable to get to this report prior to now, but where the mandate of this Committee relates to a long term, multi-year process it is still timely to provide the members an overview of the Town's budget process.

This report, and the related discussion, will provide a basic outline of the Standard Operating Procedure the Town follows, i.e. how and over what timeframe is the budget created. This should assist the Committee to in providing input into the annual budget, helping to ensure accessibility issues are addressed each year.

INFORMATION REPORT – To Accessibility Committee

Title: Review of Town Budget Process & Capital Plan

Date: 2019-09-09

Department: General Government



1) CAO COMMENTS

None provided. Typically these are added to Reports going to Town Council.

2) REFERENCES AND ATTACHMENTS

- 2019/20 Town Operations Plan – approved by Council in March 2019 (available on Town website)

3) DISCUSSION

To assist the Accessibility Committee's connecting to and informing the Town's annual budget process, this report is meant to provide a high level view of that process.

Town Council annually approves an Operations Plan which includes the operating and capital budgets for both the Town's operation as well as the Water Utility. In addition, the Ops Plan includes a Ten Year Capital Investment Plan (CIP), identifying projects expected to be carried out in the next decade. Note the Town's operating year runs from April 1st to March 31 each year.

Budget Process

- April/May – design work should begin on capital projects for Year 2 (i.e. a year in advance of actual work) of the capital plan with a goal to inform the budget estimates to be included in the first draft of capital budget presented in the fall to Town Council.
- June thru October – Mgt Meeting dedicates time at least once per month to preliminary review and discussion of projects for the following year.
- November – First draft of the CIP is presented and reviewed with Council. Council also reviews high level budget goals, for example what limit do they want staff to strive for in tax rate increases.
- November thru January – Mgt Team develops initial operating budget estimates and amends capital projects based on feedback from November Council meeting
- December – if required, second draft of CIP is reviewed with Council
- January – at a Special Committee of the Whole meeting (Council) version 1 of the Town's combined Operating and Capital Budget draft is reviewed.
- February – a second budget version is developed, based on feedback from Council provided during the January meeting.
- Early March – a third budget version is presented, if applicable based on feedback from Council from the February meeting.
- Mid March – final version of budget approved by Council.

Basically, the budget process is ongoing, with key focus and Council direction during the second half of each fiscal year.

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The process is meant to provide Council a number of opportunities to provide input and direction until a balanced budget is achieved. The standard process allows for 4 versions of budget estimates. Additional meetings would be added if necessary. Ultimately the goal is to have budget approval in March of each year so staff can start the next fiscal year (which begins in April) with direction on approved projects and spending.

4) FINANCIAL IMPLICATIONS

Not applicable to this report. This report is background information for a Council Advisory Committee.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report. Background report only.

6) COMMUNICATION REQUIREMENTS

None required. The report itself is a communication tool to the Accessibility Advisory Committee.

7) FUTURE COUNCIL INVOLVEMENT

Not Applicable

INFORMATION REPORT – To Accessibility Committee

Title: Built Environment Inventory – Accessible Parking

Date: 2019-09-09

Department: General Government



SUMMARY

Built Environment Inventory – Accessible Parking Downtown Core

As noted last fall and winter during the development of the Town's Accessibility Plan, one of the objectives was not completed and that was an inventory of the Town's built environment. Part of the commitment of staff entering the 2019/20 fiscal year was to begin that inventory. At the June 2019 meeting of the Accessibility Advisory Committee, it was noted that the first piece of the inventory to be tackled would be accessible parking spots in the downtown core. This Info Report is meant to provide the Committee with a summary of the findings of that inventory and some background on what work was carried out for this first step and what work remains outstanding.

The built environment inventory is not a specific action item in the approved Accessibility Plan, rather it is required to properly inform the Plan's action items. It is the base data that helps staff understand the scope of the work that needs to be completed in the coming months and years.

INFORMATION REPORT – To Accessibility Committee

Title: Built Environment Inventory – Accessible Parking

Date: 2019-09-09

Department: General Government



1) CAO COMMENTS

None provided at this point in time. Typically added if Report going to Council.

2) REFERENCES AND ATTACHMENTS

- Committee's original 2019 Work Plan
- CSA Accessible Design for the Built Environment

3) DISCUSSION

During the June 2019 Committee meeting, staff noted that the first piece of the built environment to be undertaken would be accessible parking in the downtown core. This was selected as a reasonable first step and was also in response to a number of inquiries from the public earlier in the year on this particular aspect of the town's infrastructure. The information included in this report results from efforts of both the Planning Department, Corporate Services (GIS) and Finance Departments. Staff expect that many aspects of the Accessibility Plan will involve multiple departments.

The boundary area reviewed is the Core Area as outlined in the 2019 Draft MPS.

INFORMATION REPORT – To Accessibility Committee

Title: Built Environment Inventory – Accessible Parking

Date: 2019-09-09

Department: General Government



The review of accessible parking locations is not at this stage complete. The focus so far was to

- Determine the number of existing spots.
- How many spots should there be?
- Where should they be?
- Do existing locations meet standards?

If time had allowed, an assessment of the sidewalk conditions in the Core, especially around locations with accessible parking, cross walks, and intersections. This portion of inventory would also look to identify where standards are not being met. For example, do curb cuts at crosswalks have tactile surfaces.

Generally, the inventory around the original focus, accessible parking locations, has been achieved with exception of actual measurements of dimensions of each location.

The following data is relevant to the inventory now accumulated:

INFORMATION REPORT – To Accessibility Committee

Title: Built Environment Inventory – Accessible Parking

Date: 2019-09-09

Department: General Government



- There are over 1400 parking spots in the Core area reviewed. Of these;
 - 612 are public and 221 of these are on-street parking. The rest are in parking lots
 - Just over 800 are private
- Recommended level of accessible parking is between 6-12 out of 500, with an addition of 1-3 for the next 100 spaces (CSA B651-18 Accessible Design for the Built Environment)
 - For Wolfville this equates to 8-15 spaces if only looking at public spots
 - Or 15-30 if measured against total public and private spots
- ACTUAL number of locations in Core
 - 45 spots marked for accessible parking
 - 23 are Town controlled public
 - 7 of these are on-street
 - 22 are private

It would appear on the surface that there are sufficient number of accessible parking locations, however that is only based on a calculated ratio of the CSA standard measured against the total number of overall parking in the area. In terms of quality of accessible spots the following can be noted:

- Only a couple of street locations had curb cuts at all. Proper measurements are still needed to determine if those spots meet standard. The balance of street parking did not have curb cuts.
 - One street location, at the school, had almost a double length curb cut, but only one spot marked as accessible with the area that should have the hatch marking located in front of a power pole effectively blocking the path that should be available to access the sidewalk.
- None of the street locations had appropriate hatch paint markings, with only 3 of all locations having any type of hatch paint markings (not necessarily to CSA standard).
- Only 1 of 45 had current CSA sign post.
 - 31 others had an older version of a standard sign
 - 13 had no sign post
- Other observations include
 - One location at an angle parking lot lay out, leaving insufficient room at side of vehicle
 - A couple of locations added at edge of parking lot without creating adequate space around the parking spot
 - Some private locations are available to the public if visiting the businesses in the immediate area, but some located in clearly marked for single business adjacent to accessible parking spot
 - The Core area, as defined, included number of spots that are on Acadia University parking lots. These generally fell within parking lots clearly signed for Permit Holders only

INFORMATION REPORT – To Accessibility Committee

Title: Built Environment Inventory – Accessible Parking

Date: 2019-09-09

Department: General Government



- One location noted on the Town's GIS mapping was not assessed as it would in theory be below one of the temporary sidewalks installed in the summer months to facilitate sidewalk patios

As to where the accessible parking spots should be located, this falls more to general guidelines. They should be near services that are more likely to be used by people who require an accessible parking spot. This includes services such as government offices, visitor information centres, grocery stores, library, and health services.

Next steps for staff

- Fix the accessible location at the school to meet CSA standards. In the immediate future this will include moving it away from the power pole and painting the appropriate lay out on the street, including hatch pattern markings. The sign post will also be relocated to ensure it does not interfere with the mid-point sidewalk access.
- Staff will further review whether current locations are the best fit. At least one location is under review as to whether it should be moved slightly west of its current street location. It is located in front of one health service that is a positive fit, however it is slightly further away from the Post Office, a crosswalk and another health service across the street. Relocation might be appropriate or simply adding another location may be appropriate.
- Once a determination has been made as to any relocations, or additions staff will work out a cost model to make all required changes, including bringing designated spots up to CSA standard. If possible, all required work will be built into the 2020/21 budget. In addition to the school, there may be other selected fixes this year where time and budget dollar allows.

Current mapping will be presented to the Committee at the meeting showing previously identified locations within the Core. Note that current mapping shows only 26 spots, and the visual inspection noted 45.

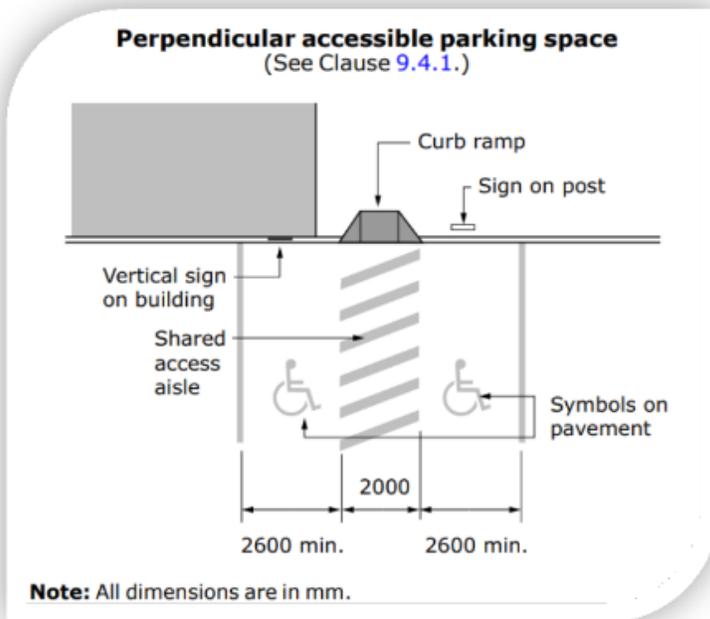
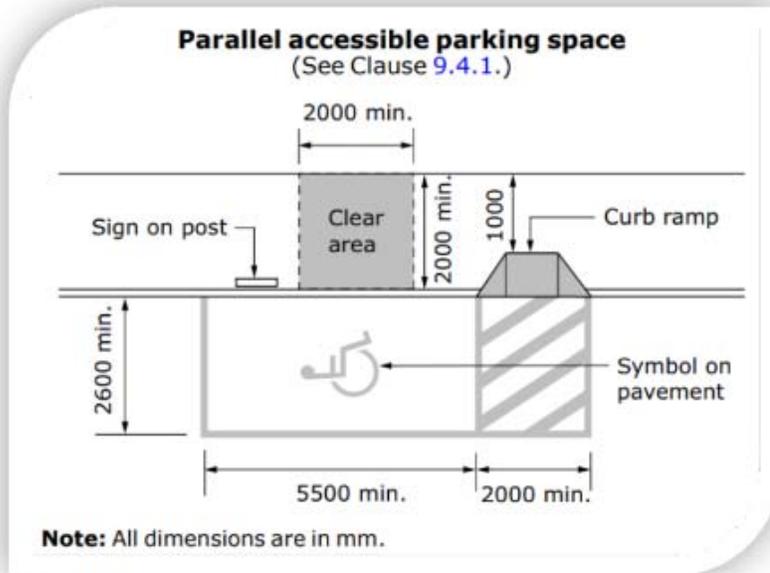
For the benefit of the Committee, the following diagrams from the CSA standards show what the acceptable standard will be for the Town.

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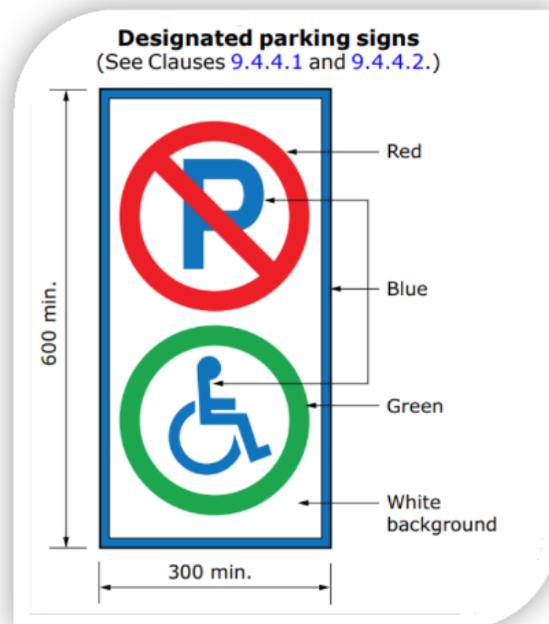
Signage

Each parallel accessible parking space should be signed as follows:

- **One pavement sign**, located in the centre of the parking space with the international sign symbol of access at least 1000mm long, and color contrasted with the pavement.
- **One vertical sign**, at least 300mm x 450mm in size, located between 1500mm and 2000mm from the ground, with the following design:



(CSA B651-18 Accessible Design for the Built Environment)



4) FINANCIAL IMPLICATIONS

Not applicable to this report. This report is background information for a Council Advisory Committee.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report. Background report only.

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6) COMMUNICATION REQUIREMENTS

Once base line data is finalized and confirmed, consideration should be given to public notices (via social media) informing the public of the number of accessible locations in Town with mapping to provide visual of where spots are located.

7) FUTURE COUNCIL INVOLVEMENT

Not Applicable

INFORMATION REPORT – To Accessibility Committee

Title: Staff Workplan – Accessibility Plan Action Items

Date: 2019-09-09

Department: General Government



SUMMARY

Staff Workplan – Accessibility Plan Action Items

During discussions at a recent Accessibility Committee meeting, Committee members expressed an interest in an update on how action items were being addressed by Town staff. The Accessibility Coordinator agreed to come back to the Committee with an outline/GANTT chart of the work that is to be undertaken. This report provides a copy of the layout of that workplan.

INFORMATION REPORT – To Accessibility Committee

Title: Staff Workplan – Accessibility Plan Action Items
 Date: 2019-09-09
 Department: General Government



1) CAO COMMENTS

None provided at this time. Typically comments are added to reports which are going to Council.

2) REFERENCES AND ATTACHMENTS

- Wolfville Accessibility Plan 2019-2022

3) DISCUSSION

With the approval of the Accessibility Plan by Town Council earlier this year, one of the next steps needed was a workplan addressing how and when action items would be carried out. Some of the Plan’s action items are fairly straightforward and can be addressed within the current year budget framework, while others require further analysis as to what steps would be needed to achieve the *intent* of the action item. For example, improving snow removal on sidewalks. What service level should be met, and what operational changes would be required to achieve the selected service level.

Work began in early June to start developing a workplan/GANTT chart. More recently the Management Team has started to review the draft workplan, including identifying appropriate staff leads and expected timelines. This effort is still underway, and as such the workplan is still a working draft with further changes to come.

The Management Team anticipates bringing the finalized workplan back to the Committee and/or Council. It is likely that discussion will involve action items that may not be achievable in their current wording. Others will be straight forward.

The draft plan has the following format:

	AP page reference	Staff Lead	2 IC Staff	TIMELINE						
				Fiscal 2019/20				2020/21		
				QTR 1	QTR 2	QTR 3	QTR 4			
Built Environment										
TOP										
Add sidewalk curb cuts at all intersections where sidewalks exist	11	Kevin	Trent							
Commit portion of annual budget to install, maintain or improve accessibility in public buildings and spaces	11	Erin	Mike							
Ensure all pedestrian buttons or light controls, @ intersections/pedestrian controlled crosswalks, are located on flat area	11	Kevin	Trent							
Place street furniture, sandwich boards, planters...away from path of travel and curb cuts	11	Kelton	Dave							
Widen doorways and install power buttons/automated sliding doors at entrance to municipal buildings	11	Kevin	Mark							
Staff to bring recommendations (with related capital or operating costs) to improve the standard timeline for snow removal on sidewalks	11	Mike	Kevin							
Put auditory, visual, and tactile markers at busy intersections where people cross road...core/schools/parks	11	Kevin	Trent							

INFORMATION REPORT – To Accessibility Committee

Title: Staff Workplan – Accessibility Plan Action Items

Date: 2019-09-09

Department: General Government



Although staff had hoped to bring a completed workplan to the Committee, that is not possible at this point in time. The Management Team has committed to a recurring agenda item on its weekly meeting agenda with an eye to completing the GANTT chart details first. After that each respective Department Head will be bringing back details of their assigned items to the weekly meetings where recommendations may be necessary.

4) FINANCIAL IMPLICATIONS

Not applicable to this report. This report is background information for a Council Advisory Committee.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report. Background report only.

6) COMMUNICATION REQUIREMENTS

None required. The report itself is a communication tool to the Accessibility Advisory Committee.

7) FUTURE COUNCIL INVOLVEMENT

Not Applicable to this Report

Mike MacLean

From: Mercedes Brian
Sent: August 14, 2019 11:55 AM
To: Oonagh Proudfoot; Town Council; Mike MacLean
Cc: mina paperwings
Subject: Re: Business introduction

Hello Mina and Oonagh,

Thanks for passing this along, Oonagh.

Mina, thanks so much for your introduction. We will include this as correspondence in our next Accessibility Advisory Committee meeting.

Best wishes,

Mercedes

Mercedes Brian
Sent from my iPhone
902-670-7896
mbrian@wolfville.ca

On Aug 12, 2019, at 3:02 PM, Oonagh Proudfoot <OProudfoot@wolfville.ca> wrote:

Hello Mina, my apologies for my tardy response. I was away on vacation. I am copying my colleague Mercedes Brian, as she is the current council member on the Accessibility Committee. I am the "alternate" now and am still involved, but will leave it to Mercedes to connect with you. I hope our paths cross soon. Cheers!
Oonagh

Councillor Oonagh Proudfoot
Town of Wolfville

On Aug 4, 2019, at 5:19 PM, mina paperwings <mina.lavina@live.com> wrote:

Good morning Oonagh,

My name is Mina Carey, and I am part of a new business located in Grand Pre called Nova Powerchair Innovations. We are a mobile garage and cleaning unit for accessibility equipment, the only one outside of Halifax in fact! The owner, Harold Muise, and I are very excited about Wolfville's action plan to be completely accessible in the next few years. Living with mental and physical disabilities myself, I admire the initiative all the more. We would love to meet with you and the rest of the Accessibility Council to see how we could work together. We are a for-profit operation but our goal is to be as involved as possible within the community-- call us activist entrepreneurs!

Thank you so much for your time, and I look forward to chatting with you at your convenience about our journey so far, as well as what we can do for Wolfville and the disabled community.

I hope you're having a lovely Monday!

Warm regards

Mina Carey

Nova Powerchair Innovations

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www.facebook.com/NovaPowerchair

Sent from my Bell Samsung device over Canada's largest network.