

# **Accessibility Advisory Committee**

## **Report**

3rd Meeting of the Accessibility Advisory Committee  
March 28, 2019  
Committee Room #4

Attendance                      PRESENT: J. Madden (Chair), A. Abiola, G. Ashford-Smith, L. Chappell, M. Dawthorne, N. Judges, J. Menard, P. Moore and P. Quesnel and J. Bunn (Secretary)

ABSENT: M. Cairns and J. Wilson

ALSO PRESENT: D. Baxter, K. Broderick, J.P. McGonigle and M. Stone

The meeting was called to order at 3:03 PM.

### **1. Call to Order**

#### **1.1 Disclosures of Pecuniary Interest**

That it BE NOTED that no pecuniary interests were disclosed.

### **2. Scheduled Items**

#### **2.1 How to Plan Accessible Outdoor Events**

That it BE NOTED that the attached presentation from J.P. McGonigle, Division Manager, Culture, Special Events and Sports Services and K. Broderick, Manager, Special Events and Community Rentals, with respect to How to Plan Accessible Outdoor Events, was received.

### **3. Consent**

#### **3.1 2nd Report of the Accessibility Advisory Committee**

That it BE NOTED that the 2nd Report of the Accessibility Advisory Committee, from its meeting held on February 28, 2019, was received.

#### **3.2 Town of Aurora – Facility Accessibility Design Standards**

That it BE NOTED that the communication dated March 7, 2019, from T. Wellhauser, Division Manager, Facilities, with respect to the use of the City of London's 2007 Facility Accessibility Design Standards (FADS) by the Town of Aurora, was received.

#### **3.3 Collier Project Leaders – Facility Accessibility Design Standards**

That it BE NOTED that the communication dated March 7, 2019, from T. Wellhauser, Division Manager, Facilities, with respect to the use of the City of London's 2007 Facility Accessibility Design Standards (FADS) by Collier Project Leaders, was received.

#### **3.4 Letter of Resignation – A. Forrest**

That it BE NOTED that the letter of resignation from the Accessibility Advisory Committee from A. Forrest, was received.

3.5 Letter of Resignation – D. Smith

That it BE NOTED that the letter of resignation from the Accessibility Advisory Committee, dated March 11, 2019, from D. Smith, was received.

3.6 2018-2021 City of London Multi-Year Accessibility Plan

That it BE NOTED that the 2018-2021 City of London Multi-Year Accessibility Plan, was received.

**4. Sub-Committees and Working Groups**

None.

**5. Items for Discussion**

5.1 Advisory Committee Review – Comments from the Accessibility Advisory Committee

That the revised attached document with respect to suggestions of the Accessibility Advisory Committee related to their Terms of Reference BE FORWARDED to the City Clerk for consideration as part of the Advisory Committee review.

5.2 Accessibility in Employment Update – J. Menard

That it BE NOTED that a verbal update from J. Menard with respect to the Employers Partnership Table affiliated with the Ministry of Seniors and Accessibility, was received.

**6. Deferred Matters/Additional Business**

None.

**7. Adjournment**

The meeting adjourned at 4:55 PM.



## ACCESSIBILITY ADVISORY COMMITTEE

### HOW TO PLAN ACCESSIBLE OUTDOOR EVENTS

Jon-Paul McGonigle, Division Manager Culture, Special Events and Sport Services  
Krista Broderick, Manager, Special Events and Community Rentals  
March 28, 2019





## Background

- **May 2017:** ACCAC requested that Civic Administration consider updates to the City of London Guide “How to Plan Accessible Outdoor Events”.
- **September 2017:** Council approved the separation of the former Special Events Policies and Procedures Manual into two documents:
  1. Special Events Council Policies
  2. Special Events Administrative Procedures Manual
    - How to Plan Accessible Outdoor Events

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1



## Background

- **April 2018:** Staff reviewed input provided by ACCAC and integrated into the Special Events Administrative Procedures Manual.
- **June 2018:** Presentation to ACCAC on changes made to City of London Guide “How to Plan Accessible Outdoor Events”.
- **July 2018:** ACCAC Advisory Committee Report.

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2



## Resolution

- **August 2018:** Municipal Council be requested to fully endorse the Outdoor Event Guide, in its entirety, and require that all events held on city-owned land be required to implement all points BE REFFERRED to the Civic Administration for review and a report back to CPSC in enough time for possible implementation prior to the next event season.

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3



### Input incorporated

**Parking:**

- Parking spaces are wide enough to accommodate accessible vans/buses and people who use mobility aids;
- Parking spaces are as close to the entrance of the event as possible; and
- Event personnel are familiar with the location of these parking spots.

**Public Entrance:**

- The presence of a level entrance that persons using wheelchairs or mobility aids can pass over;
- An entrance that is wide enough for wheelchairs to pass through (44");
- In the event that the main entrance isn't accessible, there are signs directing people to the accessible entrance; and
- If the main entrance has steps, it also has a railing.

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4



### Input incorporated cont'd

**Emergencies:**

- Your evacuation plan addresses the evacuation of persons with special needs; and
- Event personnel are trained in these evacuation procedures.

**Washrooms:**

- Accessible outdoor portable washrooms inline with the size/scope of the event;
- Washrooms located in accessible areas;
- Washrooms locations are displayed using large clear letters, and understandable pictures or symbols are used on the signs identifying the accessible washroom(s); and
- Event personnel know where the accessible washrooms are located.

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5



### Input incorporated cont'd

**Way-Finding Signage:**

- Encourage all signage to have large clear letters, use plain language, have good colour contrast, and can be read in all light conditions, in order to direct people to specific areas.

**Lighting:**

- All areas of travel and the display/booth areas must be adequately lit.

**Entertainment Seating:**

- The seating ensures an unobstructed view, where possible;
- A support staff/individual can accompany the person with the disability.

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6



### Input incorporated cont'd

**Cables & Cords:**



- Cover electrical cables and cords that cross aisles or pathways; and
- Where possible cable covers should be no more than a half-inch (1.25 centimeters) thick so that they do not become a tripping hazard and so wheelchairs can traverse across them.

**Food:**

- Vendor personnel are available to assist participants in obtaining food and beverages;
- Where vendor personnel are not available to assist, part of the food counter is lowered to allow persons with mobility aids to access it easily (34" is recommended); and
- There is a clear path between tables for a mobility aid user to maneuver. (44" is recommended).

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7



### Input incorporated cont'd

**Tickets:**

- The queuing (line-up) area is accessible for mobility aid users;
- There is adequate colour contrast between barriers;
- Where possible, tickets for accessible seating areas, can be ordered in advance of the event by phone.

**Tickets (cont'd):**



- Ticketed events on City of London properties shall participate in the Access2 Entertainment card program which provides people with disabilities who require the support of an attendant with a free or discounted admission for their attendant at the event.

**Rest Area/Quite Space:**

- Provide a designated quiet space for rest, especially if your event attracts large crowds and is longer than a couple of hours.

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8



### Thank You

### Discussion and Questions

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9

## **Suggestions for ACCAC terms of reference**

Under “Composition—Voting Members”

- “The Committee members shall be representative of gender, ethnicity and diverse types of disabilities wherever possible” should be its own separate bullet point as it should apply to all 13 members, not just the 7 with disabilities.
- “one member (parent)” should read “(parent or legal guardian)”

Non-Voting Resource Group

- Would be good to add a resource member from the “Developmental Services Sector” as that population often has some difficulty representing themselves on a committee such as ours.
- Would be good to add a resource member from the Indigenous community

## **Suggestions for Advisory Committee terms of reference**

The Striking committee

- one of the 5 citizens-at-large be a person with a disability

Filling vacancies/resource positions

- there needs to be some language in the policy to ensure that vacancies are filled in a timely manner and that resource positions are filled by individuals who commit to attending committee meetings
- include a statement such as, “committee members shall be representative of London’s diversity with respect to, but not limited to,: gender, ethnicity, ability, sexual orientation, etc. wherever possible
- we request that the Application for Appointment to the City of London Advisory Committees form be adjusted to include a voluntary disclosure of disability to apply to all committee applications, as per the current presentation of disability disclosure under the Accessibility Advisory Committee application. The rationale behind this is to encourage diversity across all facets of the organization's advisory committee structure.

### **4.8 Orientation Sessions**

- should be mandatory AODA training for all new advisory committee members

### **4.9 Bus Tickets and Parking at City Hall**

- due to difficulty booking a Paratransit ride and the unreliability of the service, should a registered Paratransit user not be able to secure a ride, the City will fund an alternate means of transportation to attend committee meetings

### **4.16 Attendance at Meetings**

- strengthen the language concerning attendance to make it easier to remove and replace members who are not meeting the minimum standard

Remote Access

- allow for remote access to committee meetings to allow municipal participation for members who are not able to physically attend meetings due to physical or socio-economic conditions