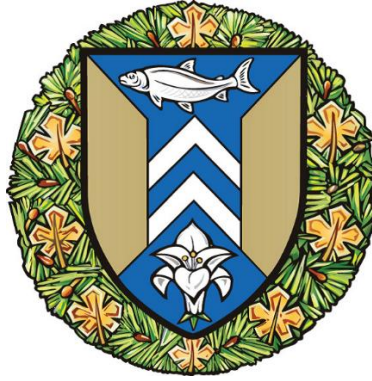




The Corporation of the City of Sault Ste. Marie

Accessibility Advisory Committee

Agenda, October 14, 2026 - 2:00 – 4:00 pm

Northern Community Centre – Steelton Room

[Link to Join Zoom Meeting](#)

Meeting ID: 836 2497 2816

Passcode: 280622

One tap mobile Canada +12042727920,,83624972816#

Canada Toll-free 855 703 8985

[YouTube livestream link](#)

1. Meeting called to order

- 1.1. Land Acknowledgement: I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation and the Historic Sault Ste. Marie Métis Council.

- 1.2. Member introductions

2. Chair's comments

3. Approval of Minutes

3.1. September 9, 2026

4. Declaration of Conflict of Interest

5. New Business

5.1. Sault Transit

5.2. Vulnerable Person's Registry

5.3. Accessible Pedestrian Signals Policy

5.4. Neurodiversity Training

6. Old Business

6.1. Civic Address Signs Funding Guidelines

6.2. Accessibility Open House postponed

7. Barrier Removal Updates

7.1. Accessible Document Training

7.2. Elections

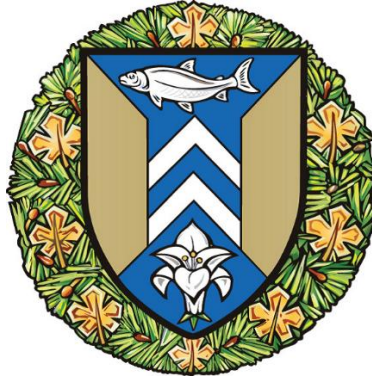
8. Site Plan Sub-Committee Report

8.1. Report attached

9. Adjournment

Next meeting **November 18, 2026**

In-person and via Zoom, 2:00 to 4:00 pm



The Corporation of the City of Sault Ste. Marie

Accessibility Advisory Committee

Minutes, September 9, 2026

Meetings may be viewed on the [City's YouTube Channel](#)

Present: Don McConnell, Wayne Scharfenberg, Kerri Tuckett, Diana Gerhart, Carol Magnan, Craig Kohler, Derrick Lavallee, Councillor Lisa Vezeau-Allen, Councillor Sandra Hollingsworth, Leslie Sawchyn (Interpreter)

Regrets: None

Officials: Diane Morrell, Accessibility Coordinator, Peter Tonazzo, Director of Planning

1. Chair's Comments

- 1.1. Rick Wark, community member will be joining our Site Plan Sub-Committee
- 1.2. Application and reapplication for the AAC will be opened in November for the upcoming term, which runs concurrent with the term of Council.

2. Approval of Minutes – June 17, 2026

Moved by: Derrick Lavallee

Seconded by: Diana Gerhart

All in favour.

3. Declaration of Conflict of Interest

4. New Business

4.1. Elections follow up

- Diane presented information in the 2026 Municipal Election Accessible Voting Options

5. Old Business

5.1. Accessible Document Training

- Vendor has been chosen and notified
- Staff training will occur after elections

5.2. Accessibility and Transit Open House – September 23, 2026

- Various departments participating in the Open House
- Suggested name change to more effectively reflect feedback for all accessibility, including transit

6. Barrier Removal Updates

6.1. Parks Accessibility updates

- Review of parks updates from 2025-2026
- Discussion about the lifespan of poured in place rubber surfacing

6.2. Civic Address Signs

- Review of Downtown Civic Address Signs Guidelines
- Changes requested. When complete will resend to Committee for review.

6.3. Plaza Railings

- This is being looked at by CSD for solution.

6.4. Bathroom updates

- Pointe Des Chenes washrooms now have L-shaped grab bars and straight bar behind toilet.
- Bellevue and Manzo splash pad changeroom now have youth change table.

6.5. Autism Training for staff – Oct 6th

- 'Understanding and Supporting Neurodivergent Individuals in Your Setting' from Linda K. Murphy.
- If any spaces remain after staff have registered, AAC will be offered space.

7. Site Plan Sub-Committee Report

7.1. No Site Plan Report

8. Adjournment

Next meeting October 14, 2026, In-person and via Zoom, 2:00 to 4:00 pm



SUBJECT: PASSENGERS WITH MOBILITY DEVICES	POLICY # T- ?
SOURCE: MANAGER OF TRANSIT & PARKING	DATE: 2026 10 ??
DIVISION: TRANSIT	SUPERSEDES: N/A

Transit passengers who use wheelchairs and scooters must be properly secured before the bus can continue on the route.

Passengers who use mobility devices may have different preferences regarding securement. Some passengers may choose to secure their device independently, while others may request assistance from the Operator. The passenger's preference must be respected.

Operators must not make assumptions. Always ask the passenger whether they would like to secure their mobility device independently or would like assistance.

- **If the passenger chooses to secure the device independently:** the Operator must visually confirm that the wheelchair or scooter has been properly secured before moving the bus.
- **If the passenger requests assistance:** the Operator must physically secure, or assist in securing, the mobility device before moving the bus.

The Operator remains responsible for ensuring that the mobility device is properly secured, regardless of who performs the securement.

If a passenger is unable to properly secure their mobility device and declines the Operator's assistance, the bus must not move. Notify the Inspector immediately and await direction.

If there is any uncertainty about whether a mobility device has been properly secured, do not move the bus. Notify the Inspector immediately and await direction.

This procedure helps ensure the safety, dignity, and independence of all passengers. Operators must follow these requirements on every trip and seek direction from an Inspector whenever safe and proper securement cannot be confirmed.



SAULT STE. MARIE

Queen Street Civic Address Signs Funding Guideline

1. Purpose

The City of Sault Ste. Marie Accessibility Advisory Committee has identified clear, visible civic address signs as an important accessibility feature in the downtown area. Consistent address signage can assist pedestrians, including people with vision loss, in locating businesses and confirming their destination.

This voluntary program provides financial assistance to eligible downtown businesses to purchase and install accessible civic address signs where:

- No civic address sign currently exists; or
- An existing civic address sign is ineffective because of its location, size, style, contrast, or visibility.

2. Funding Available

Funding is available on a first-come, first-served basis, to a maximum of **\$500 per eligible business**.

- The City will pay the approved amount directly to the sign vendor selected by the business.
- Where the total cost of the sign and installation exceeds \$500, the business is responsible for the remaining balance.
- Where the total cost is less than \$500, the City will pay only the actual approved cost.
- A total of **\$5,000** is available for the program.

3. Application and Approval Process

Applications must include:

1. A draft sign design that complies with these guidelines; and
2. A written quote from a sign vendor selected by the business.

Applications will be reviewed monthly. Applicants will be notified by email once their proposed civic address sign has been approved or if additional information is required.

Funding approval must be received before the sign is purchased or installed.

4. Accessibility Design Principles

Civic address signs must be designed and installed so that they are:

- **Consistent:** Signs should use a common, recognizable design and appearance.
- **Predictable:** Signs should be installed in a location that pedestrians can reasonably expect to find.
- **Easy to locate and read:** Signs should be highly visible, use strong contrast, and be free of unnecessary visual elements.

5. Sign Construction and Materials

Signs must be:

- Durable and weather-resistant;
- Suitable for exterior installation;
- Installed in a manner that is resistant to vandalism and theft;
- Must be UV-resistant; and
- Sign surface must be matte or low-sheen to prevent glare from sunlight.

6. Sign Design Requirements

Colour and Contrast

All civic address signs must include:

- A plain white background, with no patterns;
- A black border around the outside edge of the sign;
- Bold black lettering; and,
- No logos, decorative graphics, or additional patterns.

The high contrast between the white background and black text is necessary to improve visibility and legibility.

Font Size and Style

The civic address numbers must use bold, sans serif Arabic numbers, using the largest practical font size that maintains clear spacing and legibility.

Pre-approved font example:

- **Aptos Black**

Preferred Sign Sizes

The preferred sign size is (in order):

1. **11" x 17"** Preferred size for greatest visibility
2. **8.5" x 14"** Acceptable where space constraints exist
3. **8.5" x 11"** Acceptable where space constraints exist

Where there is no suitable exterior wall space beside the entrance, an **8.5" x 11" adhesive sign** may be installed on the business door, subject to the placement requirements below.

7. Sign Placement and Mounting:

Preferred Placement

Install the sign immediately beside the entrance door on the latch side, where possible.

If this location is not feasible, install the sign in the most visible and accessible location beside the entrance, preferably on the latch side of the door.

Placement on Glass Doors

Where a civic address sign must be installed on a glass door:

- The sign background must be **frosted** to support visibility; and

If the sign is to be placed on a glass door, the preferred locations are:

- 1) Upper middle of the door
- 2) Upper latch side of the door
- 3) Above the handle on the latch side

Mounting Height

Signs should be mounted approximately 1150 mm to 1250 mm (approx. 45 to 49 inches) above ground level, where possible

Where site conditions or available wall space prevent installation at this height, the sign should be installed as close to this height as practicable while remaining visible and accessible.

8. Unique Circumstances or Questions

Businesses that are unable to meet one or more of these requirements because of site-specific or unique circumstances should contact:

Diane Morrell
Accessibility Coordinator
City of Sault Ste. Marie
d.morrell@cityssm.on.ca
705-541-7310

The City will review proposed alternatives to determine whether they meet the intent of the Civic Address Sign Program and support improved accessibility.

9. Application Requirements

To apply for funding under the Civic Address Sign Program, businesses must submit a complete application that includes the following information and supporting documents:

Business Contact Information

- Business name
- Name(s) of business owner(s)
- Email address
- Telephone number

Proposed Sign Location

A photograph of the proposed sign installation location.

- The photograph should clearly show the entrance and the location where the sign will be mounted or applied.

Proposed Sign Design

A draft design or mock-up of the proposed civic address sign, including:

- Overall sign dimensions;
- Dimensions of the civic address numbers; and
- Proposed font, border, and sign layout.

Vendor and Cost Information

Name of the selected sign vendor, including:

- A written cost estimate or quotation from a sign vendor; and
- The total proposed cost, including the sign, materials, installation, and any applicable taxes.

Applications that do not include all required information may be considered incomplete and may be delayed until the information is provided.



Pedestrian Policy No. 1

Accessible Pedestrian Signals Procedure

Section: Engineering Services / Public Works

Division: Traffic Services

Effective Date:

Revision Date:

Supersedes:

Approved by:

1. Purpose

The purpose of this procedure is to establish a consistent, accessible, and maintainable approach for planning, installing, operating, inspecting, maintaining, repairing, and replacing Accessible Pedestrian Signals (APS) at City-controlled signalized intersections and pedestrian crossings.

Accessible Pedestrian Signals provide audible, vibro-tactile, visual, and tactile information to assist pedestrians, including persons who are blind, partially sighted, deaf-blind, or otherwise require non-visual crossing information, to locate pedestrian pushbuttons and determine when they may begin crossing.

2. Scope

This procedure applies to City-controlled traffic control signal systems and pedestrian control signals, including:

- new signalized intersections
- new pedestrian crossings with pedestrian control signals
- replacement of existing pedestrian control signals
- reconstruction or major geometric modification of signalized intersections
- replacement or upgrade of pedestrian pushbutton assemblies
- accessible pedestrian signal retrofit projects
- requests from residents, accessibility organizations, staff, or other stakeholders
- inspections, testing, maintenance, and repair of APS equipment
- construction work affecting APS equipment
- temporary traffic signal installations where APS features can reasonably be provided.



3. Goals

The goals of this procedure are to:

- provide accessible crossing information for pedestrians who are blind, partially sighted, deaf-blind, or otherwise benefit from audible and tactile pedestrian information
- ensure APS are installed at all new pedestrian control signal installations and when existing pedestrian control signals are replaced
- ensure APS are considered during reconstruction, signal renewal, pedestrian safety, and capital road projects
- provide locator tones to assist users in finding pedestrian pushbuttons
- provide audible and vibro-tactile walk indications that operate concurrently with the visual WALK indication
- ensure APS equipment is designed, installed, maintained, and tested to provide clear information without creating unnecessary noise impacts
- ensure pedestrian pushbuttons are accessible, identifiable, reachable, and aligned with the direction of travel
- establish inspection, preventive maintenance, repair, complaint response, and documentation requirements
- establish a transparent process for prioritizing retrofit requests
- support consultation with the City's Accessibility Advisory Committee, CNIB, affected users, and other disability organizations where appropriate.

4. Definitions

For the purpose of this procedure:

Accessible Pedestrian Signal / APS

A system that provides audible, tactile, vibro-tactile, and visual information to assist pedestrians in identifying the location of a pedestrian pushbutton and determining when they may begin crossing.

Audible Walk Indicator



An audible indication provided during the visual WALK interval to communicate that a pedestrian may legally begin crossing.

Locator Tone

A low-level repeating audible tone emitted from or immediately adjacent to an APS pushbutton to assist a pedestrian in locating the pushbutton.

Vibro-Tactile Walk Indicator

A tactile vibration provided through the APS pushbutton assembly while the WALK indication is active.

Tactile Arrow

A raised arrow on an APS pushbutton assembly that points in the direction of the crosswalk controlled by that pushbutton.

Confirmation Tone

An audible, tactile, vibro-tactile, or visual acknowledgement that indicates a valid pedestrian call or extended APS request has been registered.

Extended Press

A continuous press of an APS pushbutton, normally for at least three seconds, used to request activation of the audible walk indication where audible activation is not automatic.

Audible Beaconing

A higher-level directional audible signal intended to help pedestrians maintain orientation along a crosswalk. Audible beaconing is used only where justified by site conditions and approved through traffic engineering and accessibility review.

Pedestrian Control Signal

A pedestrian signal display, including WALK and pedestrian clearance indications, used at a signalized crossing.

Ambient Sound Level

The sound level present at a site without the APS audible indication being measured.



5. Legislative, Regulatory, and Technical Framework

The City must meet applicable requirements under the Accessibility for Ontarians with Disabilities Act, 2005.

Under Ontario Regulation 191/11, Integrated Accessibility Standards, where new traffic control signal systems with pedestrian control signals are installed, or existing pedestrian control signals are replaced, the pedestrian control signals must meet accessible pedestrian control signal requirements.

Accessible pedestrian control signals must include:

- a locator tone
- tactile arrows that align with the direction of crossing
- both manual and automatic activation features
- both audible and vibro-tactile walk indicators.

Design, installation, operation, and maintenance must consider the current versions of:

- Accessibility for Ontarians with Disabilities Act, 2005
- Ontario Regulation 191/11, Integrated Accessibility Standards
- Highway Traffic Act
- Ontario Traffic Manual Book 12 – Traffic Signals
- Ontario Traffic Manual Book 15 – Pedestrian Crossing Treatments
- Transportation Association of Canada guidance respecting accessible pedestrian signals
- CNIB accessible pedestrian signal guidance
- City accessibility standards
- City traffic signal design standards
- City asset management and maintenance standards
- applicable electrical, construction, and municipal standards
- applicable procurement specifications.

Where standards conflict, the City must apply the more stringent legally applicable requirement, subject to appropriate traffic engineering and accessibility review.

6. General Requirements



6.1 New and Replacement Installations

APS must be included when:

- new traffic control signal systems with pedestrian control signals are installed
- new pedestrian crossings with pedestrian control signals are installed
- existing pedestrian control signals are replaced
- signalized intersections are reconstructed and pedestrian signal infrastructure is renewed
- pedestrian pushbutton assemblies are replaced as part of a signal renewal project
- a project otherwise triggers applicable AODA Design of Public Spaces requirements.

APS should also be considered during:

- intersection reconstruction
- corridor renewal
- transit improvements
- school-zone improvements
- hospital, clinic, long-term care, community service, or senior-serving facility projects
- downtown accessibility improvements
- pedestrian safety projects
- road diets
- active transportation projects
- locations near accessible transit stops
- locations with high pedestrian volumes
- locations identified through accessibility requests, audits, collision reviews, or consultation.

6.2 Existing Signalized Intersections



Existing pedestrian control signals are not required to be retrofitted immediately solely because they are existing. However, the City should maintain a prioritized APS retrofit program based on:

- demonstrated accessibility need
- pedestrian safety
- available funding
- renewal opportunities
- intersection complexity
- accessibility consultation
- transit and community-service access
- complaints or service requests
- capital project coordination.

6.3 Integrated Accessible Crossing Design

APS must not be considered in isolation.

When APS is installed, the full crossing environment must also be assessed, including:

- curb ramps
- depressed curbs
- tactile walking surface indicators
- sidewalk clear width
- accessible route continuity
- pushbutton reach range
- snow storage impacts
- drainage
- crosswalk markings
- pedestrian signal timing
- refuge island
- channelized right turns
- right-turn-on-red conditions
- leading pedestrian intervals
- transit stops
- construction staging;



- obstructions such as utility poles, signs, street furniture, vegetation, equipment, or snowbanks.

7. APS Design and Operational Standards

7.1 Required APS Components

Each APS installation must include, as applicable:

- a locator tone
- a tactile arrow aligned with the direction of the crossing controlled by the pushbutton
- manual activation through an accessible pedestrian pushbutton
- automatic activation capability
- an audible walk indicator
- a vibro-tactile walk indicator
- confirmation that a pedestrian call has been registered
- accessible pushbutton mounting and placement
- controller programming that ensures APS indications correspond only to the correct pedestrian movement.

7.2 Audible Walk Indication

The audible walk indication must:

- operate only while the associated visual WALK indication is displayed
- be synchronized with the appropriate pedestrian movement
- be distinguishable from the locator tone
- be distinguishable from the audible indication used for another crossing direction
- not activate during conflicting vehicle movements or incompatible pedestrian phases
- cease or change appropriately when the WALK interval ends
- be tested after installation, controller programming changes, repairs, and annual inspection
- be available whenever the associated visual pedestrian signal is operating, except when the traffic signal is lawfully in flashing mode, out of service, under emergency operation, or under approved maintenance conditions.



7.3 Standard Directional Audible Indications

Unless a site-specific design is required, the City should use standardized directional audible indications consistently across the municipal network:

- a “cuckoo” sound for north-south crossings
- a “Canadian Melody” or approved chirp-type sound for east-west crossings.

At complex, skewed, offset, multi-leg, or constrained intersections, a site-specific accessibility and traffic engineering review is required. A verbal message may be used where standard tones could create ambiguity.

7.4 Locator Tone Requirements

Where APS is controlled by a pushbutton, a locator tone must be provided.

The locator tone must:

- be distinct from the audible walk indication
- be emitted from the pushbutton assembly or a speaker immediately adjacent to the pushbutton
- assist users in locating the appropriate pushbutton
- operate during pedestrian signal intervals when no walk, clearance, confirmation, or verbal message is sounding
- be synchronized with other locator tones at the same intersection where practical
- automatically respond to ambient sound levels
- be audible close to the pushbutton but not unnecessarily intrusive to adjacent properties
- be tested during installation, annual inspection, and complaint response.

7.5 Locator Tone Volume

The locator tone must automatically adjust to ambient sound levels.

The target operational setting is:

- at least 2 dB above ambient sound level
- no more than 5 dB above ambient sound level.



At installation and during field calibration, the locator tone should normally be audible within approximately 1.5 metres to 3.7 metres of the pushbutton, or to the building line where closer.

A fixed-volume setting must not be used where the equipment is capable of automatic ambient sound adjustment.

7.6 Locator Tone Frequency and Duration

The locator tone must:

- repeat no less frequently than one tone every two seconds
- have a tone duration of no more than 0.15 seconds
- operate as a low-level locating signal rather than a continuous high-volume alarm
- stop while the audible WALK indication, clearance indication, confirmation tone, or verbal message is active
- resume when the applicable APS interval permits.

The preferred City setting is one short locator tone every one to two seconds, subject to equipment capability and site-specific calibration.

7.7 Vibro-Tactile Requirements

The APS pushbutton assembly must provide a vibro-tactile walk indication.

The vibro-tactile indication must:

- operate while the associated visual WALK indication is active
- correspond only to the crossing direction controlled by that pushbutton
- provide continuous vibration during the WALK interval
- be perceptible to a pedestrian using the tactile arrow or pushbutton assembly
- be tested during installation, annual inspection, repair, and complaint response
- not be used as the only accessible indication where audible information is required.

The preferred vibro-tactile operating standard is approximately 20 Hz during the WALK phase, where supported by the device.

7.8 Pushbutton and Tactile Arrow Requirements

APS pushbuttons must:



- include a raised tactile arrow aligned with the direction of the crosswalk controlled by the pushbutton
- be mounted so the tactile arrow can be read and followed by touch
- provide a clearly identifiable operating surface
- be accessible to people using mobility devices
- be reachable from a stable, firm, slip-resistant pedestrian surface
- be free of obstructions, including snow, ice, vegetation, parked equipment, signs, or construction materials
- provide audible, tactile, and/or visual confirmation that a pedestrian call has been received, where supported by the equipment
- be maintained in working order.

The pushbutton assembly should be:

- installed within 1.5 metres of the curb edge where feasible
- mounted no higher than 1.1 metres above the adjacent finished ground surface
- located adjacent to the accessible route and crossing it controls
- positioned to minimize confusion between two crossings on the same corner
- separated from a second APS assembly on the same corner by at least 3.0 metres where feasible.

If a 3.0-metre separation cannot be achieved, the location must be reviewed for alternate configurations, including:

- placing both assemblies on a single pole
- providing a clear verbal message that identifies the active crossing
- revising pole locations
- modifying curb ramps or sidewalk geometry
- using another accessible design approved through traffic engineering review.

7.9 Extended Press and Audible Activation



At locations where audible operation is not automatic, a continuous pushbutton press of at least three seconds should activate the audible walk indication for the requested crossing.

When a valid extended press is registered, the system must provide a confirmation indication, such as:

- an audible confirmation tone
- a tactile confirmation
- a vibration
- a visual indication
- a combination of these methods.

The audible APS feature must activate only for the requested crossing and must not unintentionally activate unrelated crossings.

At pedestrian-priority locations, or where pedestrian service is automatic, audible APS operation may be automatic if it is consistent with controller operation and site design.

7.10 Audible Beaconing

Audible beaconing may be considered when standard pushbutton-mounted APS indications do not provide sufficient directional orientation, including at:

- wide crossings
- skewed intersections
- complex intersections
- offset intersections
- multi-leg intersections
- T-intersections
- mid-block crossings
- crossings with unusual geometry
- locations with high ambient traffic noise
- crossings with refuge islands
- locations with multiple competing APS sounds
- locations identified through consultation with users who are blind, partially sighted, or deaf-blind.



Audible beaconing must be approved through site-specific traffic engineering and accessibility review.

8. Pedestrian Timing

Pedestrian signal timing at APS locations must be reviewed to ensure accessible travel.

Timing must consider:

- crossing distance
- location of the pushbutton
- curb ramps and tactile walking surface indicators
- refuge islands
- pedestrian volumes
- users with mobility disabilities
- users who are blind, partially sighted, or deaf-blind
- transit connections
- school, hospital, senior-serving, and community facility access
- road width
- complex phasing
- signal coordination requirements.

A pedestrian crossing-speed assumption of 1.0 metre per second should be used for APS planning and timing review unless a slower site-specific speed is required.

The clearance calculation should account for the distance from the APS pushbutton or tactile feedback location to the farthest point of refuge for the crossing.



9. Implementation and Retrofit Prioritization

9.1 New Construction and Replacement Projects

APS must be included in the design, construction, commissioning, and acceptance requirements for all applicable new or replacement pedestrian signal installations.

Project documentation must include APS requirements in:

- design criteria
- tender documents
- specifications
- contract drawings
- controller programming
- inspection requirements
- commissioning checklists
- deficiency correction requirements
- final asset inventory records.

9.2 Existing Signalized Intersections

A prioritized retrofit list should be maintained for existing signalized intersections that do not have APS.

Retrofit requests may be received through:

- City service requests
- 311 or equivalent customer-service channels
- Accessibility Advisory Committee input
- CNIB or other disability organization referrals
- residents, families, caregivers, or advocates
- staff observations
- traffic safety reviews
- road reconstruction or signal renewal planning
- transit accessibility reviews
- collision or near-miss reviews
- accessibility audits.



9.3 Retrofit Prioritization Criteria

Retrofit requests should be assessed using documented criteria, including:

- proximity to hospitals, clinics, medical offices, rehabilitation services, seniors' residences, long-term care homes, community health centres, social-service locations, libraries, schools, post-secondary facilities, transit terminals, and major transit stops
- demonstrated use or request by persons who are blind, partially sighted, deaf-blind, or otherwise require accessible crossing information
- complexity of the intersection
- multi-phase signal timing
- exclusive pedestrian phases
- leading pedestrian intervals
- advanced green or protected left-turn phases
- right-turn conflict conditions
- mid-block crossing location
- T-intersection, skewed, offset, or multi-leg configuration
- pedestrian volume
- traffic volume, speed, and lane configuration
- collision history or documented near misses
- opportunity to coordinate with planned capital work
- signal controller and equipment condition
- accessibility barriers in the surrounding pedestrian network
- available funding
- advice received through accessibility consultation.

9.4 Consultation

For network-wide APS planning, major intersection projects, and complex retrofit locations, consultation should be considered with:

- the City's Accessibility Advisory Committee
- CNIB
- organizations representing persons who are blind, partially sighted, deaf-blind, or have other disabilities
- accessible transit representatives where applicable



- adjacent property owners where significant audible beaconing or site impacts may occur
- emergency services, where operationally relevant
- affected residents and community organizations where appropriate.

10. Inspection, Testing, Maintenance, and Repair

10.1 APS Asset Inventory

An APS asset inventory must be maintained and include, at minimum:

- intersection location
- crossing direction
- pole or push button location
- equipment make and model
- installation date
- controller type
- APS operating mode
- audible tone type
- locator-tone setting
- vibro-tactile feature
- extended-press feature
- audible beaconing feature, if installed
- last inspection date
- maintenance history
- complaints received
- repairs completed
- planned renewal date.

10.2 Routine Visual Inspection

APS equipment must be checked during routine traffic signal or pedestrian signal inspections.

Routine inspection must confirm, where reasonably observable:

- the APS assembly is present and physically intact



- the pushbutton is not blocked
- the tactile arrow is intact and aligned
- the pushbutton housing is secure
- the pushbutton is reachable
- the accessible route is not obstructed
- the locator tone appears to operate
- the pedestrian call is accepted
- the visual pedestrian indication is working
- the audible walk indication operates when activated
- the vibro-tactile feature operates
- signs and labels are legible
- snow, ice, vegetation, debris, or construction materials are not obstructing access
- there is no obvious vandalism, damage, water intrusion, loose wiring, or missing component.

10.3 Annual Functional Inspection

Each APS installation must receive a documented functional inspection at least once per calendar year, with no more than 16 months between inspections.

The annual functional inspection must include:

- confirmation that the locator tone is operating
- confirmation that locator tone volume responds to ambient sound levels
- sound-level measurement and calibration where equipment or complaint history warrants it
- confirmation that the locator tone is approximately 2 dB to 5 dB above ambient sound level
- confirmation that the locator tone is audible within the intended local area and is not excessively audible beyond the intended area
- confirmation that locator tone repetition is no less frequent than once every two seconds
- confirmation that locator tone duration is no more than 0.15 seconds
- confirmation that the audible walk indication is synchronized with the visual WALK display
- confirmation that the audible walk indication does not operate during conflicting movements



- confirmation that the audible indication identifies the correct crossing direction
- confirmation that the vibro-tactile feature operates during the WALK interval
- confirmation that the tactile arrow aligns with the direction of travel
- confirmation that the pushbutton accepts standard and extended-press activation where applicable
- confirmation that the call acknowledgement feature operates
- confirmation that the pushbutton location remains accessible
- confirmation that the pushbutton height, clear ground space, and route remain reasonably compliant with applicable standards
- confirmation that signal timing and APS operation remain coordinated
- confirmation that audible beaconing, if installed, operates as designed
- confirmation that controller settings are correct
- review of any complaints, work orders, or recurring defects
- documentation of defects, corrective action, and completion date.

10.4 Seasonal Accessibility Inspection

APS locations must be included in seasonal inspections and maintenance activities, particularly where snow and ice may obstruct access.

Seasonal review should occur:

- before winter
- after significant snow or ice events where a complaint is received or an obstruction is identified
- during spring inspection activities
- during construction season when work may affect accessible routes or APS access
- after major roadway, sidewalk, curb, or signal work.

Seasonal inspection must consider:

- snowbanks
- ice accumulation
- drainage
- curb ramp access
- tactile walking surface indicators
- pushbutton clearance



- sidewalk settlement
- vegetation
- temporary construction barrier
- damaged poles or housings
- audible equipment damage or reduced audibility.

10.5 Post-Installation and Post-Repair Testing

A full functional test must be completed:

- before new APS equipment is accepted into service
- after replacement of an APS pushbutton or speaker
- after controller replacement or programming change
- after signal timing changes
- after utility work or construction work that may affect the APS
- after repair of damaged poles, wiring, pedestrian heads, or pushbutton assemblies
- after a confirmed complaint concerning incorrect operation
- before the site is returned to normal operation following a major outage.

10.6 Complaint and Defect Response

The City must provide an accessible public method for reporting APS concerns through the City website, an accessible service channel, or another approved reporting process.

Reports should capture

- intersection location
- crossing direction
- pole or corner location
- issue observed
- date and time
- whether the problem involves a locator tone, walk sound, vibro-tactile feature, pushbutton, tactile arrow, volume, timing, access obstruction, or other issues
- whether the issue creates an immediate safety concern
- contact information if follow-up is requested.



Priority APS defects include:

- no audible walk indication while the associated visual WALK display operates
- no vibro-tactile walk indication
- incorrect audible indication for the active crossing
- audible indication operating during a conflicting movement
- inaccessible or non-functioning pushbutton
- damaged or missing tactile arrow
- locator tone that cannot be heard near the pushbutton
- locator tone that is excessively loud or continuously malfunctioning
- obstruction preventing access to the pushbutton
- damaged pole, exposed wiring, electrical hazard, or vandalism
- controller programming error
- a condition creating an immediate hazard to pedestrians.

10.7 Repair Response Targets

The following response targets are internal operational targets and do not replace statutory maintenance standards or emergency response requirements:

- Immediate hazard, exposed electrical hazard, incorrect conflicting walk sound, or unsafe traffic control condition:
 - make safe immediately
 - initiate emergency response as required.
- Non-functioning APS walk indication, non-functioning vibro-tactile feature, non-functioning pushbutton, or inaccessible pushbutton at an otherwise operating pedestrian signal:
 - investigate within one business day where practical
 - repair or provide interim mitigation as soon as practical
 - target repair within five business days, subject to parts availability, weather, utility coordination, and traffic-control requirements.
- Locator tone volume, calibration, nuisance sound, or minor equipment defect:
 - investigate within five business days where practical;
 - calibrate, repair, or schedule corrective work within 30 calendar days where practical.
- Construction-related obstruction:
 - correct immediately when identified;



- provide an accessible temporary route and temporary traffic control measures where required.

Where a defect cannot be corrected within the target time, the reason for delay, interim measures, anticipated completion date, and required follow-up must be documented.

10.8 Preventive Maintenance

Preventive maintenance must include, as applicable:

- cleaning pushbutton assemblies and speaker openings
- inspecting seals, wiring, mounts, housings, poles, and labels
- testing the microphone or ambient-noise adjustment function
- confirming controller programming
- checking sound output and vibration
- replacing damaged tactile arrows, signs, labels, or housing
- correcting pushbutton accessibility barriers
- trimming vegetation
- coordinating sidewalk, curb, snow, and drainage repairs
- updating asset records
- completing calibration after repairs or component replacement.

11. Construction and Temporary Conditions

11.1 Protection During Construction

Construction projects affecting an APS location must protect or maintain access to:

- the pedestrian pushbutton
- the accessible route
- curb ramps
- tactile walking surface indicators
- pedestrian signals
- audible and vibro-tactile APS features
- pedestrian crossing information.

APS equipment must not be blocked, covered, disconnected, relocated, or altered without authorization through the applicable project and traffic signal process.



11.2 Temporary Signal Arrangements

Where temporary traffic signals or temporary pedestrian control signals are provided, the accessibility impact must be assessed and accessible pedestrian features must be provided where reasonably feasible.

Where existing APS features are unavailable due to construction, the project must:

- assess the accessibility impact
- provide an accessible temporary route where feasible
- provide clear and accessible public communication where appropriate
- avoid directing pedestrians to unsafe or inaccessible crossing locations
- consider staff assistance or alternate crossing measures for prolonged disruptions
- restore APS operation promptly following construction.

11.3 Post-Construction Commissioning

Before construction is accepted as complete, confirmation must be obtained that:

- APS components are restored or installed
- the locator tone is functioning
- audible walk indications are synchronized
- vibro-tactile features function
- pushbuttons are accessible
- tactile arrows point in the correct crossing direction
- accessible routes are clear
- curb ramps and tactile walking surface indicators are complete where required
- signal timing is correct
- temporary signs and barriers are removed
- asset inventory records are updated.



12. Documentation

Records for APS planning, installation, inspection, maintenance, and repair must be retained.

Records should include:

- APS inventory
- design drawings
- installation and commissioning checklists
- equipment specifications
- controller programming records
- sound calibration records
- annual inspection records
- seasonal inspection records
- maintenance work orders
- defect reports
- complaint records
- repair completion records
- construction coordination records
- retrofit request assessments
- consultation records
- capital planning records
- training records for maintenance staff
- review and corrective-action records.

13. Further Information

Related documents may include:

- Accessibility for Ontarians with Disabilities Act, 2005
- Ontario Regulation 191/11, Integrated Accessibility Standards
- Highway Traffic Act
- Ontario Traffic Manual Book 12 – Traffic Signals
- Ontario Traffic Manual Book 15 – Pedestrian Crossing Treatments
- Transportation Association of Canada guidance for Accessible Pedestrian Signals

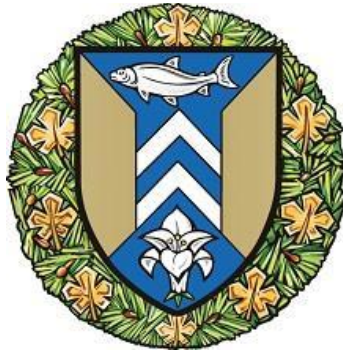


- CNIB Accessible Pedestrian Signal guidance
- City Accessibility Plan
- City Accessibility Design Standards
- City traffic signal design standards
- traffic signal maintenance procedures
- winter maintenance procedures
- traffic control procedures
- construction accessibility procedures
- asset management procedures
- customer-service and complaint-handling procedures
- applicable procurement specifications.

14. Review

This procedure must be reviewed at least every five years, and sooner where required because of:

- legislative or regulatory changes
- changes to Ontario Traffic Manual Guidance
- updates to AODA requirements
- updated CNIB or Transportation Association of Canada guidance
- new APS technologies
- recurring maintenance concerns
- significant accessibility complaints
- changes to municipal design standards
- major network expansion
- direction from City Council, senior management, or the Accessibility Advisory Committee.



Site Plan Report – October 14, 2026

Committee members: Carol Magnan - Chairperson, Donald McConnell, Derrick Lavallee, Wayne Scharfenberg, Rick Wark, Diane Morrell – Staff Resource

Site Plans:

1. 1100 Wallace Terrace – Proposed 16 Townhouse Units

Proposed development of four townhouse buildings, each consisting of four dwelling units, fronting onto Wallace Terrace.

The Site-Plan Sub-Committee for Accessibility encourage the developer to implement as many accessibility elements as possible in design as townhouse units are especially attractive to seniors.

These elements include:

- Step free entrance, step free patio (patio also serves as a path of egress; therefore, maintaining a step-free route is important for safe egress). Current design shows main door and patio door with a small step (not step free).
- Levered door handles for persons with arthritis or other age-related dexterity issues.
- Install electrical outlets at the upper limit permitted by the Building Code to minimize the need for bending to improve ease of access.
- Install light switches at the lower limit permitted by the Building Code to minimize the need for bending to improve ease of access.
- Include a turn radius in bathrooms so that seniors may age in place
- Step free showers

- Ensure sufficient outdoor lighting on driveway/path of travel for safety of seniors
- Install door widths with minimum 34" clear width to accommodate a tenant/owner with a walker or wheelchair so residents can age-in-place

2. 248 Great Northern Rd. – Proposed BMO Bank

The Site-Plan Sub-Committee for Accessibility provide the following comments:

- Current design shows pedestrian paths of travel in a 'zigzag' pattern from GNR. The committee prefers the sidewalk to the site, run from GNR on the north side straight to the raised curb at the south-west raised curb. Ensure that all crossings employ tactile warning surface indicators for people with vision loss.
- Ensure that bike racks do not impede paths of travel for pedestrians from GNR. Consider how wide the sidewalk is and the position of the bikes when the rack is used; maintain 1.5 m. clear path of travel.
- Site Plan Sub-Committee supports Engineering's comments that the proposed access to the site immediately adjacent to the Walmart access road creates confusion and therefore potential accidents involving both vehicular traffic and pedestrians. The proposed arrangement will be particularly difficult for persons who have vision loss.

3. 22 McDonald Avenue – Proposed 232-unit Apartment Building

The Site-Plan Sub-Committee for Accessibility provide the following comments:

- It's unclear if the Parabus turn-around area meets the 47' space requirement.
- The Parabus turnaround on the south-west corner of the building appears to encroach/overlap onto the sidewalk.
- The proposed design contains Barrier Free parking spaces concentrated at the street facing entrances and not distributed throughout all parking areas near other doors. The Committee

prefers to have a number of BF parking distributed at all accessible entrances, including in underground parking. Underground parking is not only convenient, but also safer for people with various disabilities in inclement weather.

- Please indicate which parking is for daycare use.
- Please ensure that the bicycle rack does not impede the 1.5m required accessible path of travel.
- Ensure all emergency exits are accessible with zero step and a safe path of travel away from the building to ensure everyone can exit the building safely in an emergency.
- There is no indication of the height of the canopy over the main entrances. Ensure it is minimum 12' high to accommodate Parabus loading/unloading of passengers.
- Ensure high-quality lighting for outdoor paths of travel for the entire night, from sidewalk to building for safety of all residents
- The Committee would like to see some indoor and outdoor amenity spaces provided. Many older persons and people with disabilities do not leave the property on a regular basis.
- For the design of elevators, please consider the following:
 - Stainless steel elevators are easy to clean, but they provide very little contrast for people with vision loss; stainless walls and stainless buttons cannot be seen; lighted rings around the buttons do not provide adequate contrast
 - Braille and tactile numbers must be included for all elevator buttons
 - Verbal announcement of floors is essential for persons with vision loss
 - Ensure surfaces in elevators are glare-free

- Ensure adequate lighting in elevators
- It's preferred that the entire width of the front, loading-zone be at-grade to provide access for people with mobility devices, regardless of vehicles picking up/dropping off passengers; See attached screen shot with suggested area of at-grade entrance.
 - The rest of the sidewalk on the south side of the building should be raised to prevent cars from parking on the sidewalk, thereby protecting the path of travel for residents and visitors.

Sincerely,

A handwritten signature in cursive script that reads "Carol L. Magnan".

Carol Magnan
Chair, Site Plan Sub Committee