



## Agenda

### Accessibility Advisory Committee

#### The Corporation of the City of Brampton

- Date:** Tuesday, February 25, 2025
- Time:** 6:30 p.m.
- Location:** Hybrid Meeting - Virtual Option & In-Person in Council Chambers – 4th Floor – City Hall
- Members:** Franco Spadafora (Co-Chair)  
Gurleen Garcha (Co-Chair)  
Chamila Belleth  
Kathia Johnson  
Michelle Buckland  
Nuno Alberto Peixoto  
Paula Anderson  
Sherri Hopkins  
Sukhbir Taank  
Vanessa Tantalo  
City Councillor Rod Power - Wards 7 and 8

**Accessibility of Documents:** Documents are available in alternate formats upon request. If you require an accessible format or communication support contact the Clerk's Department by email at [City.clerksoffice@brampton.ca](mailto:City.clerksoffice@brampton.ca) or 905-874-2100, TTY 905.874.2130 to discuss how we can meet your needs.

Note: This meeting will be live-streamed and archived on the City's website for future public access.

1. Call to Order

2. Approval of Agenda

3. Declarations of Interest under the Municipal Conflict of Interest Act

4. Previous Minutes

4.1 Minutes - Accessibility Advisory Committee - December 10, 2024

The minutes were considered by Committee of Council on January 15, 2025, and approved by Council on January 22, 2025. The minutes are provided for Committee's information.

5. Presentations\Delegations

5.1 Delegation from Kat Norman, Design Director and Brian Piercey, Technical Specialist, Infrastructure Interior Design, re: City Hall - 1st Floor Renovations

*To be received*

6. Municipal Accessibility Plan Priorities

7. Other/New Business

7.1 City Clerk's Office, re: Election of Chair/Co-Chairs

AAC013-2023

That the following members be appointed as Co-Chairs of the Accessibility Advisory Committee for the term of one year:

Franco Spadafora  
Gurleen Garcha; and,

That the term of the appointment be reviewed after one year or as determined by the Committee.

7.2 Report by Sabrina Cook, Accessibility Coordinator, re: 2024 Ontario Building Code Changes - Accessibility Updates

*To be received*

7.3 Update from Chris Sensicle, Accessible Enforcement Officer, re: Annual Staff Report - Accessible Enforcement 2024

*To be received*

7.4 Report by Sylvia Ingham, Accessibility Coordinator, re: Accessibility Awards Program Update

*Recommendation*

7.5 Report by Sylvia Ingham, Accessibility Coordinator, re: Rosalea Tennis Dome – Information Update

*Note: to be distributed prior to the meeting*

8. **Correspondence**

9. **Information Items**

9.1 Verbal update from Sylvia Ingham, Accessibility Coordinator, re: Howden Recreation Centre

10. **Question Period**

11. **Public Question Period**

**15 Minute Limit (regarding any decision made at this meeting)**

12. **Adjournment**

Next Meeting: Tuesday, May 13, 2025 at 6:30 p.m.



## Minutes

### Accessibility Advisory Committee

### The Corporation of the City of Brampton

**Tuesday, December 10, 2024**

Members Present: Franco Spadafora (Co-Chair)  
Paula Anderson  
Chamila Belleth  
Michelle Buckland  
Sherri Hopkins  
Nuno Alberto Peixoto  
Sukhbir Taank  
Vanessa Tantalo  
City Councillor Rod Power - Wards 7 and 8

Members Absent: Gurleen Garcha (Co-Chair)  
Kathia Johnson

Staff Present: Sylvia Ingham, Accessibility Coordinator  
Sabrina Cook, Accessibility Coordinator  
Nicola Dias, Digital Coordinator  
Chris Sensicle, Enforcement Officer  
Chandra Urquhart, Legislative Coordinator

---

1. **Call to Order**

The meeting was called to order at 6:33 p.m. and adjourned at 8:15 p.m.

2. **Approval of Agenda**

The following motion was considered:

**AAC013-2024**

That the agenda for the Accessibility Advisory Committee meeting of December 10, 2024 be approved as published and circulated.

Carried

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

Franco Spadafora, Co-Chair, declared a conflict of interest with respect to Item 7.2 as the matter pertained to his relocation.

4. **Minutes**

4.1 Minutes - Accessibility Advisory Committee - September 10, 2024

The minutes were considered by Committee of Council on October 23, 2024, and approved by Council on October 30, 2024. The minutes were provided for Committee's information.

5. **Presentations\Delegations**

5.1 Delegation by Brandon Bortoluzzi and Ryan Stitt, Salter Pilon Architecture, re: Howden Recreation Centre

Ryan Stitt, Salter Pilon Architecture, provided a presentation on Howden Recreation Centre highlighting the following:

- Key site circulation
- Facility interior - finishes, visibility and distribution of space

- Overall floor plan and reception sightlines
- Washrooms and changeroom locations
- Lower level access
- Main reception area
- Accessibility through staff area

The following was also noted:

- Proposed tenant daycare space - not operated by City
- Tenant outdoor play space - not City operated
- Outdoor space connected to interior programs
- Outdoor multi-sport court
- Pedestrian rest seating areas
- Connection to City trails
- Public transit bus pad

Committee discussion included the following comments:

- Timelines for the submission of the building permit for the project given the Ontario Building Code updates that will be effective as of January 1, 2025
- Suggestion that updated code be considered when permit is submitted in December 2024
- Request for rest areas near the basketball court area change rooms and also inside facility hallways
- Questions whether change rooms located off the interior courts are non-gendered, concerns about privacy and suggestion that those should be private stalls
- Lack of accessible dressing rooms in the non-gendered change rooms

- Doors that open in the path of travel, such as, the sports court area, should feature a door guard or be recessed
- Entry door clearance into tenant daycare space and the need for an auto door operator
- Consideration for a larger barrier free changeroom located off the group fitness area and a request for more clearance space between the lockers and change bench
- Clearance of the door leading to the baby change room located off the inclusive washroom appears to be limited in space
- Request for a review of the universal shower in the staff space
- Location of the tactile indicators
- Positioning of the controls for auto door operators
- Request for more color contrast for the doors of the barrier free stalls and a review of non-gender washroom stalls
- Request for adult change tables in washrooms
  - space is allocated for change tables
- Whether there will be directional signage throughout the facility
  - wayfinding signage will be provided
- Suggestion that more seating accommodations are required inside the building
- Whether there is a need for an accessible ramp in the reception area
- Consideration of a sensory room within the facility
- Location of the day care space and whether the same accessibility accommodation as the recreation centre will be offered for this space

Ryan Stitt provided clarification to some of the questions and comments and advised that the comments and feedback will be discussed and reviewed with City staff and stake-holders overseeing the project.

Staff also advised that the feedback provided will be taken into consideration to determine how the requested suggestions and changes may be incorporated in the design.

The following motion was considered:

**AAC014-2024**

1. That the delegation by Ryan Stitt, Salter Pilon Architecture, to the Accessibility Advisory Committee meeting of December 10, 2024, re: **Howden Recreation Centre** be received; and
2. That staff be requested to consider the suggestions and changes put forward by the Committee with a view to incorporate the changes in the design and provide a status update at the next meeting.

Carried

**6. Municipal Accessibility Plan Priorities**

Nil

**7. Other/New Business**

- 7.1 Discussion at the request of Vanessa Tantaló, Member, re: Accessibility Concerns at Rosalea Park Air Supported Structure Tennis Courts

Vanessa Tantaló, Member, provided an overview of her submission on Rosalea Park air supported tennis courts, and requested drawings and permits for the facility and follow-up regarding accessibility discrepancies observed. Details were provided on the building code and accessibility requirements for the site and a request that the site be revisited.



Staff advised that the drawings were reviewed by the accessibility team and outlined details that included the following:

- Structure is an extension of the tennis club that is temporary and winterized
- Washrooms are located inside the trailers and both the trailers and dome will be removed at the end of winter
- Rosalea Park area is part of the City's Revitalization and the Riverwalk project

In response to questions from Committee, staff advised that efforts were made to meet the accessibility requirements of the temporary structure, while considering the constraints, limitations and the location site.

Committee was of the view that the request for permits and drawings should be dealt with by the Planning department and possibly brought to the attention of the Planning and Development Committee.

A motion was put forward to refer the request to accessibility staff for discussion with Planning department staff and possibly to the Planning and Development Committee, to be followed by an update by accessibility staff at the next Accessibility Advisory Committee meeting.

The following motion was considered:

**AAC015-2024**

1. That the discussion at the request of Vanessa Tantaló, Member, to the Accessibility Advisory Committee meeting of December 10, 2024, re: **Accessibility Concerns at Rosalea Park Air Supported Structure Tennis Courts** be received;
2. That the request for information regarding the building permit and drawings for the construction of Rosalea Park Air Supported Structure Tennis Courts be referred to accessibility staff for discussions with the

Planning department staff and possibly be brought to the Planning and Development Committee; and,

3. That an update be provided at the next Accessibility Advisory Committee on the status of the accessibility issues raised at the meeting.

Carried

7.2 Discussion at the request of the City Clerk's Office, re: Franco Spadafora, Member, Relocation

Franco Spadafora exited the room for this item.

City Clerk's Office staff advised that Franco Spadafora has relocated to another City and has made a request to remain on the Committee as a member and attend meetings virtually.

The City's Procedure By-law stipulates that members live in Brampton, however if Committee members are supportive, Franco has advised that he would step down as Co-Chair, and remain on the Committee as a member.

Members were advised that the selection of a Co-Chair will be listed on the next agenda.

Committee considered the matter and put forward the following motion:

**AAC016-2025**

1. That the discussion at the request of the City Clerk's Office, re: **Franco Spadafora, Member, Relocation** be received;

1. That Franco Spadafora, Co-Chair, be permitted to continue as a member of the Committee and attend meetings virtually; and,

2. That a Co-Chair be selected to fill the position for the remainder of the Term of Council.

Carried

7.3 Update by City Clerk's Office, re: Resignation of Chris Mann, Member  
City Clerk's Office staff advised that Chris Mann, Member, has submitted his resignation from the Committee.

The following motion was considered:

**AAC017-2024**

That the update by City Clerk's Office, to the Accessibility Advisory Committee meeting of December 10, 2024, re: **Resignation of Chris Mann, Member** be received.

Carried

8. **Correspondence**

Nil

9. **Information Items**

Nil

10. **Question Period**

Nil

11. **Public Question Period**

Tracy Pepe, Brampton resident, referenced Rosalea Park air supported tennis courts, and inquired how the City was able to build a structure that does not meet accessibility requirements, such as parking, access ramps and fencing.

Staff provided clarification and advised that the site is owned by the City and it is leased by Premier Raquet Club. There is an opportunity for users to note any accessibility concerns when booking a court.

A point of order was noted regarding questions on the budget for the site and Ms. Pepe was advised to submit a delegation request to a Committee of Council meeting to ask those types of questions. Committee also advised that a motion was put forward for staff to

provide an update at the next meeting on the accessibility concerns at site.

**12. Adjournment**

The following motion was considered:

**AAC018-2024**

That the Accessibility Advisory Committee meeting do now adjourn to meet again on February 25, 2025 at 6:30 p.m.

Carried

---

Franco Spadafora, Co-Chair

---

Gurleen Garcha, Co-Chair

### Delegation Request

**For Office Use Only:**  
Meeting Name:  
Meeting Date:

Please complete this form for your request to delegate to Council or Committee on a matter where a decision of the Council may be required. Delegations at Council meetings are generally limited to agenda business published with the meeting agenda. Delegations at Committee meetings can relate to new business within the jurisdiction and authority of the City and/or Committee or agenda business published with the meeting agenda. **All delegations are limited to five (5) minutes.**

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2  
 Email: [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca) Telephone: (905) 874-2100 Fax: (905) 874-2119

Meeting:  City Council  Planning and Development Committee  
 Committee of Council  Other Committee:

**ACCESSIBILITY ADVISORY COMMITTEE**

Meeting Date Requested: **25 FEBRUARY 2025** Agenda Item (if applicable):

Name of Individual(s): **1. KAT NORMAN 2. BRIAN PIERCEY**

Position/Title: **1. DESIGN DIRECTOR 2. SR. TECHNICAL SPECIALIST**

Organization/Person being represented: **INFRASTRUCTURE INTERIOR DESIGN**

Full Address for Contact: **73a MUTUAL STREET, TORONTO  
ON M5B 2A9** Telephone: **[REDACTED]**  
 Email: **katn@infra-structure.com**

**Subject Matter to be Discussed:** Accessibility design review pertaining to renovations taking place at Brampton City Hall, 1st Floor at the EDO office, the Clerks' counter and the Marriage Ceremony room. Information presented is at the 30% stage of design development.

**Request to Council/Committee:** PowerPoint presentation (.pdf format) outlining the project scope and accessible features, accompanied by supporting technical drawings AP01, IDX (.pdf format).

Attendance:  In-person  Remote  
 A formal presentation will accompany my delegation:  Yes  No  
 Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  Video File (.mp4)  Other:

Additional information/materials will be distributed with my delegation:  Yes  No  Attached

**Note:** Delegates are requested to provide to the City Clerk's Office **well in advance of the meeting date:**

- (i) all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

**Submit by Email**

Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate meeting agenda.

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable council/committee agenda and will be attached to the agenda and publicly available at the meeting and on the City's website. Questions about the collection of personal information should be directed to the City Clerk's Office, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2100, email:cityclerksoffice@brampton.ca.



## Accessibility Advisory Committee (AAC) Meeting

City of Brampton City Hall, First Floor  
2 Wellington Street West, Brampton ON

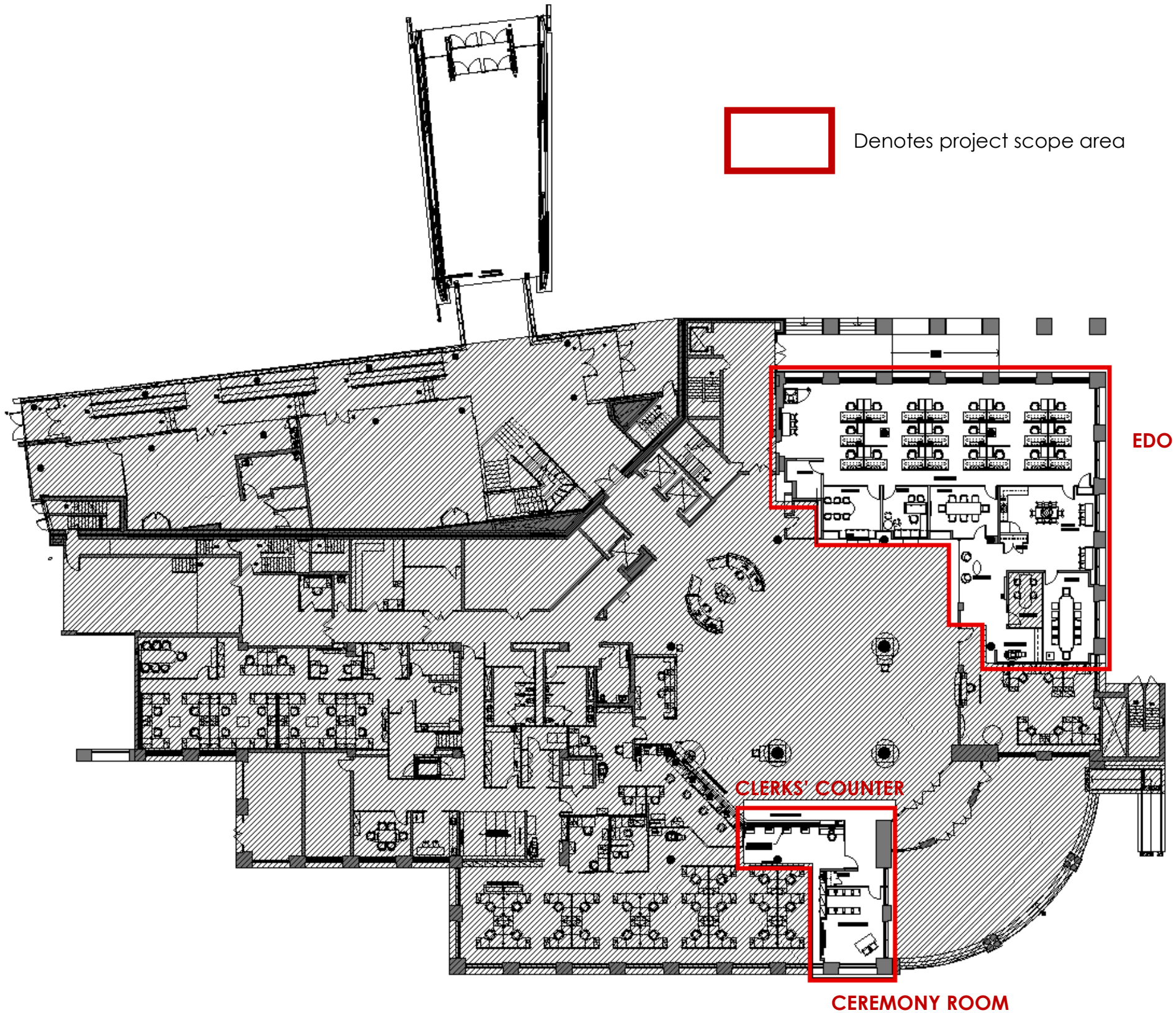
25 February 2025





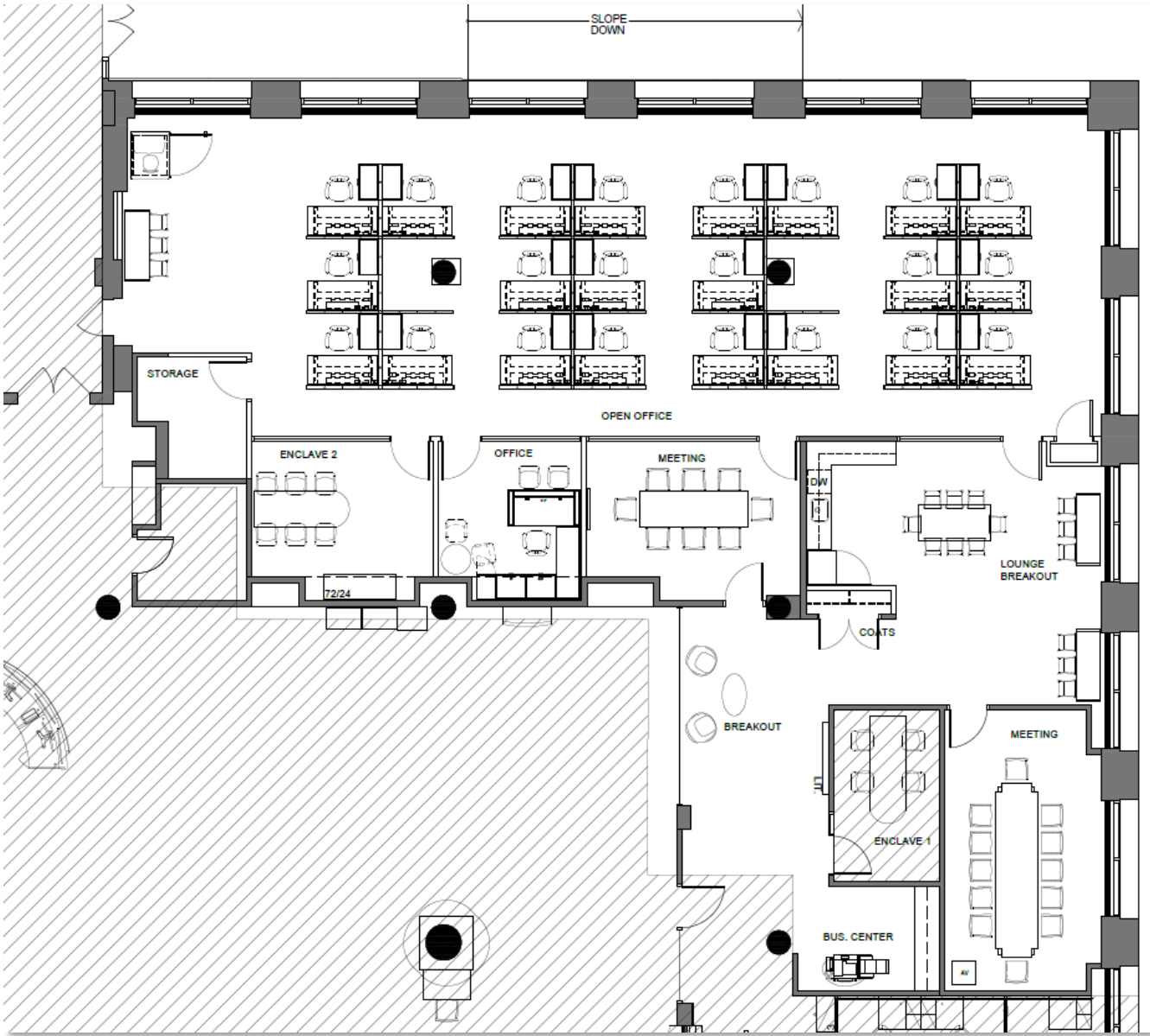
# Contents

- section 1**      **Key Plan**
  
- section 2**      **Project Overview**
  
- section 3**      **Accessibility Features**
  - EDO
  - Clerks' Counter
  - Ceremony Room
  
- section 4**      **Interior Finishes**

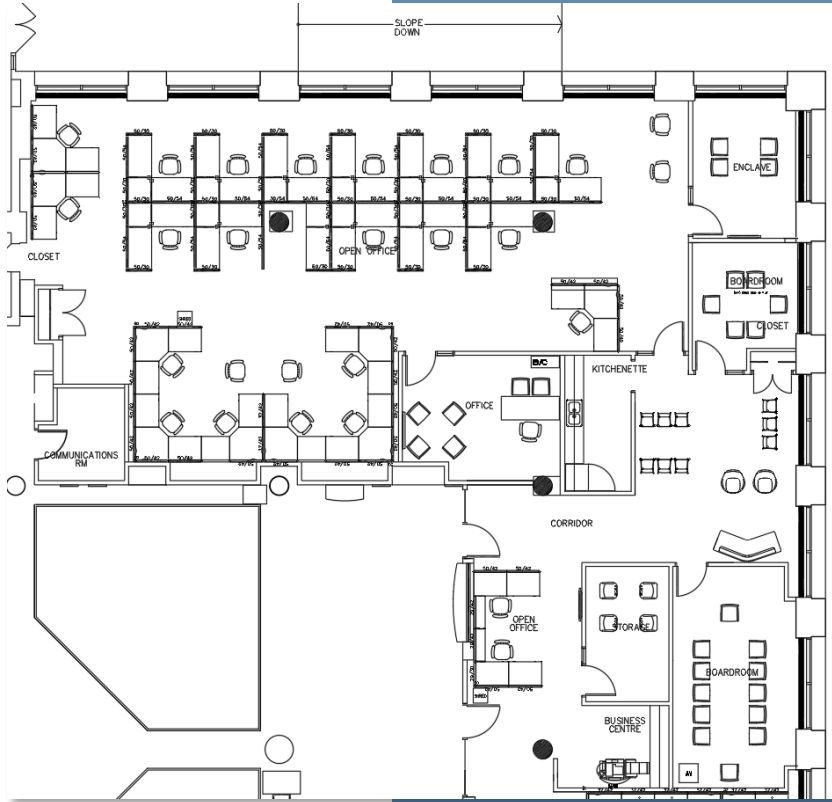


Key Plan  
First Floor





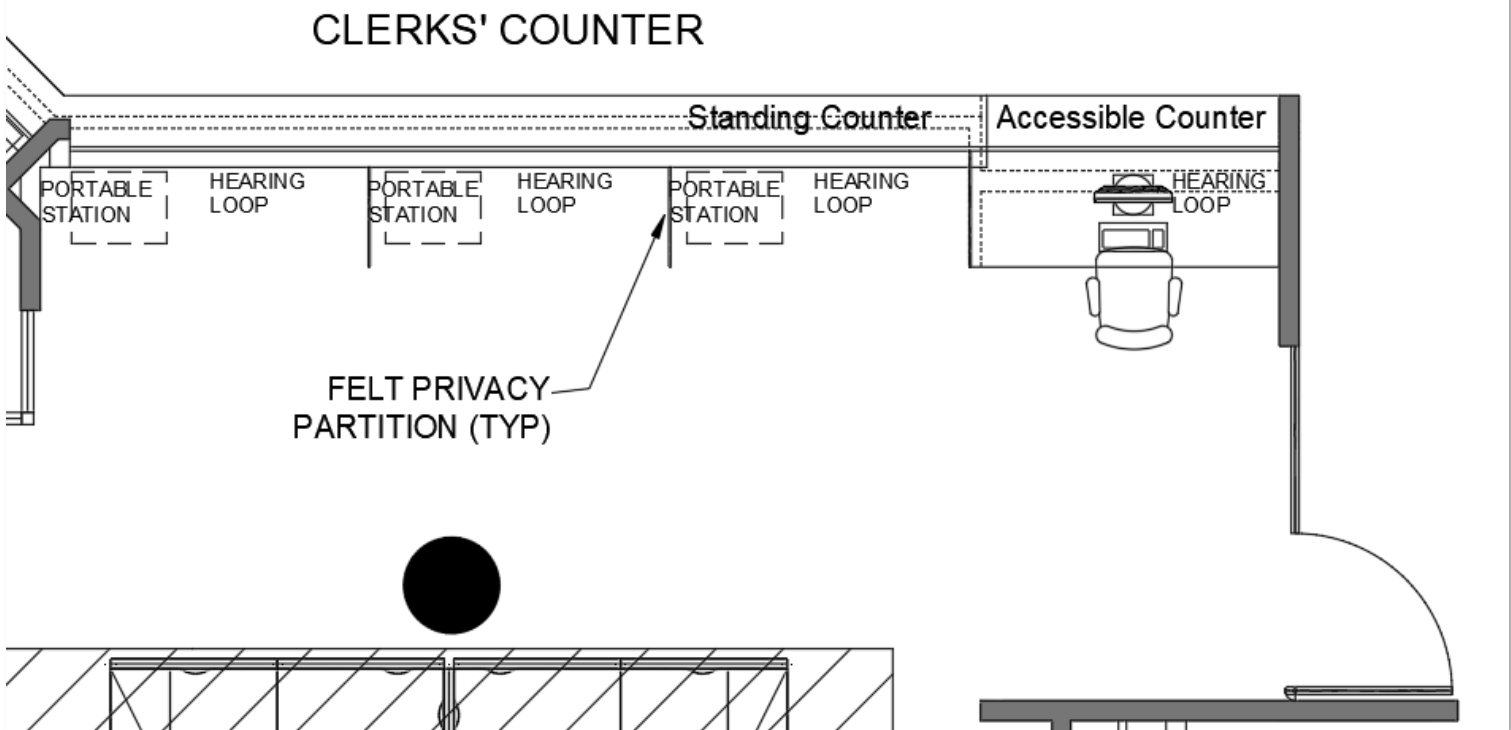
Proposed Plan



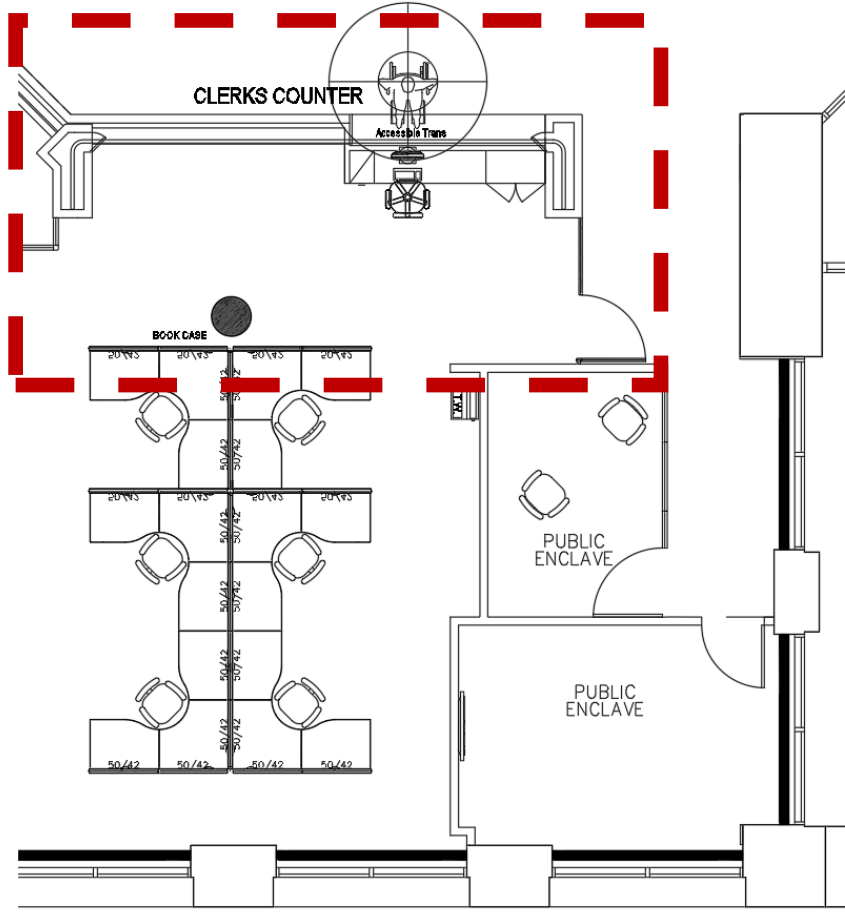
Existing Plan

### Economic Development Office (EDO)

The Economic Development Office requires additional workstations for staff growth; the existing front counter is not used and creates confusion for the public; moving the existing meeting rooms from the perimeter to the interior space provides more access to natural light; a larger meeting room with direct access from the entrance area allows for better security and traffic flow for staff to meet with external leaders.



Proposed Plan



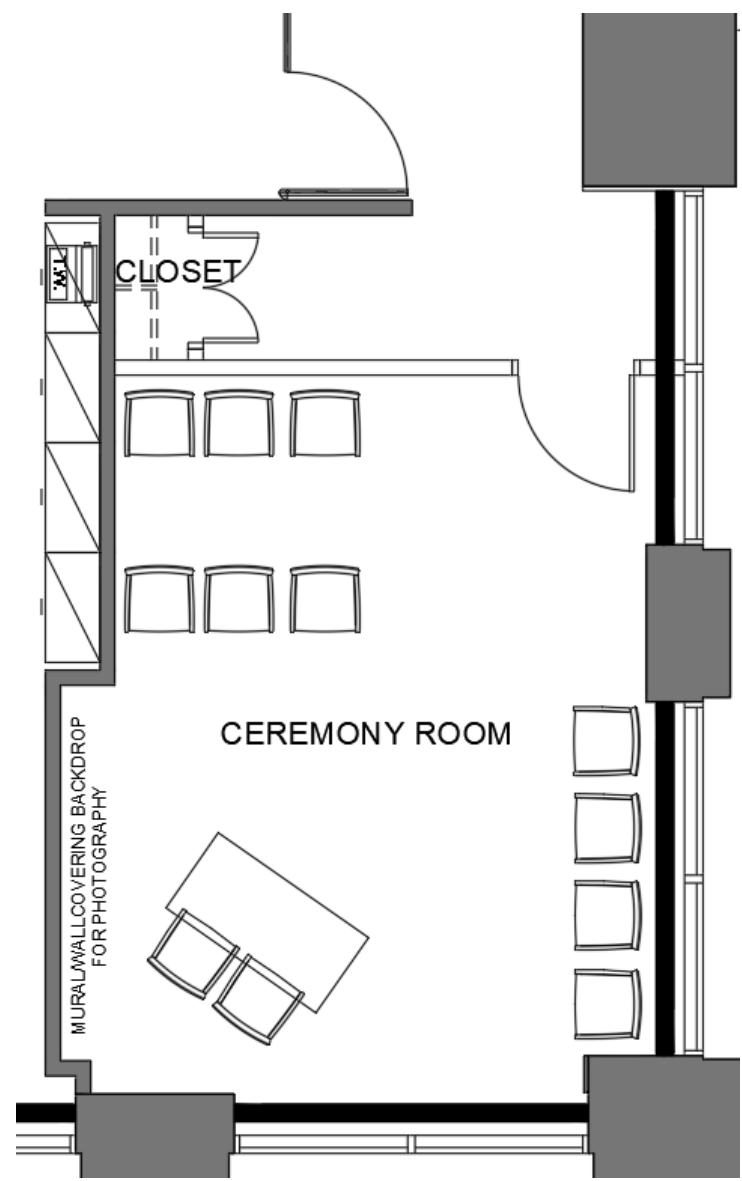
Existing Plan

### City Clerks' Counter

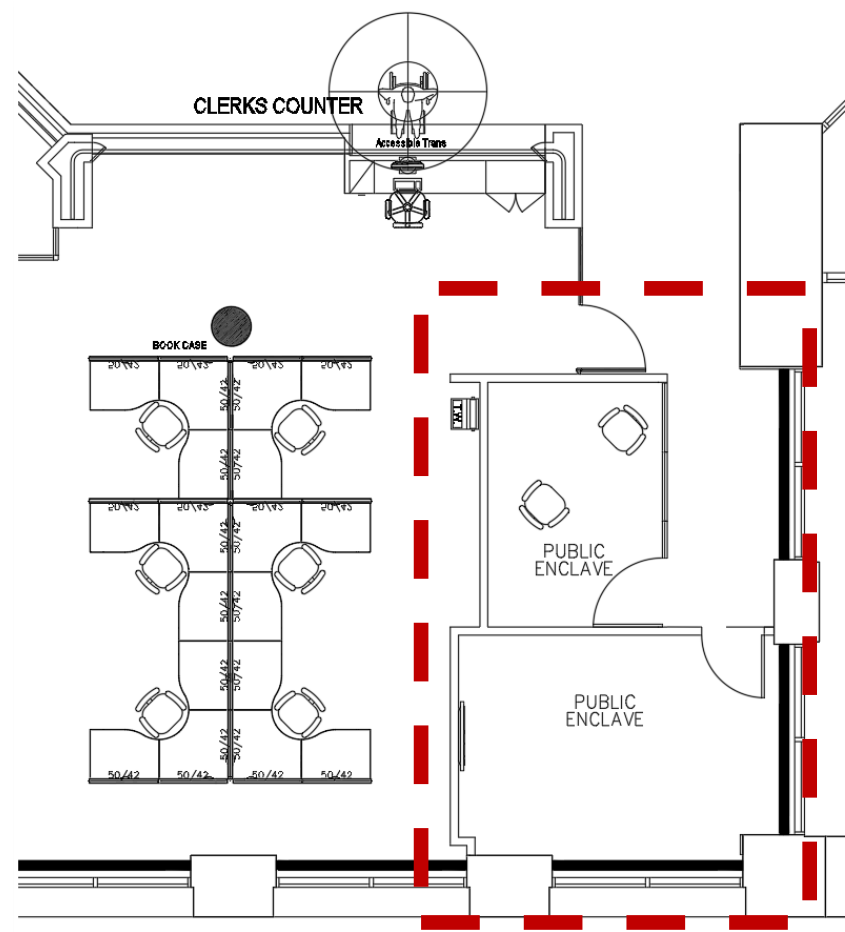
The City Clerks' existing counter at City Hall first floor does not meet the needs to support the increase of public services and the space required for staff to operate safely and efficiently. Additional counter assistance is needed, requiring the existing standing counter to be expanded and the accessible counter length reduced.

# Project Overview

## Clerks' Counter



Proposed Plan

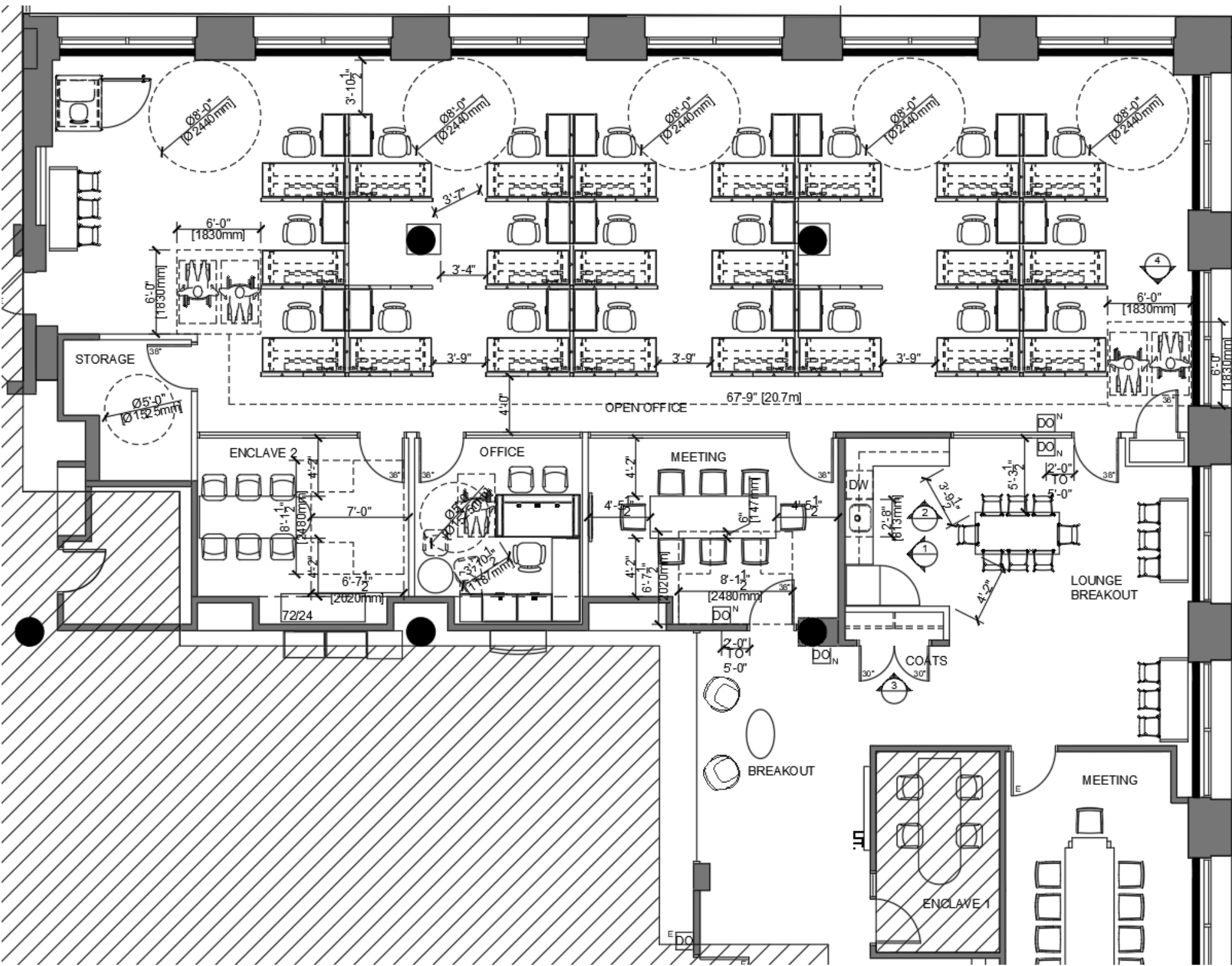


Existing Plan

### Ceremony Room

The marriage ceremony business has increased. The existing space was designed to be used as an enclave and is not ideal for the ceremonial needs due to limited space. A redesign of the space and expansion of the room is needed to accommodate approximately ten-twelve people with proper seating and a ceremony area.

Refer to scaled drawings for details

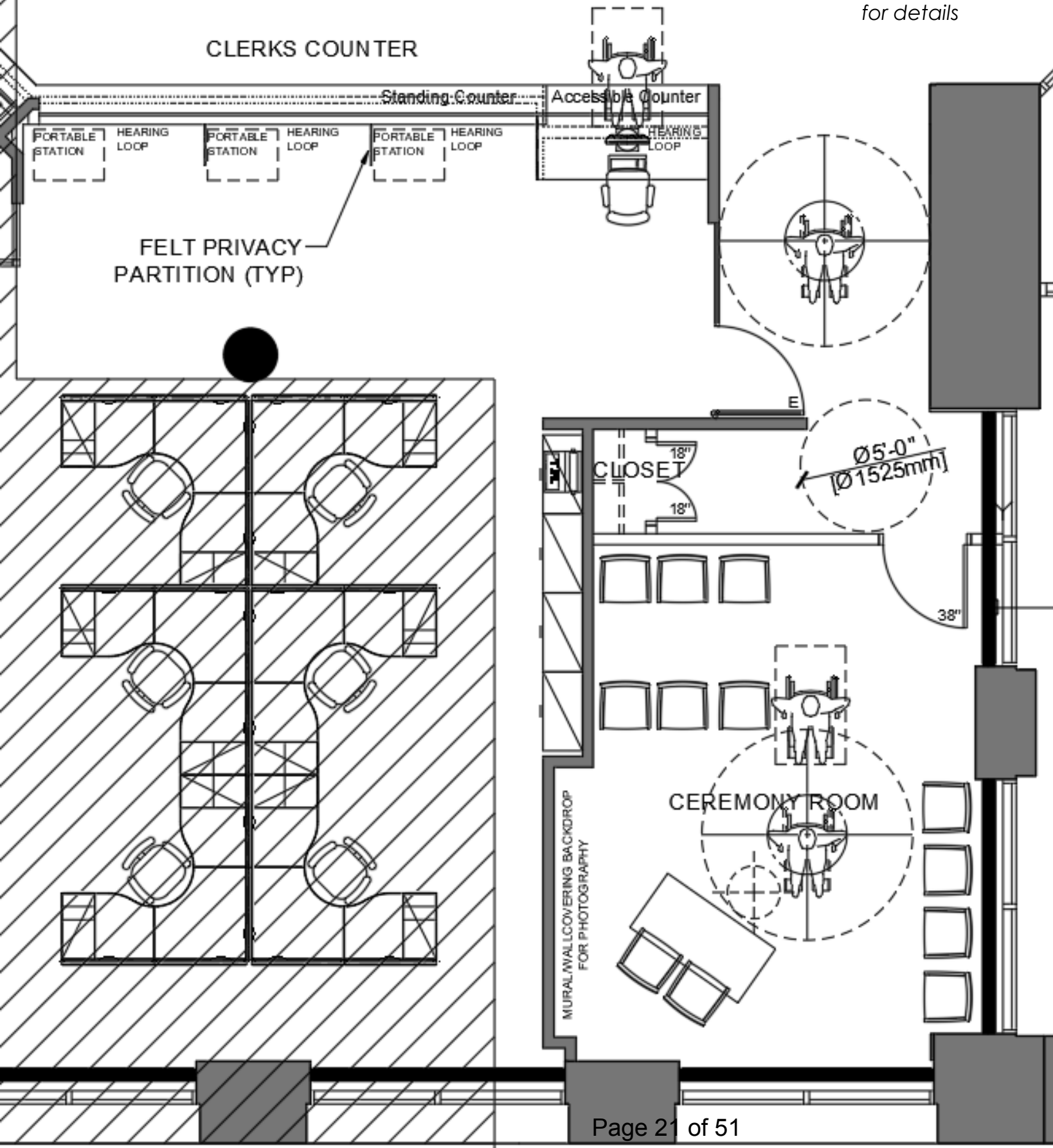


# Accessibility Features

## EDO Plan



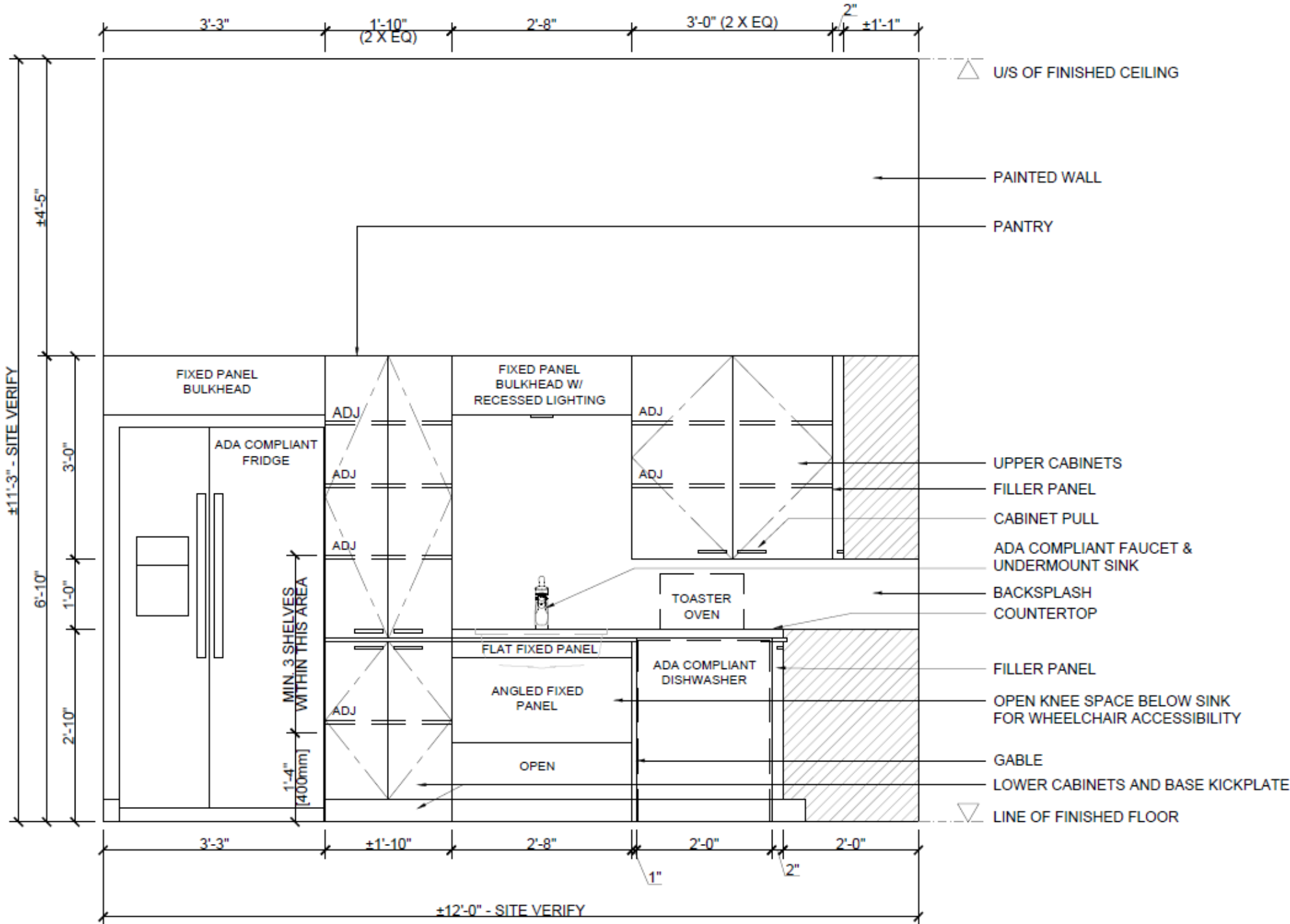
Refer to scaled drawings for details



# Accessibility Features

## Clerks' Counter & Ceremony Room Plan

Refer to scaled drawings for details

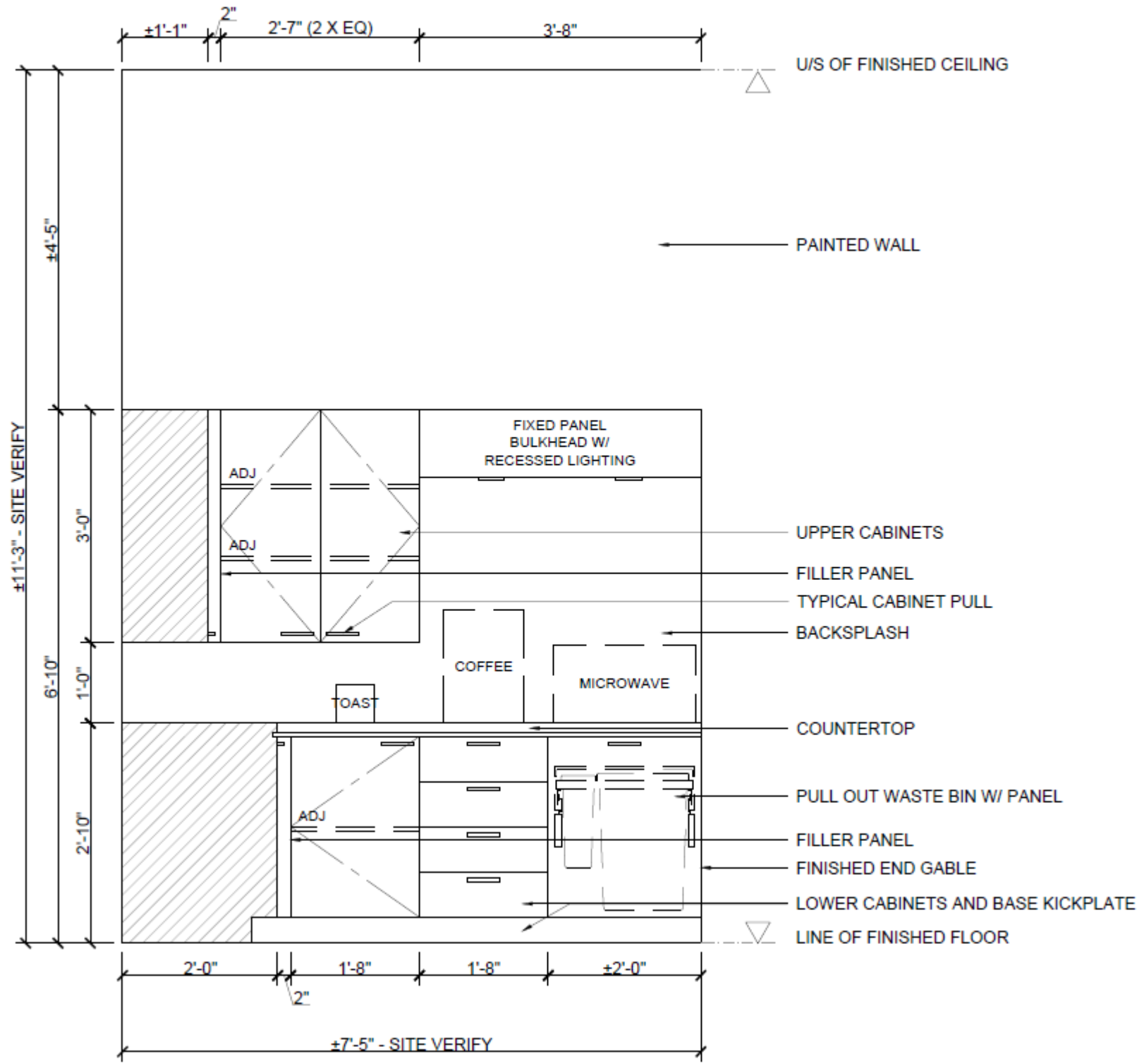


# Accessibility Features

## EDO Details

ELEVATION 1: Accessible Counter at Pantry

Refer to scaled drawings for details

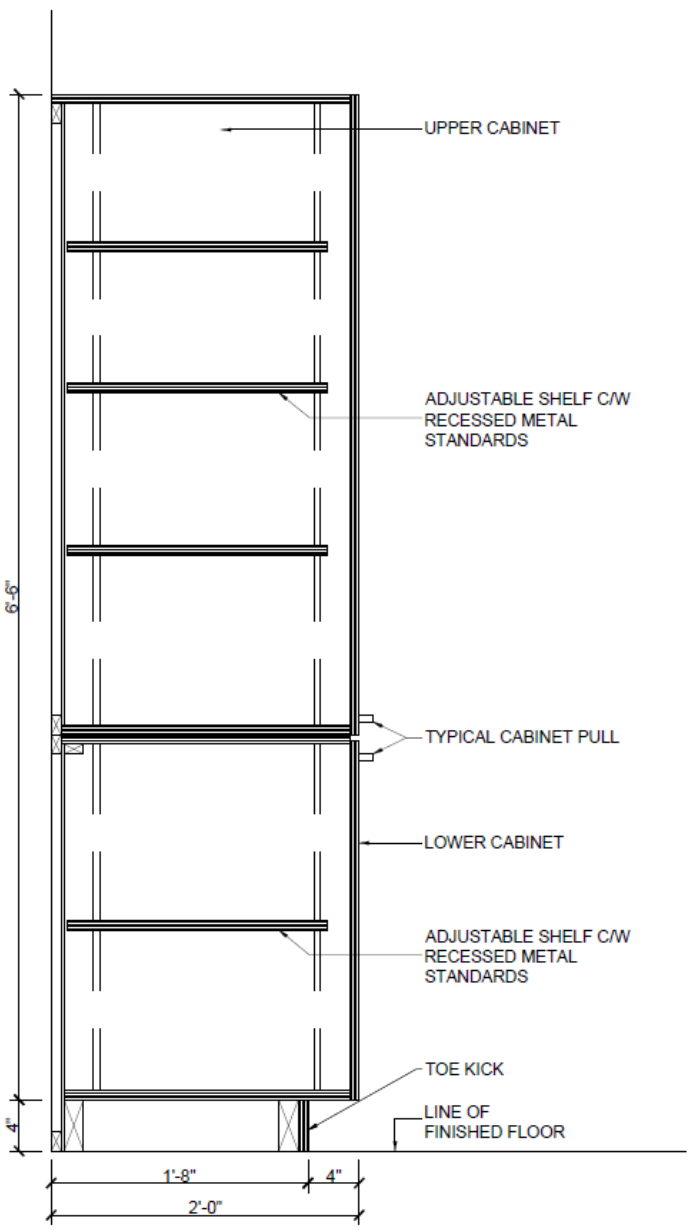


# Accessibility Features

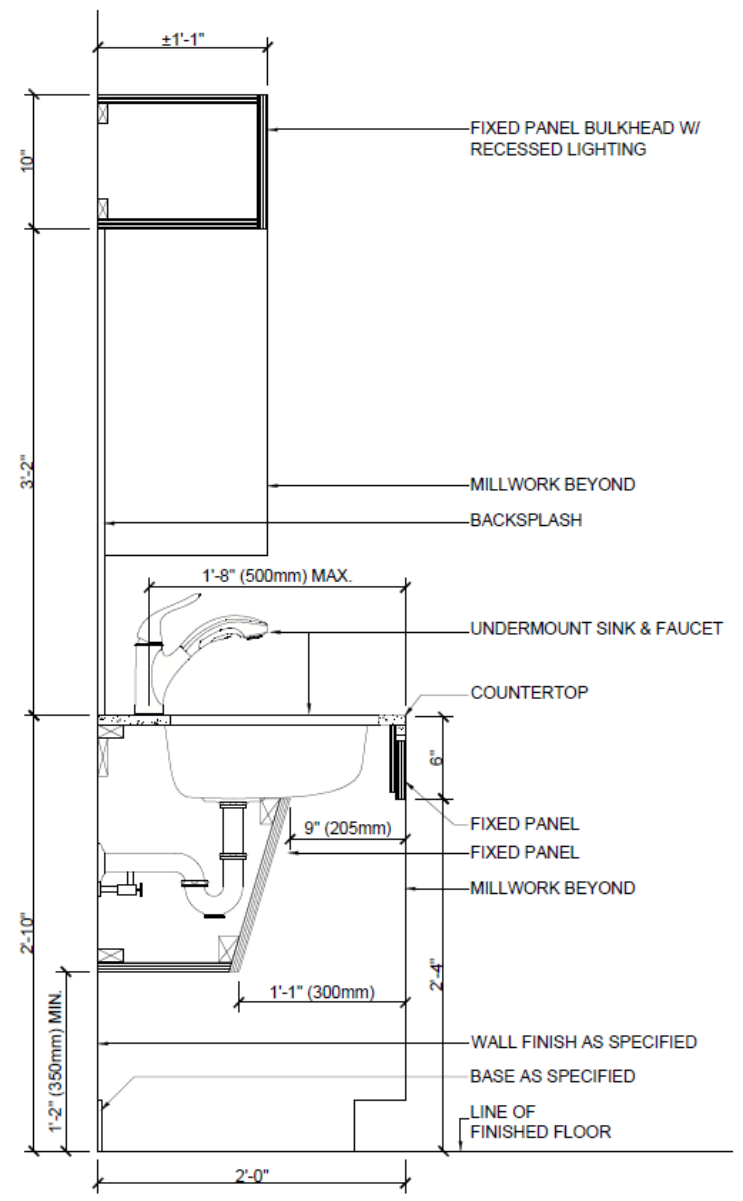
EDO Details

ELEVATION 2: Accessible Counter at Pantry

Refer to scaled drawings for details



SECTION 1: Full Height Storage Cabinet



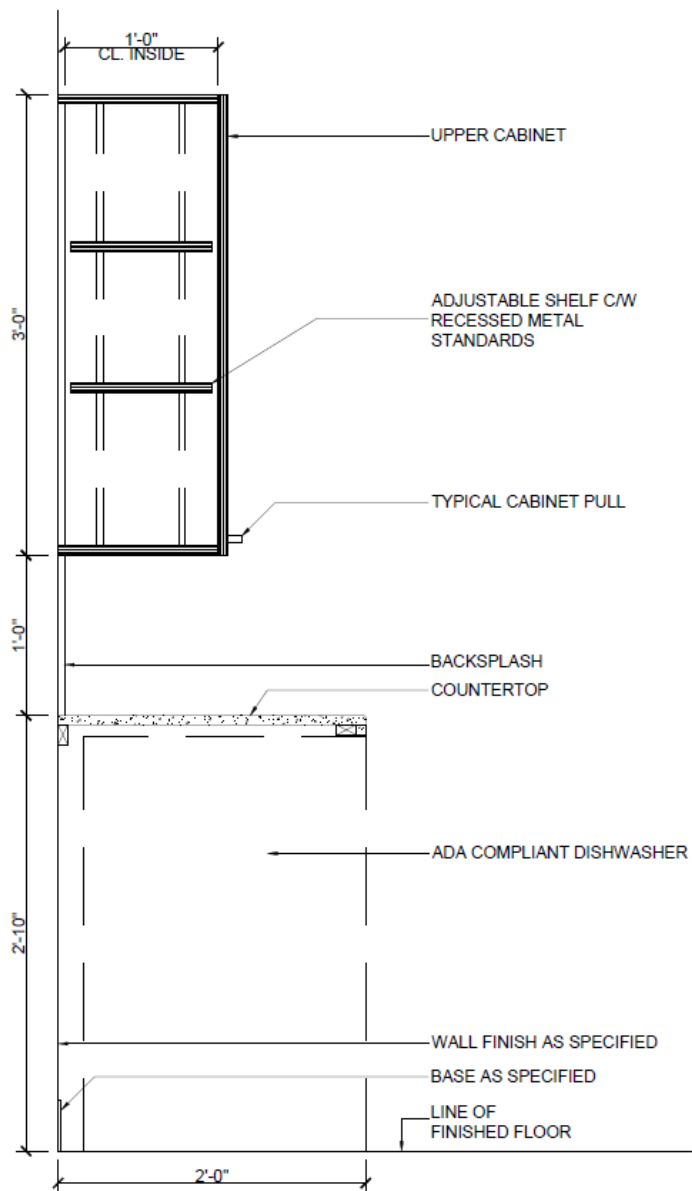
SECTION 2: Sink & Fixed Bulkhead

Accessibility Features

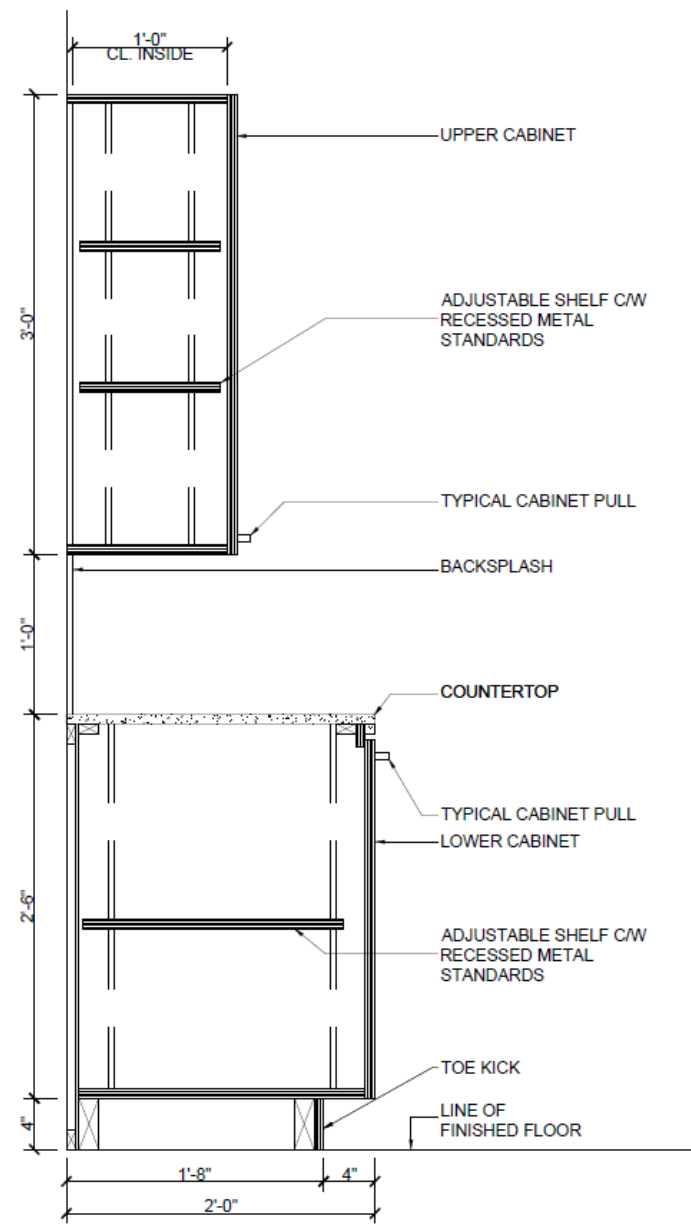
EDO Details



Refer to scaled drawings for details

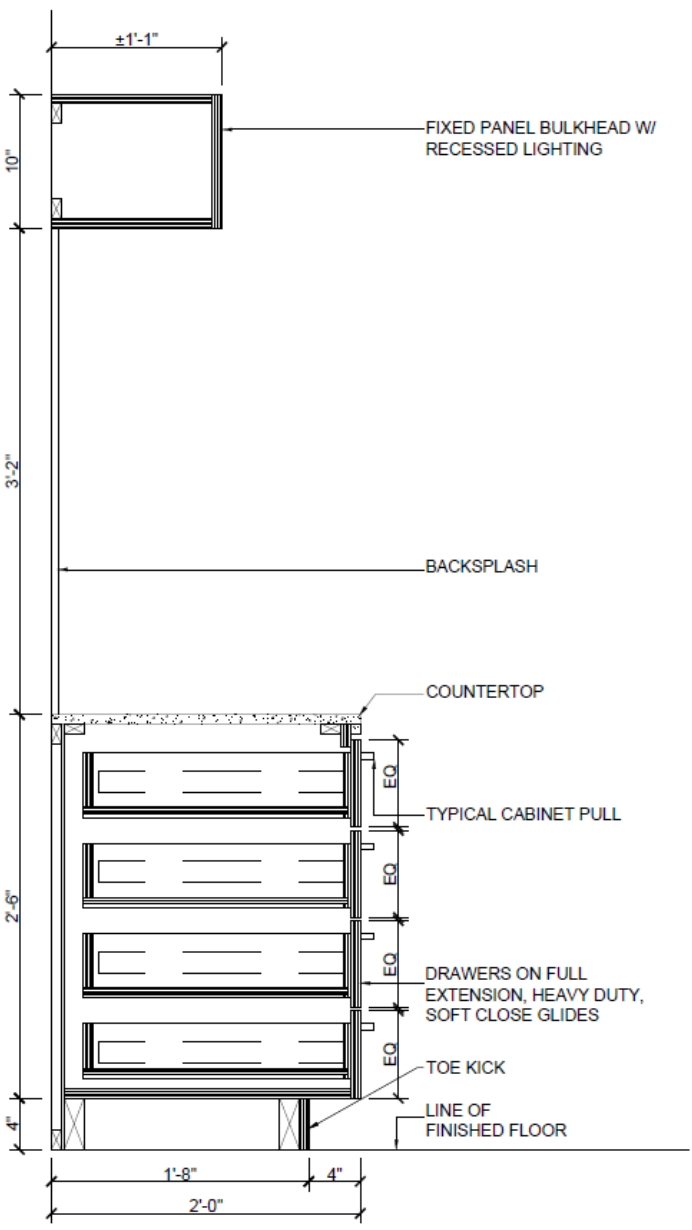


SECTION 3: Upper Cabinets/ Dishwasher

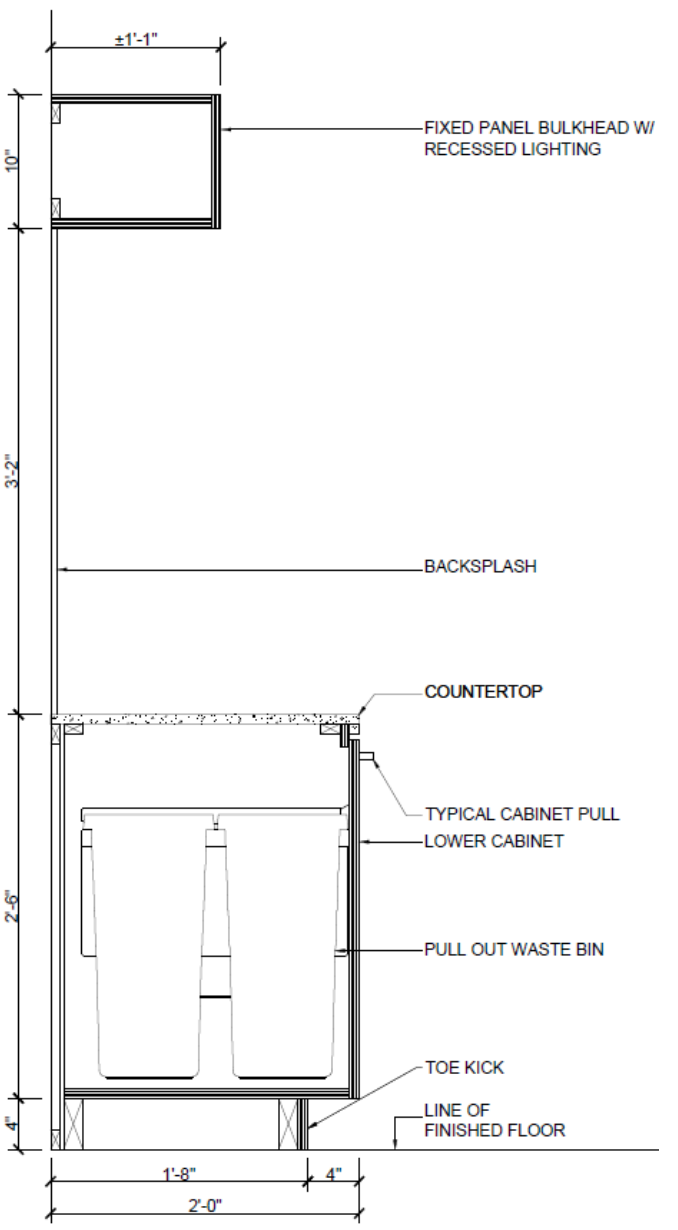


SECTION 4: Upper and Lower Cabinets

Refer to scaled drawings for details



SECTION 5: Bulkhead & Drawers

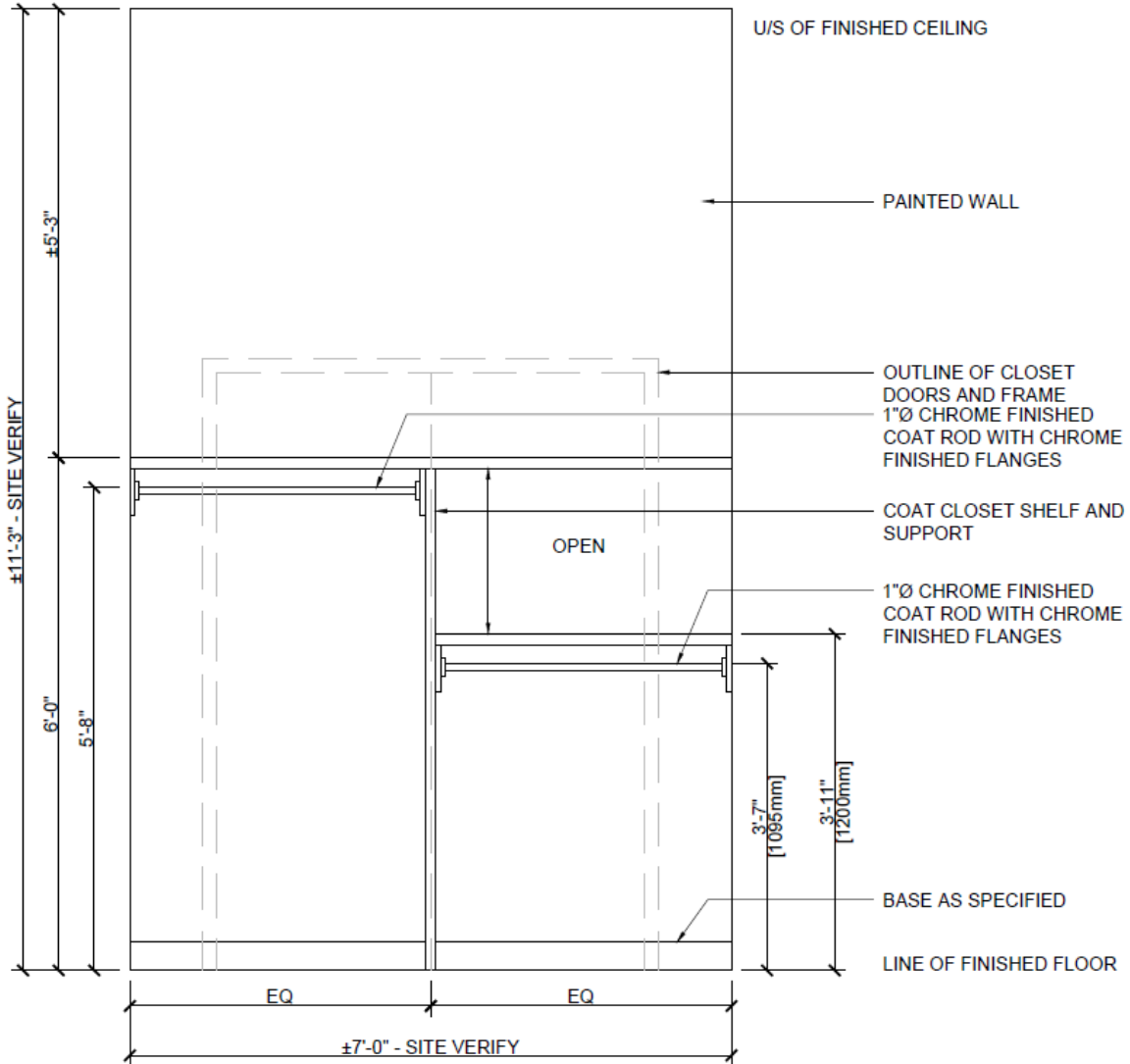


SECTION 6: Bulkhead & Pull Out Waste Station

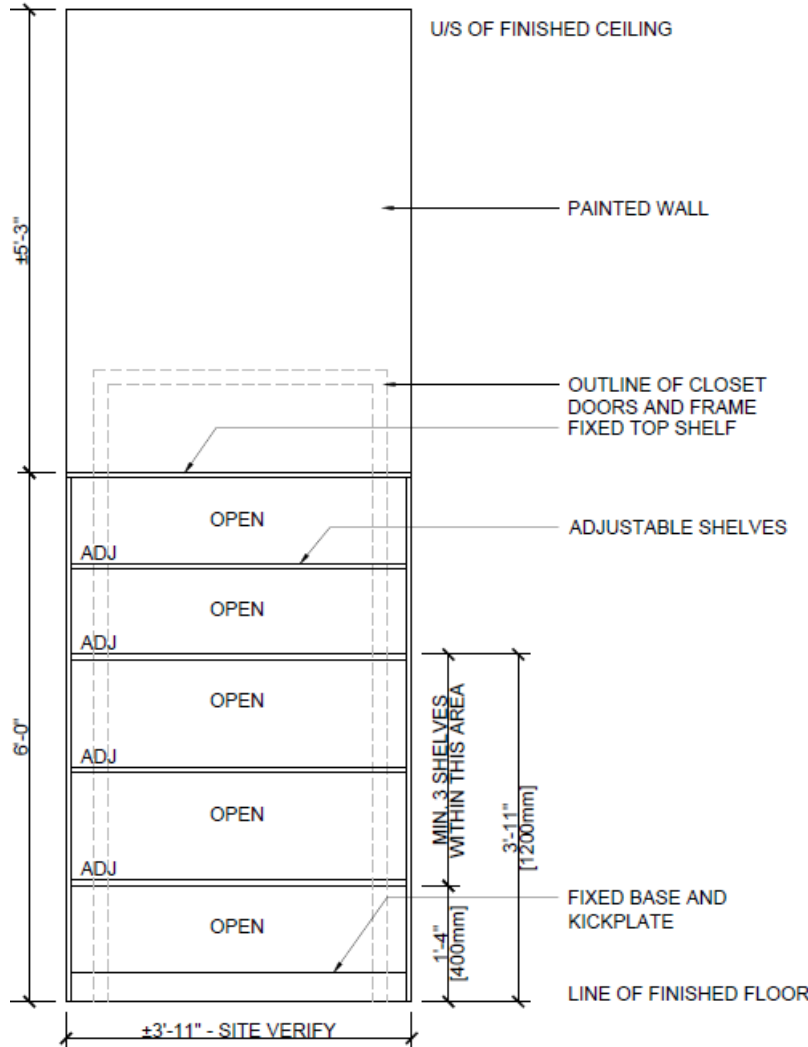
Accessibility Features

EDO Details

Refer to scaled drawings for details



ELEVATION 3: Accessible Coat Closet at EDO Breakout

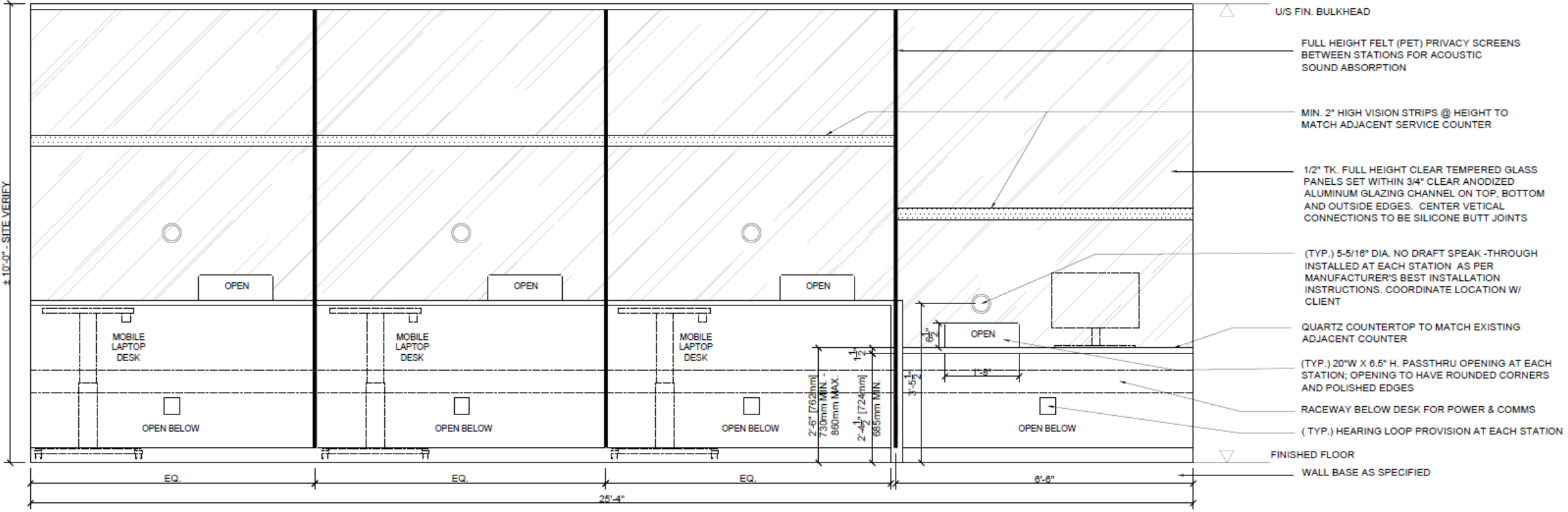


ELEVATION 4: Accessible Closet at EDO Open Office

# Accessibility Features

## EDO Details

Refer to scaled drawings for details



ELEVATION 5: Accessible Clerks' Counter (Back)

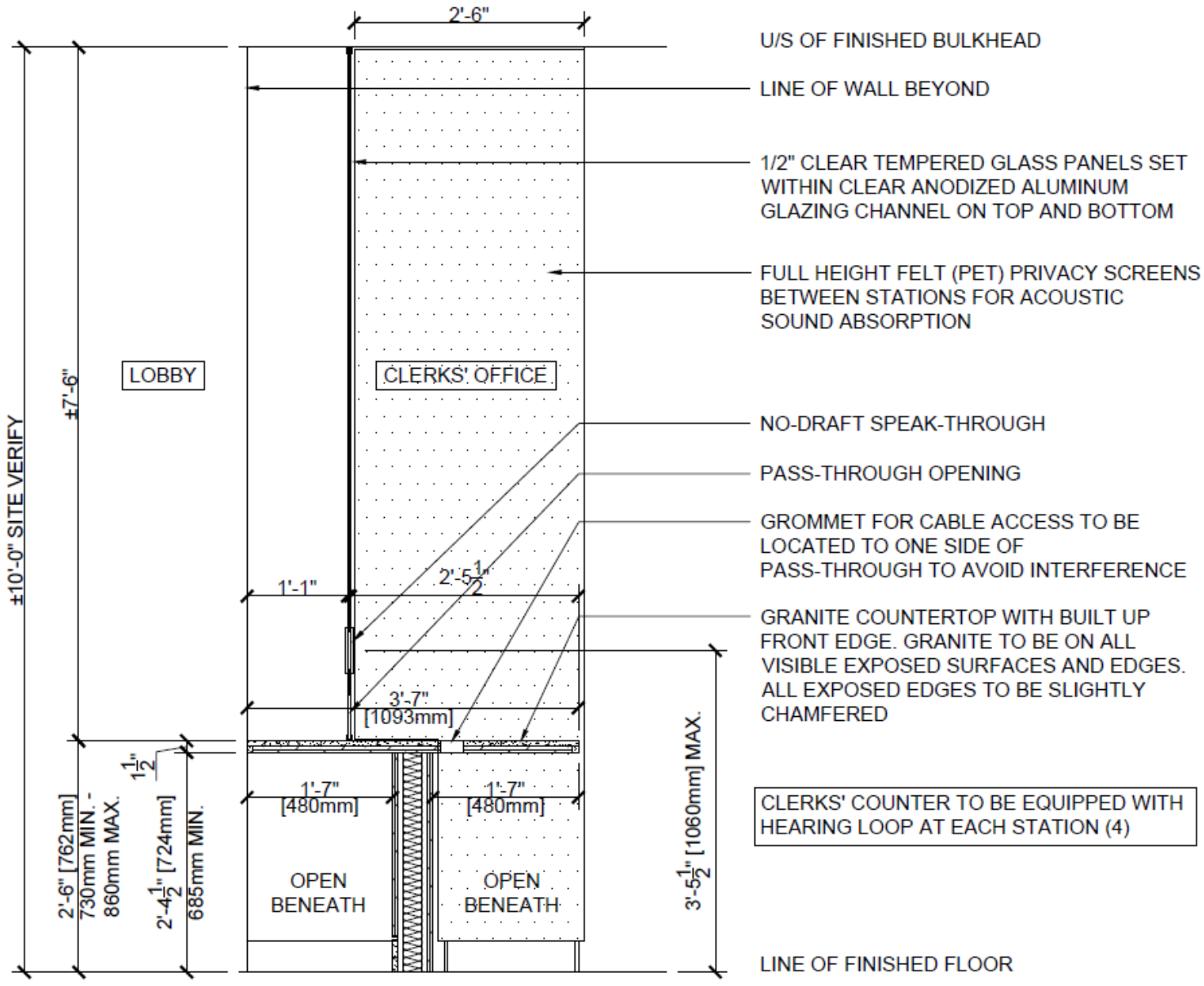
*\*\*Finishes of renovated counter to match existing and adjacent*



IMAGE: Existing Clerks' Counter (Front)\*\*

Accessibility Features  
Clerks' Counter Details

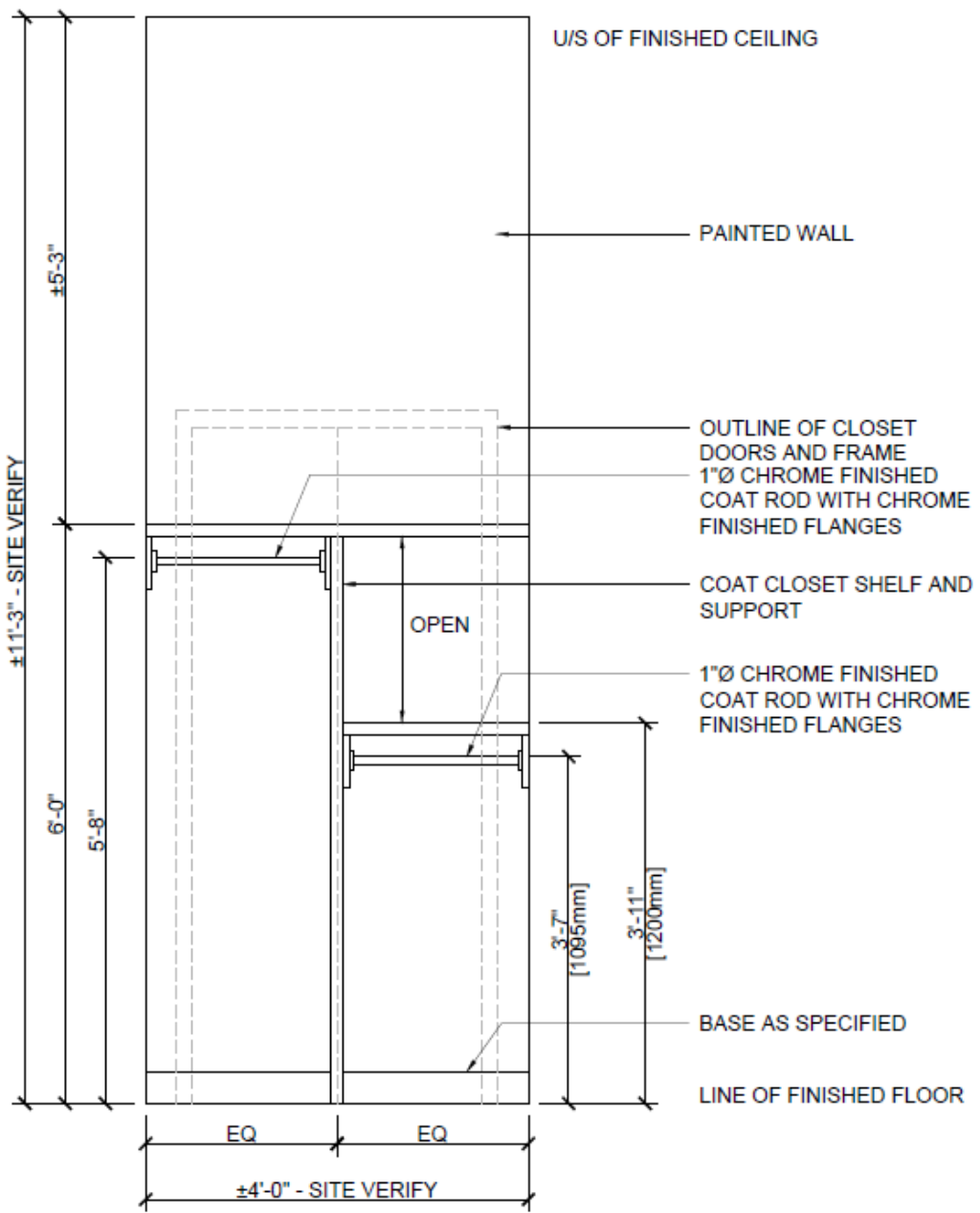
Refer to scaled drawings for details



SECTION 7: Accessible Clerks' Counter

Accessibility Features  
Clerks' Counter Details

Refer to scaled drawings for details



ELEVATION 6: Accessible Coat Closet @ Ceremony Room Corridor

This renovation will maintain all existing accessible standards that are in place for the building.

Existing finishes will either be matched, or selected as new based on accessible guidelines for high contrast and texture.

### **Finishes**

- ✓ flooring will consist of level and stable surfaces that are non-slip, even when wet. textures will be avoided to eliminate obstacles for people using assistive devices
- ✓ bright colors or textures will mark changes in level or direction
- ✓ firm, dense carpets will be selected for ease of wheelchair use
- ✓ no reflective surfaces or distracting visual patterns will be used

### **Paths of Travel**

- ✓ open-concept, accessible routes
- ✓ proper clearances and avoidance of tripping hazards
- ✓ power door operators as required for clearance and on all public-facing doors in scope

### **Lighting**

- ✓ balance lighting throughout the room, and eliminate dark corners
- ✓ maximize natural lighting, but avoid glare





Thank You





**Report**  
**Staff Report**  
 The Corporation of the City of Brampton  
 2/25/2025

**Date:** 2020-01-28

**Subject:** **2024 Ontario Building Code Changes - Accessibility Updates**

**Contact:** Sabrina Cook, Accessibility Coordinator, City Clerk's Office

**Report number:** Legislative Services-2025-106

**RECOMMENDATIONS:**

1. That the report from Sabrina Cook, Accessibility Coordinator, City Clerk's Office, to the Accessibility Advisory Committee Meeting of February 25, 2025, re: **2024 Ontario Building Code Changes - Accessibility Updates**, be received.

**OVERVIEW:**

- **The Ministry of Municipal Affairs and Housing announced a new 2024 Ontario Building Code which came into effect on January 1, 2025.**
- **The new 2024 Ontario Building Code consists of several changes to accessibility requirements.**
- **Accessibility Office staff have identified seven updates to align the City's Accessibility Design Standards with the new Ontario Building Code requirements.**

**BACKGROUND:**

In the spring of 2024, the Ministry of Municipal Affairs and Housing announced a new 2024 Ontario Building Code which came into effect on January 1, 2025. The new 2024 Ontario Building Code (OBC) streamlines processes for Ontarians and increases harmonization with the 2020 National Building Code of Canada. The 2024 OBC has eliminated at least 1,730 technical variations between the provincial and national requirements and includes some changes to accessibility requirements.

A number of updates to accessibility requirements have been included in the new 2024 OBC:

### **Section 3.8 Accessibility**

- Barrier-free application (Clause 3.8.1.1 (1)(a))
- Entrances (Sentence 3.8.1.2 (1))
- Areas Requiring Barrier-Free Path of Travel (Article 3.8.2.1)
- Barrier-Free Path of Travel to Building Entrances, Exterior Passenger Loading Zones, and Access to Parking Areas (Article 3.8.2.2)
- Accessibility Signs (Article 3.8.3.1)
- Exterior Walks (Sentence 3.8.3.(1))
- Doorways and Doors (Sentences 3.8.3.3 (1), (4.1), (5))
- Ramps (Article 3.8.3.4)
- Passenger Elevating Devices (Article 3.8.3.5)
- Assistive Listening Systems (Article 3.8.3.7)
- Showers and Bathtubs (Article 3.8.3.13)
- Service Counters (Article 3.8.3.14)
- Water Bottle Filling Stations (Article 3.8.3.16a)

The City of Brampton (The City) is providing a transition period, allowing permit applications to continue under the 2012 OBC until March 31, 2025, which will help prevent unnecessary delays and confusion, allowing projects to move forward smoothly. As of April 1, 2025, all new permit applications will adhere to the new 2024 OBC requirements.

### **CURRENT SITUATION:**

#### **2024 OBC Accessibility Changes**

The following are changes to the accessibility requirements:

1. Barrier Free Application  
Clarity provided about areas which are exempt from barrier-free design requirements. Exceptions include: detached houses, semi-detached houses, houses with a secondary suite, duplexes, triplexes, townhouses, row houses, and boarding or rooming houses with fewer than eight boarders or roomers.
2. Entrances  
All pedestrian entrances into a barrier-free storey of a building must be barrier-free and connect to a barrier-free exterior path of travel.
3. Areas Requiring Barrier-Free Path of Travel  
Clarity provided about floor areas that are required to have a barrier-free path of travel.

4. Barrier-Free Path of Travel to Building Entrances, Exterior Passenger Loading Zones, and Access to Parking Areas:

A direct barrier-free path of travel is required between a barrier-free building entrance to a designated barrier-free parking area, to an exterior passenger loading zone, and to a public thoroughfare.

5. Accessibility Signs:

Signs must be installed to indicate the location of barrier-free entrances, ramps, exterior passenger loading zones, barrier-free washrooms and showers, barrier-free elevators, barrier-free parking spaces, and to assistive listening systems or adaptive technologies. Signs must also include the international symbol of access or the international symbol of access for hearing loss and appropriate graphic or textural information, and tactile signs must have braille and tactile characters in accordance with CSA B651 standard "Accessible Design for the Built Environment".

6. Exterior Walkways:

Exterior walkways that are part of a barrier-free path of travel must have at least 1600 mm wide surface of a different texture to that surrounding it.

7. Doorways and Doors:

Every doorway located in a barrier-free path of travel must have a clear width of at least 850 mm. Every door that provides a barrier-free path of travel through a barrier-free entrance, including a vestibule, shall be equipped with an automated door opener, and doors equipped with a self-closing device shall be equipped with an automated door opener in locations where the doors are located in a barrier-free path of travel between the entrance of the building and the entrance doors to suites or rooms served by a public corridor or a corridor used by the public.

8. Ramps:

Ramps must have a minimum width of at least 1000 mm between handrails, and have a level area of at least 1700 mm by 1700 mm at the top and bottom of the ramps.

9. Passenger Elevating Devices:

Passenger elevating devices that are located in a barrier-free path of travel must have specific clear floor space and clear width entry doors and gates measurements. Clear floor space must be not less than 1500 mm long by 1000 mm wide. Door width must be not less than 850 mm in the open position if located on the short side of the passenger elevating device or be not less than 1000 mm in the open position if located at either end of the long side of the passenger elevating device.

10. Assistive Listening Systems:

At least one service counter is to be equipped with an assistive listening system.

11. Showers and Bathtubs:

At least one universal dressing and shower room is to be provided where showering facilities are provided.

12. Service Counters:

At least one section of the service counter is to be barrier-free and meet the following requirements: be not less than 800 mm long centered over a knee space conforming to Clause (c), have a surface not more than 865 mm above the floor, and when forward facing interaction with a person or a device is required, have a knee space underneath it that is not less than 800 mm wide by not less than 685 mm high by not less than 485 mm deep.

13. Water Bottle Filling Stations:

At least one water bottle filling station must be equipped with controls that activate automatically and should be located along the barrier-free path of travel.

Additional information is available at: <https://www.ontario.ca/page/2024-ontario-building-code>.

### **City of Brampton Updates**

Accessibility Office staff reviewed the updated accessibility requirements in the 2024 OBC and have identified a number of updates required in the City's Accessibility Technical Standards. These updates will ensure that the City's accessibility design standards continue to meet or exceed the OBC requirements. The Accessibility Technical Standards document is currently being updated and will include the following changes:

- Clarity on where automated door openers are required;
- Clarity on where accessibility signage is required;
- A level area of at least 1700 mm by 1700 mm at the top and bottom of ramps;
- Service counters to have at least one assistive listening system in each location;
- Water bottle filling stations to have at least one be equipped with automated controls;
- Depth of knee space for accessible service counters to align with the OBC requirements; and
- Clarity on clear floor space for elevators/passenger elevating devices.

Staff anticipates that the updated Technical Standards will be published later this year; the Accessibility Advisory Committee will be informed once published.

Accessibility Office staff will use the 2024 OBC requirements when reviewing and advising on exterior accessibility of development/site plan applications.

**CORPORATE IMPLICATIONS:****Financial Implications:** n/a**STRATEGIC FOCUS AREA:**

This report achieves the Government & Leadership strategic focus area by ensuring that the City is committed to recognizing and removing existing barriers and enhancing and improving accessibility. Equitable access to City services, facilities, and goods is essential in providing increased opportunities for all residents of Brampton.

**CONCLUSION:**

Based on the new 2024 Ontario Building Code requirements for accessibility, City staff have made several changes to existing requirements in the Accessibility Technical Standards (design standards), in order to ensure alignment with the new regulations. Staff will continue using the Ontario Building Code, the Accessibility for Ontarians with Disabilities Act, and the Accessibility Technical Standards when reviewing and advising on City projects and development applications.

Authored by:

Reviewed by:

---

Sabrina Cook  
Accessibility Coordinator  
City Clerk's Office

---

Shawnica Hans  
Deputy Clerk, Elections, Accessibility &  
Lottery Licensing  
City Clerk's Office

Approved by:

---

Genevieve Scharback  
City Clerk  
Legislative Services

# **Annual Staff Report**

## **Accessible Enforcement**

### **2024**



The City of Brampton (the City) is committed to ensuring individuals of all ages and abilities have equitable access to participate in all aspects of the community. The City values diversity, inclusiveness, and the unique contribution that each resident makes to the local community.

The City recognizes that preventing new barriers, reducing and removing existing barriers, and enhancing access to our goods, services, and facilities is essential to providing increased opportunities that foster independence, inclusion, and dignity for people of all ages and abilities.

*-Accessibility & Inclusion Policy ANI-100, July 2021*





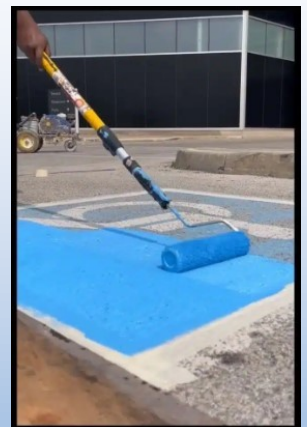
# Property Compliance

Twenty-Six (26) Orders were issued to private property owners to address Accessibility concerns in relation to those properties.

81% are now shown as complied as of calendar year-end.

Orders can be issued for a variety of reasons, some of which include:

- Installation / maintenance of proper Accessible signage
- Installation / maintenance of correct pavement markings
- Ensuring curb cuts and ramps are properly placed
- Removal of snow, bins or equipment from Accessible areas





# Penalty Notices (Tickets)

Division-Wide, the City of Brampton issued the following in 2024:

920 “Park in Accessible Space without Permit” tickets. Gross fine YTD \$322,000

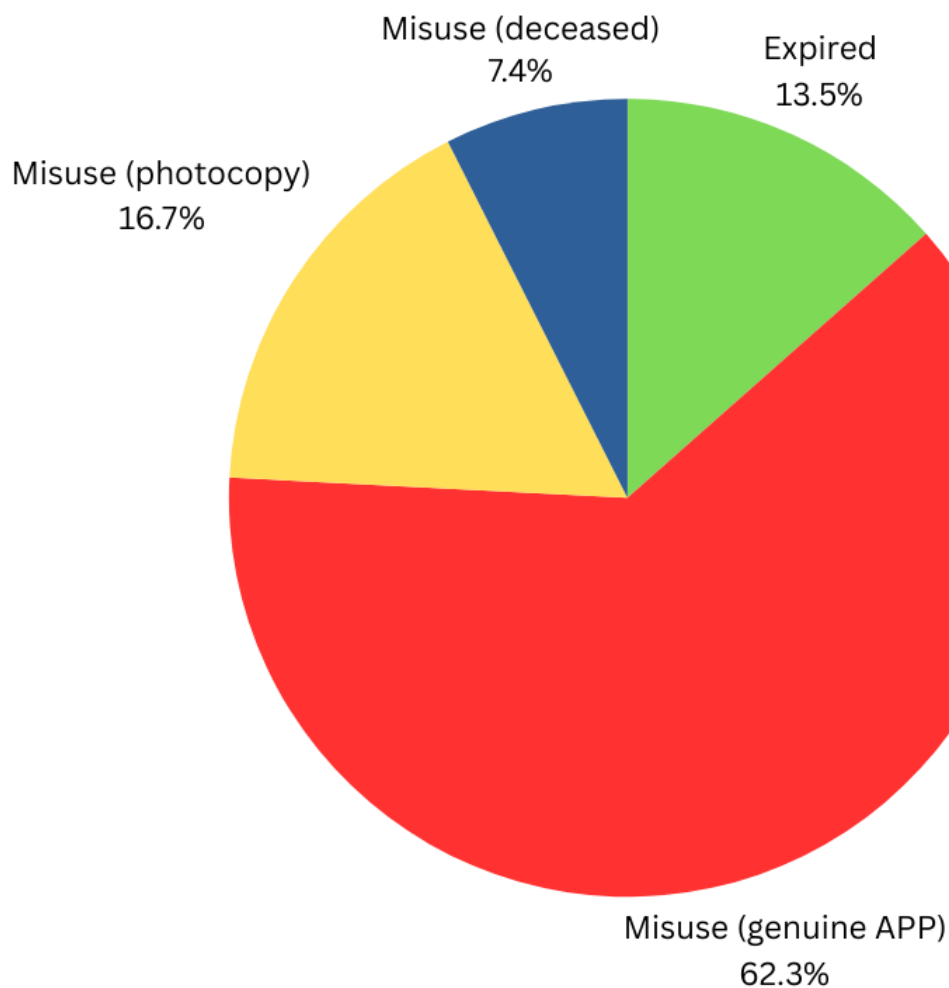
133 “Park Obstruct Access Aisle” tickets. Gross fine YTD \$39,900



# Accessible Parking Permits

The City of Brampton seized a total of 215 Accessible Parking Permits (APP) as a result of proactive enforcement or reactive calls for service. These Permits are “not transferable” or sharable between family members / friends / coworkers, and the named permit holder must be present in order for the permit to be used lawfully.

Of the 215, the following is the break-down of reasons for the seizure;

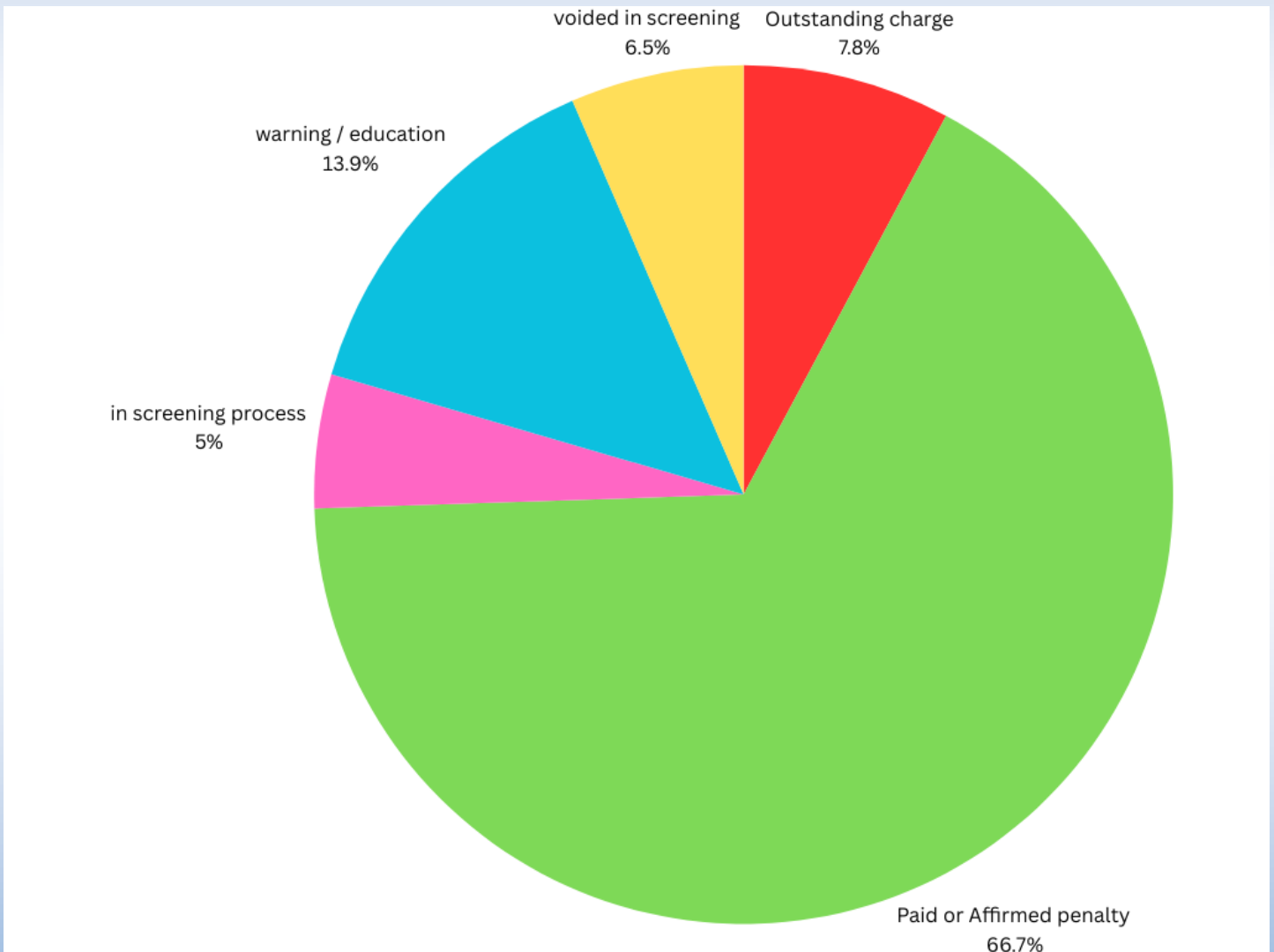


# Accessible Parking Permits

When an Accessible Parking Permit is seized as a result of an investigation, Service Ontario (the Permit issuer) is notified of the seizure.

All charges in relation to Accessible Permit seizures are tracked in order to accurately report to Service Ontario when Permits are eligible to be released. This is the current status of all 2024 charges\*

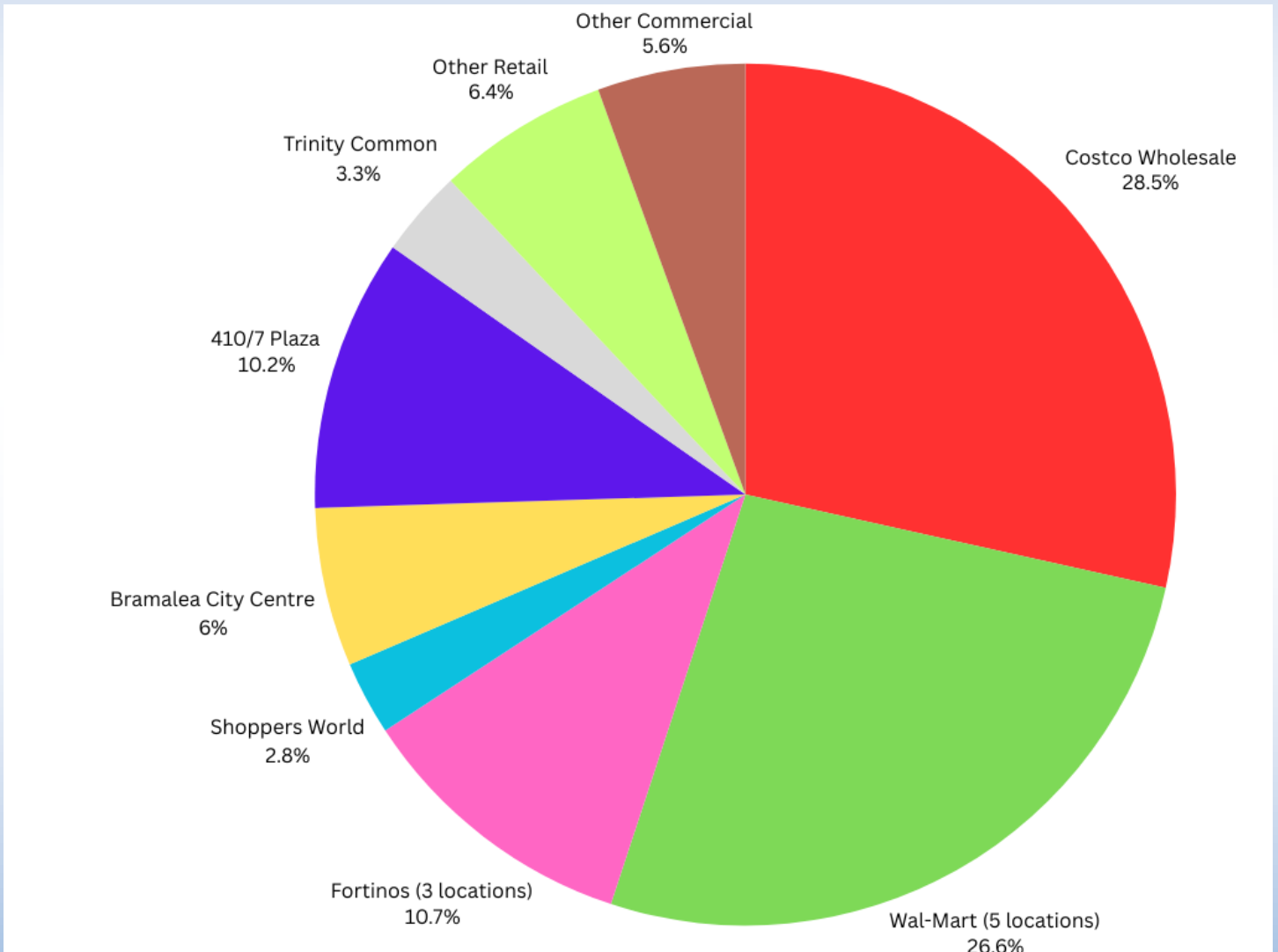
*\* accurate as of January 1, 2025*



# Accessible Parking Permits

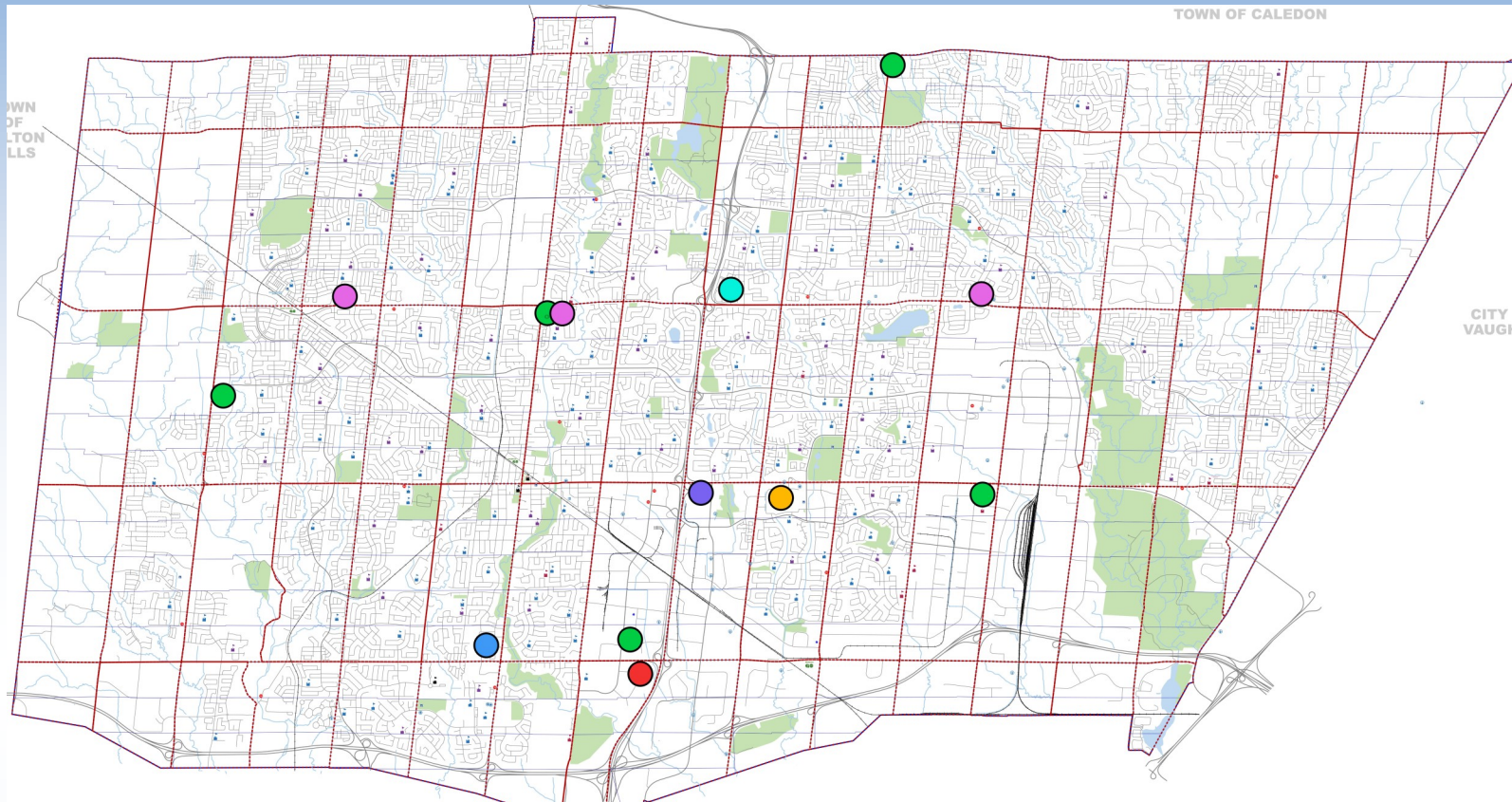
Enforcement personnel patrol and respond to complaints across the City of Brampton. In 2024, this is the break-down of peak locations where Accessible Parking Permits were seized as a result of misuse.

In addition to the noted locations, our staff also routinely check other retail, commercial, institutional, educational, healthcare and civic locations.



# Accessible Parking Permits

## PEAK LOCATIONS



- Trinity Common—10-200 Great Lakes Drive
- Bramalea City Centre—25 Peel Centre Drive
- Shoppers World Brampton—499 Main Street South
- Costco Wholesale—100 Biscayne Cres
- Wal-Mart Canada—50 Quarry Edge Drive, 30 Coventry Road, 5085 Mayfield Rd, 9455 Mississauga Rd, 15 Resolution Dr.
- Fortinos—60 Quarry Edge Drive, 35 Worthington Ave, 55 Mountainash Road
- 410/7 Plaza—150 West Drive





# 2025 Goals

Looking forward to 2025, the Accessibility Enforcement Office seeks to accomplish the following goals:

- Increased compliance for properties that are not in compliance with Accessibility requirements
- Greater collaboration with Accessibility Advisory Committee to ensure the City remains barrier-free
- Education / Training to internal Enforcement Staff as well as offering training and support to neighboring By-Law departments and allied agencies
- Increased datakeeping of all Accessible related enforcement action to use metrics to more efficiently deploy personnel resources and address areas of concern







**Report**  
**Staff Report**  
 The Corporation of the City of Brampton  
 2/25/2025

**Date:** 2025-01-29

**Subject:** **Accessibility Awards Program Update**

**Contact:** Sylvia Ingham, Accessibility Coordinator, City Clerk's Office

**Report number:** Legislative Services-2025-111

**RECOMMENDATIONS:**

1. That the report from Sylvia Ingham, Accessibility Coordinator, City Clerk's Office to the Accessibility Advisory Committee Meeting of February 25, 2025, re: **Accessibility Awards Program Update**, be received;
2. That the Accessibility Advisory Committee (AAC) direct staff to relaunch the Accessibility Awards program in one of the following formats:
  - I. That the Accessibility Awards Program remain as a program administered by the AAC and City Clerk's Office staff; or
  - II. That the Accessibility Awards be included in the Citizen Awards as a sub-category or new category.

**OVERVIEW:**

- **The Accessibility Awards Program is administered by the Accessibility Advisory Committee (AAC) and City Clerk's Office staff.**
- **The most recent awards were presented in 2021.**
- **At its September 10, 2024 meeting, AAC members requested that staff investigate and report back to the Committee regarding the possibility of including the Accessibility Awards with the Citizen Awards as:**
  - **A sub-category of an existing award, or**
  - **A new category**

## **BACKGROUND:**

The Accessibility Awards Program was established in 2018 to recognize individuals, businesses and not-for-profit organizations in Brampton that make outstanding contributions towards accessibility. The AAC has ownership of the program and administers all aspects of the award process with the support of City Clerk's Office staff. Typically, the awards are presented at the December meeting of the AAC. An award is given to the winner in each category: an individual, a business, and not-for-profit organization.

Accessibility awards were presented at AAC's December meeting in 2018, 2019 and 2020. In 2021, award winners and nominees were recognized at a meeting of Council. A virtual "meet and greet" meeting was held prior to the Council meeting. The program was paused in 2022 due to resourcing constraints in relation to the municipal election. In May 2023 (during National AccessAbility Week), an Accessibility Business Networking event was held in lieu of the Accessibility Awards. Accessibility Awards were not presented in 2023 and 2024.

At its September 10, 2024 meeting, the AAC passed the following resolution:

### AAC009-2024

1. That staff continue with the preparation of an Accessibility Awareness event as planned for December 2024; and,
2. That it is the position of the Accessibility Advisory Committee that staff consider the comments and feedback discussed at the meeting and report back with options to re-establish the Accessibility Awards event going forward.

## **CURRENT SITUATION:**

### **Accessibility Awards Program**

The Accessibility Awards Program is a standalone award, where the AAC has ownership of the program and sets criteria for the award. Nominations are reviewed by a sub-committee of AAC. Under the current structure, the program offers flexibility for recognizing nominees in many categories, such as a community member, group, business, and not-for-profit organization.

## **Citizen Awards**

Citizen Awards are administered by the Events and Protocol Office. The criteria is set and nominations are reviewed by a committee consisting of the Mayor and two Councillors. One award is presented in each category: Sports Achievement, Ken Giles Athlete of the Year, Arts Acclaim, Long Term Service, Inspirational, Emergency Services Award of Valour, and Citizen of the Year. The nomination period is from November to January of the following year, with the award presentation taking place at the Rose Theatre in May.

## **Relaunching the Accessibility Awards**

The following options are available for consideration:

### Standalone Awards Program

In this option, the existing format of the awards program will continue – the program will be administered by the AAC with the support of the Clerk’s Office. A sub-committee of the AAC will be established to review nominations, and awards will be presented at the December 2025 meeting of the AAC.

### Including the Accessibility Award with the Citizen Awards

The option to include an Accessibility Award within the existing Citizen Awards program is possible, however would require Council approval. While including accessibility within the Citizen Awards may help to amplify and raise awareness for accessibility, in this option, the AAC would likely have less involvement in the administration of the award, and there would not be any flexibility regarding the date or location of the award presentation. As Council determines the number of awards presented, it may not be possible to recognize a recipient in the different categories in the current framework.

### Keeping the Standalone Awards and Adding an Accessibility Category to the Citizen Awards

Keeping the existing Accessibility Awards Program and adding “accessibility” as a category in the Citizen Awards may create some duplication between the two awards programs, as well as create confusion amongst nominees and the public, and as such is not a recommended solution. There may be overlap in the nomination periods of the two programs and differences in selection criteria. Some nominees may be precluded from applying for an award. Having two standalone awards programs amplifies the prestige of each award and recognition of the public in each category. Duplicating efforts may impact the prestige and importance of the Accessibility Awards Program.

### Awards Programs in Other Municipalities

The way in which accessibility awards are administered amongst municipalities varies greatly. The following table shows a sample of existing programs, and how they are administered:

<b>Municipality</b>	<b>Program</b>	<b>Administration</b>
Fort Erie	Business Excellence Award for Accessibility	<ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Reviews nominations sponsored by AAC</li> </ul>
Guelph	Access Recognition Awards	<ul style="list-style-type: none"> <li>• Presented by Mayor at Council meeting</li> <li>• Accessibility staff involvement</li> </ul>
Hamilton	Accessibility Awards	<ul style="list-style-type: none"> <li>• Accessibility Committee for Persons with Disabilities</li> <li>• AAC selects nominees and successful recipients</li> </ul>
Kawartha Lakes	Accessibility Awareness Recognition Awards (includes employees)	<ul style="list-style-type: none"> <li>• Presented by AAC</li> </ul>
London	Accessibility (i.e. contributions to foster an environment of inclusion that embraces citizens of all abilities).	<ul style="list-style-type: none"> <li>• Mayor's Honour List</li> <li>• Recommending Committee is AAC</li> </ul>
Peterborough	Community Recognition Awards – Accessibility is a category	<ul style="list-style-type: none"> <li>• Peterborough County Awards and Bursaries Committee</li> <li>•</li> </ul>
Sarnia	Accessibility Awards	<ul style="list-style-type: none"> <li>• AAC administers</li> </ul>
Toronto	Disability Access Award – includes new/renovated structure; employment program; transportation system; recreation/leisure program	<ul style="list-style-type: none"> <li>• Protocol &amp; External Relations</li> </ul>

Staff is seeking direction from the AAC regarding relaunching the Accessibility Awards Program for 2025, and whether it should continue as a standalone program or be combined with the Citizen Awards program.

**CORPORATE IMPLICATIONS:**

**Financial Implications:**

The expenses related to the existing Accessibility Awards Program is minimal. The cost of including Accessibility Awards with the Citizen Awards is to be determined by the Events and Protocol Office.

**STRATEGIC FOCUS AREA:**

The Accessibility Awards promote Brampton’s commitment to reducing and preventing barriers to accessibility and supports the strategic focus area of Culture and Diversity.

**CONCLUSION:**

The Accessibility Awards Program is an important initiative that highlights achievements of community members and creates awareness around accessibility. The program should continue as either a standalone program or be included in the Citizen Awards.

Authored by:

Reviewed by:

\_\_\_\_\_  
Sylvia Ingham  
Accessibility Coordinator  
City Clerk’s Office

\_\_\_\_\_  
Shawnica Hans  
Deputy Clerk, Elections, Accessibility &  
Lottery Licensing  
City Clerk’s Office

Approved by:

\_\_\_\_\_  
Genevieve Scharback  
City Clerk