

Outdoor Spaces and Parklands Working Group
March 23, 2022
Meeting Notes

Present: Aznive Mallett, Tom Manzuk, Meghan Stewart,
Tim Nolan

Late arrivals: Mark McNeil, Kim Nolan

Regrets: James Kemp, Cynthia Graham

Resignation: Paula Kilburn

1. Welcome and introductions

Introductions were had. Meghan is director of architectural services for landscaping. We are very pleased to have Meghan join the group or another staff member in her place for future meetings. Regrets were received by a few folks: James, Cynthia and Kim.

2. Review Agenda

All agreed it is fine

3. Review Notes of the February 23, 2022 meeting

Notes of February 23, 2022 are fine. Notes can be sent to the Clerk for the April ACPD agenda package.

4. Review Draft Terms of Reference

Purpose is acceptable.

Scope needs an upfront statement that the WG will address only 'city owned or leased' properties. Remove botanical gardens and conservation areas (but we will reach out to the CA and RBG to enquire of their interest to pursue any accessibility guidelines arising from the work of this group). Discussion about golf courses but leave it for now

Meghan asked about outdoor dining. Discussed the various issues with where dining belonged. All agreed to leave the dining aspect with OSPWG while sidewalks remain with BEWG. Meghan will get a planning department contact for the dining aspect of work. Otherwise scope is good.

Discussion about staff support of ACPD working groups. Given the nature of this group's work and the need for technical interpretation and development of standards or regulations it seems to make sense that staff take on this obligation. Meghan will take the staff support item back to Jessica Bowen.

Design and standards undertaken by staff is okay

Technical standards okay.

Meetings schedule is okay. Clarify meetings will be 1:30 to 3:30 p.m. All other meeting stuff is okay. Workplan is okay.

Activities section is okay.

With edits to be made, per the above, the Terms are okay.

5. Review staff support to the working group, taking notes, creating a database of newly developed guidelines, standards, etc.

All good per the above discussion re: staff support

6. Development of Work Plan (for the next 6 months)

Tabled to the next meeting

7. Regular reports to Council (?)

There will be regular monthly reports to ACPD then to GIC on the progress of the working group. One final report and document at the end including any regulations from staff is best.

8. Review CNIB outdoor dining guidelines

Tabled to the next meeting. Tim to send the guidelines to all again.

9. Review 2 (two) additional sets of guidelines (see below)

Tabled to the next meeting. Tim to send out the links again for folks to review.

<http://www.designable.ca/accessible-patio-design.html#:~:text=100%25%20of%20all%20seating%20must,route%20without%20blocking%20the%20accessible>

<https://www.orhma.com/Portals/0/PDF%20Files/GovtRelations/Accessibility/DiningOut2004.pdf>

10. List of items or motions to be sent to ACPD for its approval at the April 12, 2022 meeting (Tim's to do)

Notes of February 23 and March 23 to be sent to the LA
Circulate March notes to WG first for comment

Updated terms to be sent to the LA

Meghan will follow up with Jessica re: staffing

Meghan to provide contacts for botanical gardens,
conservation and planning department for future work

11. Next meeting date and time

Wednesday, April 28, 2022 1:30 p.m.

12. Adjournment