DESIGN OF PUBLIC SPACES

AODA CHECKLIST

**The following checklist outlines the items that must be considered when you are building or redesigning an outdoor public space or indoor or outdoor queuing line or waiting area in Ontario. For additional information, please visit the** [**Ontario Government**](https://www.ontario.ca/page/how-make-public-spaces-accessible) **or the** [**AODA Integrated Standards Regulation**](https://www.ontario.ca/laws/regulation/110191#BK92)**.**

**Applicability of the Design of Public Spaces Standard of the AODA**

All organizations, large or small, have been required to adhere to some, or all, of the building rules listed in this standard for any new construction or building alterations since 2018.

* Some exceptions apply to small organizations
* Organizations are not required to update areas built in the past, but rather implement the standards moving forward

Note that the accessibility requirements must also include a plan for preventive and emergency maintenance and procedures for dealing with temporary disruptions when elements of accessibility are broken/unavailable.

**What type of organization are you?**

* Small private organization between 1-49 employees
* Other type of organization with 50 or more employees

**What type of space are you building or redesigning?**

* Recreational trails and beach access routes
* Outdoor public use eating areas
* Outdoor play spaces
* \*Exterior paths of travel
* \*Accessible parking
* \*Service counters
* \*Fixed queuing lines
* \*Waiting areas in both indoor and outdoor spaces

\*Note: Please skip to the section or sections below that apply to the type of space you are completing.

**Exterior Paths of Travel**

Are there exterior paths of travel at your business (parking lots, sidewalks, etc.)

* Yes
* No

If yes, here are the requirements for newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience:

* Exterior paths of travel, general obligation
	+ Obligated organizations, other than small organizations, shall ensure that any exterior paths of travel that they construct or redevelop and intend to maintain meet the requirements set out in this Part.
* Exterior paths of travel, technical requirements
	+ When constructing new or redeveloping existing exterior paths of travel that they intend to maintain, obligated organizations, other than small organizations, shall ensure that new and redeveloped exterior paths of travel meet the following requirements:
		- The exterior path must have a minimum clear width of 1,500 mm, but this clear width can be reduced to 1,200 mm to serve as a turning space where the exterior path connects with a curb ramp.
		- Where the head room clearance is less than 2,100 mm over a portion of the exterior path, a rail or other barrier with a leading edge that is cane detectable must be provided around the object that is obstructing the head room clearance.
		- The surface must be firm and stable.
		- The surface must be slip resistant.
		- Where an exterior path has openings in its surface,
			* the openings must not allow passage of an object that has a diameter of more than 20 mm, and
			* any elongated openings must be oriented approximately perpendicular to the direction of travel.
		- The maximum running slope of the exterior path must be no more than 1:20, but where the exterior path is a sidewalk, it can have a slope of greater than 1:20, but it cannot be steeper than the slope of the adjacent roadway.
		- The maximum cross slope of the exterior path must be no more than 1:20, where the surface is asphalt, concrete or some other hard surface, or no more than 1:10 in all other cases.
		- The exterior path must meet the following requirements:
			* It must have a 1:2 bevel at changes in level between 6 mm and 13 mm.
			* It must have a maximum running slope of 1:8 or a curb ramp that meets the requirement of section 80.26 at changes in level of greater than 13 mm and less than 75 mm.
			* It must have a maximum running slope of 1:10 or a curb ramp that meets the requirement of section 80.26 at changes in level of 75 mm or greater and 200 mm or less.
			* It must have a ramp that meets the requirements of section 80.24 at changes in level of greater than 200 mm.
		- The entrance to the exterior path of travel must provide a minimum clear opening of 850 mm, whether the entrance includes a gate, bollard or other entrance design. O. Reg. 413/12, s. 6; O. Reg. 165/16, s. 14.
* Exterior paths of travel, ramps - Where an exterior path of travel is equipped with a ramp, the ramp must meet the following requirements:
	+ The ramp must have a minimum clear width of 900 mm.
	+ The surface of the ramp must be firm and stable.
	+ The surface of the ramp must be slip resistant.
	+ The ramp must have a maximum running slope of no more than 1:15.
	+ The ramp must be provided with landings that meet the following requirements:
		- Landings must be provided,
			* at the top and bottom of the ramp,
			* where there is an abrupt change in direction of the ramp, and
			* at horizontal intervals not greater than nine metres apart.
		- Landings must be a minimum of 1,670 mm by 1,670 mm at the top and bottom of the ramp and where there is an abrupt change in direction of the ramp.
		- Landings must be a minimum of 1,670 mm in length and at least the same width of the ramp for an in-line ramp.
		- Landings must have a cross slope that is not steeper than 1:50.
* Where a ramp has openings in its surface,
	+ the openings must not allow passage of an object that has a diameter of more than 20 mm, and
	+ any elongated openings must be oriented approximately perpendicular to the direction of travel.
* A ramp must be equipped with handrails on both sides of the ramp and the handrails must,
	+ be continuously graspable along their entire length and have circular cross-section with an outside diameter not less than 30 mm and not more than 40 mm, or any non-circular shape with a graspable portion that has a perimeter not less than 100 mm and not more than 155 mm and whose largest cross-sectional dimension is not more than 57 mm,
	+ be not less than 865 mm and not more than 965 mm high, measured vertically from the surface of the ramp, except that handrails not meeting these requirements are permitted provided they are installed in addition to the required handrail,
	+ terminate in a manner that will not obstruct pedestrian travel or create a hazard,
	+ extend horizontally not less than 300 mm beyond the top and bottom of the ramp,
	+ be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached, and
	+ be designed and constructed such that handrails and their supports will withstand the loading values obtained from the non-concurrent application of a concentrated load not less than 0.9 kN applied at any point and in any direction for all handrails and a uniform load not less than 0.7 kN/metre applied in any direction to the handrail.
* Where the ramp is more than 2,200 mm in width,
	+ one or more intermediate handrails which are continuous between landings shall be provided and located so that there is no more than 1,650 mm between handrails, and
	+ the handrails must meet the requirements set out in paragraph 7.
* The ramp must have a wall or guard on both sides and where a guard is provided, it must,
	+ be not less than 1,070 mm measured vertically to the top of the guard from the ramp surface, and
	+ be designed so that no member, attachment or opening located between 140 mm and 900 mm above the ramp surface being protected by the guard will facilitate climbing.
* The ramp must have edge protection that is provided,
	+ with a curb at least 50 mm high on any side of the ramp where no solid enclosure or solid guard is provided, or
	+ with railings or other barriers that extend to within 50 mm of the finished ramp surface. Note: In this section, “kN” means kilonewtons.

***Exterior paths of travel, stairs***

This is applicable where customers/clients have to climb stairs:

Where stairs connect to exterior paths of travel, the stairs must meet the following requirements:

* The surface of the treads must have a finish that is slip resistant.
* Stairs must have uniform risers and runs in any one flight.
* The rise between successive treads must be between 125 mm and 180 mm
* The run between successive steps must be between 280 mm and 355 mm.
* Stairs must have closed risers.
* The maximum nosing projection on a tread must be no more than 38 mm, with no abrupt undersides.
* Stairs must have high tonal contrast markings that extend the full tread width of the leading edge of each step.
* Stairs must be equipped with tactile walking surface indicators that are built in or applied to the walking surface, and the tactile walking surface indicators must,
	+ have raised tactile profiles,
	+ have a high tonal contrast with the adjacent surface,
	+ be located at the top of all flights of stairs, and
	+ extend the full tread width to a minimum depth of 610 mm commencing one tread depth from the edge of the stair.
* Handrails must be included on both sides of stairs and must satisfy the requirements set out in the previous section.
* A guard must be provided that is not less than 920 mm, measured vertically to the top of the guard from a line drawn through the outside edges of the stair nosings and 1,070 mm around the landings and is required on each side of a stairway where the difference in elevation between ground level and the top of the stair is more than 600 mm but, where there is a wall, a guard is not required on that side.
* Where stairs are more than 2,200 mm in width,
	+ one or more intermediate handrails that are continuous between landings must be provided and located so there is no more than 1,650 mm between handrails, and
	+ the handrails must satisfy the requirements set out in the previous section.

***Exterior paths of travel, curb ramps***

Where a curb ramp is provided on an exterior path of travel, the curb ramp must align with the direction of travel and meet the following requirements:

* The curb ramp must have a minimum clear width of 1,200 mm, exclusive of any flared sides.
* The running slope of the curb ramp must,
	+ be a maximum of 1:8, where elevation is less than 75 mm, and
	+ ii. be a maximum of 1:10, where elevation is 75 mm or greater and 200 mm or less.
* The maximum cross slope of the curb ramp must be no more than 1:50.
* The maximum slope on the flared side of the curb ramp must be no more than 1:10.
* Where the curb ramp is provided at a pedestrian crossing, it must have tactile walking surface indicators that,
	+ have raised tactile profiles,
	+ have a high tonal contrast with the adjacent surface,
	+ are located at the bottom of the curb ramp,
	+ are set back between 150 mm and 200 mm from the curb edge,
	+ extend the full width of the curb ramp, and
	+ are a minimum of 610 mm in depth. In this section, “curb ramp” means a ramp that is cut through a curb or that is built up to a curb.

***Exterior paths of travel, depressed curbs***

Where a depressed curb is provided on an exterior path of travel, the depressed curb must meet the following requirements:

* The depressed curb must have a maximum running slope of 1:20.
* The depressed curb must be aligned with the direction of travel.
* Where the depressed curb is provided at a pedestrian crossing, it must have tactile walking surface indicators that,
	+ have raised tactile profiles,
	+ have high tonal contrast with the adjacent surface,
	+ are located at the bottom portion of the depressed curb that is flush with the roadway,
	+ are set back between 150 mm and 200 mm from the curb edge, and
	+ are a minimum of 610 mm in depth. In this section, “depressed curb” means a seamless gradual slope at transitions between sidewalks and walkways and highways, and is usually found at intersections.

***Exterior paths of travel, rest areas***

When constructing new or redeveloping existing exterior paths of travel that they intend to maintain, obligated organizations, other than small organizations, shall consult on the design and placement of rest areas along the exterior path of travel and shall do so in the following manner:

* The Government of Ontario, the Legislative Assembly, designated public sector organizations and large organizations must consult with the public and persons with disabilities.
* Municipalities must also consult with their municipal accessibility advisory committees, where one has been established.

***Exceptions***

Note: there are some exceptions presented in the AODA. Please see the Act for further details.

**Accessible Parking**

What type of parking spaces are you building or redesigning?:

* Off street parking
* On Street parking

If you have off-street parking, you must ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out below. Note: there may be some exceptions, including: the off-street parking facilities are not located on a barrier-free path of travel and if the obligated organization has multiple off-street parking facilities on a single site that serve a building or facility. Reg. 413/12, s. 6.

Off-street parking facilities must provide the following two types of parking spaces for the use of persons with disabilities:

* Type A, a wider parking space which has a minimum width of 3,400 mm and signage that identifies the space as “van accessible”.
* Type B, a standard parking space which has a minimum width of 2,400 mm.

***Access aisles***

Access aisles, that is the space between parking spaces that allows persons with disabilities to get in and out of their vehicles, must be provided for all parking spaces for the use of persons with disabilities in off-street parking facilities.

* Access aisles may be shared by two parking spaces for the use of persons with disabilities in an off-street parking facility and must meet the following requirements:
	+ They must have a minimum width of 1,500 mm.
	+ They must extend the full length of the parking space.
	+ They must be marked with high tonal contrast diagonal lines, which discourages parking in them, where the surface is asphalt, concrete or some other hard surface.

***Minimum number and type of accessible parking spaces***

Off-street parking facilities must have a minimum number of parking spaces for the use of persons with disabilities, in accordance with the following requirements:

* One parking space for the use of persons with disabilities, which meets the requirements of a Type A parking space, where there are 12 parking spaces or fewer.
* Four per cent of the total number of parking spaces for the use of persons with disabilities, where there are between 13 and 100 parking spaces in accordance with the following ratio, rounding up to the nearest whole number:
	+ Where an even number of parking spaces for the use of persons with disabilities are provided in accordance with the requirements of this paragraph, an equal number of parking spaces that meet the requirements of a Type A parking space and a Type B parking space must be provided.
	+ Where an odd number of parking spaces for the use of persons with disabilities are provided in accordance with the requirements of this paragraph, the number of parking spaces must be divided equally between parking spaces that meet the requirements of a Type A parking space and a Type B parking space, but the additional parking space, the odd-numbered space, may be a Type B parking space.
* One parking space for the use of persons with disabilities and an additional three per cent of parking spaces for the use of persons with disabilities, where there are between 101 and 200 parking spaces must be parking spaces for the use of persons with disabilities, calculated in accordance with ratios set out in subparagraphs 2 i and ii, rounding up to the nearest whole number.
* Two parking spaces for the use of persons with disabilities and an additional two per cent of parking spaces for the use of persons with disabilities, where there are between 201 and 1,000 parking spaces must be parking spaces for the use of persons with disabilities in accordance with the ratio in subparagraphs 2 i and ii, rounding up to the nearest whole number.
* Eleven parking spaces for the use of persons with disabilities and an additional one per cent of parking spaces for the use of persons with disabilities, where more than 1,000 parking spaces are provided must be parking spaces for the use of persons with disabilities in accordance with the ratio in subparagraphs 2 i and ii, rounding up to the nearest whole number.
* If an obligated organization provides more than one off-street parking facility at a site, the obligated organization shall calculate the number and type of parking spaces for the use of persons with disabilities according to the number and type of parking spaces required for each off-street parking facility.
* In determining the location of parking spaces for the use of persons with disabilities that must be provided where there is more than one off-street parking facility at a site, an obligated organization may distribute them among the off-street parking facilities in a manner that provides substantially equivalent or greater accessibility in terms of distance from an accessible entrance or user convenience.
	+ For the purposes of subsection (3), the following factors may be considered in determining user convenience:
		- Protection from the weather.
		- Security.
		- Lighting.
		- Comparative maintenance.

***Signage***

* Obligated organizations shall ensure that parking spaces for the use of persons with disabilities are distinctly indicated by erecting an accessible permit parking sign in accordance with section 11 of Regulation 581 of the Revised Regulations of Ontario, 1990 (Accessible Parking for Persons with Disabilities) made under the Highway Traffic Act.

Note: there may be exceptions if:

* An exception to the required minimum number of parking spaces for the use of persons with disabilities is permitted where an obligated organization can demonstrate that it is not practicable to comply with the requirement because existing physical or site constraints prevent it from meeting the required ratio, such as where the minimum width for parking spaces for persons with disabilities or access aisles cannot be met because of existing pay and display parking meters, surrounding curb edges, walkways, landscaping or the need to maintain a minimum drive aisle width.
* Where an obligated organization claims an exception to the minimum number of parking spaces for the use of persons with disabilities, it shall provide as close to as many parking spaces for the use of persons with disabilities that meet the requirements of this Part that can be accommodated by the existing site and,
	+ where that number is an even number, the number of parking spaces must be divided equally between parking spaces that meet the requirements of a Type A parking space and a Type B parking space; and
	+ where that number is an odd number, the number of parking spaces must be divided equally between parking spaces that meet the requirements of a Type A parking space and a Type B parking space, but the additional parking space, the odd-numbered space, may be a Type B parking space.

**Service Counters**

Are you constructing new service counters to replace existing service counters:

* Yes
* No

If yes, your service counters need to:

* Have at minimum one service counter that accommodates a mobility aid for each type of service provided and the accessible service counter must be clearly identified with signage, where there are multiple queuing lines and service counters.
* Each service counter must accommodate a mobility aid, where a single queuing line serves a single or multiple counters.
* The service counter that accommodates mobility aids must meet the following requirements:
	+ The countertop height must be such that it is usable by a person seated in a mobility aid.
	+ There must be sufficient knee clearance for a person seated in a mobility aid, where a forward approach to the counter is required.
	+ The floor space in front of the counter must be sufficiently clear so as to accommodate a mobility aid.

**Fixed Queuing Lines/Guides**

Are you constructing new fixed queuing lines/guides?

* Yes
* No

If yes, when constructing new fixed queuing guides, you need to:

* The fixed queuing guides must provide sufficient width to allow for the passage of mobility aids and mobility assistive devices.
* The fixed queuing guides must have sufficiently clear floor area to permit mobility aids to turn where queuing lines change direction.
* The fixed queuing guides must be cane detectable.

**Waiting Areas**

Will you have a waiting area?

* Yes
* No

If yes, here are the requirements:

* When constructing a new waiting area or redeveloping an existing waiting area, where the seating is fixed to the floor, a minimum of three per cent of the new seating must be accessible, but in no case shall there be fewer than one accessible seating space.
	+ Accessible seating is a space in the seating area where an individual using a mobility aid can wait.