



4 April 2025

To: All holders of the *City of Ottawa Accessibility Design Standards (ADS)*

Subject: TECHNICAL BULLETIN IWSTB-2025-02

Revisions to *City of Ottawa Accessibility Design Standards, Second Edition* dated November 2015.

This *Technical Bulletin* is being issued to update requirements in the *City of Ottawa Accessibility Design Standards* to align with barrier-free design requirements in the 2024 edition of the *Ontario Building Code* (O. Reg. 163/24), to update the sample construction site pedestrian control plan and to revise parking space requirements.

This *Technical Bulletin* is being issued to amend sections of the *City of Ottawa Accessibility Design Standards* related to:

- Building Entrances and Paths of Travel
- Accessibility Signage
- Ramp Landings
- Washroom and Shower Facilities
- Service Counters and Assistive Systems
- Water Bottle Filling Stations
- Sample Construction Site Pedestrian Control Plan (F-1013); and
- Accessible Parking.

For more information, please contact standardssection@ottawa.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Carina", with a horizontal line underneath.

Carina Duclos, P.Eng.

Director, Infrastructure Services

4 April 2025

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The document entitled *City of Ottawa Accessibility Design Standards, Second Edition* dated November 2015 is amended as follows:

Section	Title	Revision
2.2	Ramps	Revise all ramp landing dimensions to <i>1700mm x 1700mm</i> in the following figures: <ul style="list-style-type: none"> • Figure 3: Ramp Design Features • Figure 5: Typical Ramp Configurations • Figure 6a: Door Swings into Ramp Landing - Plan View • Figure 6b: Door Swings Away From Ramp Landing - Plan View
2.2.2	Landings	Revise clear space dimension as follows: <p>b. provide clear space of <i>1700mm x 1700mm</i></p> <p>c. provide clear space of <i>1700 mm</i></p>
2.8	Drinking Fountains	<ul style="list-style-type: none"> • Revise title to <i>Drinking Fountains and Water-Bottle Filling Stations</i> • Delete Application (page 42) in its entirety and replace with the following: <p><i>This section applies to drinking fountains and water-bottle filling stations where provided throughout interior and exterior environments.</i></p>
2.8.4	Operating Controls	Revise maximum force to <i>22.2 N</i>
2.8.6 (NEW)	Water Bottle Filling Stations	Add new section as follows: <p><i>2.8.6 Water Bottle Filling Stations</i></p>

Section	Title	Revision
		<p><i>Where one or more water bottle filling stations are provided</i></p> <ul style="list-style-type: none"> <i>a. at each location at least one shall be equipped with controls that</i> <ul style="list-style-type: none"> <i>i. Activate automatically; or</i> <i>ii. Are operable with one hand, requiring a force of no more than 22.2 N to operate without turning/twisting of the wrist or pinching of the fingers</i> <i>b. Water bottle filling stations required under a. that are located in a storey where an accessible path of travel is required shall:</i> <ul style="list-style-type: none"> <i>i. be located adjacent to an accessible route</i> <i>ii. have a clear floor space of 800 mm x 1350 mm in front of them</i> <i>iii. where they have frontal access, provide clearances underneath the station of no less than</i> <ul style="list-style-type: none"> <i>a. 920 mm wide;</i> <i>b. 735 mm high at front edge;</i> <i>c. 685 mm high at 205 mm back from front edge; and</i> <i>d. 350 mm toe space height from a point 300 mm back from the front edge to the wall</i> <i>iv. Be operable at a height of not more than 1200 mm above the floor</i>
2.11.3	Sample of S.P. F-1013 Construction Site Pedestrian Control Plan	<ul style="list-style-type: none"> • In the first sentence, revise the reference date from March 2015 to <i>February 2025</i> • Replace F-1013 (on pages 54 to 58) with F-1013 dated February 2025 and provided at the end of this table
3.12	Provision	<p>In Table 3: Accessible Parking Provision Requirements, for Total Number of Parking Spaces between 13-25, revise Number of Type A spaces to 1.</p> <p>Note: Revised portion of Table 3 is provided at the end of this Technical Bulletin.</p>

Section	Title	Revision
3.3.1	General Features	<p>Add the following:</p> <p><i>h. provide a direct accessible path of travel between an accessible entrance and</i></p> <p><i>i. A designated accessible parking area, where provided</i></p> <p><i>ii. An exterior passenger loading zone, where provided and</i></p> <p><i>iii. A public thoroughfare.</i></p>
4.1	Entrances	<p>Under the Best Practice box to the left (page 84), delete the following:</p> <p><i>“Where an entrance is not accessible, provide directional and informational signage to identify location of the closest accessible entrance.”</i></p>
4.1.1	Provision	<p>Delete in its entirety and replace with the following:</p> <p><i>a. all pedestrian public and staff entrances are required to be accessible</i></p> <p><i>b. locate entrance 30 metres or less from designated accessible parking or passenger loading or drop-off zones.; and</i></p> <p><i>c. Service entrances are exempt.</i></p>
4.1.2	Main or Primary Entrance Features	<ul style="list-style-type: none"> • Revise title to <i>4.1.2 Pedestrian Entrance Features</i> • Revise <i>“Where an entrance is designated as a main or primary accessible entrance into a facility”</i> to <i>“For all pedestrian entrances into a facility”</i> • Under a. revise landing area dimension to <i>1700 mm x 1700 mm</i>
4.2.8	Power-Assisted Doors	<ul style="list-style-type: none"> • Revise the third paragraph as follows: <p><i>Power-assisted swing doors that are activated by pushing a control are required at pedestrian and staff entrance(s) and accessible washrooms of a facility.</i></p> <ul style="list-style-type: none"> • Replace the fourth paragraph with the following:

Section	Title	Revision
		<p><i>Where swing doors equipped with a self-closing device are provided throughout a facility, power-assisted swing doors that are activated by pushing a control are to be provided:</i></p> <ul style="list-style-type: none"> <i>• within public areas of the building on an accessible path of travel</i> <i>• between the entrance, including interior doors of a vestibule, and</i> <i>• at the entrance doors to rooms served by a public corridor or a corridor used by the public such as doors into reception areas and doors into highly used functional spaces (e.g., larger multi-purpose rooms, meeting or board rooms); and</i> <i>• at doors leading to accessible exits and designated “Areas of Refuge”.</i>
4.3.1	General Features	<p>Add the following:</p> <p><i>h. provide an accessible route from building entrances throughout the entrance storey and within all normally occupied floor areas and rooftop amenity spaces</i></p>
4.5.3	Universal Washroom	<p>Delete c.iv. in its entirety and replace with the following:</p> <p><i>c.iv. mount graspable operating and locking mechanisms that are operable using a closed fist and with a force of not more than 22.2N located between 900 and 1000 mm above the floor;</i></p>
4.5.6	Water Closets	<p>Replace g. with the following:</p> <p><i>g. Install automatic flush control or level flush control or other flush control (e.g., push button control) on transfer side that is operable using a closed fist and with a force not more than 22.2N and is located between 500 mm and 900 mm above the finished floor</i></p>

Section	Title	Revision						
4.5.8	Lavatories	Delete provision e. in its entirety and replace with the following: <i>e. provide a faucet that operates automatically or has a manual control that has a lever type handle or is otherwise operable with a closed fist and does not require the application of continuous force to maintain water flow, located no more than 485mm depth from edge of basin (Figure 58a)</i>						
4.5.9	Washroom Amenities	Add the following to the end of c. <i>“and with a force of not more than 22.2 N”</i>						
4.5.10	Urinals	Add the following to the end of f. <i>“and with a force of not more than 22.2 N”</i>						
4.6.1	Provision	Delete section in its entirety and replace with the following: <i>a. provide at least one universal dressing and shower room for each location where a showering facility is provided for use by the general public or customers, or as part of a common use area for employees</i> <i>b. provide at least one accessible shower stall where a group of showers are provided in a facility, as identified in Table 9 below:</i> Table 9: Minimum Number of Accessible Showers <table><tr><th>Number of Showers provided in a Group</th><th>Minimum number of Accessible Showers required</th></tr><tr><td>1-7</td><td>1</td></tr><tr><td>Over 7</td><td><i>plus 1 for each additional increment of 7 showers in a group</i></td></tr></table>	Number of Showers provided in a Group	Minimum number of Accessible Showers required	1-7	1	Over 7	<i>plus 1 for each additional increment of 7 showers in a group</i>
Number of Showers provided in a Group	Minimum number of Accessible Showers required							
1-7	1							
Over 7	<i>plus 1 for each additional increment of 7 showers in a group</i>							

Section	Title	Revision
4.6.3.1	General	Revise as follows: <i>a. provide lever type or automatic controls that can be operated with a force of not more than 22.2 N with a closed fist, mounted at 1000 high above floor</i>
4.6.5 (NEW)	Universal Dressing and Shower Room	Add a new section as follows: <i>A universal dressing and shower room shall</i> <i>a. be located in an accessible path of travel;</i> <i>b. have a door capable of being locked from the inside and released from the outside in the event of an emergency;</i> <i>c. have a lavatory and a mirror conforming to Section 4.5 Washrooms;</i> <i>d. have a shower conforming to Section 4.6 Showers</i> <i>e. have a bench that is 1830 mm long by 760 mm wide mounted with top surface between 480 mm to 520 mm high;</i> <i>f. have a clear transfer space adjacent to the long side of the bench that is 900 mm wide and as long as the bench; and</i> <i>g. have a coat hook mounted not more than 1200 mm above the floor on a side wall and projecting not more than 50mm from the wall</i>
5.1.1	Design Features	Under (c), revise the maximum force to 22.2 N
5.2.2	Assistive Listening Systems	Add the following at the start of the section: <i>Assistive listening systems shall provide for the clear communication required for the exchange of information, goods and services.</i>
5.8.1.1	Design Features	Add the following: <i>g. provide visual information with directional signs</i>
6.7	Recreational and Community Facilities	In Figure 96 Sloped Entry or Ramp to Swimming Pool – revise bottom and top landing dimension to 1700 mm x 1700 mm

Section	Title	Revision
6.7.4.2	Sloped Entry or Ramp	In 6.7.4.2.d, revise top and bottom landing dimensions to <i>1700 mm by 1700 mm</i>
6.8	Change Rooms	Add the following to the Note (page 180) <i>For each location where a showering facility is provided for use by the general public or customers, or as part of a common use area for employees, at least one universal dressing and shower room must be provided. Universal Dressing and Shower Room detailed in Section 4.6 Showers.</i>
6.10	Service Counters	Under References (p186), add the following reference to the listing: <i>Sec 5.2 Assistive Listening Systems</i>
6.10.2	Design and Layout	<ul style="list-style-type: none"> • In 6.10.2.c.i. and 6.10.2.f.ii., revise width to <i>800 mm</i> • In Figure 100: Dimensions of Accessible Service Counter revise knee width to <i>800 mm</i> • In Figure 101: Clear Floor Space Requirement at Accessible Service Counter - Plan View revise front approach width dimension to <i>800 mm</i>
6.10.3	Communication Systems	Add the following to the start of the section: <i>At least one service counter in an is required to be equipped with an assistive listening system or adaptive technology in each location where information, goods or services are provided to the public.</i>

Table 3: Accessible Parking Provision Requirements

Total Number of Parking Spaces	Total Number of Accessible Spaces Required	Number of Type A	Number of Type B
13-25	1	1	1

2.11.3 Sample of S.P. F-1013



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CONSTRUCTION SITE PEDESTRIAN CONTROL PLAN

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1013.01 SCOPE

The Scope of the work addressed in this specification "Construction Site Pedestrian Control Plan" shall include the preparation and submission of a Construction Site Pedestrian Control Plan (CSPCP) as outlined in this specification and in Special Provision – General D-005, along with all labour, equipment, and material required to implement the CSPCP.

The Construction Site Pedestrian Control Plan shall ensure the provision of a safe and accessible path of travel for all pedestrians through and/or around the construction site. The plan shall ensure that pedestrians with disabilities, as well as those with increased mobility needs, shall be accommodated either through or around the construction site. The scope of the work addressed in CSPCP will include temporary pedestrian signing; directional signing; maintenance of sidewalk; relocation, maintenance, and removal of pedestrian barriers; and all necessary delineation or any other measures to provide a safe environment for pedestrians.

1013.01.01 STAGING OF THE WORK

The work shall be staged in a manner consistent with the staging of the Contract and in accordance with the implementation of the traffic control measures as stipulated in the Contractor's Traffic Control Plan. When determining the staging of the Contract, the Contractor shall maintain existing sidewalk facilities for as long as possible.

Removal of any existing sidewalk facilities, or portion thereof, shall not be permitted until permission has been granted by the Contract Administrator.

1013.01.02 PEDESTRIAN FACILITIES

Regardless of whether or not there is an existing sidewalk within the right-of-way, a minimum 1.5m wide pedestrian facility shall be provided along at least one side of the

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corridor at all times. The facility shall include a free and unobstructed hard surface acceptable for use by all pedestrians, including those with disabilities, and shall include pedestrian access to all buildings and street crossings. These requirements shall also apply to ramps that are provided as part of a temporary pedestrian facility. The facility shall be maintained clean and in a good state of repair to the satisfaction of the Contract Administrator, through or around the construction site at all times. The 1.5m width shall not be reduced by protruding objects. If overhead works are required a 2.1m clear headroom shall be provided along the entire 1.5m width.

During project shutdowns, the Contractor shall maintain all pedestrian facilities to be clear and accessible in accordance with the requirements above.

Any change of level which is over 13mm height must be provided with a smooth, non-tripping transition. Unless otherwise stated in the Contract, hard surface shall mean evenly graded temporary hot mix asphalt. For weather conditions where hot mix asphalt is not readily available, firm and level compacted stone dust shall be permitted. For temporary conditions less than 5 days, regardless of weather conditions, firm and level compacted Granular 'A' or stone dust shall be permitted. If the Contractor deems it necessary to install a temporary pedestrian facility in an area of the Contract which will not be reinstated as part of the planned works, then it is the Contractor's responsibility to reinstate that area, to existing or better conditions, upon the removal of the temporary facility. No additional payment for this reinstatement will be considered.

If a temporary closure of an entrance to a building is required, the Contractor shall advise the Contract Administrator at least 3 working days in advance. The Contract Administrator shall arrange, and the Contractor shall accompany the Contract Administrator at a meeting or meetings with the entrance owner. The Contractor shall provide their detailed schedule for completion of the various items of work opposite each property and co-ordinate their operations with the requirement of the property owner. No work shall be undertaken until the Contract Administrator has given consent to close the entrance. All pedestrian accesses to buildings must be provided once the construction for the day is completed. No claims for additional costs resulting from any delays in arranging a temporary closure will be considered.

1013.01.03 BOUNDARY PROTECTION

Erection of temporary barriers or fencing is required to separate pedestrians from construction operations or hazards to the satisfaction of the Contract Administrator. The temporary barriers or fencing shall include a cane detectable boundary protection with the bottom edge of the barrier being no higher than 150mm above the ground and the top edge of the barrier being no lower than 800mm above the ground. The barriers used must be rigid and sturdy; traffic barrels with tape, rope, chain, etc. strung between them is not an acceptable form of boundary protection.

In accordance with the Occupational Health and Safety Act (O. Reg 213/91), the Contractor shall supply and maintain a continuous site fence to separate the travelled

CONSTRUCTION SITE PEDESTRIAN CONTROL PLAN

portion of the road or pedestrian area from the construction area as specified in the Traffic Control Plan and the Contract Documents.

1013.01.04 SIGNAGE REQUIREMENTS

Where pedestrians must be detoured, either to the other side of the street, or around the construction site, the Contractor shall install bilingual signage at both the near side and the far side of the intersection preceding the detour.

1013.01.05 CHOICE OF PEDESTRIAN OR VEHICLE DETOUR

If the Contractor determines that due to the technical or safety requirements of underground work or utility relocations, or lack of available property within the right-of-way, it is not possible to maintain a minimum 1.5m pedestrian facility through the construction site, they shall advise the Contract Administrator at least 2 weeks in advance. The Contract Administrator shall determine whether pedestrians and/or vehicles shall be detoured around the construction site.

1013.04 DESIGN AND SUBMISSION REQUIREMENTS

Two (2) weeks prior to commencing construction, the Contractor shall submit the Construction Site Pedestrian Control Plan to the Contract Administrator. The Contractor acknowledges that revisions to the CSPCP may be necessary, in consultation with the City, where it concerns accessibility, public safety and mobility.

The Contractor may choose whether to include all details related to the CSPCP into the Traffic Control Plan or submit additional details on separate CSPCP plans.

The Contractor shall ensure that all workers, including sub-contractors, in the Working Area are aware of the importance of the CSPCP measures.

The Contractor shall be required to review and modify the CSPCP for errors, omissions, deficiencies, or because of any new obstacles to accessibility are identified and not previously addressed within the document.

The condition of all pedestrian control materials and/or devices shall be maintained for the duration of the contract.

The Contractor shall immediately repair, replace or otherwise make good the practice deemed unsafe or non-compliant when the owner (or his delegated authority) makes the Contractor aware of any violation of the CSPCP. Should the Contractor disagree, the City of Ottawa Corporate Accessibility Unit will be consulted to provide clarification of the observed deficiency.

It is the responsibility of the Contractor to ensure that all necessary training has been provided prior to commencement of the work.

CONSTRUCTION SITE PEDESTRIAN CONTROL PLAN

The City of Ottawa, through the Project Manager, will accept the submission of the CSPCP and review it to identify any errors, omissions, or improvements that City staff is aware of, as it relates to maintaining public safety and mobility.

The acceptance and review of the CSPCP by the City will make no representation and/or warranty that the document is accurate, complete, or compliant with all applicable legislation. Any errors, omissions, or deficiencies within the CSPCP will remain the sole responsibility of the Contractor. The contract shall not commence until the City has reviewed the CSPCP to the satisfaction of the City's Contract Administrator, and the Contractor has addressed all comments.

The Contract Administrator reserves the right to ask for revisions to the CSPCP at submission time or reject it if the Plan does not meet the Contract language. In addition, the Contract Administrator reserves the right to instruct the Contractor to revise it at any time during the Contractor's execution of the plan, when the Contract Administrator finds that the Contractor is not providing the commitments shown in the original CSPCP submission, or the Contractor's CSPCP proves to be insufficient to address the field conditions.

1013.09 BASIS OF PAYMENT

Payment at the contract Lump Sum Price for the item "Construction Site Pedestrian Control Plan" shall be full compensation for the research, preparation, and implementation of the CSPCP, and shall include all labour, equipment and material to supply, and maintain all pedestrian control measures detailed therein. This payment includes supply, installation, monitoring, operation, maintenance, and removal of all required pedestrian control devices.

Payment shall be full compensation for all labour, equipment, and material required to do the work.

If they are included in the schedule of prices, the following items shall be considered for separate payment:

- Pedestrian Barriers
- Granular 'A' or Stone Dust for temporary pedestrian facility
- Temporary hot mix asphalt for temporary pedestrian facility

For each of these items, no area shall be measured for payment more than once per each linear side of the construction site corridor. For example, if the Contractor stages the work such that they use temporary hot mix asphalt to construct a temporary pedestrian facility three (3) separate times along one side of the street, and not at all along the opposite side of the street, the maximum payment shall be for the construction of two (2) of the temporary facilities.

Note to designer: If it seems necessary, due to the anticipated staging required to



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construction the work, to use any of the above three items, then insert into the schedule of prices and use quantity for payment based on once per each linear side of the corridor.

Payment of the CSPCP shall be based upon the following schedule:

25% upon the satisfactory submission of the CSPCP, supply and installation of the pedestrian control measures;

60% pro-rated into equal payments over the term of the contract; and, 15% upon the removal of the pedestrian control measures.

This payment schedule may only be modified as agreed upon in writing between the Contractor and the Contract Administrator.

Warrant: On all contracts.

End of Technical Bulletin IWSTB-2025-02