



Town of Newmarket

Agenda

Accessibility Advisory Committee

Date: Thursday, August 15, 2019
Time: 10:30 AM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Additions & Corrections to the Agenda

2. Declarations of Pecuniary Interest

3. Presentations & Deputations

3.1 Multi-Year Accessibility Plan Update

Note: Andrew Walkom, Legislative Coordinator, will be in attendance to provide a presentation on this item.

*3.2 Site Plan Application Review

1

Note: Linda Traviss, Senior Planner & Ted Horton, Planner will be in attendance to provide a presentation on this matter.

4. Approval of Minutes

4.1 Accessibility Advisory Committee Meeting Minutes of June 20, 2019

15

5. Items

5.1 Site Plan Application Review

19

Note: The Reviewing Site Plans portion (pages 20-22) of the Making Accessibility Happen document provided during orientation have been included for information.

5.2 Accessible Parking Sub-Committee Update

5.3 Webinar on Innovative AAC Accessibility Projects 23

5.4 Accessible Parking at Fairy Lake and Riverwalk Commons

Note: This item was deferred from the June 20, 2019 Accessibility Advisory Committee Meeting.

5.5 Accessible Parking Spots at the Town Offices (395 Mulock Drive)

5.6 Upper Canada Mall Accessible Washroom Project Update

6. **New Business**

7. **Adjournment**



Site Plan Approval Process

Ted Horton, Planner

Linda Traviss, Senior Planner, Development



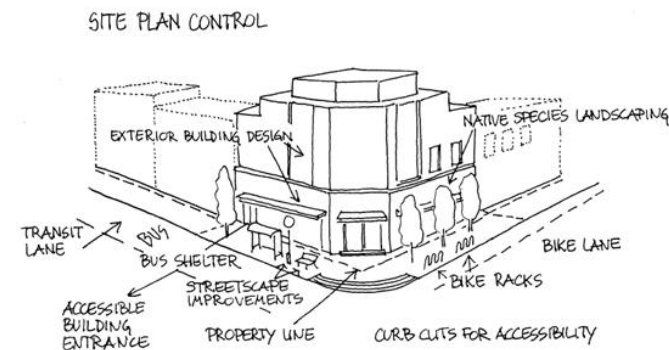
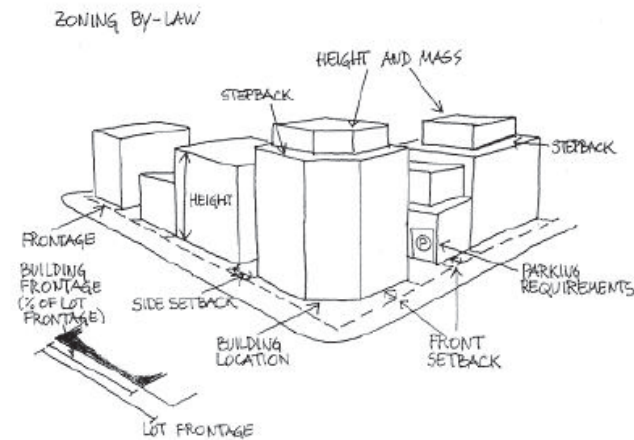
Overview

- What is Site Plan Approval (SPA)?
- Site Plan Approval Process
 - Role of Accessibility Advisory Committee
 - Technical review process
- Your decisions
- Questions and conclusion



What is SPA?

- Planning Act S. 41
- Tool to review and control development
- Implement policies of the:
 - Provincial Policy Statement (2014)
 - Official Plan
 - Zoning By-law



What is SPA?



Town of Newmarket <ul style="list-style-type: none"> • Town of Newmarket Official Plan • Urban Centres Secondary Plan • The applicable Zoning By-law(s) • Engineering Design Standards • Streetscape Master Plan • Water/Wastewater Master Plan • Stormwater Master Plan • Tree Policy • Parkland Dedication By-law • Development Charges By-law • Traffic By-law • Noise By-law 	Lake Simcoe Region Conservation Authority <ul style="list-style-type: none"> • South Georgian Bay Lake Simcoe Source Protection Plan • Lake Simcoe Protection Plan • LSCRA Ecological Offsetting Plan • Watershed Development Guidelines
Regional Municipality of York <ul style="list-style-type: none"> • York Region Official Plan • Site Plan Submission Requirements 	Utilities and Service Providers <ul style="list-style-type: none"> • Bell Canada Building and Conduit Requirements • Canada Post Standards for Builders and Developers
Ministry of Transportation <ul style="list-style-type: none"> • Policies and Standards for Impacts on the Provincial Transportation System • Ontario Traffic Manuals 	Provincial Legislation <ul style="list-style-type: none"> • Ontario Building Code • Accessibility for Ontarians with Disabilities Act



SPA Process



- Site Plan Approval Process Manual
- Types of development (Exempt, Quick, Routine)





Section 5 - Development Checklists

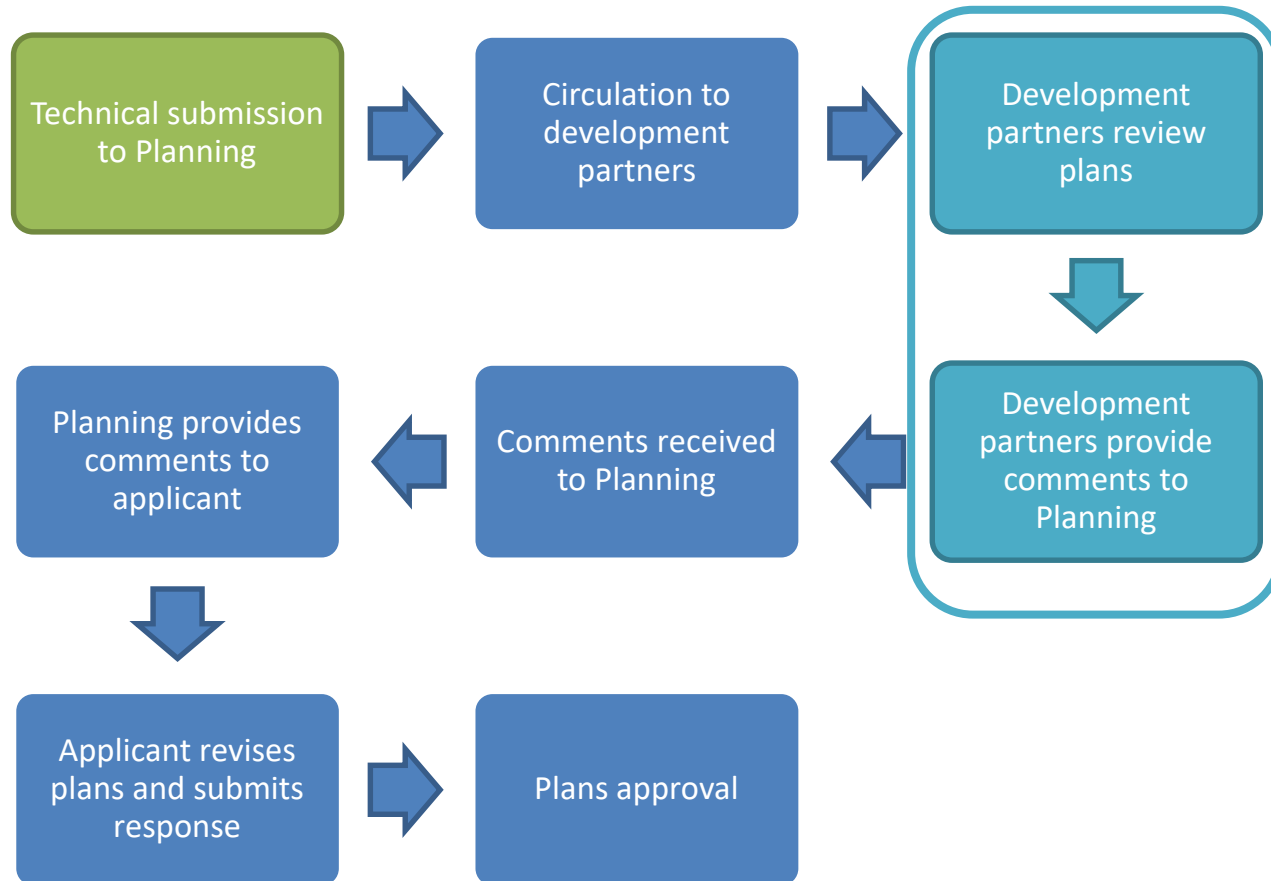
Design guidelines that ensure a high-quality built environment are essential in order for the Town to function as an urban area that maintains its 'small town' feel and strong sense of place. It is important that new buildings fit well in their context and complement each other.

In addition, the development checklists ensure that applicants consider the policies of the Town's Official Plan, Secondary Plan, and other guiding documents. The Town requires that owners and applicants refer to the existing applicable guidelines referenced below and checklists included as part of this Manual when preparing all development applications.

5.1 Site Plan Accessibility Checklist

Accessibility	
Performance Measure	Description of how this performance measure is being met
Parking and vehicle movement	
Minimum number of required barrier-free parking spaces as per AODA	
Minimum size of barrier-free parking stall as per AODA	
Are barrier-free parking spaces located on the shortest possible accessible route to the barrier-free entrance?	
Parking space allows immediate access to barrier-free walkway via a curb cut or ramp of at least 1.5m in width	
Opportunity for primary location with drop-off or with no vehicle lane crossing	
Parking space designated with a vertical sign and pavement markings with the International Symbol of Access and detail of signage illustrated on site plan as per Sign Bylaw	
Pedestrian access	
Provision for dedicated pedestrian walkways to promote safe access to facilities	
Do all buildings have a minimum of 50% of all entrances (excluding utility entrances) barrier-free?	

Technical Review Process



Role of AAC



Duties of committee

(4) The committee shall,

(a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);

(b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and

(c) perform all other functions that are specified in the regulations.



Role of AAC

What is the role of the AAC in site plan review?

For the most part, barriers to access are created unintentionally during the design process. However, there are some things you can do to prevent this from happening.

that reason
site planning

Your AAC may not want or need to review every site plan submitted. Instead, you may want to set up processes to:

- Choose the types of developments you will review. For example, your AAC may decide to focus on reviewing new municipal developments. It may choose site plan reviews according to the proposed use. For example, you may focus first on community centres, arenas and civic centres.
- Consult with municipal staff to determine what accessibility criteria you will use with site plans. Municipal staff can tell you which accessibility criteria can be enforced, or if there are municipal standards already in place that you may use to review a site plan.
- Ensure that your municipality consults the AAC on certain types of site plans. For example, your municipality could include your AAC on the checklist of reviewers of these plans.

AACs can also

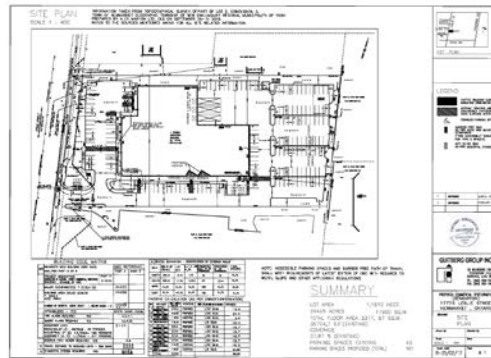
- municipal
- commercial
- recreational
- other

- a c

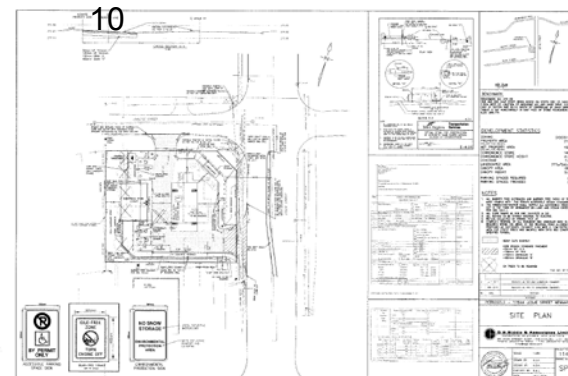
The site

departments that have jurisdiction.

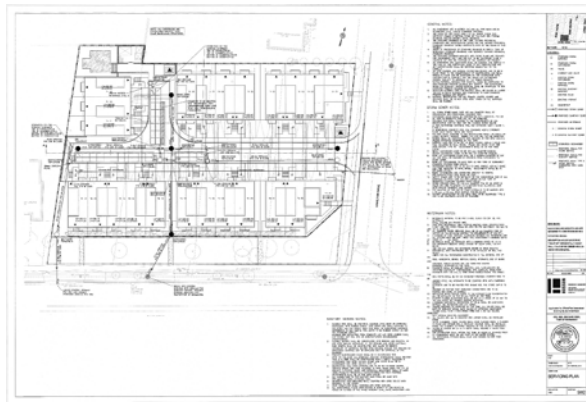
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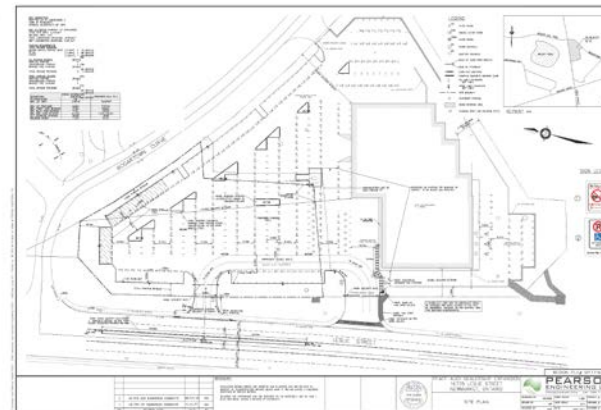
Industrial buildings



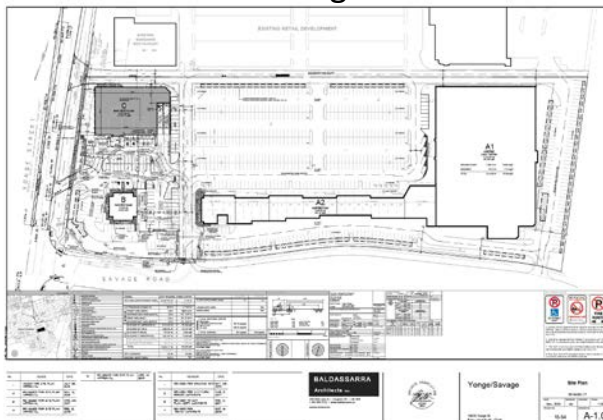
Gas stations



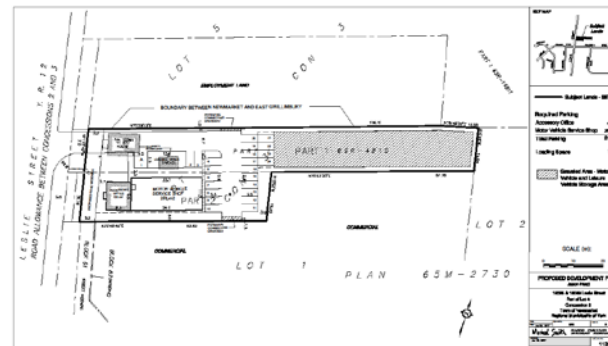
Residential buildings



Parking lots

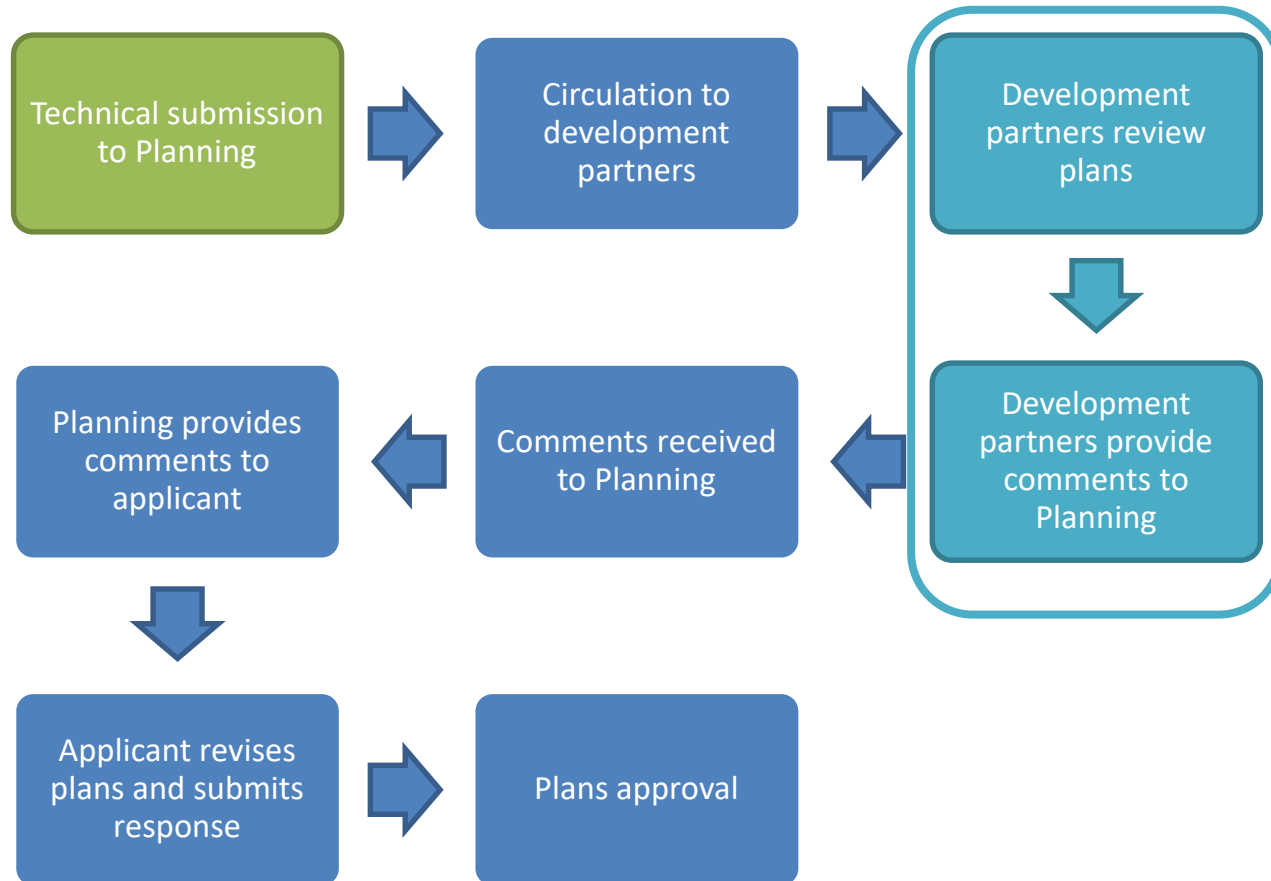


Commercial buildings



Motor vehicle repair

Technical Review Process



Conclusion

- What is Site Plan Approval (SPA)?
- Site Plan Approval Process
 - Role of Accessibility Advisory Committee
 - Technical review process
- **Your decisions**
 - What kinds of development will you review?
 - What kinds of plans do you want?
 - How will you review them as a Committee?



Your decisions

- What kinds of development will you review?



Multi-unit
residential



Industrial



Commercial



Public projects

- What kinds of plans do you want?



Site plans



Landscape
plans



All plans

- How will you review them as a Committee?



In your
meeting



By email



Other



Questions?

Ted Horton, Planner
Linda Traviss, Senior Planner, Development





Town of Newmarket

Minutes

Accessibility Advisory Committee

Date: Thursday, June 20, 2019
 Time: 10:30 AM
 Location: Council Chambers
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Richard Wilson, Vice Chair
 Jeffrey Fabian
 Linda Jones
 Faye Longhurst
 Patricia Monteath
 Lawrence Raifman
 Councillor Simon

Members Absent: Steve Foglia, Chair

Staff Present: P. McIntosh, Recreation Programmer - Seniors & Special Needs
 S. Marcoux, Project Consultant Facility Maintenance
 A. Walkom, Legislative Coordinator
 J. Grossi, Legislative Coordinator

The meeting was called to order at 10:39 AM.
 Richard Wilson in the Chair.

1. Additions & Corrections to the Agenda

The Legislative Coordinator advised of the following additions to the agenda:

- Item 5.2 - Accessible Parking at Fairy Lake and Riverwalk Commons
- Item 5.3 - 2019 National Access Awareness Week Update

2. Declarations of Pecuniary Interest

None.

3. Presentations & Deputations

3.1 Multi-Year Accessibility Plan Update

The Legislative Coordinator provided a presentation to the Accessibility Advisory Committee regarding the Multi-Year Accessibility Plan for the Town of Newmarket. He outlined the previous Multi-Year Accessibility Plan and the requirements over the next five years.

Moved by: Linda Jones

Seconded by: Lawrence Raifman

1. That the presentation regarding the Multi-Year Accessibility Plan be received.

Carried

4. Approval of Minutes

4.1 Accessibility Advisory Committee Meeting Minutes of May 2, 2019

Moved by: Patricia Monteath

Seconded by: Faye Longhurst

1. That the Accessibility Advisory Committee Meeting Minutes of May 2, 2019 be approved.

Carried

5. Items

5.1 College Manor Park Washroom Renovation Project

The Project Consultant Facility Maintenance provided a presentation to the Accessibility Advisory Committee regarding the College Manor Park Washroom Renovation project. She outlined draft drawings, proposed finishes and asked the Members for feedback.

The Members of the Accessibility Advisory Committee queried the presenter regarding floor slope, accessibility accessories and exterior design features.

5.2 Accessible Parking at Fairy Lake and Riverwalk Commons

This item was deferred until the August 15, 2019 Accessibility Advisory Committee Meeting.

5.3 2019 National Access Awareness Week Update

The Recreation Programmer - Seniors & Special Needs updated the Accessibility Advisory Committee regarding the 2019 National Access Awareness Week events. She provided an overview of the Celebrate Accessibility and Abilities event held on Saturday June 1, 2019, and the Sports for Everyone event held on Monday June 3, 2019.

5.4 2018-2022 Workplan

The Legislative Coordinator distributed the draft 2018-2022 workplan and the Accessibility Advisory Committee Members discussed additional items to be added, including Old Town Hall upgrades and accessible parking spaces.

5.4.1 Accessible Parking Sub-Committee

Moved by: Jeffrey Fabian

Seconded by: Linda Jones

1. That an Accessible Parking sub-committee composed of Richard Wilson, Jeffrey Fabian, Linda Jones and Lawrence Raifman be formed.

Carried

5.5 2019 Meeting Dates

Moved by: Faye Longhurst

Seconded by: Lawrence Raifman

1. That the proposed 2019 meeting dates be approved.

Carried

6. New Business

6.1 Ministry Training Webinar for Municipal Accessibility Advisory Committees

Pat Monteath discussed the Ministry for Seniors and Accessibility webinar being offered on June 27, 2019 and July 4, 2019, and queried the Accessibility Advisory Committee Members on their availability.

7. Adjournment

Moved by: Linda Jones

Seconded by: Councillor Simon

1. That the meeting be adjourned at 12:06 PM.

Carried

Richard Wilson, Vice Chair

Date

Under the law, the majority of AAC members must be people with a disability. The benefit of this requirement is that people who have lived experience can share, firsthand, what it is like to experience particular barriers. Further, two or more municipalities may set up a joint committee, instead of having their own separate committees.

The role of an AAC is to advise and help municipal council carry out its responsibilities under the AODA.

Section 29 of the AODA describes three main activities for an AAC:

1. Advising municipal council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the council may seek its advice.
2. Reviewing site plans and drawings described in section 41 of the Planning Act that the committee selects.
3. Performing all other functions that are specified in the regulations.

Reviewing site plans

Municipalities may exercise further control over the details of development. They do this through a process called site plan control. Through this process they can:

- review a developer's plans and either approve or ask for changes
- consider the accessibility of a development proposal.

The municipality may pass by-laws that set out the areas that are subject to site plan control. These areas must be described in the official plan. The review of site plans by municipal staff ensures that developers will provide:

- properly located buildings that fit in well with nearby businesses and the community
- safe and easy access for pedestrians
- a good design for landscaping, parking and drainage.

The site plan must also take into account the requirements of other agencies and departments that have jurisdiction.

What are the elements of a site plan?

A site plan is a drawing, or set of drawings, of proposed improvements to a property. For example, a site plan could include:

- buildings
- driveways
- entrances
- curbs or ramping
- parking areas
- sidewalks
- landscaping
- fences
- exterior lighting
- municipal services.

In some cases, a site plan will also set out elevations and slopes of walkways.

Who sets the design standards for site plans?

The municipality sets these standards, based on the requirements of the Ontario Building Code, the Planning Act and AODA standards. Standards are important for accessibility. They will help your municipality ensure new developments are accessible for all.

What is the role of the AAC in site plan review?

For the most part, barriers to access are created unintentionally during the design process. They are largely due to a lack of understanding of the issues. For that reason, accessibility issues should be addressed as early as possible in the site planning process.

AACs can get involved in reviewing some site plans. This can include:

- municipal offices
- community centres
- recreation centres
- other sports facilities.

Your AAC may not want or need to review every site plan submitted. Instead, you may want to set up processes to:

- Choose the types of developments you will review. For example, your AAC may decide to focus on reviewing new municipal developments. It may choose site plan reviews according to the proposed use. For example, you may focus first on community centres, arenas and civic centres.
- Consult with municipal staff to determine what accessibility criteria you will use with site plans. Municipal staff can tell you which accessibility criteria can be enforced, or if there are municipal standards already in place that you may use to review a site plan.
- Ensure that your municipality consults the AAC on certain types of site plans. For example, your municipality could include your AAC on the checklist of reviewers of these plans.

By law, municipalities must provide site plans and related drawings to AACs on request. AACs need to:

- find out if their municipality has its own design guidelines and ensure that each AAC member involved in reviewing site plans has a copy of the guidelines
- set up a process to receive notice when site plans are submitted
- request site plans in a timely fashion
- respond promptly to prevent delays in the approval process.

While the role of an AAC is to provide advice to municipalities, the advice may not always be endorsed.

Some municipalities audit their municipal buildings and facilities to assess their accessibility and identify barriers for removal. AAC members may be asked to participate in such an audit. See Appendix C for a site visit checklist based on universal design principles, which can help make buildings accessible to people with disabilities.

From: Ministry for Seniors and Accessibility <aoda.events@ontario.ca>

Sent: July 3, 2019 3:11 PM

To: Lyons, Lisa <llyons@newmarket.ca>

Subject: Save the Date: Webinar on AAC Projects/Dates à retenir : Webinaire sur les projets des CCA

Le message en français suit le message en anglais

From: Aoda.Events@ontario.ca

To: Municipal Clerk

Subject: Save the Date & Call for Ideas - Webinar on Innovative AAC Accessibility Projects

Attention: Municipal Clerk

Please distribute this information to your Accessibility Advisory Committee (AAC) members.

Has your AAC undertaken an innovative accessibility project that you'd like to tell other AACs about?

We are organizing two 90-minute webinars (one in English and one in French), where AAC members from across Ontario will share their projects, advice, and lessons learned. We're looking for a range of accessibility projects to profile and celebrate.

Help us kick-off autumn with some accessibility inspiration!

The anticipated webinar dates for two sessions will be **between September 16th and 27th**.

Webinar registration information will follow in early September.

If your AAC has a suitable project, you can send a short summary of the project to Tea Pesheva at tea.pesheva@ontario.ca. Additionally, if you have any questions you can also contact Tea by email or by phone at 416-314-5638.

All webinars will be recorded and also made available after the events.

We look forward to your participation!