



## **Accessibility Advisory Committee (AAC)**

### **Built Environment Sub-Committee**

**January 20, 2017**

**Draft Minutes not Approved**

A meeting of the AAC Built Environment Sub-Committee was called to order at 10:08 a.m. by Andrea Dodsworth in the Doris Room, City Hall.

#### **Present:**

Jeff Chalmers  
Andrea Dodsworth, Chair  
Allison Rolph-Seiderer

#### **Regrets:**

Neil Campbell  
Allison Rolph-Seiderer  
Leanne Carpenter  
Ian Guest

#### **Absent:**

Hailey Warmerdam

#### **Staff:**

Mark Buffone, Accessibility Compliance Coordinator  
Susan Morrison, Permit Technician/Plans Examiner  
Keith Payne, Urban Design Technician  
Trish Reed, Accessibility and Communication Specialist

## **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

## **Approval of Agenda**

Moved by Jeff Chalmers

That the agenda for the AAC Built Environment Sub-Committee meeting dated January 20, 2017 be approved.

**“Carried”**

## **Approval of Previous Minutes**

Moved by Andrea Dodsworth

That the minutes of the AAC Built Environment Sub-Committee meeting held on November 18, 2016 be approved.

**“Carried”**

## **Accessibility Reviews**

- a) **Application for Site Plan Approval, SPC-926, 2026 Bensfort Road (proposed construction of a Temporary Sales Office one storey and 182.6sq.m. Existing building to remain.)**

Presented by Keith Payne, Urban Design Technician

Keith Payne presented the relevant information and drawings.

### **Summary of recommendations from the Built Environment Sub-Committee:**

1. Accessible parking area to have two types of accessible parking spaces. Provide one Type A, which is 3.4m wide + a 1.5 m access aisle and one Type B which is 2.7m wide + a 1.5 m access aisle. The two spaces can share an access aisle.
2. Accessible parking to have accessible parking signage. The Type A space shall have an additional “Van Accessible” tag below the sign. Ensure post mounted signage is mounted minimum 2100 mm from grade to the u/s of the sign.
3. Add a tactile attention indicator to the top of the exterior ramp and stairs.
4. Ensure there is adequate lighting along the exterior of the building.
5. Ensure downspouts do not discharge on the walkways.
6. Provide dimensions for the landing and the ramp to ensure compliance with the Ontario Building Code.
7. Provide automatic door openers.

## **New Business**

- a) **Site Plan Application Process**

Keith Payne, Urban Design Technician, provided an overview of the Site Plan application process. When an application is submitted to the Planning Division a package is circulated to a group made up of adjacent property owners, public agencies and utilities. Comments provided to Planning by the group are reviewed by Planning and incorporated into recommendations Planning submits back to the applicant. Planning then reviews any modified applications for compliance with the comments provided to the applicant.

Recommendations and comments provided by the Built Environment Sub-Committee will either be included with Planning's recommendations or attached to the recommendations as an appendix.

## **Business Arising from the Previous Minutes**

### **a) Built Environment Terms of Reference**

Trish Reed reported that Members of the Built Environment Sub-Committee that are AAC Members will not be selecting a term, as their term will coincide with their AAC term.

The other Committee Members present at the meeting selected between the following terms being offered:

- 2 two year terms
- 2 three year terms
- 2 four year terms

Jeff Chalmers selected a two year term.

### **b) Accessibility Checklist**

The Committee began to develop an accessibility checklist that could be provided to developers/site plan applicants at the beginning stages of the process. The list will include accessibility requirements or best practices that are often missed.

## **Other Business**

### **a) Built Environment Sub-Committee Vacancy**

Trish Reed notified the Committee that there is a vacancy. Letters of Interest can be submitted to the AAC (through Trish Reed) for consideration. Letters of Interest will be presented to the AAC at their March 1, 2017 meeting.

## **Next Meeting**

The next meeting will be on Friday, March 24, 2017 from 10:00 a.m. to 12:00 p.m. in the **Doris Room**.

## **Adjournment**

Moved by Allison Rolph-Seiderer

That the meeting of the AAC Built Environment Sub-Committee adjourn at 11:45 a.m.

**"Carried"**