



**Accessibility
Advisory Committee
Meeting Agenda**

**Wednesday, September 7, 2016
4 p.m.**

**Leksand Room
Aurora Town Hall**

Public Release
August 31, 2016



Town of Aurora
Accessibility Advisory Committee
Meeting Agenda

Date: Wednesday, September 7, 2016

Time and Location: 4 p.m., Leksand Room, Aurora Town Hall

1. Declaration of Pecuniary Interest and General Nature Thereof

2. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of June 1, 2016

Recommended:

That the Accessibility Advisory Committee meeting minutes of June 1, 2016, be received for information.

4. Delegations

5. Matters for Consideration

1. Memorandum from Planner

Re: Site Plan Application (Submission #3)

Carpino Construction Inc.

**Plan 246, Lots 17, 18, 19 and 21, Pt. Lots 15 and 16, Plan 36, Lot 7,
Pt. Lots 6 and 65R21549 Parts 1 to 3**

Related Files: OPA-2015-04, ZBA-2015-10, File No. SP-2015-08

(Full-size drawings will be available at the meeting.)

Recommended:

1. That the memorandum regarding Site Plan Application (Submission #3), Carpino Construction Inc., Plan 246, Lots 17, 18, 19 and 21, Pt. Lots 15 and 16, Plan 36, Lot 7, Pt. Lots 6 and 65R21549 Parts 1 to 3, Related Files: OPA-2015-04, ZBA-2015-10, File No. SP-2015-08, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application (Submission #3).

2. Memorandum from Planner

Re: Site Plan Application (Submission #2)

FGKW Retirement Living Inc.

145 Murray Drive

Part of Lot 77, Concession 1, WYS

File No. SP-2016-04

(Full-size drawings will be available at the meeting.)

Recommended:

1. That the memorandum regarding Site Plan Application (Submission #2), FGKW Retirement Living Inc., 145 Murray Drive, Part of Lot 77, Concession 1, WYS, File No. SP-2016-04, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application (Submission #2).

3. Memorandum from Planner

**Re: Site Plan Application – Third Submission
MHJH Holdings Inc.
75 Eric T Smith Way
Lot 4, Part of Block 11, Plan 65M-4324
File No. SP-2016-01**

(Full-size drawings will be available at the meeting.)

Recommended:

1. That the memorandum regarding Site Plan Application – Third Submission, MHJH Holdings Inc., 75 Eric T Smith Way, Lot 4, Part of Block 11, Plan 65M-4324, File No. SP-2016-01, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application (Third Submission).

4. Memorandum from Accessibility Advisor

Re: Accessible Considerations for Audio/Visual Equipment in Town Hall

Recommended:

1. That the memorandum regarding Accessible Considerations for Audio/Visual Equipment in Town Hall be received; and
2. That the Accessibility Advisory Committee provide comments regarding Accessibility Considerations for Audio/Visual Equipment specified for Council Chambers and the Holland Committee Boardroom.

6. Informational Items

5. Extract from Council Meeting of June 14, 2016

**Re: Joint Accessibility Advisory Committee and Parks and Recreation
Advisory Committee Meeting Minutes of May 31, 2016**

Recommended:

1. That the Extract from Council Meeting of June 14, 2016, regarding the Joint Accessibility Advisory Committee and Parks and Recreation Advisory Committee Meeting Minutes of May 31, 2016, be received for information.

6. Extract from Council Meeting of June 14, 2016

Re: Accessibility Advisory Committee Meeting Minutes of June 1, 2016

Recommended:

1. That the Extract from Council Meeting of June 14, 2016, regarding the Accessibility Advisory Committee meeting minutes of June 1, 2016, be received for information.

7. New Business

8. Adjournment



**TOWN OF AURORA
ACCESSIBILITY ADVISORY COMMITTEE
MEETING MINUTES**

Date: Wednesday, June 1, 2016

Time and Location: 4 p.m., Leksand Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair) (arrived 4:11 p.m.), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor Sandra Humfries

Member(s) Absent: None

Other Attendees: Councillor John Abel (arrived 4:36 p.m./departed 5:19 p.m.), Gary Greidanus, Senior Landscape Architect, Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

The Vice Chair called the meeting to order at 4:09 p.m.

The Vice Chair relinquished the Chair to Tyler Barker at 4:38 p.m. following consideration of Delegation (a).

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by James Hoyes
Seconded by Jo-anne Spitzer**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

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Wednesday, June 1, 2016

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3. RECEIPT OF THE MINUTES

Accessibility Advisory Committee Meeting Minutes of April 13, 2016

**Moved by James Hoyes
Seconded by Gordon Barnes**

THAT the Accessibility Advisory Committee meeting minutes of April 13, 2016, be received for information.

CARRIED

4. DELEGATIONS

The Committee consented to waive the requirements of the Procedural By-law to permit the delegate additional time as required.

- (a) Jacek Baldyga, Senior Inspector, Building Services
Re: Overview of New Accessibility Amendments to the Ontario Building Code (OBC)**

Mr. Baldyga presented an overview of the accessibility amendments to the Ontario Building Code, which came into effect on January 1, 2015. He highlighted key changes in the categories of: barrier-free path of travel; visitable suites in apartment buildings; visual fire alarms and smoke alarms; barrier-free washrooms; universal washrooms; expanded renovation requirements; pools and spas; other elements; and implementation.

**Moved by Tyler Barker
Seconded by Jo-anne Spitzer**

THAT the delegation by Jacek Baldyga be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

- 1. Extract from Council Meeting of May 24, 2016
Re: Item 1(12) – PRS16-025 – Award of Tender PRS2016-22 for the
Construction of the Queen’s Diamond Jubilee Park Accessible
Playground**

Staff noted that the Committee had previously reviewed the concept plan in June 2015. Parks staff provided an update noting the playground structures, accessibility elements, and barrier-free connectivity of the Park, and explained the rationale for not including the previously suggested fitness stations along the path.

The Committee discussed various aspects of the Park and suggested that the official opening of this fully accessible Park should be celebrated, possibly around the time of the Invictus Games being held in Toronto in September 2017.

**Moved by Gordon Barnes
Seconded by Councillor Humfryes**

THAT the Extract from Council Meeting of May 24, 2016, regarding Item 1(12) – PRS16-025 – Award of Tender PRS2016-22 for the Construction of the Queen’s Diamond Jubilee Park Accessible Playground, be received; and

THAT the following Accessibility Advisory Committee final comments regarding the final conceptual design of the Queen’s Diamond Jubilee Park Accessible Playground be considered by staff:

- Suggestion to double the number of handicapped parking spaces on the north side of the Park;
- Suggestion to provide connectivity to the path from the handicapped parking space on the south side of the Park; and
- Suggestion to compile a list of sensory items and options for use in this Park and future parks.

CARRIED

**2. Memorandum from Accessibility Advisor
Re: James Lloyd Park Accessible Features – Final Comments**

Staff noted that the Committee had previously reviewed the Park plan in March 2016. Parks staff reviewed the proposed playground features and accessibility components, and noted that the surface being used is an engineered wood fibre surface that would not be appropriate for the previously suggested scooping play station. The Committee discussed various aspects of the Park.

**Moved by Councillor Humfryes
Seconded by Gordon Barnes**

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THAT the memorandum regarding James Lloyd Park Accessible Features – Final Comments be received; and

THAT the following Accessibility Advisory Committee final comments regarding the James Lloyd Park Accessible Features be considered by staff:

- Suggestion to ensure appropriate connectivity throughout the Park; and
- Suggestion to ensure adequate ground-level interactivity in the playground.

CARRIED

3. Memorandum from Planner

Re: Application for Site Plan Amendment, 2nd Submission, Green Storage Inc., 27 Allaura Boulevard, File No. SP-2015-07

Staff provided an overview of the proposed site plan and accessibility components. The Committee discussed various aspects of the site plan.

**Moved by James Hoyes
Seconded by John Lenchak**

THAT the memorandum regarding Application for Site Plan Amendment, 2nd Submission, Green Storage Inc., 27 Allaura Boulevard, File No. SP-2015-07, be received; and

THAT the following Accessibility Advisory Committee comments regarding the proposed Site Plan Amendment be considered by staff:

- Appreciation extended to the developer for placing the snow storage away from the handicapped parking spaces; and
- Suggestion to implement appropriate sequencing of vestibule double doors.

CARRIED

4. Memorandum from Planner

Re: Application for Site Plan Amendment, FGKW Retirement Living Inc., 145 Murray Drive, Part of Lot 77, Concession 1, WYS, File No. SP-2016-04; Related File No. SP-1987-20

Staff provided an overview of the proposed site plan and accessibility components. The Committee discussed various aspects of the site plan.

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**Moved by Councillor Humfries
Seconded by John Lenchak**

THAT the memorandum regarding Application for Site Plan Amendment, FGKW Retirement Living Inc., 145 Murray Drive, Part of Lot 77, Concession 1, WYS, File No. SP-2016-04; Related File No. SP-1987-20, be received; and

THAT the following Accessibility Advisory Committee comments regarding the proposed Site Plan Amendment be considered by staff:

- Suggestion to relocate the parking spaces to be adjacent to the building;
- Suggestion to increase the number of handicapped parking spaces to four (4) spaces; and
- Request that the Accessibility Advisory Committee receive a second submission of the Site Plan Amendment for further comment.

CARRIED

6. INFORMATIONAL ITEMS

- 5. Extract from Council Meeting of May 10, 2016
Re: Accessibility Advisory Committee Meeting Minutes of April 13, 2016**

**Moved by John Lenchak
Seconded by Gordon Barnes**

THAT the Extract from Council Meeting of May 10, 2016, regarding the Accessibility Advisory Committee meeting minutes of April 13, 2016, be received for information.

CARRIED

7. NEW BUSINESS

The Committee noted that two handicapped parking spaces on the west side of Town Park have been blocked during the Farmer's Market on Saturday. Staff agreed to follow up with the appropriate department to resolve the matter.

The Committee suggested that the issue of making Council Chambers fully accessible should be revisited and addressed in the 2017 Budget process if possible.

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The Committee noted that the Ontario government has implemented a volunteer-driven initiative, as reported at a recent Trails and Active Transportation Committee meeting, to provide access to conservation areas for people with mobility issues through the use of a Trail Mobile. The Committee suggested that similar options be investigated for Aurora.

**New Business Motion No. 1
Moved by Councillor Humfryes
Seconded by Jo-anne Spitzer**

THAT the Accessibility Advisory Committee recommend to Council:

THAT staff be directed to investigate and report back to the Committee regarding the feasibility and options for providing enhanced access to the Town's trails system.

CARRIED

The Committee suggested that the review process should be revised so that the Committee has an opportunity to provide comment on all phases, including the final phase, of site plan applications submitted for the Committee's feedback.

The Committee advised of accessibility and mail delivery issues with respect to Canada Post and its community mailboxes.

The Committee noted that the 2016 Magna Hoedown fundraising event will be held in September and that further information will be shared when available.

The Committee noted that the matter of standardized accessible parking in all municipalities was being put forward by an Ontario Member of Provincial Parliament and there may be an opportunity for the Member to delegate at a future Committee meeting.

Staff gave an update regarding automatic door openers for the Aurora Family Leisure Complex and Joint Operations Centre.

Staff gave an update regarding the accessible modifications being applied to Council Chambers.

Staff gave an update regarding National Access Awareness Week activities.

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Wednesday, June 1, 2016

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8. ADJOURNMENT

**Moved by Councillor Humfryes
Seconded by John Lenchak**

THAT the meeting be adjourned at 6:17 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS
ADOPTED BY COUNCIL AT A LATER MEETING.



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Email: dmacmartin@aurora.ca
www.aurora.ca

Planning & Building Services

INTERNAL MEMORANDUM

DATE: August 2, 2016

TO: B. Butler, Planning & Building Services
A. Bazar, Planning & Building Services
G. Greidanus, Parks, Recreation & Cultural Services
J. McDonald, Central York Fire Services
C. Catania, Accessibility Advisory Committee

FROM: Drew MacMartin, Planning & Building Services

RE: **Site Plan Application (Submission #3)**
Carpino Construction Inc.
Plan 246 Lots 17, 18, 19 and 21 Pt. Lots 15 and 16 Plan 36 Lot 7 Pt. Lots 6
and 65R21549 Parts 1 to 3
Related Files: OPA-2015-04, ZBA-2015-10
File No. SP-2015-08

Enclosed please find the third submission for the above noted Application for your departments review and comment. We kindly request that you submit any comments and/or any recommended revisions that you may require on or before **August 19, 2016**. If your department's comments and/or responses have not been received by this date, we will assume you have no further comments/ concerns.

Should you have any questions regarding the above noted proposal, please contact me at Ext. 4347.

Attach.



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Box 1000
Aurora, ON L4G 6J1
Phone: 905-727-3123 Ext. 4347
Email: dmacmartin@aurora.ca
www.aurora.ca

Planning & Building Services

INTERNAL MEMORANDUM

DATE: August 12, 2016

TO: B. Butler, Planning & Building Services
A. Bazar, Planning & Building Services
G. Greidanus, Parks, Recreation & Cultural Services
S. Stein, Central York Fire Services
C. Catania, Accessibility Advisory Committee
J. Massadeh, Traffic/Transportation Analyst

FROM: Drew MacMartin, Planning & Building Services

RE: **Site Plan Application (Submission #2)**
FGKW Retirement Living Inc.
145 Murray Drive
Part of Lot 77, Concession 1, WYS
File No. SP-2016-04

Enclosed please find the revised second submission number for the above noted Application for your departments review and comment. We kindly request that you submit any comments and/or any recommended revisions that you may require on or before August 26, 2016. If your department's comments and/or responses have not been received by this date, we will assume you have no further comments/ concerns.

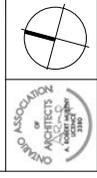
Should you have any questions regarding the above noted proposal, please contact me at Ext. 4347.

Attach.

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NO.	DATE	REVISIONS
1	2016.07.27	ISSUED FOR PERMIT
2	2016.08.14	REVISED FOR PERMIT
3	2016.08.15	REVISED FOR PERMIT
4	2016.08.17	REVISED FOR PERMIT
5	2016.08.18	REVISED FOR PERMIT
6	2016.08.18	REVISED FOR PERMIT
7	2016.08.18	REVISED FOR PERMIT

albert & murray
architect
 INCORPORATED
 1000 W. BROADWAY, SUITE 1000
 LOS ANGELES, CALIFORNIA 90015
 TEL: 213.480.1000
 FAX: 213.480.1001
 WWW.ALMURPHY.COM

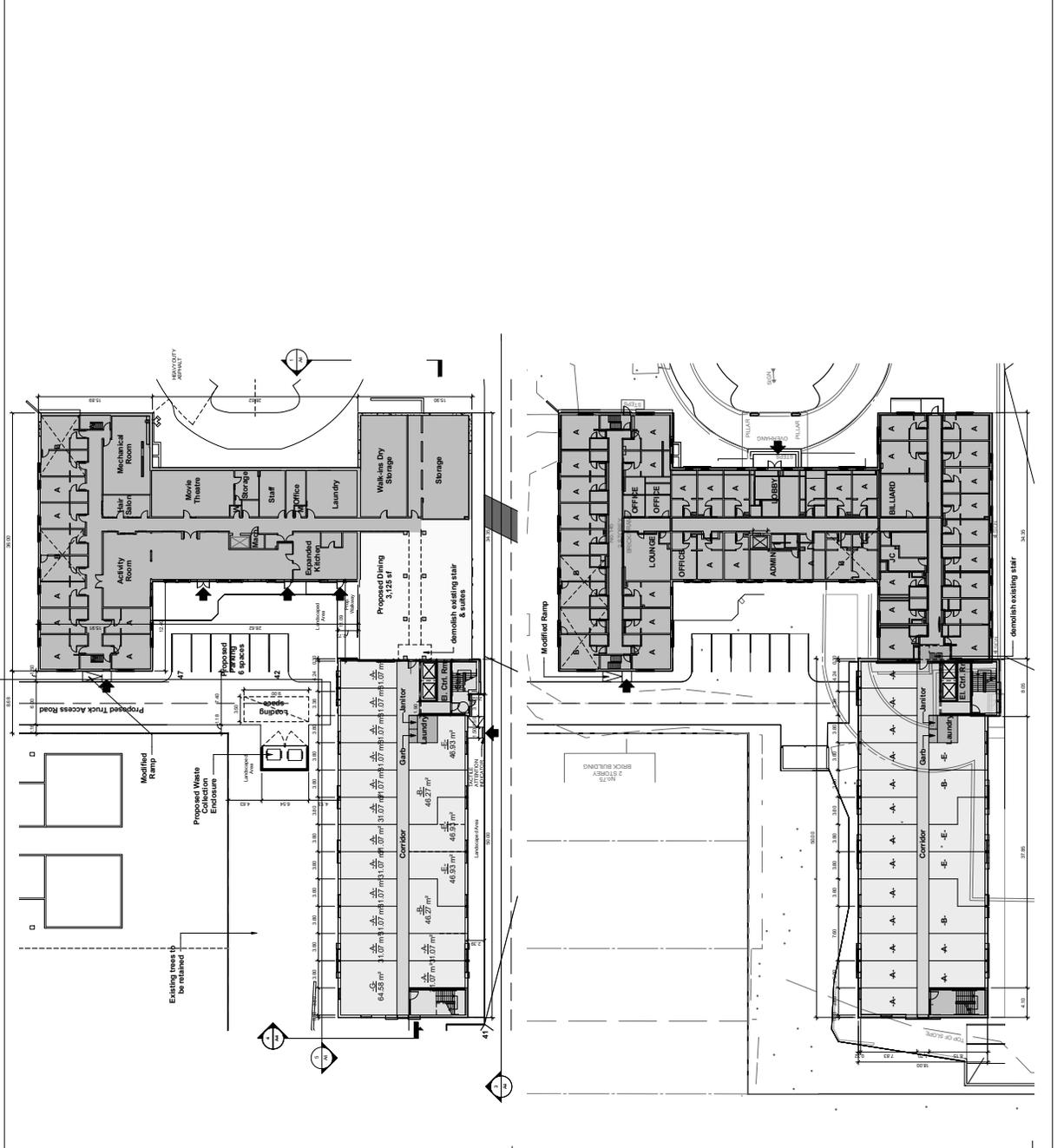


Client: **FG KW Retirement Living Inc.**

Project: **Proposed Expansion Kingsway Arms Aurora Retirement Residence**

Project Title: **Level 1 - 2 Floor Plan**

City, File No.:	2016.07.27	Project File:	Fredergate Aurora
Scale:	1:250	Drawing No.:	A2
Author:	HL	Checker:	RM
Date:		File Name:	



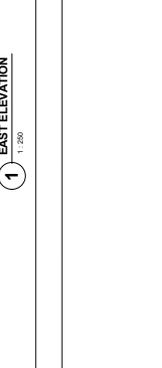
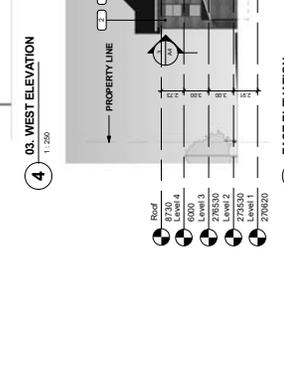
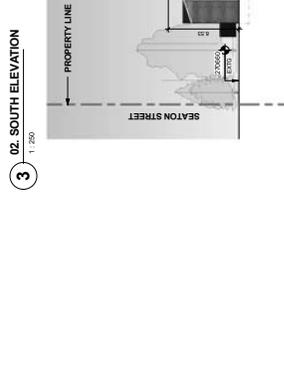
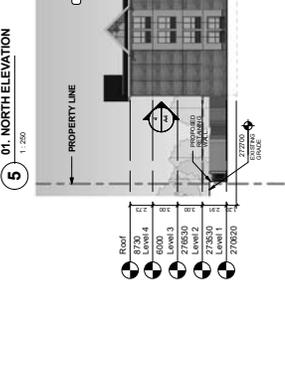
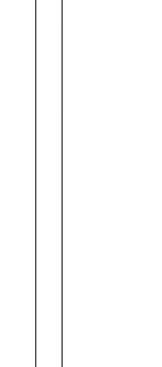
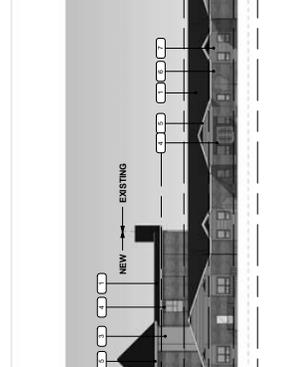
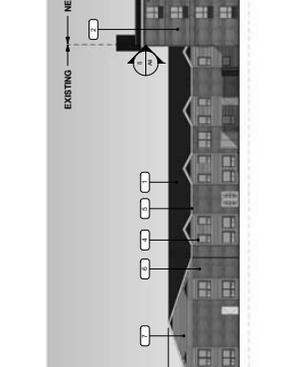
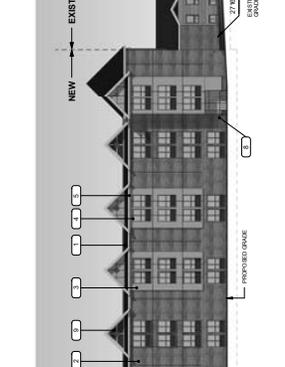
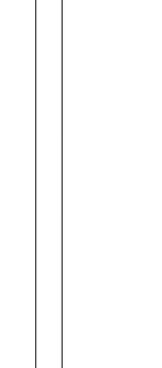
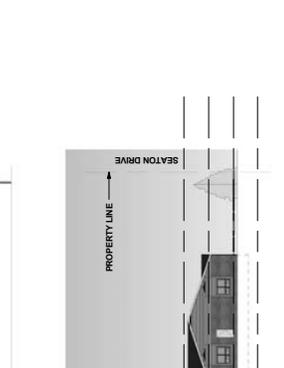
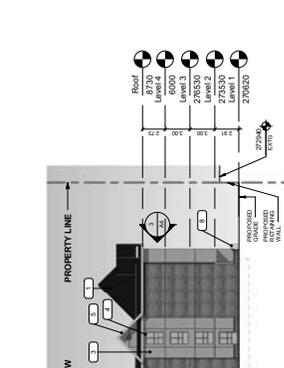
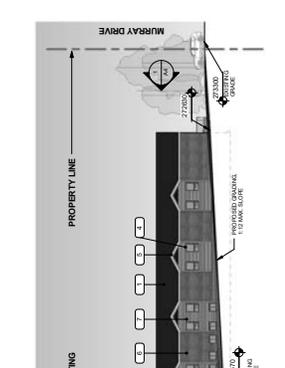
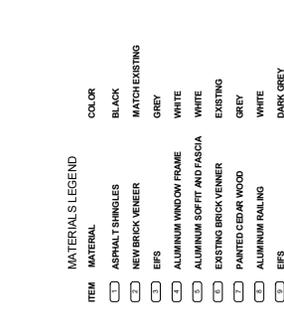
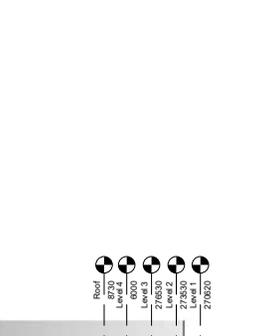
2 Level 1 Floor Plan
1:250

1 Level 2 Floor Plan
1:250

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NO.	DATE	REVISION
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- MATERIALS LEGEND**
- | ITEM | MATERIAL | COLOR |
|------|----------------------------|----------------|
| 1 | ASPHALT SHINGLES | BLACK |
| 2 | NEW BRICK VENEER | MATCH EXISTING |
| 3 | EPS | GREY |
| 4 | ALUMINUM WINDOW FRAME | WHITE |
| 5 | ALUMINUM SOFFIT AND FASCIA | WHITE |
| 6 | EXISTING BRICK VENEER | EXISTING |
| 7 | PAINTED CEDAR WOOD | GREY |
| 8 | ALUMINUM RAILING | WHITE |
| 9 | EPS | DARK GREY |

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 DENVER, COLORADO 80202
 TEL: 303.733.1100
 WWW.ALMURRAY.COM

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ASSOCIATION
 OF ARCHITECTS
 & BUILDERS
 2016

Project:
FC KW Retirement Living Inc.

Proposed Expansion
Kingsway Arms Aurora Retirement Residence

Architect:
 Elevations

City, File No.:
 2016.07.27

Project No.:
 2016.07.27

Scale:
 As Indicated

Sheet No.:
A4

Drawn By:
 HL

Checked By:
 RM

Date:
 2016.07.27

Project No.:
 2016.07.27

City, File No.:
 2016.07.27

Project No.:
 2016.07.27

Scale:
 As Indicated

Sheet No.:
A4

Drawn By:
 HL

Checked By:
 RM

Date:
 2016.07.27



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123 Ext. 4343
Email: Lkuk@aurora.ca
www.aurora.ca

Planning and Building Services

INTERNAL MEMO

DATE: August 19, 2016

TO: B. Butler, Planning and Building Services
S. Sample, Planning and Building Services
G. Greidanus, Parks & Recreation Services
R. Schell, Central York Fire Services
C. Catania, Accessibility Advisory Committee

FROM: Lawrence Kuk, Planning and Building Services

RE: Site Plan Application – Third Submission
MHJH Holdings Inc.
75 Eric T Smith Way
Lot 4, Part of Block 11, Plan 65M-4324
File No. SP-2016-01

On May 2016, Council approved the above noted site plan application. A site plan agreement was never finalized.

Due to the unexpected cost, the Owner made revisions to the approved site plan. In general, the Owner moved the entire building closer to Eric T Smith Way to reduce the height of the retaining wall in the rear of the property. There have been no changes to the building size or gross floor area. Minor windows and door changes were revised.

Please find attached the revised drawings. I would appreciate receiving your comments by **September 5, 2016**.

Please contact me at Ext. 4343 should you have any questions regarding the above noted proposal.

Attach.

KEY PLAN
N.T.S.

NO.	DATE	REVISIONS	BY
1		ISSUED FOR PERMITS	
2		REVISIONS TO PERMITS	
3		REVISIONS TO PERMITS	
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HALLMARK
DESIGN BUILD

VGA
Vancouver Capital Architects Inc.

PROPOSED PINNACLE TOOL WORKS

PROJECT: Pinnacle Tool Works
 1500 10th Street
 Aurora, Ontario

DRAWING NAME: Pinnacle Tool Works
 CITY FILE #

SCALE: 1:500
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: 11/11/15

SHEET NO: A-100
 TOTAL SHEETS: 100

SITE ANALYSIS (SCH-4)

LOT AREA: 1643.80 S.M. (1.29 ACRES)

BUILDING AREA: 4832.51 S.M. (3,290,945.52 SQ. FT.)

LANDSCAPE AREA: 3103.33 S.M. (2,033,838.52 SQ. FT.)

TOTAL BLDG. FT.: 381,141 S.M. (3,897,481.57 SQ. FT.)

COVERAGE: 30.88%

F&U: 0.231

PARKING REQUIRED: 18 SPACES

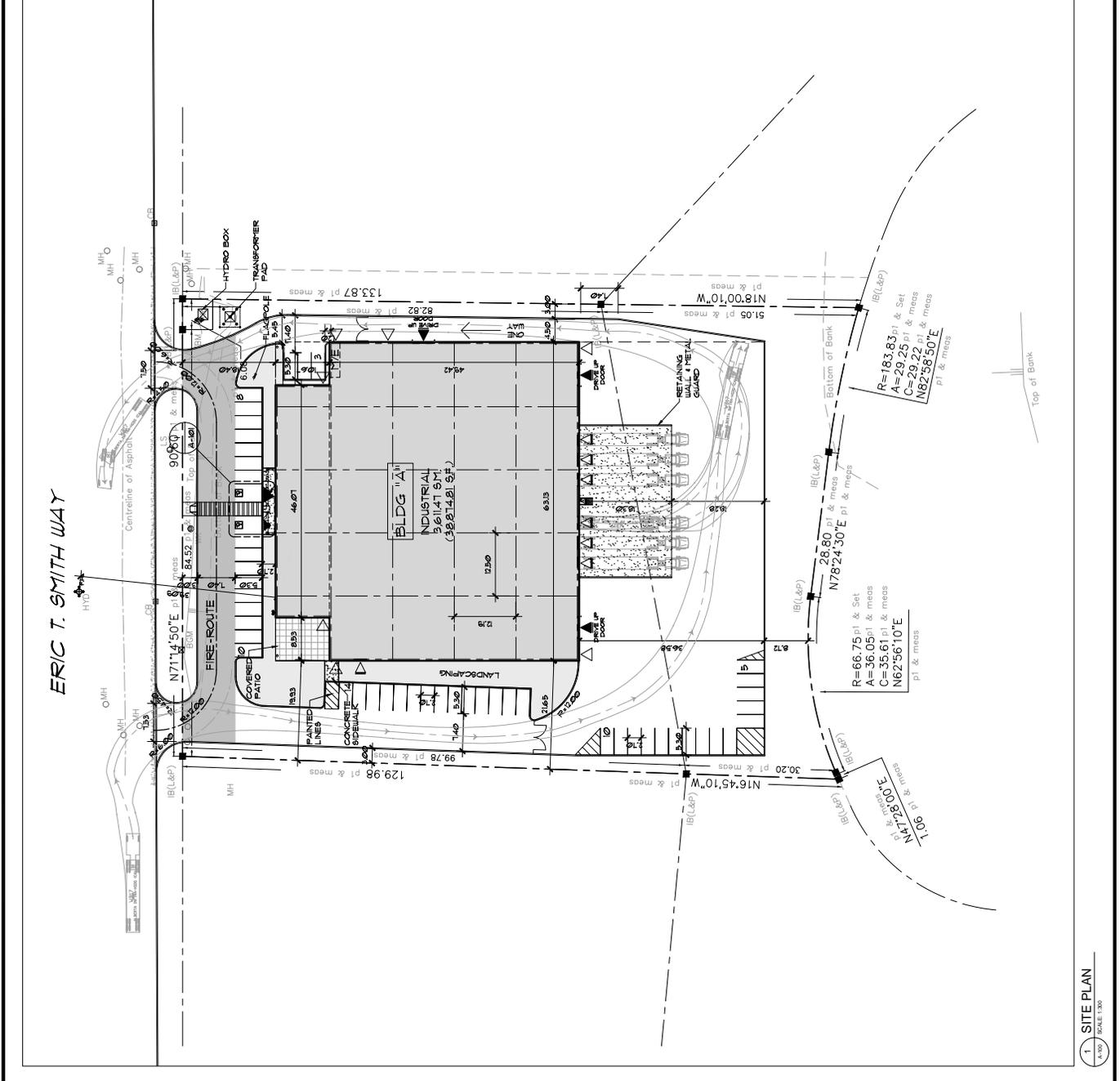
LANDSCAPE REQUIRED: 33 SPACES

TOTAL PARKING REQUIRED: 50 SPACES

PAVED AREA: 9,419.26 S.M. (6,231,744.32 SQ. FT.)

LANDSCAPE AREA: 7,449.50 S.M. (4,931,744.32 SQ. FT.)

PLAN OF SURVEY WITH TOPOGRAPHY OF LOT 4 PART OF BLOCK 11 PLAN 65M-4324 TOWN OF AURORA REGIONAL MUNICIPALITY OF YORK LLOYD & BURCELL LTD. DATE: NOVEMBER 17, 2015





Memorandum**Corporate Services**

Date: September 7, 2016
To: Accessibility Advisory Committee
From: Chris Catania, Accessibility Advisor
Re: Accessible Considerations for Audio/Video Equipment in Town Hall

Recommendation

- 1. That the memorandum regarding Accessible Considerations for Audio/Video Equipment in Town Hall be received; and**
- 2. That the Accessibility Advisory Committee provide comments regarding accessibility considerations for the audio/video equipment specified for Council Chambers and Holland Boardroom.**

Background

The Town is proceeding with an upgrade to the audio and video capabilities for both the Council Chambers and Holland Boardroom. This upgrade will enhance existing features, including additional requirements for meetings that are in line with current day technology.

This upgrade will enhance and/or add accessibility features required for full participation in both locations. This includes, but not limited to: high definition, high contrast resolution of video projection; wireless hearing assist/amplification of audio capabilities; split screen video projection display for electronic notetaking; and capability for future video conferencing.

The audio/video upgrade will remove a couple of barriers identified in the Town of Aurora's Accessibility Plan. This includes the capability for electronic notetaking and audio conferencing for meetings in the Holland Boardroom assisting those with hearing disabilities.

Accessible Considerations for Audio/Video Equipment in Town Hall
September 7, 2016

Page 2 of 2

Attached is the current list of audio/video requirements for Council Chambers and the Holland Boardroom. Additional comments and feedback from the Accessibility Advisory Committee are necessary to address any further requirements.

Attachments

Attachment 1 – Audio/Video Systems Upgrade Requirements List

Attachment 1

**TOWN OF AURORA – COUNCIL CHAMBERS & HOLLAND BOARDROOM
Audio/Video Systems Upgrade**

REQUIREMENTS LIST

Council Chambers “and” Holland Boardroom

#	Requirement Description	Comment
	<u>Audio [Functional]</u>	
1	Room acoustics design and configured for optimal audio output and for recording (for microphones and multimedia presentations)	
2	Control settings for adjustment of audio levels, automatic and manual audio leveling for listening and recordings	
3	Stationary high definition microphone with active indicator light for each member	
4	Microphone system integration for requesting speakers queuing, tracking of speakers, and remote microphone on/off controls	
5	Wireless multi-channel high definition microphones with built-in status indicator information	
6	Audio/Video storage cabinet/room must provide adequate space, ventilation and power for wireless microphone control system and charging system	
7	Hearing assistive technology control system and charging station	
8	Integration of hearing assistive audio such as hearing loops, FM transmitters, and/or infrared systems	
9	Room pick-up for room audio.	
	<u>Audio [Non-Functional]</u>	
1	All audio leveling functions should be easy to operate or override manually with a single button	
2	Microphone active indicator light should be bright and clearly visible to all members	
3	Microphones should have a movable range which is suitable to reach the speaker sitting comfortably	
4	Wireless microphones should be long lasting, lightweight and stand up to short drops and bumping	
5	Microphone queuing system should be viewable to all members and easily interpreted with names or seat location	
6	Shared hearing assistive devices should be discreet ,light weight, long lasting, and well-suited for hygienic cleaning	
	<u>Video [Functional]</u>	
1	HD digital video camera for whole room viewing (wired coax or network based)	
2	HD digital video camera able to compensate for variable bright and low light conditions	
3	Video feed systems to provide picture in picture capability for room over view and display what is on the projector	
4	Audio/Video Receiver must be able to interface with current Hauppauge USB Digitizer - if retaining this system (or other quoted model)	

5	Integration and compatibility with current Adobe Media Encoder – if retained	
6	Digitizer upgrade to a fully digital USB digitizer that is compatible with Adobe Media Encoder – if retained.	
7	Capabilities of the video projector feeds to “freeze screen image” as required, while working on the next image feed in the background before projecting or “unfreeze”	
8	Projector resolution controls, brightness and contrast for visual sharpness and clarity from various viewing distances	
9	Large size 16 : 10 projection screen for optimal viewing	
10	Capability of electronic note taking and to display on screen for the deaf	
	<u>Video [Non-Functional]</u>	
1	Video systems to compensate for, and not interfere with, any existing ceiling-mounted projectors	
2	Easy video brightness, contrast configuration and resolution settings for optimal viewing	
3	Single button video recording and save settings with date and time stamp	
4	Single button video streaming start/stop for webcast	
	<u>General System [Functional]</u>	
1	Replacement of the Crestron Audio/Video control system	
2	Integration of both Council Chambers and Holland Room audio/video main system for consistency of operation	
3	Multiple control panels with capabilities for centralized control of all related system endpoints and functions	
4	Seamless function integration and independence of systems in the Council Chambers and the Holland Boardroom	
5	Secure internal network access to shared audio/video content	
6	Archiving of recorded audio/video files on the network storage server	
7	Capability for live-streaming of Council and Committee meetings to the web and YouTube	
8	Suitable power, grounding and ventilation for all audio/video system storage space	
9	Compatible with V-Brick appliance/server for recording storage	
10	Capability for push button command of audio and video live streaming	
11	Capability for push button audio and video recording	
12	Elimination of any equipment feed-back, noise, buzzing, etc.	
13	Capabilities for future expansion – easy scalable design solution	
14	Complete cable management and cable connection jacks for connection to audio / projector / HDTV / visualizer / network / etc.	
15	Cabling infrastructure upgrades including managed network switches	
16	Procedures and functions for system pre-testing (including automatic all systems good check)	
17	Documented standard operating procedures and any other supporting documentation	
18	Intuitive and clearly identifiable preprogrammed button operation of all systems	
19	Uniformity of configuration, setup, operation, and control features for both systems	
20	Live-streaming and recording functionality in both rooms must function in the same way for operational consistency	
21	Countdown clock/timer to be shown on all control panels and also visible from the delegate podium, with integrated pre-set time settings and options	

22	Wall clock time synchronization with all other time clocks in the audio/video system	
23	Recording in progress indicator or studio light as a visual indicator when the room is being recorded	
24	Control panel capable of inserting a backup memory card for recording of audio/video without having to go into the back A/V room	
25	Enhanced lighting controls on the control panel for Council Chambers and Holland Room	
26	Capabilities to track and display voting results by council or committee members	
27	Demonstrated integration with other meeting management software solutions	
28	Assessment of current equipment that may be retained and connected to the new system: (such as: amplifier, Elmo, A/V component rack, projector, camera)	
29	Security controls and passwords to protected control panel function areas	
30	Access control for network sharing and storage	
31	Must comply with infrastructure standards already set in place for data and communication technology	
32	Compatible with Microsoft windows based systems and networking protocols	
	General System [Non-Functional]	
1	One touch pre-programmed buttons for most common functions	
2	Easy to use and understand all the system functions, intuitive user interface	
3	Must provide detailed physical and logical diagram of the entire A/V system and all components for Council Chambers and Holland Room	
4	Provide programming source code for Crestron system for future modification requirement	
5	Active responsiveness, information feedback of system status for audio and video recording functions (currently one button provides little feedback on system up)	
6	Ongoing Staff Training for general users and system operators	
7	Ability for system audits for system uptime, access, usage, and changes	
8	Controls for content data retention schedules and data cleanup	
9	System design for disaster recovery and business continuity	
10	System redundancy for automatic or manual failover functions	
11	Performance of the entire system must be fast and responsive under all load conditions	
12	Privacy requirements – opt out options as may be necessary and verifiable	
13	Must be serviceable and system administration by trained operators	
14	System must have scalability, compatibility and/or adaptability of the hardware or software architecture, installation, and licensing	
15	Automated Routine system back-up of configurations and data.	
16	User self-help features and documentation	
17	Accessibility features of the control system for operating and for observing as an attendee (assistive technologies)	
18	Meet wheelchair accessibility requirements for managing or using the a/v system equipment in Council Chambers and Holland Room	

Council Chambers

#	Requirement Description	Comment
	Audio [Functional]	
1	Must eliminate microphone challenges at the desks in the Council Chambers where they need to lean over too much for the mic to pick up the speaker	Mandatory (C)

2	Microphones at Council Chambers desks must be unobtrusive so as to not be in the way of covering the face	Mandatory (C)
3	Must eliminate any and all audio issues as currently there is an intermittent humming / buzzing sound that can be distracting to the speaker	Mandatory (C)
4	Must improve overall sound quality for the participants and the recording / live feed	Mandatory (C)
5	All buttons to activate/deactivate the microphones must be durable and hold up to regular use over time	Mandatory (C)
6	Need individual volume control on microphones	Mandatory (C)
	<u>Audio [Non-Functional]</u>	
1	Delegation microphones must not be cumbersome, or complicate, so they must be easy to use and very intuitive	
	<u>Video [Functional]</u>	
1	Quality of the video feed for our GC meetings needs to be improved for example: watching videos via YouTube it is difficult to make out the individual speaking	Mandatory (C)
2	Wants better cameras in chambers to capture and transmit a higher quality image	Mandatory (C)
3	Provide the ability to separate the video feed to one or two screens in Council Chambers	
4	Assess the Council Chambers video camera above the main doors to make a decision to keep or replace	
5	Separation of the two projection screens from one video signal to two, so that different information can be shown on the separate screens	
	<u>Video [Non-Functional]</u>	
	<u>General System [Functional]</u>	
1	Councillors want a way to request to speak – for the chair	Mandatory (C)
2	Councillors also want to get the attention of the Mayor	Mandatory (C)
3	Queuing the order of speaking is necessary – for the chair, who goes first, second, third etc.	Mandatory (C)
4	Recording the vote electronically – who voted which way - a summary of the vote after the fact	Mandatory (C)
5	Voting buttons needed on a touch panel	Mandatory (C)
6	Every Councillor should have their own screen – eliminate sharing of screens	Mandatory (C)
7	Screens should be interactive – possibly integrate the use of tablets (for meeting management system) into Council Chambers meetings	Mandatory (C)
8	Streaming with picture in picture	
9	Increased size of the Mayor’s control panel, currently very small (3-4”) and limited in functionality	
10	More capabilities for the Mayor’s control panel screen to control lights, screen selection of what they are viewing, control of blinds, queuing system control (for the ability to manage the requests to speak)	
11	Replace all A/V cabling including connection boxes underneath the desks in Council	

	Chambers	
12	Addition of a new microphone queuing system with the replacement of the Council desk microphones	
13	Projector screen on the Right side from the main entrance to Council Chambers needs to be pushed back into the wall so that people don't bump into it on their way down the ramp	
	<u>General System [Non-Functional]</u>	

Holland Boardroom

#	Requirement Description	Comment
	<u>Audio [Functional]</u>	
1	Wired and wireless microphones must not interfere with the function of the Town's induction loop hearing assist technology	
2	Audio system to integrate with the Town's induction loop hearing assist technology	
3	Microphones suitable for to video conferencing	
4	Existing Built in audio speakers and amplifier (currently in cabinet and ceiling mount speakers)	
5	Advisory Committee will require 11 MICs (9 members, 1 secretary, and 1 delegate)	
6	Integration of the Holland Room hearing loop into the main Audio/Video system for microphones and audio controls	
7	Assessment and integration of the FM transmitter and receivers for hearing assistive portable headsets for function and reliability	
	<u>Audio [Non-Functional]</u>	
	<u>Video [Functional]</u>	
1	Integrated use of existing wall mounted HDTV keeping in mind the line of sight for all attendees	
2	Future ready for Video Conferencing solution as needed (Skype etc. using PC or HDTV	
3	Keeping in mind optimal line of sight for the video camera (projector device out of the camera view)	
4	Keeping in mind optimal line of sight for video conferencing (avoiding the backs of people's heads)	
5	Use existing (aging) 4:3 projector or new wide screen projector with wide pulldown screen (short throw?)	
6	Additional whiteboard space with integrated whiteboard marker eraser storage	

	<u>Video [Non-Functional]</u>	
	<u>General System [Functional]</u>	
1	Projection functions on the control panel monitor needs to be able to accommodate the additional buttons for the Holland Room	
	<u>General System [Non-Functional]</u>	



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, JUNE 14, 2016**

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1 (with the exception of sub-items 7, 8, 11, 13, and 19), 2 and 3 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri
Seconded by Councillor Kim**

THAT the following recommendations with respect to the matters listed as "Items Not Requiring Separate Discussion" be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

1. General Committee Meeting Report of June 7, 2016

THAT the General Committee meeting report of June 7, 2016, be received and the following recommendations carried by the Committee be approved:

(21) Joint Accessibility Advisory Committee and Parks and Recreation Advisory Committee Meeting Minutes of May 31, 2016

THAT the Joint Accessibility Advisory Committee and Parks and Recreation Advisory Committee meeting minutes of May 31, 2016, be received for information.

CARRIED



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, JUNE 14, 2016**

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1 (with the exception of sub-items 7, 8, 11, 13, and 19), 2 and 3 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri
Seconded by Councillor Kim**

THAT the following recommendations with respect to the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

1. General Committee Meeting Report of June 7, 2016

THAT the General Committee meeting report of June 7, 2016, be received and the following recommendations carried by the Committee be approved:

(22) Accessibility Advisory Committee Meeting Minutes of June 1, 2016

THAT the Accessibility Advisory Committee meeting minutes of June 1, 2016, be received; and

THAT the Accessibility Advisory Committee recommend to Council:

New Business Motion No. 1

THAT staff be directed to investigate and report back to the Committee regarding the feasibility and options for providing enhanced access to the Town’s trails system.

CARRIED