



**Accessibility  
Advisory Committee  
Meeting Agenda**

**Wednesday, June 20, 2018**

**4 p.m.**

**Holland Room  
Aurora Town Hall**

Public Release  
June 14, 2018



**Town of Aurora  
Accessibility Advisory Committee  
Meeting Agenda**

**Date:** Wednesday, June 20, 2018

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

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**1. Approval of the Agenda**

**Recommended:**

That the agenda as circulated by Legislative Services be approved.

**2. Declarations of Pecuniary Interest and General Nature Thereof**

**3. Receipt of the Minutes**

**Accessibility Advisory Committee Meeting Minutes of May 9, 2018**

**Recommended:**

That the Accessibility Advisory Committee meeting minutes of May 9, 2018, be received for information.

**4. Delegations**

**5. Matters for Consideration**

**1. Memorandum from Senior Policy Planner**

**Re: Site Plan Application**

**Time Development Group**

**4 Don Hillock Drive**

**Lot 1, Registered Plan 65M-3974**

**(Northeast corner of Leslie Street and Don Hillock Drive)**

**File Number SP-2017-07**

(Full size drawings will be provided at the meeting.)

**Recommended:**

1. That the memorandum regarding Site Plan Application, Time Development Group, 4 Don Hillock Drive, Lot 1, Registered Plan 65M-3974 (Northeast corner of Leslie Street and Don Hillock Drive), File Number SP-2017-07, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application.

**2. Round Table Discussion**

**Re: Enabling Accessibility Fund**

**Recommended:**

1. That the discussion and comments regarding Enabling Accessibility Fund be received and referred to staff for consideration and action as appropriate.

**3. Round Table Discussion**

**Re: Library Square**

**Recommended:**

1. That the discussion and comments regarding Library Square be received and referred to staff for consideration and action as appropriate.

**6. Informational Items**

**4. Memorandum from Town Clerk**  
**Re: Internet Voting in the 2018 Municipal Election**

**Recommended:**

1. That the memorandum regarding Internet Voting in the 2018 Municipal Election be received for information.

**5. Extract from Council Meeting of May 22, 2018**  
**Re: Accessibility Advisory Committee Meeting Minutes of April 4, 2018**

**Recommended:**

1. That the Extract from Council Meeting of May 22, 2018, regarding the Accessibility Advisory Committee meeting minutes of April 4, 2018, be received for information.

**7. New Business**

**8. Adjournment**



**Town of Aurora  
Accessibility Advisory Committee  
Meeting Minutes**

**Date:** Wednesday, May 9, 2018

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

**Committee Members:** Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor John Abel

**Member(s) Absent:** None

**Other Attendees:** Fausto Filippetto, Senior Policy Planner, Matt Zawada, Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

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The Chair called the meeting to order at 4:04 p.m.

**1. Approval of the Agenda**

**Moved by Jo-anne Spitzer  
Seconded by Gordon Barnes**

That the agenda as circulated by Legislative Services be approved.

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

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

Accessibility Advisory Committee Meeting Minutes  
Wednesday, May 9, 2018

Page 2 of 5

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### **3. Receipt of the Minutes**

#### **Accessibility Advisory Committee Meeting Minutes of April 4, 2018**

**Moved by John Lenchak**

**Seconded by James Hoyes**

That the Accessibility Advisory Committee meeting minutes of April 4, 2018, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Matters for Consideration**

None

### **6. Informational Items**

#### **1. Memorandum from Accessibility Advisor**

##### **Re: National Access Awareness Week Update**

Staff provided an update on the events planned from May 28 to June 1 to recognize National Access Awareness Week.

**Moved by John Lenchak**

**Seconded by Jo-anne Spitzer**

1. That the memorandum regarding National Access Awareness Week Update be received for information.

**Carried**

#### **2. Memorandum from Accessibility Advisor**

##### **Re: Accessible Trailer Application**

Accessibility Advisory Committee Meeting Minutes  
Wednesday, May 9, 2018

Page 3 of 5

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Staff provided an overview of the Town of Whitchurch-Stouffville Accessible Trailer Booking Requests form, including the booking process and how the Town of Aurora may consider the trailer for outdoor events.

**Moved by Councillor Abel  
Seconded by James Hoyes**

1. That the memorandum regarding Accessible Trailer Application be received for information.

**Carried**

**3. Memorandum from Senior Policy Planner  
Re: Library Square Design**

Mr. Fausto Filippetto provided an overview of the Library Square Design, including the exterior and interior accessible routes.

The Committee expressed concern regarding the accessibility deficiencies in the updated Library Square design, and discussed accessibility standards to be considered as part of the design, emphasizing the need to review pedestrian entrances, paths of travel and drop-off zones around the building.

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

1. That the memorandum regarding Library Square Design be received; and
2. That the following Accessibility Advisory Committee comments regarding the Library Square Design be considered by staff:
  - (a) Request to increase the number of accessible parking spaces, including consideration to add on-street parking; and
  - (b) Request for accessible parking spaces to be distributed and located in closer proximity to the entrances and exits of Town Library, Cultural Centre, New Community Facility and Victoria Hall; and
  - (c) Request for the location of the Book Drop-off to be reconsidered, as the proposed location is farther away from the Town Library with no protection

Accessibility Advisory Committee Meeting Minutes  
Wednesday, May 9, 2018

Page 4 of 5

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from the elements, and the previous drop-off passenger area has been eliminated; and

- (d) Request that, at a minimum, the new design should maintain the current level of accessibility experienced by patrons.

**Carried**

**4. Extract from Council Meeting of March 27, 2018**

**Re: Accessibility Advisory Committee Meeting Minutes of February 7, 2018**

**Moved by Gordon Barnes**

**Seconded by Jo-anne Spitzer**

1. That the Extract from Council Meeting of March 27, 2018, regarding the Accessibility Advisory Committee meeting minutes of February 7, 2018, be received for information

**Carried**

**5. Extract from Council Meeting of April 24, 2018**

**Re: Accessibility Advisory Committee Meeting Minutes of March 7, 2018**

**Moved by John Lenchak**

**Seconded by Gordon Barnes**

1. That the Extract from Council Meeting of April 24, 2018, regarding the Accessibility Advisory Committee Meeting Minutes of March 7, 2018, be received for information.

**Carried**

**7. New Business**

None

Accessibility Advisory Committee Meeting Minutes  
Wednesday, May 9, 2018

Page 5 of 5

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## **8. Adjournment**

**Moved by Gordon Barnes**

**Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 5:28 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



100 John West Way  
Box 1000  
Aurora, ON L4G 6J1  
Phone: 905-727-3123 Ext. 4342  
Email: [ffilipetto@aurora.ca](mailto:ffilipetto@aurora.ca)  
[www.aurora.ca](http://www.aurora.ca)

**Planning and Building Services**

## **INTERNAL MEMORANDUM**

**DATE:** June 1, 2018

**TO:** Bill Butler, Engineer, Development Planning  
Samantha Sample, Zoning Examiner  
Michael Bat, Analyst, Traffic/Transportation  
Gary Greidanus, Landscape Architect  
Shane Stein, Central York Fire Services  
**Mat Zawada, Accessibility Advisor**

**COPY:** Janet Van Scheyndel, Law Clerk (*memo*)

**FROM:** Fausto Filipetto, Senior Policy Planner

**Re:** ***Site Plan Application***  
***Time Development Group***  
***4 Don Hillock Drive***  
***Lot 1, Registered Plan 65M-3974***  
***(Northeast corner of Leslie Street & Don Hillock Drive)***  
***File Number SP-2017-07***

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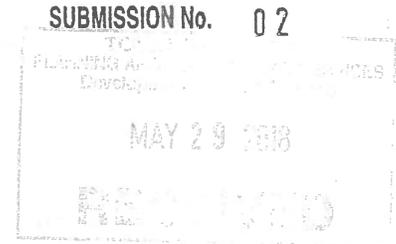
Attached please find the second submission of the above noted Site Plan Application for your review. Please review this proposal and provide us with your comments and/or any recommended revisions that you may require by **Monday, June 18, 2018**. Should you have any questions regarding the above, please feel free to contact me.

Attach./



May 18<sup>th</sup>, 2018

Planning and Building Services  
Development Planning Division  
Town of Aurora  
100 John West Way  
Box 1000  
Aurora, ON  
L4G 6J1



**RE: Application for Site Plan Approval - Resubmission Revision Summary**  
Aurora Hampton (4 Don Hillock Dr.) Lot 1 6M-3974  
File No. MV-2017-19

Dear Fausto Filippetto,

API Development Consultants Inc. is pleased to resubmit a Site Plan Application on behalf of Time Development Group for a Site Plan Approval for the above noted land. The attached applications have been amended in response to the municipality review comments received October 19<sup>th</sup>, 2017. Also included in the resubmission are revisions related to brand approval both on the site, in plan and elevation. Please refer to the appended consultant revision summaries as well as the summary below for detailed descriptions of the amendments.

As outlined in our application for Minor Variance Approvals received on May 19<sup>th</sup> 2017 from the Committee of Adjustments of the Town of Aurora Zoning By Law 2213-78, with file number: MV-2017-19A-D for our proposal of a sprinklered 122 room, 6 storey Hampton Inn and Suites Hotel in the noted subject site to be authorized for the proposed development. We have received the conditional approval that the applicant obtains Site Plan Approval and enter into Site Plan Agreement with the Town of Aurora. The validity of this agreement, as advised by the Town of Aurora remains valid in association with the open site plan application.

**Revisions Summary**

**Drawing Sheets**

A300, A301, AR300 & AR301 – Sheets 300 & 301 series have been split into one elevation per sheet. Further, A & AR series have been merged into stand-alone rendered elevation drawings. Refer to renumbered elevation sheets A300, A301, A302 & A303. Issuances block has been amended to illustrate that content was previously submitted as noted in the revision descriptions. All other sheet numbers remain as previously submitted.

**Accessibility**

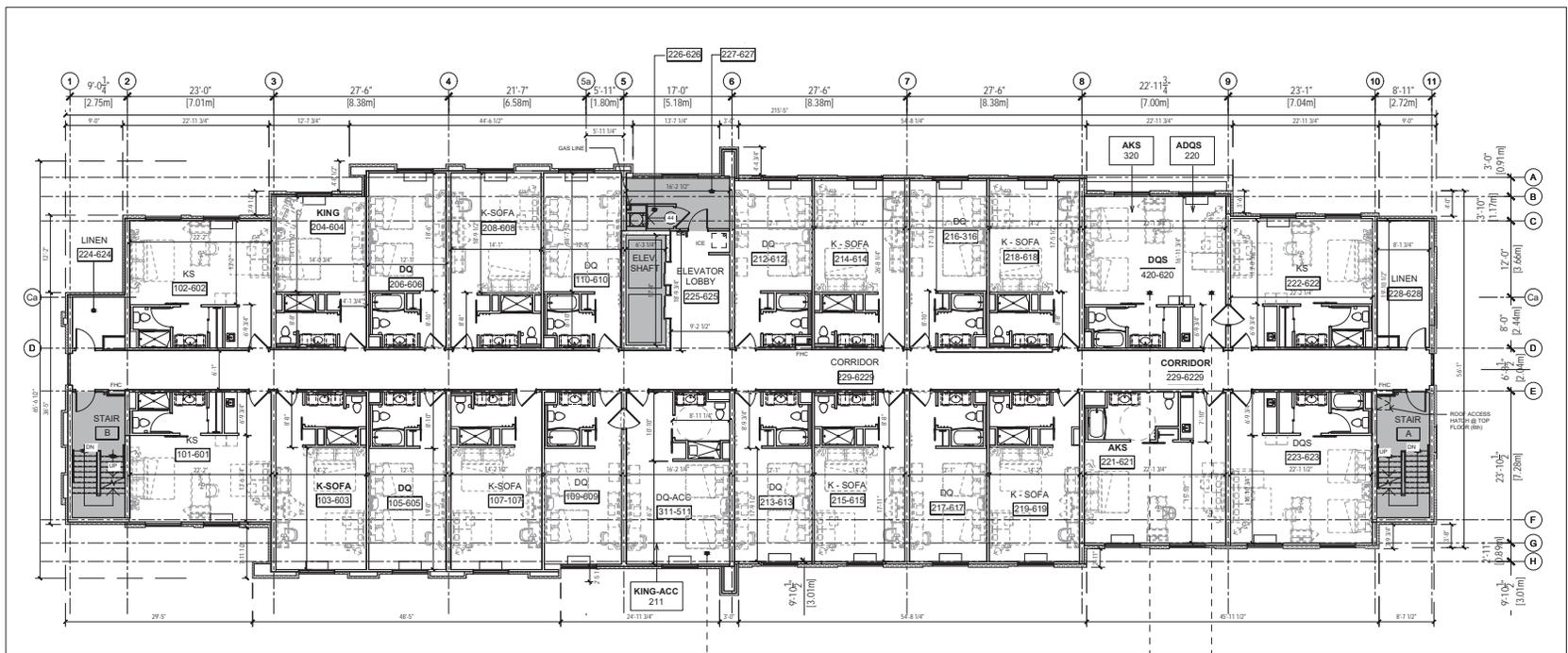


1. Accessibility Parking Spaces to align with AODA o.Reg 191/11 s. 80.36; **Response: Parking space type & quantity updated to align to the zoning bylaw, AODA.**
2. Consideration for Hoyer Lift friendly platform beds (4 posts) in accessible suites. **Response: Hotel brand does not accept this type of bed.**
3. Consideration for utility switches and amenities to be wheelchair height in accessible suites provided during BP Process. **Response: Building will conform at BP stage.**
4. Consideration for barrier free path of travel from accessible parking to front entrance, ensuring the front structural pillar does not affect path of travel. **Response: Barrier free path of travel maintained at entry (2.4m in width). Structural pillars added to site plan for clarity, out of this path of travel.**
5. Consideration for sliding automatic doors at main entrance with proper curb cuts. **Response: Main entry provided with automatic sliding doors.**
6. Consideration for sliding automatic doors at first floor corridor as well as public areas. **Response: Public areas provided with Barrier Free Swing Doors.**
7. Consideration for accessible counter height (barrier-free) for front reception area. **Response: Reception desk per brand standards, including accessible measures for front or side approach.**
8. Consideration for proper accessible audible/visual alarms and ease of access out of the facility in case of an emergency. **Response: Building will conform during BP stage.**
9. Consideration for barrier free elevator lobby. **Response: Building will conform during BP stage, per OBC.**

#### PARKS & RECREATION

1. Tree valuation figures are required for all existing trees to be removed. Compensation planting may be required. (refer to document FOREST MANAGEMENT POLICY, APPENDIX C, TREE REMOVAL AND COMPENSATION) **Response: Provided.**
2. Update the tree preservation plat to more clearly show existing trees (plan is difficult to read) Update digitally-not handwritten **Response: Updated, refer to landscape.**
3. Boulevard planting on Don Hillock to conform to Urban design Guidelines for species and layout. Leslie Street is a regional road -planting to be coordinated with York Region. (refer to York Region Boulevard Tree Standards for species & layout) **Response: Updated.**
4. Sod is shown as the surface for the parking islands on the interior of the site.- no issues but consider an alternative surface for future maintenance operations. **Response: Sod remains in these locations.**
5. Proposed coniferous and deciduous tree planting along the north property line is shown very close to the proposed retaining wall. Add a note on the plans for this area indicating that the exact location of planting will be determined on site at the time of construction **Response: Note provided.**





1 TYPICAL FLOOR PLAN  
 1/8" = 1'-0"



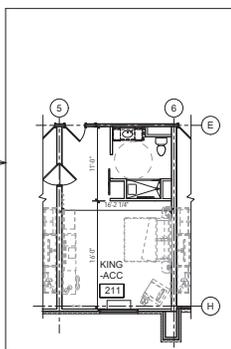
PUBLIC USE AREA



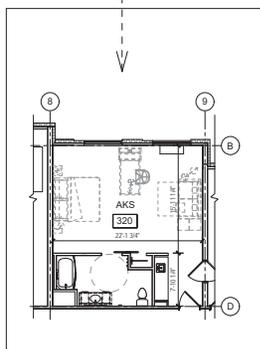
GFA DEDUCTIONS 568 SF (52.8 SM)

ROOM MATRIX

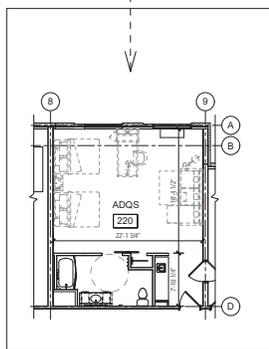
ROOM TYPES	BASE	GR	2ND	3RD	4TH	5TH	6TH	TOTAL	%	MIX	MIX %	ACC%
KING (K)	0	1	1	1	1	1	1	6	4.88			
KING ACCESSIBLE (K-ACC)	0	0	1	0	0	0	0	1	0.81			
KING SOFA (K-SOFA)	0	1	7	7	7	7	7	36	35.27	44	35.77	1.63
KING SOFA ACCESSIBLE (K-SOFA ACC)	0	1	0	0	0	0	0	1	0.81			
DOUBLE QUEEN (DQ)	0	2	8	8	8	8	8	42	34.15			
DOUBLE QUEEN ACCESSIBLE (DQ-ACC)	0	0	0	1	1	1	1	4	3.25	46	37.40	3.25
<b>TOTAL GUESTROOMS</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>90</b>	<b>73.17</b>	<b>90</b>	<b>73.17</b>	<b>4.88</b>
KING STUDIO (KS)	0	2	3	3	3	3	3	17	13.82			
KING STUDIO ACCESSIBLE (AKS)	0	0	1	2	1	1	1	6	4.88			
DOUBLE QUEEN STUDIO (DQS)	0	0	1	1	2	2	2	8	6.50			
ACC DOUBLE QUEEN STUDIO (ADQS)	0	0	1	0	0	0	0	1	0.81			
<b>TOTAL STUDIO ROOMS</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>32</b>	<b>26.02</b>	<b>32</b>	<b>26.02</b>	<b>5.69</b>
<b>TOTAL</b>	<b>0</b>	<b>7</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>122</b>	<b>100.00</b>	<b>122</b>	<b>100.00</b>	<b>10.57</b>



2 211 KING-ACC  
 1/8" = 1'-0"



3 320 ACC-KING-STUDIO  
 1/8" = 1'-0"



4 220 ACC-DQ-STUDIO  
 1/8" = 1'-0"

Rev. No.	By	Description	Date
1	SM	SET FOR APPROVAL - 2ND SUBMISSION	18.06.20
2	SM	SET FOR APPROVAL - 3RD SUBMISSION	17.06.18
3	SM	PROVIDING REVISED DRAWINGS	19.06.17
4	SM	PROVIDING REVISED DRAWINGS	19.06.17

DO NOT SCALE DRAWINGS. USE ONLY DIMENSIONS MARKED "ISSUED FOR CONSTRUCTION". VERIFY COORDINATING DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

DEVELOPMENT CONSULTANT:	
Mailing Address:	1265 Connaught Rd. Oakville, Ontario L6J 7K5
Project Co-ordinator:	Denise Marquis

ARCHITECT:  
 SAPIUS ARCHITECTS INC.  
 410 FORD DRIVE, SUITE 218  
 OAKVILLE, ONTARIO L6J 7K4

OWNER:  
 TIME DEVELOPMENT GROUP

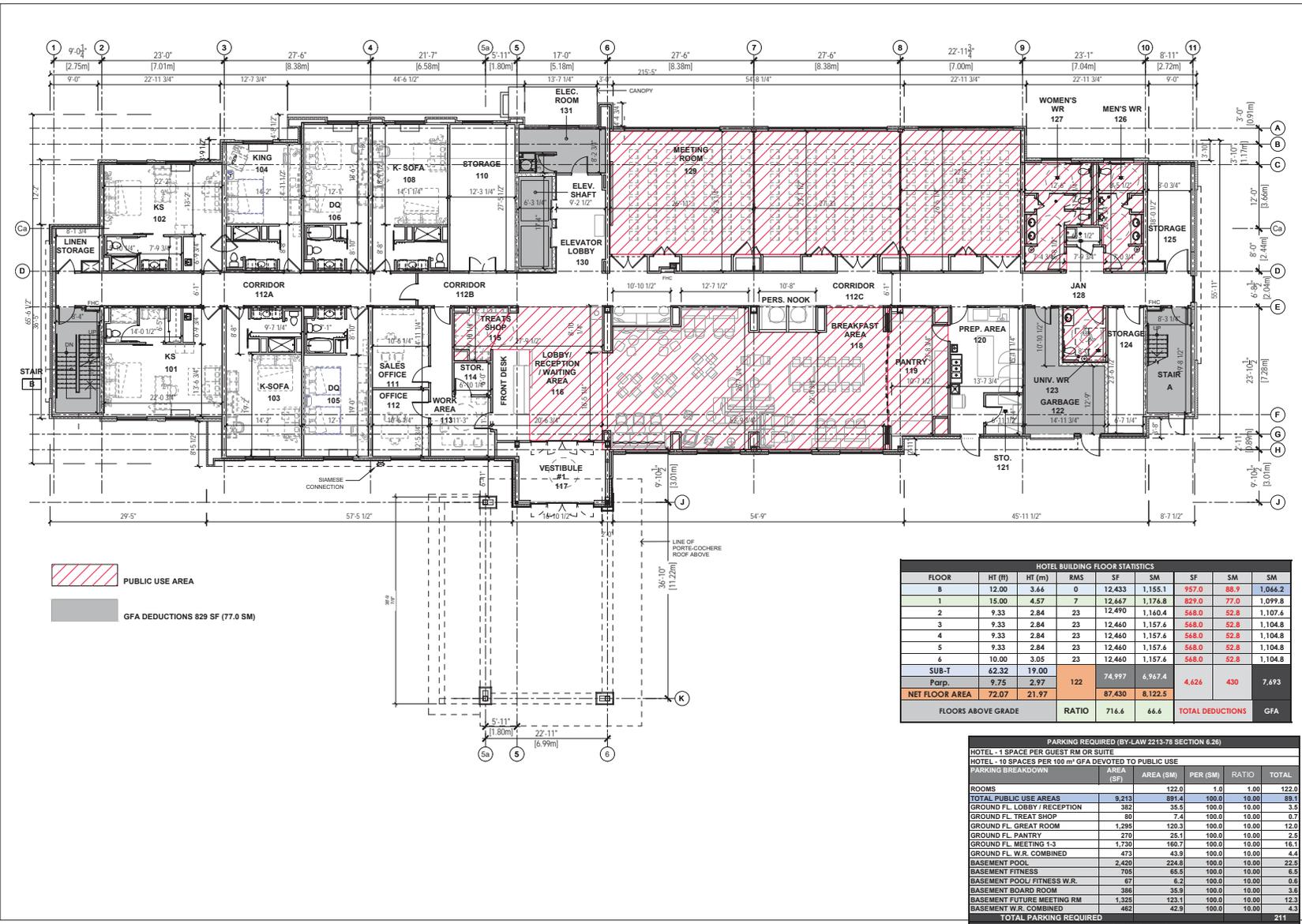
ONARIO ASSOCIATION OF ARCHITECTS  
 PROFESSIONAL CERTIFICATION

PROJECT:  
**HOTEL DEVELOPMENT**  
  
 4 DON MILLOCK DRIVE - BURORA, ONTARIO

DRAWING TITLE:  
**OVERALL TYPICAL FLOOR PLAN**

BY	CHECK	ISSUED FOR
SM	SM	SM

PROJECT NO. / SHEET NO.: 571-008  
 SCALE: 1/8" = 1'-0"  
 ISSUE DATE: A202



FLOOR	HT (ft)	HT (m)	RMS	SM	SF	SM	SM
8	12.00	3.66	0	12,433	1,155.1	957.0	1,044.2
1	15.00	4.57	7	12,467	1,174.8	629.0	1,099.8
2	9.33	2.84	23	12,490	1,140.4	548.0	1,107.4
3	9.33	2.84	23	12,460	1,157.6	548.0	1,104.8
4	9.33	2.84	23	12,460	1,157.6	548.0	1,104.8
5	9.33	2.84	23	12,460	1,157.6	548.0	1,104.8
6	10.00	3.05	23	12,460	1,157.6	548.0	1,104.8
SUB-T	62.32	19.00		74,997	6,967.4	4,626	7,693
Partp.	9.75	2.97	122	87,430	8,122.5		
<b>NET FLOOR AREA</b>	<b>72.07</b>	<b>21.97</b>					
<b>FLOORS ABOVE GRADE</b>	<b>RATIO</b>			716.4	66.6	<b>TOTAL DEDUCTIONS</b>	<b>GFA</b>

ROOMS	AREA (SF)	AREA (SM)	PER (SM)	RATIO	TOTAL
TOTAL PUBLIC USE AREAS	8,213	891.4	100.0	10.00	89.1
GROUND FL LOBBY / RECEPTION	382	35.5	100.0	10.00	3.5
GROUND FL TREAT SHOP	80	7.4	100.0	10.00	0.7
GROUND FL GREAT ROOM	1,258	126.1	100.0	10.00	12.6
GROUND FL PANTRY	270	25.1	100.0	10.00	2.5
GROUND FL MEETING 1-3	1,730	160.7	100.0	10.00	16.1
GROUND FL W.R. COMBINED	473	43.9	100.0	10.00	4.4
BASEMENT POOL	2,400	224.8	100.0	10.00	22.5
BASEMENT FITNESS	705	65.5	100.0	10.00	6.5
BASEMENT POOL/ FITNESS W.R.	67	6.2	100.0	10.00	0.6
BASEMENT BOARD ROOM	336	31.9	100.0	10.00	3.6
BASEMENT FUTURE MEETING RM	1,328	123.1	100.0	10.00	12.3
BASEMENT W.R. COMBINED	482	42.9	100.0	10.00	4.3
<b>TOTAL PARKING REQUIRED</b>					<b>211</b>
<b>TOTAL PARKING PROVIDED</b>					<b>74</b>
<b>PARKING AREA 1</b>					<b>74</b>
<b>PARKING AREA 2</b>					<b>0</b>
<b>TOTAL PARKING PROVIDED</b>					<b>74</b>
<b>TOTAL PARKING PROVIDED</b>					<b>124</b>
<b>APPROVED VARIANCE MV-2017-19A-D</b>					<b>-47</b>

1	SM	REV. PLAN APPROVAL - JAG SUBMISSION	18.06.18
2	SM	REV. PLAN APPROVAL - ST SUBMISSION	18.06.18
3	SM	REV. PLAN APPROVAL - ST SUBMISSION	18.06.18
4	SM	REV. PLAN APPROVAL - ST SUBMISSION	18.06.18

Rev. Iss. By Description Date YY-MM-DD

DO NOT SCALE DRAWINGS. USE ONLY DIMENSIONS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONTRIBUTOR'S DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

DEVELOPMENT CONSULTANT:  
 Mailing Address: 1265 Connaught Rd. Oakville, Ontario L6L 7K5  
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ARCHITECT:  
 SAPIUS ARCHITECTS INC.  
 410 FORD DRIVE, SUITE 218  
 OAKVILLE, ONTARIO L6L 7K4

OWNER:  
 TIME DEVELOPMENT GROUP

PROJECT:  
 HOTEL DEVELOPMENT

CREATING TITLE:  
 OVERALL GROUND FLOOR PLAN

BY: [Signature] CHECKED: [Signature] ISSUED FOR: [Signature]

PROJECT NO.: SHEET NO.: 571-008

SCALE: 1/8" = 1'-0"

DATE: A201

SHEET REV. 1 ISSUE

1 GROUND FLOOR PLAN  
 1/8" = 1'-0"





100 John West Way  
Box 1000  
Aurora, Ontario  
L4G 6J1  
**Phone:** 905-727-3123 ext. 4771  
**Email:** mderond@aurora.ca  
**www.aurora.ca**

**Town of Aurora  
Corporate Services**

## **Memorandum**

**Date:** June 20, 2018  
**To:** Accessibility Advisory Committee  
**From:** Michael de Rond, Town Clerk  
**Re:** **Internet Voting in the 2018 Municipal Election**

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### **Recommendation**

- 1. That the memorandum regarding Internet Voting in the 2018 Municipal Election be received for information.**

### **Background**

In April 2017, Town of Aurora Council passed a by-law permitting internet voting, as well as a paper ballot counted by a vote tabulator, for the 2018 Municipal Election, taking place on October 22. With the election now only four months away, staff have been working on the implementation plan for this new method of voting. The following is an overview of the accessible features of internet voting.

The most clearly noted accessible feature of internet voting is the independence it provides electors with accessibility needs. In year's past, Aurora electors with accessibility needs would have to secure a ride to a polling station, where they may have to wait in line, and eventually get to vote using one of the accessibility devices available. Internet voting allows those residents to remain in the comforts of their home and use the internet, which they already use for other aspects of their lives, such as banking, arranging appointments or communicating with friends/family.

Further to this, internet voting allows Aurora residents with accessibility needs to maintain their dignity. An unfortunate part of some of the accessible voting machines is that they single residents out who need to use them in often-crowded voting locations. Internet voting will provide truly equal opportunity to all Aurora residents.

Internet Voting in the 2018 Municipal Election  
June 20, 2018

Page 2 of 2

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## **The Process**

The Town will be implementing a two-step registration process for Aurora residents who want to vote using the internet this October. Each elector will be sent a voter notification card which will contain information on how to register for internet voting, or where to go to vote with a paper ballot. To register for internet voting, an elector must visit a secure website and enter personal information about themselves to verify that they are the person on the Town's voters' list. Following successful verification, electors will be sent a Personal Identification Number (PIN) to their personal email, which they then must enter when prompted at the internet voting website. After they have done this, they will be directed to an online ballot where they can cast their ballots for each race for which they are an elector.

## **Demonstration of Internet Voting**

Staff were hoping to have a demo of how internet voting works for this Accessibility Committee Meeting. Due to delays with the Town's vendor, the demo is unfortunately not quite ready. We are expecting to have the demo by mid-July, and will work with the Accessibility Coordinator to set up a time for the Committee to come into the Town Office and try out the demo. We will then forward any improvement comments that the Committee has to the vendor.



**Extract from  
Council Meeting of  
Tuesday, May 22, 2018**

**6. Standing Committee Reports**

**Moved by Councillor Thompson  
Seconded by Councillor Humfryes**

1. That the General Committee meeting report of May 15, 2018, be received and the following recommendations carried by the Committee approved, with the exception of sub-items R1, R2, and R7, which were discussed and voted on separately as recorded below:

**(A1) Accessibility Advisory Committee Meeting Minutes of April 4, 2018**

1. That the Accessibility Advisory Committee meeting minutes of April 4, 2018, be received for information.

**Carried**