



Town of Aurora  
Accessibility Advisory Committee  
Meeting Minutes

**Date:** Wednesday, June 5, 2019  
**Time and Location:** 7 p.m., Holland Room, Aurora Town Hall  
**Committee Members:** John Lenchak (Chair) (arrived 7:50 p.m.), Hailey Reiss (Vice Chair), Matthew Abas, Gordon Barnes, Max Le Moine and Jo-anne Spitzer  
**Members Absent:** Councillor Rachel Gilliland  
**Other Attendees:** Robin McDougall, Director of Community Services, Mat Zawada, Accessibility Advisor, and Nicole Trudeau, Committee Coordinator

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The Vice Chair called the meeting to order at 7 p.m.

**1. Approval of the Agenda**

**Moved by Matthew Abas**  
**Seconded by Max Le Moine**

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, R.S.O. 1990, c. M.50*.

**3. Receipt of the Minutes**

**Accessibility Advisory Committee Meeting Minutes of May 8, 2019**

**Moved by Matthew Abas**  
**Seconded by Gordon Barnes**

That the Accessibility Advisory Committee meeting minutes of May 8, 2019, be received for information.

**Carried**

#### **4. Delegations**

None

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

##### **1. Memorandum from Director of Community Services** **Re: Library Square Design**

Staff introduced the consultants, David Leinster of The Planning Partnership, and Thomas Nemeskeri of RAW Design Inc., who presented an overview of the latest interior and exterior features of the Library Square Design including the performance hall (features, sample uses and theatre configuration), accessible parking (off-street and on-street parking) and the current project schedule.

The Committee received the comments of the presentation for information.

The consultants, staff and the Committee discussed various amenities and features of the Library Square Design, including the theatre configuration of the performance hall (accessible, adaptable and companion seating), exterior and interior accessible pedestrian routes, and site finishings (plant material), along with the number and location of accessible parking spaces.

**Moved by Matthew Abas**  
**Seconded by Gordon Barnes**

1. That the memorandum regarding Library Square Design be received for information.

**Carried**

**2. Memorandum from Planner**

**Re: Site Plan Application, J.E. DEL Management Inc., 2 Scanlon Court, Aurora, ON L4G 4C3, Part of Lot 105, Reg. Plan 246, File Number: SP-2019-01**

Staff provided an overview of the Site Plan Application, and the Committee reviewed the site plan and discussed accessibility standards to be considered as part of the site plan application.

**Moved by Max Le Moine  
Seconded by Jo-anne Spitzer**

1. That the memorandum regarding Site Plan Application, J.E. DEL Management Inc., 2 Scanlon Court, Aurora, ON L4G 4C3, Part of Lot 105, Reg. Plan 246, File Number: SP-2019-01 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
  - (a) Request a power door operator at each entrance; and
  - (b) Request additional curb cuts along the exterior path of travel (walkway); and
  - (c) Request for the exterior path of travel (walkway) to connect to the future sidewalk, along Scanlon Court; and
  - (d) Request that parking be moved to be adjacent with the proposed building.

**Carried**

**3. Memorandum from Planner**

**Re: Application for Site Plan Amendment, St. Andrew's College  
15800 Yonge Street, Part of Lot 84, Concession 1 WYS, File Number:  
SP-2019-02**

Staff provided an overview of the Application for Site Plan Amendment, and the Committee reviewed the site plan and discussed accessibility standards to be considered as part of the application for site plan amendment.

**Moved by Matthew Abas**  
**Seconded by Max Le Moine**

1. That the memorandum regarding Application for Site Plan Amendment, St. Andrew's College, 15800 Yonge Street, Part of Lot 84, Concession 1 WYS, File Number: SP-2019-02 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Application for Site Plan Amendment be considered by staff:
  - (a) Request a power door operator at each entrance;
  - (b) Request a marked crosswalk between the parking lot and main entrance, with a curb cut; and
  - (c) Request to review and comment on the interior drawings for the theatre, at a future Accessibility Advisory Committee.

**Carried**

#### **4. Round Table Discussion**

##### **Re: Town of Aurora Accessibility Plan 2018 to 2024**

Staff provided an overview of the Town of Aurora Accessibility Plan 2018 to 2024, including the status of various project items in Appendix "B" – Recommended Accessibility Items 2018-2024.

The Committee agreed to develop a checklist to assess needs, identify barriers and issues of concern to ensure Town facilities are accessible and exceed the requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, as amended, and the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended.

The Committee discussed new project items to be added to Appendix "B" – Recommended Accessibility Items 2018-2024, including an induction loop in the Holland Room.

**Moved by Matthew Abas**  
**Seconded by Gordon Barnes**

1. That the comments and suggestions regarding the Town of Aurora Accessibility Plan 2018 to 2024 be received and referred to staff for consideration and action as appropriate.

**Carried**

## **6. Informational Items**

### **5. Memorandum from Accessibility Advisor** **Re: Ontario BIA Association (OBIAA) Handbook**

Staff provided an overview of the handbook produced by the Ontario BIA Association called “The Business of Accessibility: How to Make Your Main Street Business Accessibility Smart”, and noted that the handbook offers no cost and low cost suggestions, gathered from those with first-hand experience, to inspire businesses to go beyond the minimum requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, as amended.

The Committee was encouraged to visit [www.obiaa.com/accessibility](http://www.obiaa.com/accessibility) to download an accessible version of the handbook.

**Moved by Jo-anne Spitzer**  
**Seconded by Max Le Moine**

1. That the memorandum regarding Ontario BIA Association (OBIAA) Handbook be received for information.

**Carried**

### **6. Memorandum from Accessibility Advisor** **Re: Accessible Documents Project**

Staff provided an overview of the Accessible Documents Project, including the current project schedule, – and noted that the internal project, when launched, will include accessible templates, guidelines and step-by-step instructions for Town staff to make information accessible.

**Moved by Max Le Moine**  
**Seconded by Jo-anne Spitzer**

1. That the memorandum regarding Accessible Documents Project be received for information.

**Carried**

## **7. Adjournment**

**Moved by Jo-anne Spitzer**  
**Seconded by Max Le Moine**

That the meeting be adjourned at 8:35 p.m.

**Carried**