1. Call to Order

2. Declaration of Pecuniary Interest

3. Receipt of Minutes
   3.1 Accessibility Advisory Committee Minutes
       Accessibility Advisory Committee Minutes dated March 4, 2019
   3.2 Accessibility Advisory Committee Minutes
       Accessibility Advisory Committee Minutes dated April 15, 2019

4. Delegations

5. Presentations

6. Regular Business
   6.1 Site Plan Reviews
       6.1.1 Site Plan Review: SPA 16-0060 - 12911 Coleraine Drive
       6.1.2 Site Plan Review: SPA 19-0013 - 100 Pillsworth Road
       6.1.3 Site Plan Review: SPA 19-0019 - 12424 Dixie Road
       6.1.4 Site Plan Review: SPA 19-20 - 50 Sloan Drive
   6.2 Accessibility Week - May 27, 2019 to June 2, 2019
7. Correspondence

7.1 Memorandums

7.1.1 Universal Signage

Memorandum from Chad Curtis, Specialist, Legislative Services, dated May 6, 2019, regarding Universal Signage

8. Adjournment

9. Accessibility Accomodations

Please provide advance notice if you require an accessibility accommodation to attend or participate in Committee Meetings or to access information in an alternate format please contact Legislative Services by phone at 905-584-2272 x. 2366 or via email to legislative.services@caledon.ca American Sign Language (ASL) interpreters are also available upon request.
CALL TO ORDER

A. Fusco called the meeting to order at 6:18 p.m.

DECLARATION OF PECUNIARY INTEREST – none.

RECEIPT OF MINUTES

The minutes of the November 22, 2018 Accessibility Advisory Committee meeting were received.

REGULAR BUSINESS

1. Introduction and Overview of Accessibility Advisory Committee

Amanda Fusco, Interim Town Clerk provided a high-level overview of the Accessibility Advisory Committee including the general governance of the Town of Caledon and the relevant legislation associated with the Committee. Ms. Fusco reviewed the framework of the Committee and introduced members to the different legislation that governs the Committee.

Members asked questions and received responses from Ms. Fusco.

2. Accessibility Advisory Committee 2019 Meeting Schedule

The 2019 Accessibility Advisory Committee Meeting Schedule was discussed and confirmed. The dates will be available on the Town’s website.

3. Accessibility Award for Business

Ms. Fusco introduced the Accessibility Award for Business. The Award is designed to recognize organizations and businesses for its efforts to comply with the Integrated Accessibility Standards Regulation of the Accessibility for Ontarians with Disability Act (AODA). The Award was presented in 2018 during Accessibility Awareness week. Members of Committee requested that Staff bring forward more information at the April meeting.
4. Site Plan Reviews

a. Site Plan Review re: SPA 18-0082 – 9023 5 Sideroad, Villa Lago
(Proposing to construct a temporary sales office).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Staff shall report back to Planning and Development to determine if the curb ramp is concrete or asphalt as it was not indicated in the site plan.

2) Staff shall report back to Planning and Development to determine if the curb stop depression (path or side ramp) is to the appropriate grade.

3) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

(Proposing to construct 140 dwellings).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town's Traffic By-law 2015-058 - Schedule K.

c. Site Plan Review re: SPA 18-088 and RZ 18-08 – 336 King Street East, Averica Land Development Services
(Proposing to permit the creation of 16 four-storey townhouse units accessed by a private common element road).

The Committee reviewed the site plan and confirmed there are no recommendations at this time.

d. Site Plan Review re: SPA 18-090 – 0 Humber Station Road, Gagnon Walker Domes Ltd. on behalf of Satwant Deol
(Proposing to construct a transportation depot that includes a truck repair facility on site).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Site Plan shall indicate that the accessible parking spaces should be central, and the walkway should also be central and angled to the front door.

Councillor C. Early left the meeting at 8:02 p.m. and returned at 8:04 p.m.
e. Site Plan Review re: SPA 18-0093 – 100 Pillswoth Road, Nexrock Design Build Inc. (Antolia Tile & Stone) (Proposing to add fencing around the perimeter of the site and add 8.47 sq. mt. guardhouse).

The Committee reviewed the site plan and confirmed the following recommendations:

The Committee reviewed the site plan and confirmed there are no recommendations at this time.

f. Site Plan Review re: SPA 19-05 – 0 King Street, Glenn Schnarr & Associates (Proposing to construct a new single storey building to be used for a taxidermy business).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town’s Traffic By-law 2015-058 - Schedule K.

2) Site Plan shall indicate the appropriate curb depressions be identified on walkways and lifted areas. Site Plan shall illustrate snow storage areas on the plan to ensure the accessibility provisions on the site are maintained.

3) Site Plan shall clearly identify the main entrance.

4) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.

5) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

L. Champion left the meeting at 8:13 p.m. and returned at 8:14 p.m.

g. Site Plan Review re: SPA 19-006 – 12724 Coleraine Drive, Blackwood Partners (Proposing to construct a warehousing building, accessory office and trailer parking and loading spaces).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Site Plan shall clearly identify the main entrance.

2) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.
3) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

h. Site Plan Review re: SPA 19-07 – 3518 King Street, Lisa Walters (True Word Apostolic Church of Jesus Christ) (Proposing to convert an existing vacant building to a Place of Worship).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town's Traffic By-law 2015-058 - Schedule K.

2) Site Plan shall indicate the appropriate curb depressions be identified on walkways and lifted areas.

3) Site Plan shall illustrate snow storage areas on the plan to ensure the accessibility provisions on the site are maintained.

4) Site Plan shall clearly identify the main entrance.

5) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.

6) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

i. Site Plan Review re: SPA RZ17-13 and 21T-17008C – 12461 McLaughlin Road, Shannontown Developments Inc. (Proposing to create 671 residential dwellings comprised of 106 detached, 164 semi-detached, 95 on-street, 137 rear-laneway town hoses and a high-density residential block containing 169 apartments).

The Committee reviewed the site plan and confirmed the following recommendations:

1) Please note that the Town will require as a condition of draft approval, that prior to offering units for sale and in a place readily available to the public, the owner will display information regarding universal design options that may be available for purchase within the development prior to offering units for sale.

2) Exterior travel routes (sidewalks) shall be a minimum of 1.5 m wide as per the Design of Public Spaces legislation of the AODA, pertaining to exterior travel routes.

3) All sidewalks shall be connected when crossing over to another street with accessible features, such as tactile surfaces and curb ramps
4) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

5) If a community mail box is installed, the area shall be well lit via a light standard and a curb depression from the sidewalk and/or roadway to the mail box landing area.

6) If the village square has commercial units all entries must be barrier-free as per the barrier free section of the Ontario Building Code. Parking spaces for the village square will include accessible parking spaces as per By-law 2015-058 Schedule K.

SELECTION OF CHAIR AND VICE-CHAIR

Moved by J. Groe, Seconded by D. St. Clair

That L. Champion be appointed Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Carried.

Moved by G. Kennedy, Seconded by L. Champion

That J. Groe be appointed Vice Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Carried.

ADJOURNMENT

On a motion by D. St. Clair the meeting adjourned at 8:42 p.m.
CALL TO ORDER

Quorum was not reached by 6:30 p.m. as per the Procedural By-law 2015-108, as amended, the meeting was cancelled.
Site Plan Review - Accessibility Checklist

Site Plan Number: SPA 16-0060

Address: 12911 Coleraine Drive

Applicant/Owner: Aldo Villanovich and Calder Engineering

Date of Review: 13 March 2019

Project: Building addition on the property

Designated Accessible Parking:

1) Are parking spaces in compliance with the designated accessible parking section of the Traffic By-law 2015-058 (including posted sign?)
   Yes ✔ No □ N/A □ More Info Needed □ Recommendation Made □

2) Is the parking layout logical for accessibility based on the use of the plan?
   Yes ✔ No □ N/A □ More Info Needed □ Recommendation Made □

3) Is the location of parking space(s) within reasonable proximity of building accessible entrance(s)?
   Yes ✔ No □ N/A □ More Info Needed □ Recommendation Made □

4) Parking space(s) allow immediate access to accessible walkway?
   Yes ✔ No □ N/A □ More Info Needed □ Recommendation Made □

5) Are appropriate and sufficient curb cuts identified? ie. sidewalks and lifted areas?
   Yes □ No □ N/A □ More Info Needed □ Recommendation Made □
6) Opportunity for primary location with drop-off or with no vehicle lane crossing?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

7) Are snow storage or loading and delivery locations adjacent to designated accessible parking area(s)?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

Barrier-Free Entrance Requirements:

1) Is the main entrance clearly identified?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

2) Are the main entrance doors automatic?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

3) Is the main entrance clear of all barriers and obstacles, such as garbage receptacles, planters, etc?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

4) Are light fixtures identified and placed in appropriate places for both entrance and parking lot?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐
Comments: The following comments were submitted to Melissa Mohr, Community Development Planner for consideration:

There are no comments at this time
Site Plan Review - Accessibility Checklist

Site Plan Number: SPA 19-0013

Address: 100 Pillsworth Road

Applicant/Owner: Weston Consulting c/o Martin Quarcoopome and Heather Au

Date of Review: 6 March 2019

Project: Addition to building currently under construction

Designated Accessible Parking:

1) Are parking spaces in compliance with the designated accessible parking section of the Traffic By-law 2015-058 (including posted sign?)
   Yes ☒ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

2) Is the parking layout logical for accessibility based on the use of the plan?
   Yes ☒ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

3) Is the location of parking space(s) within reasonable proximity of building accessible entrance(s)?
   Yes ☒ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

4) Parking space(s) allow immediate access to accessible walkway?
   Yes ☒ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

5) Are appropriate and sufficient curb cuts identified? ie. sidewalks and lifted areas?
   Yes ☒ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐
6) Opportunity for primary location with drop-off or with no vehicle lane crossing?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □

7) Are snow storage or loading and delivery locations adjacent to designated accessible parking area(s)?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □

Barrier-Free Entrance Requirements:

1) Is the main entrance clearly identified?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □

2) Are the main entrance doors automatic?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □

3) Is the main entrance clear of all barriers and obstacles, such as garbage receptacles, planters, etc?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □

4) Are light fixtures identified and placed in appropriate places for both entrance and parking lot?
   - Yes □
   - No □
   - N/A □
   - More Info Needed □
   - Recommendation Made □
Comments: The following comments were submitted to Melissa Mohr, Community Development Planner for consideration:

1) Accessible parking space(s) shall comply with the requirements outlined in Traffic By-Law 2015-058 – Schedule “K”.
   - Each accessible parking space shall include an accessible aisle, on each side of an accessible parking space, with a minimum width of 1.5 metres and length by 6 metres
   - Please identify which accessible parking space is “Type A” and which is “Type B”

2) Are the main doors automatic and clear of barriers such as garbage receptacles and planters

3) Ensure curb depressions are identified on walkways and lifted areas

4) Will current lighting structure allow a minimum light level of 35 lux for both entrance and parking lot
Site Plan Review- Accessibility Checklist

Site Plan Number: SPA 19-0019

Address: 12424 Dixie Road

Applicant/Owner: Prologis

Date of Review: March 18, 2019

Project: Amendments to current buildings on site

Designated Accessible Parking:

1) Are parking spaces in compliance with the designated accessible parking section of the Traffic By-law 2015-058 (including posted sign?)
   - Yes ☑
   - No ☑
   - N/A ☑
   - More Info Needed ☑
   - Recommendation Made ☑

2) Is the parking layout logical for accessibility based on the use of the plan?
   - Yes ☑
   - No ☑
   - N/A ☑
   - More Info Needed ☑
   - Recommendation Made ☑

3) Is the location of parking space(s) within reasonable proximity of building accessible entrance(s)?
   - Yes ☑
   - No ☑
   - N/A ☑
   - More Info Needed ☑
   - Recommendation Made ☑

4) Parking space(s) allow immediate access to accessible walkway?
   - Yes ☑
   - No ☑
   - N/A ☑
   - More Info Needed ☑
   - Recommendation Made ☑

5) Are appropriate and sufficient curb cuts identified? ie. sidewalks and lifted areas?
   - Yes ☑
   - No ☑
   - N/A ☑
   - More Info Needed ☑
   - Recommendation Made ☑
6) Opportunity for primary location with drop-off or with no vehicle lane crossing?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐

7) Are snow storage or loading and delivery locations adjacent to designated accessible parking area(s)?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐

Barrier-Free Entrance Requirements:

1) Is the main entrance clearly identified?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐

2) Are the main entrance doors automatic?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐

3) Is the main entrance clear of all barriers and obstacles, such as garbage receptacles, planters, etc?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐

4) Are light fixtures identified and placed in appropriate places for both entrance and parking lot?
   Yes ☑️  No ☐  N/A ☐  More Info Needed ☐  Recommendation Made ☐
Comments: The following comments were submitted to Melissa Mohr, Community Development Planner for consideration:

Accessible parking spaces shall comply with the requirements outlined in Traffic By-Law 2015-058 Schedule “K”
-Designated accessible parking spaces shall include an accessible aisle, on each side of an accessible parking space, with a minimum width of 1.5 metres and length of 6 metres

Recommend putting accessible parking spots closer to the main entrance.
Site Plan Review - Accessibility Checklist

Site Plan Number: SPA 19-20

Address: 50 Sloan Drive

Applicant/Owner: Sunrise Freight Systems

Date of Review: April 8, 2019

Project: Temporary gravel parking lot and temporary trailer office

Designated Accessible Parking:

1) Are parking spaces in compliance with the designated accessible parking section of the Traffic By-law 2015-058 (including posted sign?)
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

2) Is the parking layout logical for accessibility based on the use of the plan?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

3) Is the location of parking space(s) within reasonable proximity of building accessible entrance(s)?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

4) Parking space(s) allow immediate access to accessible walkway?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

5) Are appropriate and sufficient curb cuts identified? i.e. sidewalks and lifted areas?
   Yes ☐ No ☐ N/A ☐ More Info Needed ☑️ Recommendation Made ☐
6) Opportunity for primary location with drop-off or with no vehicle lane crossing?
   Yes ☑️ No ☐ N/A ☐ More Info Needed ☐ Recommendation Made ☐

7) Are snow storage or loading and delivery locations adjacent to designated accessible parking area(s)?
   Yes ☐ No ☐ N/A ☐ More Info Needed ☑️ Recommendation Made ☐

Barrier-Free Entrance Requirements:

1) Is the main entrance clearly identified?
   Yes ☐ No ☑️ N/A ☐ More Info Needed ☐ Recommendation Made ☐

2) Are the main entrance doors automatic?
   Yes ☐ No ☐ N/A ☐ More Info Needed ☑️ Recommendation Made ☐

3) Is the main entrance clear of all barriers and obstacles, such as garbage receptacles, planters, etc?
   Yes ☐ No ☐ N/A ☐ More Info Needed ☑️ Recommendation Made ☐

4) Are light fixtures identified and placed in appropriate places for both entrance and parking lot?
   Yes ☐ No ☑️ N/A ☐ More Info Needed ☐ Recommendation Made ☐
Comments: The following comments were submitted to Melissa Mohr, Community Development Planner for consideration:

Site Plan shall indicate that the lighting at the main entry of the office trailer and accessible parking spaces shall be at a minimum of 35 lux

Snow storage shall be indicated on the site plan to ensure the accessibility provisions on the site are maintained

Site plan shall indicate the main entrance for the proposed office trailer is barrier-free with a power door operator or an automatic sliding door feature as per the barrier free section of the Ontario Building Code

Site plan shall indicate the proposed parking area and walkways within the site are firm, stable, and slip resistant in composition

Walkways to the main entrances shall be free of obstructions, such as garbage receptacles, planters
Memorandum

Date: Monday, May 6, 2019

To: Accessibility Advisory Committee

From: Chad Curtis, Specialist, Legislative Services, Corporate Services

Subject: Universal Signage

In a previous year, a citizen of the Town of Caledon inquired about placing a universal sign on their street to give warning about an individual who relies on a wheelchair for mobility. At this time, Town staff informed this individual that it is not the Town’s practice to install pedestrian signs in neighbourhoods.

In 2018, this same individual brought it to the Town’s attention that a universal sign was found on Walker Road that brought attention to drivers about a “visually impaired individual”. This individual was looking for an answer as to why there is a sign in one location of the municipality, but not on their street to give warning about an individual in a wheelchair.

The Legislative Specialist reached out to the Town’s Traffic Technologist to discuss this matter. After reviewing both addresses, the Traffic Technologist noted that the Town does not place signs of this nature on municipal roads. There is no regulation, nor past precedent, that requires the Town to place universal signs on roads.