



# Agenda Municipal Accessibility Advisory Committee

**Meeting ID:** 2019-01  
**Meeting Date:** Thu June 27, 2019 01:30 PM  
**Location:** Cornwall Civic Complex, 100 Water Street East, Salon A (lower level)  
**Chair:** Manon L. Levesque, City Clerk until Election of Chair and Vice Chair  
**Prepared By:** Manon L. Levesque, City Clerk

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## INTRODUCTIONS

### ORIENTATION

#### **1. Municipal Accessibility Advisory Committee**

Under the Accessibility for Ontarians with Disabilities Act (hereafter referred to as AODA), municipalities with populations of 10,000 or more must establish a Municipal Accessibility Advisory Committee (hereafter referred to as MAAC).

Of the 444 municipalities in Ontario, approximately 140 have Municipal Accessibility Advisory Committees.

A majority of the Committee Members must be people with disabilities, which results in MAAC's providing a unique perspective.

The duties of MAAC includes advising Municipal Council about requirements and implementation of accessibility standards, the preparation of accessibility reports and reviewing site plans and drawings.

#### **2. Terms of Reference**

##### Purpose

- To provide advice to Council on an annual basis about the preparation, implementation and effectiveness of the Accessibility Plan for the City of Cornwall.

##### Policy

- To guide the preparation, review and amendments to the Accessibility Plan for the City of Cornwall
- Conduct annual reviews of the Plan
- Act as an advisory body and review agency for Council on matters of

accessibility, community input or accessibility related complaints

- Act as a review agency (subcommittee) for selected development Site Plans
- Provide broader public education campaigns and public forum workshops on the importance of accessibility in and for the community
- Provide guidance on capital budget priorities for the City (and affiliated agencies)

#### Aim

- To identify and study issues of concern to persons with disabilities and, on the basis of the knowledge and experience of Committee Members, to recommend action where appropriate
- Promote opportunities for self-help in the context of family and community for persons with disabilities
- Review government programs and policies affecting persons with disabilities in the community
- Liaise with City departments and local organizations in addressing issues that are related to persons with disabilities in the community

#### Function Needs Assessment

- The Committee will utilize a wide variety of information sources including existing data, service agency statistics, individual and group consultations, public forums, and published studies and reports to identify the needs of persons with disabilities
- In cases where required information is unavailable, the Committee will make use of existing resources and encourage the appropriate organizations to undertake the necessary research
- If needed, the Committee will attend to the gathering of information as required.

#### Policy Assessment

- The Committee will keep informed on matters of government policy (Municipal, Provincial, or Federal) affecting persons with disabilities
- In cases of local jurisdiction, the Committee may advocate before City Council on behalf of persons with disabilities
- Where policies fall under the responsibility of other levels of government, the Committee will inform City Council of the impact of these policies on persons with disabilities and suggest possible courses of action for the City to pursue with Provincial or Federal Government

#### Public Education

- The Committee will encourage the efforts of individuals and organizations to educate the community on matters pertaining to persons with disabilities
- The Committee will communicate information to the disability community by appropriate means



Municipal Accessibility Advisory Committee.pdf

### **3. Matters to Review**

#### (a) Integrated Accessibility Standards

- General Requirements
- Customer Service
- Information and Communications
- Employment
- Transportation
- *Public Spaces*

#### (b) Terms of Reference

#### (c) Accessibility Plan

#### (d) Top Five Priorities

## **PRESENTATIONS**

1. Webinar to begin at 2:00 p.m.: Accessibility Advisory Committee 101: Design of Public Spaces and Site Planning

2. Site Plans by Karl Doyle, Senior Planner, Planning, Parks and Recreation - Planning Division



MAAC AND SITE PLAN.pdf

## **NEW BUSINESS**

Items from Committee Members

## **ELECTIONS**

### **(a) Chair**

- Determine quorum and call the meeting to order Identify agenda items.
- Gauge discussion among members and ensure adequate consideration has been given to each item.
- Offer guidance and ask questions without taking a specific position on a matter
- Keep a record and determine speaking order and ensure all members have had an opportunity to provide their input
- Ensure Administration has an opportunity to comment, where appropriate
- Facilitate consideration of main motions, ensuring there are seconders
- Rule on procedures with the assistance of staff, as appropriate
- Ensure items are dispensed with in a timely and fair manner
- Facilitate decorum and appropriate behaviour

### **(2) Vice Chair**

The Vice Chair will carry out all of the Chair during in the absence of the Chair.

### **ADJOURNMENT**



## **Municipal Accessibility Advisory Committee**

### **Terms of Reference**

#### **PURPOSE**

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#### **POLICY**

- To guide the preparation, review and amendments to the Accessibility Plan for the City of Cornwall;
- Conduct annual reviews of the Plan;
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- Provide guidance on capital budget priorities for the City (and affiliated agencies).

#### **AIM**

- To identify and study issues of concern to persons with disabilities and, on the basis of the knowledge and experience of Committee Members, to recommend action where appropriate;



- Promote opportunities for self-help in the context of family and community for persons with disabilities;
- Review government programs and policies affecting persons with disabilities in the community; and
- Liaise with City departments and local organizations in addressing issues that are related to persons with disabilities in the community.

## **FUNCTION**

### Needs Assessment

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PLANNING DIVISION - KARL DAVID DOYLE - ZONING AND SITE PLAN CONTROL COORDINATOR

**SITE PLAN APPROVAL & THE MUNICIPAL ACCESSABILITY ADVISORY COMMITTEE**

## WHAT IS SITE PLAN APPROVAL?

The City uses Site Plan Approval and these Guidelines to address and resolve design matters related to the proper development of any site. Site Plan Approval works in conjunction with other approvals such as Zoning or Building Permit approval to provide for a well designed and functional site.

The City's general objectives for design are found in the City's **Official Plan Chapter 9, Visual Environment and Urban Design** as well as throughout other parts of the Official Plan (**Waterfront, Heritage Resources**). A copy of the Official Plan or excerpts is available from the Planning Department. Site Plan Approval is a Site-specific type of development control authorized under **Section 41 of the Planning Act**. The Site Plan By-law of the City of Cornwall was approved by Council July 13, 1981 to establish Site Plan Control within the City.

These guidelines are provided to assist a proponent to understand the City's requirements and the types of issues that will be reviewed for approval. Special consideration must be given for unique or special areas such as the waterfront and heritage properties. Items to be given this attention include protection of easements and promotion of a high quality design and building material usage.

## APPLICABILITY

Site Plan Control generally applies to site design and layout for all construction, development and re-development within the boundaries of the City of Cornwall, there are some exceptions. They are:

- 1.** Residential buildings containing four or less family dwelling units and accessory buildings or structures thereto, in any residential zone;
- 2.** Buildings containing 8 units or less developed on lots in Plans of Subdivision registered after July 22, 1974
- 3.** Less than a total of three (3) temporary portable classrooms accessory to a school
- 4.** Additions which contain less than 150 m<sup>2</sup> (1614 sq. ft) of floor space unless they are drive-through facilities, car wash bay additions, or similar uses which require queuing of vehicles
- 5.** Works which result from the requirements of the Fire Marshall's Act or an Order issued by the Fire Chief
- 6.** Under the provisions of this By-law, the Appointed Officer has the discretion to exempt development which would have negligible site impact, from all or part(s) of the City's Site Plan procedures on the basis of the definition of development as described in Section 1, and on the basis of the guidelines outlined in the City's Site Plan Manual.

## KEY STEPS

1. Preliminary Review by Site Plan Committee to provide initial comments on concept Plan

**Time Frame....Varies**

2. Complete application submitted to Site Plan Coordinator Application circulated to Site Plan Committee Comments received and reviewed and forwarded to applicant (Where applicable Ontario Disabilities Act)

**Time Frame....10 Business Days**

3. Revised Site Plan Submission(s) made if necessary and re-circulated to the relevant members of the Site Plan Committee

**Time Frame....10 Business Days / Date received subsequent submission**

4. Submission of Final Drawings / Site Plan Agreement prepared by Coordinator / Letter of Credit is received / Agreement is signed by Owner and returned

**Time Frame....2 Business Days**

5. Forwarded to Building Section to clear Site Plan Approval condition necessary prior to building permit issuance

**Time Frame....Once Site Plan Agreement is signed**

# DESIGN GUIDELINES - PLANNING AND BUILDING REQUIREMENTS

## BUILDINGS

The sitting, massing, orientation and design of buildings are to promote a compatible neighborhood, well designed sites and streetscapes and in general, to reflect good urban design principles.

In sitting of buildings, one should ensure that the more objectionable aspects of a development such as loading, service and delivery areas, parking ramps, blank walls, garbage receptacles and the like, are properly screened from view and/or occupy less prominent areas of the site and do not adversely affect adjacent land uses or pedestrian flows.

Building form might show variety, quality and relief in design and materials to enhance the development. Materials such as plain metal siding or plain concrete block will be discouraged.

Entrances to buildings should be clearly defined and so noted on the drawings submitted. Rooftop mechanical units are to be located out of view or screened from sight. The method of screening should be compatible with the building design.

## SIDEWALKS

On-site pedestrian access, particularly for shopping centres, should provide for an enhanced site by changes in materials and layout, while at the same time having regard for the specific needs of the physically challenged user (i.e. ramps).

Recommended minimum widths of 1.2 m for sidewalk access from the parking area, to the building entrance way. When sidewalk runs adjacent to a row of parking this minimum width should be increased to 1.8 m.

Surfaces for all walkways are to be of a hard surface material other than asphalt, with the exception of park path connections.

In some instances, the owner may be required to extend internal private sidewalks beyond the property to connect with existing or proposed public sidewalks, or extend public sidewalks to ensure complete pedestrian systems.

## BARRIER FREE PARKING AND SIGNAGE

- Loading zone for physically disabled
- No parking: physically disabled parking space
- Physically disabled parking space: fine and time limits
- See attached sign samples

A parking space designated for the use of the physically disabled shall be provided and signed in accordance with the requirements of the Highway Traffic Act and Traffic & Parking Bylaw and its regulations; said spaces are to be:

- 3.5 metres minimum width with a minimum length of 6 metres
- Hard surfaced, maximum slope of 1% gradient
- Located so as to be readily accessible to physically disabled persons, whether via ramps, depressed curbs or other means, and, where the public parking areas is intended to serve a particular building or complex, located within easy access of said building or complex

Identified by signs conforming to the requirements of the Highway Traffic Act; and signs required under subsection (1) (e) to be mounted on a permanent post with the bottom of the sign a minimum of 1.2 m and a maximum of 1.8 m above ground level.

Provide barrier free access to the buildings as per the requirements of the Ontario Building Code including provision of parking spaces, curb depressions, and access to building entrances, ramps, railing.

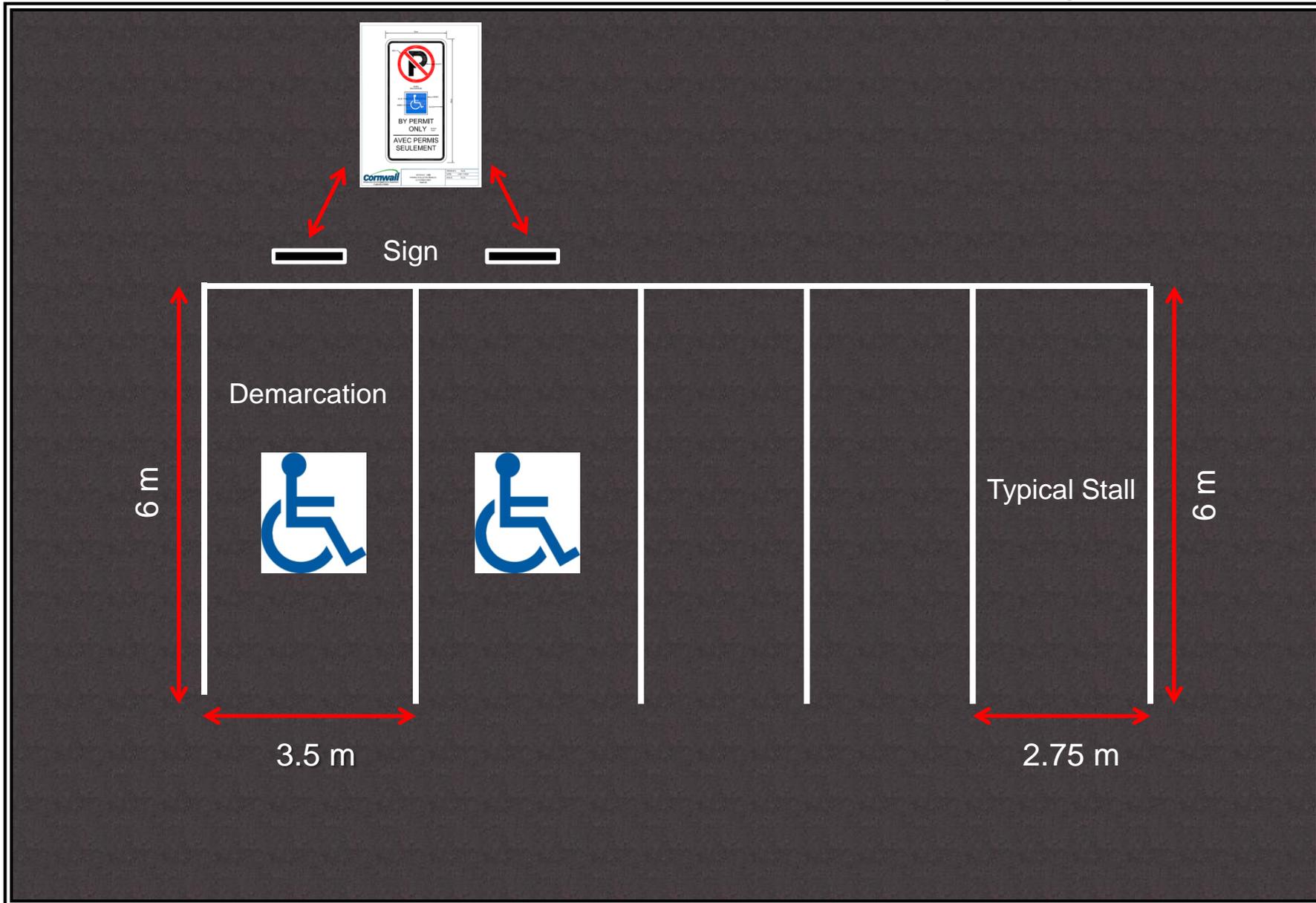
# BARRIER FREE PARKING STALL & SIGN STANDARDS

## PARKING SPACES FOR THE PHYSICALLY CHALLENGED

1. Notwithstanding anything else in this Bylaw, each parking space set aside for physically challenged persons shall have a minimum width of 3.5 meters (11.5 feet) and a minimum length of 6 meters (19.6 feet).
2. Where this Bylaw requires fifty (50) parking spaces or more, parking spaces for the physically challenged shall be provided at the rate of one (1) parking space for every fifty (50) required spaces and shall be taken from the total parking spaces required by this section. In the case of dedicated seniors' residential housing development the ratio shall be twenty (20), as opposed to fifty (50).
3. Parking spaces for physically challenged persons shall be paved with a hard surface material, shall be reasonably level and as accessible to the building entrance(s) as possible. Such parking spaces shall be identified by appropriate signs as per the regulations of the Highway Traffic Act and the Traffic and Parking Bylaw.

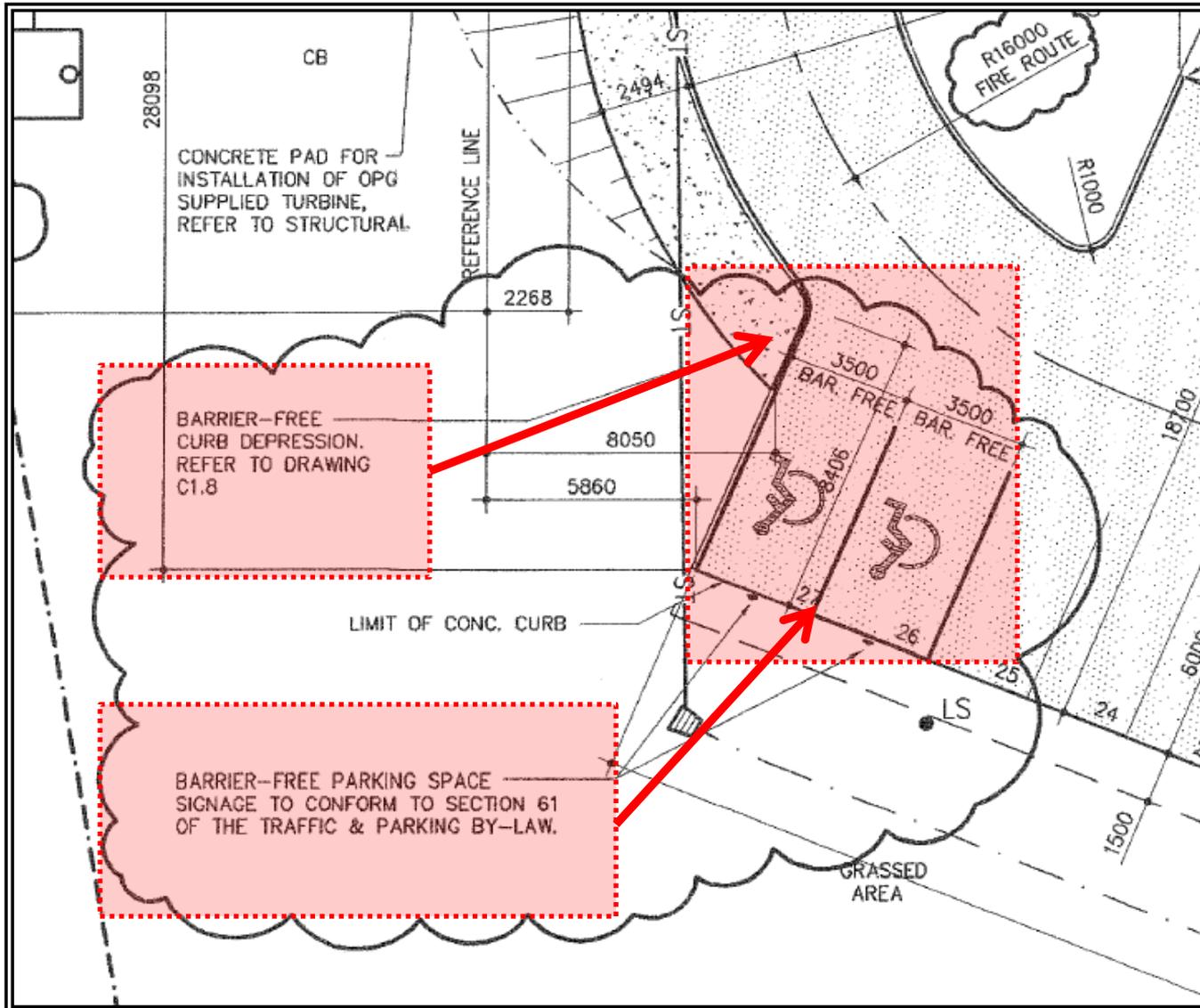


# BARRIER FREE PARKING STALL & SIGN STANDARDS (CONT'D)

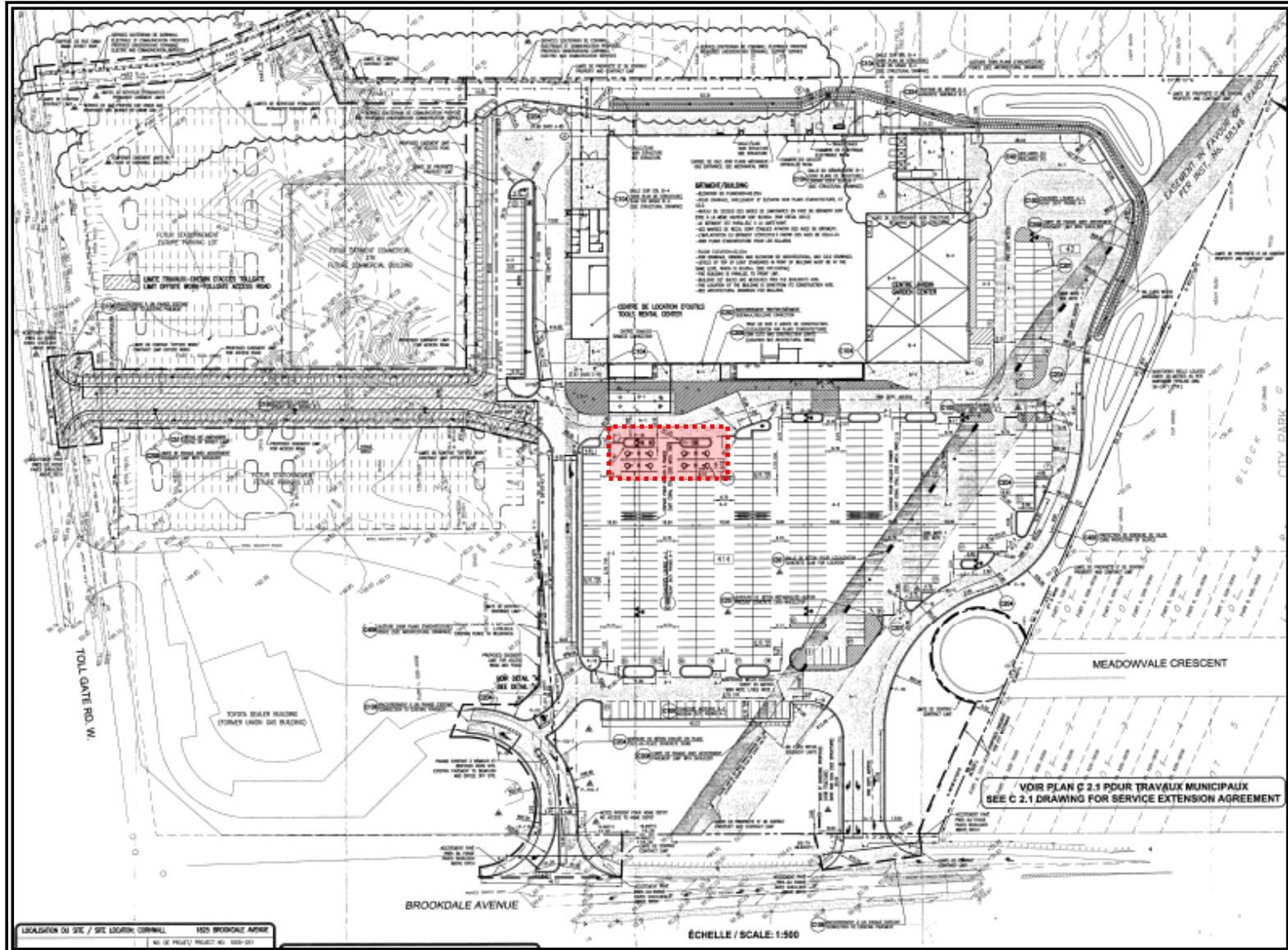




# SITE PLAN EXAMPLE - OPG CENTRE



# SITE PLAN EXAMPLE - HOME DEPOT





## SITE PLAN COMMITTEE'S OBJECTIVES

- Design an overall functional development which adheres to the City's and other Agency's provisions and guidelines (i.e. MOE, MTO, RRCA)

## MUNICIPAL ACCESSABILITY ADVISORY COMMITTEE'S OBJECTIVES

- Make Cornwall accessible for people with disabilities

## PROCESS

- The MAAC sub committee members will be circulated on large scale commercial development proposals for commentary
- Small to moderate scale development will **not** be circulated MAAC sub committee members
- Karl Doyle will submit an update of developments subject to Site Plan Approval to the attention of Manon Poirier to circulate during regular Municipal Advisory Committee meetings, when applicable

## CONTACT INFORMATION

Karl Doyle, B.A - Zoning and Site Plan Control Coordinator

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