

Memo

To: Accessibility Advisory Committee
From: Andrea Coyne, Manager, Elections, Policy, Print Services
CC: Natasha Coric, Council & Committee Services Coordinator
Lisa Vallis, Manager, On Demand Services, Transit
Joanne Phoenix, Manager, Planning and Administrative Services, Transit,
Christina Tizzard, Manager, Urban Design, Planning Services
Date: February 5, 2024
Subject: Follow up from the meeting of December 14, 2023

Comments

At the meeting of December 14, 2023, follow up was requested from the committee on the following items:

Transit (Re: Item 3.1)

- An inquiry was made by a member of the length of time it takes for a specialized application to be processed, statistics for 2023 provided below:

Oakville Transit’s average processing time of specialized applications for each quarter of 2023 are as follows:

- 1st quarter: 5 days
- 2nd quarter: 3.5 days
- 3rd quarter: 3 days
- 4th quarter: 3 days

It is important to note that we are required under AODA to process applications with 14 business days upon receipt.

- It was noted in minutes that there is a process for deficiencies if a transit vehicle is not operating as expected. An inquiry was made by a member of how often drivers are recording equipment as non-functioning. In 2023, there were 3 instances of vehicles being recorded as having nonfunctioning audio and/or visual announcements.

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Site Plan (Re: Item 4.1)

- **How Applications are Assessed.** Staff review all site plan applications to ensure the proposals conform to the universal design direction, accessibility requirements, and technical standards outlined in the [Livable by Design Manual](#) and the [Site Plan Design & Development Standards](#).
- **Consultation with AAC.** Staff will continue to consult with AAC on:
 - all new and updated accessibility-related planning policies, urban design direction and standards manuals,
 - emerging current planning issues associated with accessibility, and
 - all proposals for town facilities and capital projects.
- **Viewing Site Plan Applications.** All site plan applications submitted to the town are posted to the [Active Development Applications](#) pages the town website [oakville.ca](#). Staff prepared a step-by-step reference sheet (**Appendix A**) for accessing and viewing site plan files online.