



## Accessibility Advisory Committee Agenda

Electronic (Remote) Meeting  
Wednesday, May 20, 2020  
11:30 a.m.

1. Declaration of Pecuniary Interest
2. Election of Chair
3. Election of Vice-Chair
4. Action Items
  - (A) Approval of Minutes - May 21, 2019 (attached)
  - (B) Multi Year Accessibility Plan Annual Status Update 2019 (attached)
5. Information Items
  - (A) Horizontal and Vertical Bars in Washroom Stalls (verbal update - Matt Farrell)
  - (B) Changes to Barrier-Free Design Section of Ontario Building Code (attached)
  - (C) 2019 Accessibility Compliance Report (verbal update)
  - (D) Elmwood Community Centre Accessibility Tour held on October 24, 2019 (verbal update)
  - (E) Saugeen Mobility and Regional Transit (SMART) (Ed McGugan)
  - (F) Bruce County Reports - colour contrast (Ed McGugan)
6. Integrated Mobility Planning Committee or Transportation Task Force (Miguel Pelletier, Director of Transportation & Environmental Services will join the meeting around 11:30 to discuss)

Appoint a representative from the Accessibility Advisory Committee

**7. Other Business**

**8. Next Meeting**

At the Call of the Chair

**9. Adjournment**

Please contact the Clerk if you require any special accommodations for this meeting.



## Accessibility Advisory Committee Minutes

May 21, 2019  
9:00 a.m.

Council Chambers, County Administration Centre,  
Walkerton, Ontario

**Present:** Warden Mitch Twolan, Mary Winn Daykin, Ed McGugan, Jessica Jensen

**Staff:** Darlene Batte, Deputy Clerk  
Mike Berberich, Environmental Services Manager  
Brett McMullen, Project Technologist  
Donna Van Wyck, Clerk

**Regrets:** Councillor Robert Buckle, Matt Farrell, Chief Building Official, Huron-Kinloss

### 1. Pecuniary Interest

There were no declarations of pecuniary interest.

### 2. Approval of Minutes

Moved by Warden Mitch Twolan  
Seconded by Mary Winn Daykin

That the minutes of the October 10, 2018 Accessibility Advisory Committee meeting be adopted as circulated.

Carried

The Chair, Mr. Ed McGugan welcomed Jessica Jensen as the new public member to the Accessibility Advisory Committee.

### 3. Southampton Housing Build - 116 Albert Street, Southampton

Mr. Brett McMullen, Project Technologist for Bruce County Housing presented drawings for the Southampton Housing Build located at 116 Albert Street and sought input from Committee members.

## **Accessibility Renovations - 116 Albert St Southampton**

Project scope to include:

- Addition of 2 barrier free parking and re-work of sidewalk and main building access.
- Re-work of common bathroom, laundry room and recycling storage to accommodate a barrier free design.
- Complete demolition and rebuild of a 1 bedroom barrier free suite on the ground floor.
- Re-work of the existing common room to split it in two to create a mobility scooter storage.

Starting out front a small grassed area will be removed to make way for 2 new barrier free parking spaces, the entire parking space will be on a gentle slope to allow access to the sidewalk along the entire end of the two parking spaces. There will also be a defined walkway between the two parking spaces to allow easy access to the sidewalk from anywhere in the parking lot.

The front doors leading into the vestibule and lobby will be removed and replaced with extra wide 1.5 doors which will work off of the free operators. One of the existing common bathrooms on the ground floor will be expanded to create a universal washroom to serve the buildings common areas. The Laundry room will be re-worked for barrier free access and a door will be added from the building to the storage room for recycling.

Unit 119 will be demolished down to the suites structure allowing a new code conforming barrier free suite to be built in its place. The unit will include a roll in shower, appropriate turning radiuses, roll under sinks and barrier free access to a rear ground floor concrete patio.

The existing common room will be split into two separate areas one half remaining as the buildings common space and the other half becoming a separate mobility scooter storage area with appropriate charging. Currently the common room has been overrun with scooters and can no longer be used for its intended use as a common space. The mobility scooter storage area will have direct outdoor access from the new ramp in the parking lot to help keep the building's halls clean and dry and to minimize damage from the scooters. The new common area will also include a barrier free kitchenette for tenant use.

## **Accessibility Committee Comments**

Pertaining to 116 Albert St Southampton renovations:

- 1.** Ensure all washers and dryers are front load, top load machines are impossible to empty from a seated position.
- 2.** Install a slip resistant flooring in the scooter storage area, a majority of mobility scooter users require a cane or walker and ceramic tile becomes very slippery when wet from the snow dragged in by the scooters.
- 3.** Ensure paper towel and soap dispensers can easily be reached from seated position, often they are located at the back of the counter and very difficult to reach.
- 4.** Location and style of grab bars in washrooms are critical, the use of an L shaped grab bar is preferred over one on an angle however best practice is a long horizontal bar and shorter vertical bar which allows for more flexibility in movement.
- 5.** Use pocket or sliding doors where possible instead of swinging doors, it very difficult to open a swinging doors when it is swinging back into the room. Installing operators is ideal in situations where swinging doors and door closers are required.
- 6.** Protection to lower cupboards will help prevent damage from wheelchair casters wheels as they will often swing out when backing away from a cupboard.
- 7.** Vinyl tile flooring is preferred over ceramic tile, the grout joints in ceramic tile can be rough in a wheelchair and make it difficult when carrying liquids, the ceramic tile will often be more slippery than vinyl flooring.
- 8.** Do not install double hung windows as the top cannot be reached from a seated position and it is impossible to push all the way while trying to lock the window, single hung or bottom slider windows are much easier to operate from a seated position.

## **4. Proposed Changes to County Facilities - Walkerton**

Mr. Mike Berberich, Environmental Services Manager for the Park Street and Cayley Street facilities spoke to proposed modifications / enhancements to the Park Street facility including a new door opening unit for the Council Chambers which will allow both doors to open at the same time; plans to adapt the upper floor washrooms to include door openers and retrofitting the counters for accessibility.

Currently acquiring pricing/estimates for:

- a. Filling in the lower centre level to bring it up to the same grade as the main level in the Council Chambers.
- b. Ramp from main floor level to be able to access upper level
- c. Installation of a grab bar at entrance to the lounge from the Council Chambers

Plans to install a door opener at the main entrance to 207 Cayley Street as well as installing a door opener to the accessible washroom on the 4<sup>th</sup> floor as well as an emergency call system. Also looking to improve signage in the main entrance area to identify accessible washroom and lift.

#### **5. Letter to Minister for Seniors and Accessibility**

Donna Van Wyck referred to the letter sent to the Minister for Seniors and Accessibility on behalf of the Accessibility Advisory Committee in October, 2018. She noted that to date, there has been no response received. As per the Committee's direction, staff have confirmed that there has been no change to the appointment of Minister for Seniors and Accessibility appointment, namely The Honourable Raymond Cho.

#### **6. SMART (Saugeen Mobility and Regional Transit)**

The Chair noted that as a Member of the Township of Huron-Kinloss Council, he serves as the Municipality's representative to the SMART Board. He posed the following questions,

- Does the Committee have experience with SMART
  - Committee members were given an opportunity to share their experiences with the use of SMART services
- Would the Accessibility Advisory Committee support a recommendation to Bruce County to expand their service to all municipalities within Bruce and potentially Grey Counties?

Currently, the Township of Huron-Kinloss, Municipalities of Arran-Elderslie, Brockton, Kincardine and the Town of Saugeen Shores contribute to SMART. It was noted that before approaching the Counties with a proposal for expansion, a suggestion was made to bring forward to the Accessibility Advisory Committee for discussion / support.

The Accessibility Advisory Committee discussed the proposal to consider expanding services to all municipalities within the County as a means of providing consistent coverage to all residents. The Committee agreed that before approaching the County with this proposal, the first step should be to undertake a feasibility study.

Moved by Mary Winn Daykin  
Seconded by Jessica Jensen

That the Accessibility Advisory Committee request that the Saugeen Mobility and Regional Transit (SMART) attempt to secure funds necessary to undertake a feasibility study with the goal in mind of expanding SMART services.

Carried

**7. Multi-Year Accessibility Plan Annual Status Update 2018**

Moved by Warden Mitch Twolan  
Seconded by Mary Winn Daykin

That the Multi-Year Accessibility Plan Annual Status Report 2018 be received for information; and,

That the Multi-Year Accessibility Plan Annual Status Report 2018 be forwarded to the Executive Committee for approval and posted on the Bruce County website.

Carried

**8. Horizontal and Vertical Bars Washroom Stalls**

Horizontal and vertical bars in washroom stalls were discussed as part of Proposed Changes to County Facilities - Walkerton.

**9. Other Business**

There was no other business.

**10. Next Meeting**

The next meeting of the Accessibility Advisory Committee will be held at the call of the Chair.

**11. Adjournment**

Moved by Mary Winn Daykin

That the meeting of the Accessibility Advisory Committee adjourn at 10:55 a.m.

Carried



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Accessibility Advisory Committee

**From:** Donna Van Wyck, AMCT  
Clerk

**Date:** May 20, 2020

**Re:** Multi-Year Accessibility Plan Annual Status Report 2019

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### Recommendation:

That the Multi-Year Accessibility Plan Annual Status Report 2019 be received for information; and,

That the Multi-Year Accessibility Plan Annual Status Report 2019 be forwarded to the Executive Committee for approval and posted on the Bruce County website.

### Background:

The County is required to prepare an Annual Status Update to the Multi-Year Accessibility Plan in order to meet requirements as part of the Accessibility for Ontarians with Disabilities Act (AODA). This report is an update on goals and accomplishments for each of the accessibility standards for 2019.

The Ontario Government enacted the Accessibility for Ontarians with Disabilities Act in 2005 in order to make the Province of Ontario accessible by 2025. A series of standards have been developed in order to meet this goal, including standards under the Integrated Accessibility Standards Regulation (IASR), which includes Information and Communications, Employment, Transportation and the Design of Public Spaces. The Customer Service Standard was added to the other standards under the IASR in 2016. There are staggered timelines for meeting the requirements of these standards, which reach into 2021 for the County of Bruce and other large public sector organizations.

One of the General Requirements stated in the IASR is that designated public sector organizations shall prepare an annual status report on the progress of measures taken to implement strategies outlined in the Multi-Year Accessibility Plan, and to post this report on our website.



**Multi-Year Accessibility Plan**

**Annual Status Report**

**2019**

## Accessibility Status Report

This Accessibility Status Report is the annual update on the progress of measures taken to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR). The plan outlines the County's strategy to prevent and remove barriers to accessibility, including how we will meet phased-in requirements under the AODA.

This status report includes the accessibility initiatives that were completed in 2019 to implement the strategies outlined in Bruce County's Multi-Year Accessibility Plan.

### Bruce County's Commitment to Accessibility

The Corporation of the County of Bruce is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence integration and equal opportunity.

Bruce County recognizes the diverse needs of all of our residents and customers and will respond by striving to provide services and facilities that are accessible to all. Bruce County is committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

The County will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. Timelines for compliance vary. In order to ensure that timelines are met, the County will establish, implement and maintain a multi-year accessibility plan. The plan will outline the County's strategy to prevent and remove barriers to people with disabilities.

### Compliance Reporting

The County submitted the annual Accessibility Compliance Report in 2019 in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

### 2019 Accessibility Status Report

The 2019 Accessibility Status Report includes the County of Bruce's commitment to removing barriers to our programs, services and facilities and the progress we have made on the actions to meet the AODA.

## 1. Accessible Customer Service

In 2016 the Customer Service Standard was incorporated into the Integrated Accessibility Standards Regulation (IASR). Coincident with that change, the government has made a number of changes to the requirements of the Customer Service Standards to make them more closely align with the Integrated Accessibility Standards. The County is committed to making sure all members of the public receive a fair customer service experience that meets their needs.

### Accomplishments:

- Updated the Customer Feedback Form and continue to review customer feedback and take appropriate action
- Continued to comply with the requirements of the Customer Service Standard, including implementing the Accessibility policy and training staff on an ongoing basis.
- In 2017 a new Accessibility Policy was approved.

## 2. General Requirements

In 2011, the Province combined the Information and Communications Standard, Employment Standard and Transportation Standard into one regulation, the Integrated Accessibility Standards Regulation (IASR). The General Requirements are regulatory requirements that apply across all standards in this regulation. The County is committed to developing, implementing and maintaining policies governing how we achieve or will achieve accessibility through meeting our requirements under the accessibility standards referred to in this Regulation.

### Accomplishments:

- Reviewed the County's Multi-Year Accessibility Plan in preparation of the Annual Status Report which will be posted on the County's website
- Continued to incorporate accessibility features into our procurement or acquisition of goods, services and facilities wherever practicable
- Continued to train all staff and volunteers on the Integrated Accessibility Standards Regulation (IASR), which now includes the Customer Service Standard and the Ontario Human Rights Code (OHRC) as it pertains to people with disabilities.

### 3. Information and Communications

The County is committed to ensuring information and communications are available and accessible to people with disabilities.

#### Accomplishments:

- Continued to make sure that content on websites, intranet sites and print communications are created in a way that considers accessibility
- A statement is included on the County's website informing users that documents are available in an accessible format upon request
- Continued to train staff on creating accessible documents to ensure that all documents are accessible. Additional staff training was held in September, 2017.
- Continued to provide accessible formats and communication supports, upon request.
- A new feedback form was created in 2016 and we continue to make sure processes for receiving and responding to feedback are accessible
- New County of Bruce Website was launched in July, 2017, taking into account AODA requirements for new websites and ensuring that the County of Bruce internet and intranet websites and web content, with some exceptions, conform to Web Content Accessibility Guidelines.
- Ongoing conversion of departmental templates to accessible formats
- All Library branches continue to provide accessible materials and communications supports upon request. In addition, the library has several accessible materials and resources available including but not limited to: large print books; audio books; large font keyboards (available in most branches); trackball mouse (available in all branches); assistive technology on all computers (i.e. magnifier, high contrast, narrator - all included with Microsoft software); online access to resources, policies, online request for items
- In 2017 an auditing tool (Siteimprove) was purchased to scan our website content for accessibility and identifying errors. Web Content Ambassadors work towards correcting any identified errors.
- Bruce County entered into an agreement with eScribe for the provision of electronic meeting management software. This provides for the utilization of common software for reports, agendas and minutes with a dedicated portal for access to agenda items. The portal will provide an easy accessible manner for Council, staff and the public to find and view any relevant items. The implementation of this software has been a step in the right direction towards full compliance with the Accessibility for Ontarians with Disabilities Act.

#### **4. Employment**

The County is committed to inclusive and accessible employment practices that ensure the processes of recruiting, hiring, communicating with, and retaining employees who have disabilities is inclusive.

There were no new requirements for the Employment Standard in 2018.

##### **Accomplishments:**

- Continued to inform applicants and employees of accessible hiring practices and policies.
- Continued to provide individualized workplace emergency response information to employees who require one because of a disability.
- Continued to support employees who were absent from work because of a disability, through our return to work process.
- Continued to include a statement on all job postings that we accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.
- Advise candidates when scheduling interviews/testing that we have an Accommodation in the Workplace Policy for persons with disabilities and ask them if they require an accommodation for their interview and or test.
- Inform all new employees in their offer letter about the County's Accommodation in the Workplace Policy.
- Inform all new and existing employees of the County's policy for supporting employees with disabilities.

#### **5. Design of Public Spaces Standard**

The County is committed to identifying, removing and preventing barriers in public buildings and spaces by making sure that new construction and major changes to existing features do not create any new barriers.

As a large public sector organization, the Design of Public Spaces Standard only applies to new construction and planned redevelopment on or after January 1, 2016.

Ontario's Building code has been amended to include enhancements to accessibility in buildings. As of January 1, 2015 new construction and renovations will be subject to updated accessibility requirements.

If a public space is temporarily disrupted or not functioning, the public will be notified in a variety of formats about the scope of the disruption.

## Accomplishments:

- Continued to make sure that major changes to existing features meet or exceed the requirements of the Design of Public Spaces Standard.
- Continued to train staff on the Design of Public Spaces Standard which is included with the IASR training. This training is done on-line through the County's attendance management software as part of the onboarding for new hires.
- In 2016/2017 changes were made to the existing front counter in the Corporate Services Department and the Human Services Department which included lowering a section of the counter and creating space for someone to be seated
- In 2017 the Accessible Maintenance Procedure for the preventative and emergency maintenance of the accessible elements in public spaces was approved and added to the Multi-Year Accessibility Plan 2015-2018
- In 2017 procedures for the Temporary Disruptions when accessible elements required are not in working order was approved and added to the Multi-Year Accessibility Plan 2015-2018
- An accessible central reception space was created on the main floor in the Atrium at the County Administration Centre
- The Bruce County Museum & Cultural Centre installed automatic door openers for the washrooms
- The public washrooms on the 2<sup>nd</sup> floor at the County Administration Centre were retrofitted in 2019 with push button entrances, accessible sinks and counters.
- The existing push button entrance into the Council Chambers was updated in 2019 to allow both doors to open at the same time, including the installation of a new push button.

## Next Steps

Throughout 2020, the County of Bruce will continue to work towards meeting and maintaining its obligations under AODA and the Integrated Accessibility Standards Regulation.

In keeping with our goal of becoming a barrier-free community we will:

- Continue to identify, prevent and remove barriers where we find them
- Respond to requests for information in an alternative format
- Continue to support and educate staff on creating accessible documents. Additional staff will be trained in 2020/2021 on how to create accessible documents.
- Continue to review and update accessibility policies. The current Accessibility Policy was approved in 2017 and is scheduled for a review in 2022.
- Provide current staff and volunteers with updated information on changes to our accessibility policies and continue providing accessibility training to all new staff and volunteers
- Respond to public inquiries related to accessibility

- The Accessibility Advisory Committee will review plans for the new Housing build in Kincardine
- All Library branches continue to provide accessible materials and communications supports upon request
- Continue to review customer feedback and take appropriate action
- Modernization of the Council Chambers is currently under review
- The Transportation and Environmental Services Department will be developing a new Master Transportation Plan in 2020

## Reviewing and Monitoring the Accessibility Plan

The County of Bruce's Multi-Year Accessibility Plan will be reviewed and updated at least once every five years. The Multi-Year Accessibility Plan 2019-2023 was approved by Bruce County Council on November 1, 2018.

### Contact Information

For more information, please contact the Clerk, Donna Van Wyck:

Phone: 226-909-2433

Email: [dvanwyck@brucecounty.on.ca](mailto:dvanwyck@brucecounty.on.ca)

Mail: Donna Van Wyck, Clerk  
County of Bruce  
30 Park Street, P. O. Box 70  
Walkerton ON N0G 2V0

Accessible formats and communication supports available upon request.

# Changes to Barrier-Free Design Section of Ontario Building Code

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**Effective January 1, 2020.**

## **Section 3.8. – Accessibility**

There have been several changes within Section 3.8. of the Building Code that provide clarification and enhance accessibility and safety. These include the following:

### **Article 3.8.1.5.(1) - Controls**

#### **New**

This Sentence has been amended regarding location and operation of accessible controls related to building services and safety devices.

### **Article 3.8.3.3. - Doorways and Doors**

#### **Reorganization**

Requirements related to power door operators in Sentence (16) and (17) have been clarified and integrated into one sentence.

### **Article 3.8.3.8. - Water Closet Stall**

#### **Clarification**

Design requirements for water closet stalls have been revised for clarification.

### **Article 3.8.3.9. - Water Closets**

#### **New**

This Article has been revised for clarification and updated to add location and operational criteria for flush controls where there is no automatic flush.

### **Article 3.8.3.10. - Urinals**

#### **Clarification**

This Article has been revised for clarification and some duplications related to controls have been removed.

### **Article 3.8.3.11. - Lavatories**

#### **Clarification**

This Article has been revised to provide additional clarification on accessibility requirements for lavatories, mirrors and washroom accessories.

### **Article 3.8.3.12. - Universal Washrooms**

#### **Clarification**

A change has been made to clarify the requirement for power door operators and self-closing devices in universal washrooms.

### **Article 3.8.3.13. - Showers and Bathtubs**

#### **New**

This Article was revised to clarify and enhance accessibility and safety for showers and bathtubs including requirements for grab bars, clear floor spaces, shower heads and faucets, and individual bathtub requirements in some institutional occupancies.

Source: [Ontario Building Code Changes 2020 Summary](#) <sup>1</sup>

Link: [Ontario Building Code ON Reg. 332/12](#) <sup>2</sup> (See Section 3.8 for Barrier-Free Design)

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<sup>1</sup> <https://www.ontario.ca/document/changes-2012-building-code/part-3-fire-protection-occupant-safety-and-accessibility#section-27>

<sup>2</sup> <https://www.ontario.ca/laws/regulation/120332>