



Accessibility Advisory Committee Agenda

Thursday, September 28, 2017

8:30 a.m.

Huron Room, County Administration Centre,
Walkerton, Ontario

1. Declaration of Pecuniary Interest
2. Approval of Minutes - November 15, 2016 (attached)
3. Resignation and Recruitment of Committee Members (verbal update)
4. Accessible Maintenance Procedure (attached)
5. Revise Multi-Year Plan - Procedures for Preventative and Emergency Maintenance (attached)
6. Revise Multi-Year Plan - Temporary Disruptions (attached)
7. Revised Terms of Reference (attached)
8. Information Items
 - A. Accessibility Compliance Report (verbal update)
9. Next Meeting Date
At the Call of the Chair
10. Adjournment



Accessibility Advisory Committee Minutes

November 15, 2016
2:10 p.m.
Council Chambers
Walkerton, Ontario

Present: Warden Mitch Twolan, Councillor Anne Eadie, Ed McGugan, Alice McLaren

Staff: Darlene Batte, Administrative Assistant
Matt Farrell, Chief Building Official, Huron-Kinloss
Chris LaForest, Director of Planning and Development
Donna Van Wyck, Deputy Clerk

Regrets: Joyce Scammell

1. Pecuniary Interest

There were no declarations of pecuniary interest.

2. Approval of Minutes

Moved by Alice McLaren
Seconded by Councillor Anne Eadie

That the minutes of the October 9, 2014 Accessibility Advisory Committee be approved.

Carried

3. StopGap Foundation

Chris LaForest, Director of Planning & Development spoke to the StopGap Initiative (Community Ramps Projects). He explained how there may be funding available through the Spruce the Bruce Program offered through the County for such initiatives. Mr. LaForest indicated that staff from Planning and Economic Development will promote the initiative and disseminate information.

Moved by Warden Mitch Twolan
Seconded by Councillor Anne Eadie

That information on the StopGap Initiative be forwarded to the Lower Tier Clerks for information; and,

That this information be referred to their Local Accessibility Advisory Committees.

Carried

4. New Customer Service Standard and Changes to the Integrated Accessibility Standards

The report on the new Customer Service Standard and Changes to the Integrated Accessibility Standards Regulation is for information.

At the direction of the Committee, this report will be circulated to the Lower Tier Clerks to be referred to their respective Accessibility Advisory Committees for information.

Ed McGugan joined the meeting at 2:45 p.m.

5. Appointment of Chair

Moved by Warden Mitch Twolan
Seconded by Councillor Anne Eadie

That Ed McGugan be appointed Chair of the Accessibility Advisory Committee.

Carried

6. Appointment of Vice Chair

Moved by Councillor Anne Eadie
Seconded by Warden Mitch Twolan

That Alice McLaren be appointed Vice Chair of the Accessibility Advisory Committee.

Carried

7. Accessibility Policy

Moved by Councillor Anne Eadie
Seconded by Ed McGugan

That the Accessibility Policy be accepted and forwarded to the Corporate Services Committee for approval; and,

That the current Integrated Accessibility Standards Regulation Policy, Accessible Customer Service Policy, Accessible Customer Service Training Policy and the Accessible Customer Service Feedback Policy be rescinded.

Carried

The Director of Planning and Development reported that a funding application has been submitted to the Ontario 150 Fund under the Community Capital Program that will be administered by the Ontario Trillium Foundation and will provide \$25 million to help municipalities and non-profit organizations renovate, repair and retrofit existing community and cultural infrastructure to increase accessibility, improve safety and maximize community use.

The Director also reported that utilizing the well-known outdoor attraction, namely "The Lindsay Tract", Bruce County is planning to install a commemorative sculpture display of ten locally designed and handcrafted sculptures throughout the common rest areas and accessible areas of this established trailed woodlot. The sculptures will be made from a variety of mediums, including the native rock and locally grown hard wood trees of Bruce County. Partnership will be made with the local art community and the aboriginal residents to ensure all cultures are represented.

The arts and culture community and aboriginal residents will design and install ten sculptures/display. A budget of \$100,000 will be allocated. One of the 10 display areas will be the historical reference to the past mandate of transforming the hardwood trees and soil of Bruce County and the positive outcome of that mandate. This project will be coordinated by the County of Bruce staff, but the input and design will occur through the participation of the community individuals and groups who will name the sculpture display. The Lindsay Tract will continue to be maintained by the County of Bruce staff. All reporting and financial obligations related to the receipt of the Ontario 150 grant will be completed by County of Bruce staff. Partnership with the municipality of North Bruce Peninsula is in place for \$20,000 for in-kind provision of supplies and materials and the County of Bruce will include \$10,000 for this legacy project in the 2017 operational budget. The area in the woodlot where the sculptures will be placed will have accessibility services. The art and culture community will be engaged in this project starting in January 2017 and the plan will include a target date of June 1st to August 31st for completion of sculpture installation.

Following these discussions, Chris LaForest withdrew from the Chambers at 3:28 p.m.

8. Accessible Document Request

The Deputy Clerk reported on the request received for an accessible document.

9. Crosswalk in Lucknow

Mr. McGugan spoke to the suggestion previously made to implement a crosswalk in Lucknow and questioned the status of this initiative. Warden Twolan responded indicating that there are some drainage requirements that will need to be addressed prior to moving forward to consider this recommendation.

10. File Review - Accessibility for Ontarians with Disabilities Act, 2005

The Report on the File Review under the Accessibility for Ontarians with Disabilities Act, 2005 is for information.

11. Information Items

A. Accessibility Upgrades - Park Street Administration Centre

- The Committee noted that there are some accessibility issues with the door to the Council Chambers (not wide enough)

B. Improving Accessibility at Area Beaches

C. Multi-Year Accessibility Plan Status Update 2015

D. Purchase of Evacuation Stair Chair

E. Accessibility Advisory Committee Compensation

F. Ministry of Economic Development, Employment and Infrastructure

G. Bruce County Museum & Cultural Centre

H. Planned Federal Accessibility Legislation

12. People First Ontario - "This is my Life" video series

This is my Life video series, is an initiative of the Our Community Our Lives: Strengthening Communities through Active Living and Social Inclusion, a federally funded project of People First of Ontario. The purpose of the project is to identify and eliminate barriers to full inclusion and participation in the community for people who have been labelled with an intellectual disability.

13. Other Business

A. The September 2016 Mandate Letter: Accessibility from Premier Wynne was received for information.

B. General discussion on the need to promote public awareness of the County's Accessibility Advisory Committee

14. Next Meeting

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

15. Adjournment

Moved by Alice McLaren

Seconded by Warden Mitch Twolan

That the meeting of the Accessibility Advisory Committee adjourn at 4:10 p.m.

Carried



Corporation of the County of Bruce
Accessibility Advisory Committee

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Committee Report

To: Warden Mitch Twolan
Members of the Accessibility Advisory Committee

From: Donna Van Wyck, A.M.C.T.
Clerk

Date: September 28, 2017

Re: Accessible Maintenance Procedure

Recommendation:

That the Accessible Maintenance Procedure be accepted and forwarded to the Executive Committee for approval.

Background:

Maintenance procedures are important to make sure that people with disabilities can access public spaces. People with disabilities typically have fewer alternative routes when moving through and using public spaces, so procedures for maintenance will help support their continued mobility and independence.

Maintenance procedures for a public space element can depend on:

- Its purpose
- How often it is used, and
- How users would be affected if it is not kept in good working order

In order to meet the requirements under Section 80.44 in the Design of Public Spaces Standard, the County needs to ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

Financial/Staffing/Legal/IT Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation.



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Link to Strategic Goals and Elements:

None identified.



Subject: Accessible Maintenance Procedure

Department: Office of the C.A.O.

Effective Date:

Revision Date:

Review Date:

1. Purpose

To establish and document a process for maintenance of accessibility elements when accessing County goods, services or facilities in accordance with the Bruce County Accessibility Policy and the Integrated Accessibility Standards Regulation (O. Reg. 191/11), Design of Public Spaces Standard (section 80.44) Maintenance of Accessible Elements.

2. Definition

Maintenance means activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition, examples of which including painting and minor repairs.

3. Implementation Procedure

To ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

4. Scope

Organizations shall ensure that their multi-year accessibility plan includes procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part and procedure for dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The Design of Public Spaces Standard applies to public spaces that are newly constructed or redeveloped, that include:

- Recreational trails and beach access routes
- Outdoor public use eating areas
- Outdoor play spaces
- Exterior paths of travel
- Accessible parking

5. Application

Departments that maintain elements listed under Scope:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Repair as soon as practicable
- Shall continue to provide public notification of temporary disruptions in keeping with compliance requirements under the Integrated Accessibility Standard Regulation (Ontario Regulation 191/11) and the County's corresponding Temporary Services Disruption Procedure:
 - Notice of the disruption will include; the description, reason and anticipated duration, a description of alternative facilities or services, if any that are available and contact information
 - Notice will be given by posting the information at public entry points, key locations around the service disruption, posted on the County's website or by such other method as is reasonable



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Committee Report

To: Warden Mitch Twolan
Members of the Accessibility Advisory Committee

From: Donna Van Wyck, A.M.C.T.
Clerk

Date: September 28, 2017

Re: Revise Multi-Year Accessibility Plan - Procedures for
Emergency and Preventative Maintenance

Recommendation:

That Section 8 (H) of the County of Bruce Multi-Year Accessibility Plan 2015-2018 be amended to include the following procedures for emergency and preventative maintenance of the accessible elements in public spaces:

“As required under the Design of Public Spaces Standard Bruce County has developed procedures for dealing with preventative and emergency maintenance of accessible elements in public spaces for:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

As per the Accessible Maintenance Procedure, Bruce County Departments:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Repair as soon as practicable; and,

That the amended Multi-Year Accessibility Plan 2015-2018 be forwarded to the Executive Committee for approval.



Section 80.44 of the Integrated Accessibility Standards (Ontario Regulation 191/11) requires that multi-year accessibility plans include procedures for:

- a) Preventative and emergency maintenance of the accessible elements in public spaces

Under the Legislation, maintenance means activities that are intended to keep existing public spaces in good working order. Maintenance can also restore the space or element back to its original condition.

Maintenance is an important opportunity to retain an accessible environment that is safe and useable by everyone. Poor maintenance can compromise accessibility and safety.

Maintenance can involve (but is not limited to):

- Undertaking specific activities to keep existing public spaces in good working order, or
- Restoring spaces or elements within a space to their original condition

Financial/Staffing/Legal/It Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation.

Link to Strategic Goals and Elements:

None identified.



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Committee Report

To: Warden Mitch Twolan
Members of the Accessibility Advisory Committee

From: Donna Van Wyck, A.M.C.T.
Clerk

Date: September 28, 2017

Re: Revise Multi-Year Plan - Temporary Disruptions

Recommendation:

That the County of Bruce Multi-Year Accessibility Plan 2015-2018 be amended by adding a new Section 8. (I) Notice of Temporary Service Disruption, to read as follows:

“When disruptions occur that will impact the accessibility of goods, services or facilities provided by Bruce County, notice will be given to the public indicating:

- a) Description of the service disruption
- b) Reason for the disruption
- c) Anticipated duration of the disruption
- d) Alternate routes, facilities or services, if any that are available
- e) Contact information

Notice will be given by posting the information at public entry points, key locations around the service disruption, posted on the County’s website or by such other method as is reasonable.”; and,

That the amended Multi-Year Accessibility Plan 2015-2018 be forwarded to the Executive Committee for approval.

Background:

Section 80.44 of the Integrated Accessibility Standards (Ontario Regulation 191/11) requires that multi-year accessibility plans include procedures for:

- a) Temporary disruptions when accessible elements required are not in working order

A Temporary Service Disruption Procedure will be presented for the Committee’s review at the next meeting.



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Accessibility Advisory Committee

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Financial/Staffing/Legal/It Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation at this stage, however when the Temporary Service Disruption Procedure is created it will be circulated to the Senior Management Team for their review.



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Committee Report

To: Warden Mitch Twolan
Members of the Accessibility Advisory Committee

From: Donna Van Wyck, A.M.C.T.
Clerk

Date: September 28, 2017

Re: Revised Terms of Reference

Recommendation:

That the revised Terms of Reference for the Bruce County Accessibility Advisory Committee be accepted and forwarded to the Executive Committee for approval.

Background:

The Bruce County Accessibility Advisory Committee amended the Terms of Reference in 2011 to include the provision for an Appointment Process for vacancies on the Committee.

The Terms of Reference requires an update to housekeep some of the language in the document:

1. The Bruce County Accessibility Advisory Committee now reports through the Executive Committee
2. The County must prepare a multi-year plan instead of an annual plan
3. Council approved a half day per diem and mileage be paid to members of the Committee as outlined in new Section 10 Remuneration.
4. Other minor wording changes as outlined in the attached Terms of Reference

A further review of the Terms of Reference should be conducted to ensure it meets the requirements of the Committee.

Financial/Staffing/Legal/It Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.



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Interdepartmental Consultation:

There was no interdepartmental consultation.

Link to Strategic Goals and Elements:

None identified.



**County of Bruce
Accessibility Advisory Committee
Terms of Reference**

1. Committee Name

The Committee shall be known as the County of Bruce Accessibility Advisory Committee.

2. Mandate

The County of Bruce Accessibility Advisory Committee is a sub-committee of County Council's Committee of the Whole. The Committee is established in accordance with the Ontarians with Disabilities Act and shall assist County Council in improving opportunities for persons with disabilities to participate in County programs and services.

The Committee will achieve this goal by advising County Council each year on its Multi-Year Accessibility Plan as required by the Act with a focus on the identification and removal of barriers to persons with disabilities.

3. Duties of the Committee

- A.** Work with County Staff in the preparation of the County's Multi-Year Accessibility Plan for consideration by County Council.
- B.** Advise Council on the implementation and effectiveness of the Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers in the County's by-laws, policies, programs, practices, services and facilities;
- C.** Review in a timely manner site plans of new and existing municipal buildings where the County of Bruce requires approval.
- D.** Advocating for the elimination of barriers including physical, attitudinal and social for citizens with disabilities.

- E. Promoting the goals and objectives of the Ontarians with Disabilities Act by providing visible leadership within the community and the Corporation.
- F. Perform other functions as specified in the Regulations of the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act.

4. Reporting Structure

The County of Bruce Accessibility Advisory Committee shall report to Council through the Executive Committee.

5. Definitions

Within this Terms of Reference the term:

“Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability including physical barrier, architectural barrier, information or communication barrier, attitudinal barrier, technological barrier, a policy or practice. (“obstacle”)

“Disability” means

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
- c. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

6. Committee Membership

- (A)** The County of Bruce Accessibility Advisory Committee will be comprised of a maximum of 5 voting members as follows:
 - i.** Elected Members
Bruce County Warden
Chair, Bruce County Social Services and Housing Committee
 - ii.** Non-Elected Members
Three persons with disabilities with consideration to reflect the range of communities in the County for adequate representation.
- (B)** A Chair and Vice-Chair shall be elected from among Committee members on an annual basis at the first meeting of the year. The term of the Chair and Vice-Chair shall coincide with the calendar year.
- (C)** A majority of the members of the Committee shall include persons with a disability.
- (D)** Members serving in an administrative advisory capacity are:
County Clerk
County Deputy Clerk
Huron-Kinloss Chief Building Official
- (E)** If a Committee member is absent for three consecutive meetings they will be deemed to have forfeited their membership, unless their absence is deemed justifiable by the Committee.

7. Appointment Process

- (A)** Vacancies for appointments shall be publicly advertised on the County of Bruce website. Applicants will be required to complete and submit an application form, which is available from the County Office or the County's website.
- (B)** A Sub-Committee of the Warden, Chair of Social Services and Clerk will shortlist the applicants and conduct private interviews if necessary.
- (C)** Once the application(s) have been reviewed by the Sub-Committee, a report recommending the appointment(s) will be forwarded to the Executive Committee for approval.

8. Staff Support

The County Clerk and Deputy Clerk will provide administrative support, including the preparation of reports, distribution of agendas, recording of minutes and the general administrative coordination of the meetings.

9. Meetings

- (A)** All meetings will be conducted in accordance with the County of Bruce Procedure By-law.
- (B)** Meetings will be held on an as needed basis at the Call of the Chair or as directed by the Committee.
- (C)** The Committee will be governed by the Municipal Conflict of Interest Act.
- (D)** The Committee will strive for an optimal level of accessibility at all meetings including physical access and access to the meeting contents and proceedings.

10. Remuneration

Each Committee member will be compensated at the same rate as the half day per diem and mileage as stipulated in the Bruce County Remuneration By-law.

11. Budget

The budget assigned to the Committee will consider the need for accommodations required for people with disabilities to fully participate in meetings. The budget will cover costs such as meeting room rentals, additional expenses for accessible transportation, Attendant Care, and Communication supports such as Sign Language Interpreters, computerized note-takers; audio and/or visual documentation, large print documents, and Braille translation.