



Executive Committee Agenda

Thursday, November 1, 2018

9:30 a.m.

Council Chambers, County Administration Centre
Walkerton, Ontario

1. Declaration of Pecuniary Interest

2. Action Items

- A. Revised Terms of Reference for the Accessibility Advisory Committee (attached)
- B. Multi-Year Accessibility Plan (attached)
- C. Accessibility Advisory Committee Appointment (attached)

3. Information Items

- A. Lame Duck Council (attached)

4. Closed Meeting

- A. That the Committee move into a closed meeting pursuant to:
 - Section 239 (2) (b) of the Municipal Act related to personal matters about an identifiable individual, including municipal or local board employees, to discuss a grant application

- B. Minutes for Approval - September 6, 2018

5. Rise and Report

6. Act on Recommendations

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Executive Committee in respect of all resolutions passed during the November 1, 2018 meeting.

7. Next Meeting

December 6, 2018

8. Adjournment



Committee Report

To: Warden Paul Eagleson
Members of the Executive Committee

From: Donna Van Wyck, AMCT
Clerk

Date: November 1, 2018

Re: Revised Terms of Reference for the Accessibility Advisory Committee

Recommendation:

That the revised Terms of Reference for the Bruce County Accessibility Advisory Committee be approved.

Background:

The Terms of Reference for the Accessibility Advisory Committee has evolved over time and there have been a few amendments made, most recently in 2017 which included some minor housekeeping to some of the language.

At the May 14, 2018 meeting of the Accessibility Advisory Committee, the Clerk was directed to review other municipal Terms of Reference with a view to further updating the current Terms of Reference.

Following are changes:

- a. The language in the Mandate was updated to better reflect the intent of the Committee in alignment with the Duties of the Committee
- b. Language was updated under Duties of the Committee
- c. Staff support was moved from #8 and is included in 6. (D)
- d. Item #11 Budget was removed (not required to be in the Terms of Reference)

At the September 17, 2018 Accessibility Advisory Committee meeting the Revised Terms of Reference was endorsed and is being forwarded to the Executive Committee for approval.

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.

Approved by:



Kelley Coulter
Chief Administrative Officer



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

1. Name of Committee

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

2. Mandate

The County of Bruce Accessibility Advisory Committee is established as an advisory committee to Bruce County Council. The Committee shall advise and assist the County in promoting and facilitating a barrier-free County for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

3. Duties of Committee

- A.** Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the Council may seek its advice.
- 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 the site plans and drawings described in Section 41 of the Planning Act of new and existing municipal buildings that the Committee selects and where the County of Bruce requires approval.
- D.** Advocating for the elimination of barriers including physical, attitudinal and social for citizens with disabilities.

- E. Perform all 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 communications 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 Human Services 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 be persons with disabilities.
- (D) Staff serving in an administrative advisory capacity are:
 - County Clerk
 - County Deputy Clerk
 - Huron-Kinloss Chief Building Official

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.

- (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 Human Services and the 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. 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.

9. 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.



Committee Report

To: Warden Paul Eagleson
Members of the Executive Committee

From: Donna Van Wyck, AMCT
Clerk

Date: November 1, 2018

Re: Multi-Year Accessibility Plan 2019-2023

Recommendation:

That the County of Bruce Multi-Year Accessibility Plan 2019-2023 be approved; and,
That the Plan be posted on the County's website, circulated to Bruce County Library Branches and all lower tier municipalities in the County of Bruce.

Background:

In accordance with Section 4 of the Integrated Accessibility Standards Regulation the County is required to establish, implement, maintain and document a multi-year accessibility plan which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation.

The Plan must be posted on the County's website, be provided in an accessible format upon request and be reviewed and updated at least once every five years.

The Regulation also states that the County shall establish, review and update their accessibility plans in consultation with persons with disabilities as well as their Accessibility Advisory Committee. Consultations provide people with disabilities with an opportunity to participate and provide valuable feedback that should help organizations maintain an awareness of people's accessibility needs. The Regulation does not provide guidance on how the County is required to comply with consulting persons with disabilities.

The Public Notice was posted on the County's website from September 18, 2018 to October 5, 2018 and was also circulated to County Library Branches (including being shown on tv screens), County Departments, Local Municipalities, Bruce County Housing locations and the Grey Bruce Health Unit.

No comments were received on the County of Bruce Draft Multi-Year Accessibility Plan 2019-2023.

The Accessibility Advisory Committee met on October 10, 2018 and passed the following recommendation:

“That the 2019-2023 Multi-Year Accessibility Plan for the County of Bruce be received and forwarded to the Executive Committee for approval.”

Financial/Staffing/Legal/IT Considerations:

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

Interdepartmental Consultation:

The Draft Plan was circulated to County Departments.

Link to Strategic Goals and Elements:

None identified.

Approved by:



Kelley Coulter
Chief Administrative Officer



Multi-Year Accessibility Plan

2019-2023

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Schedule A - Progress to Date and Ongoing Initiatives

Schedule B - Proposed Accessibility Initiatives 2019-2023

1. Background: Accessibility and the Province of Ontario

There are currently two active pieces of legislation in Ontario that specifically address accessibility: The Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005, (AODA).

The purpose of the ODA is to improve the quality of life and experiences of persons with disabilities by identifying, preventing and removing any barriers that may limit opportunities for individuals with disabilities to fully participate in society.

The AODA advances the goals of the ODA by requiring public, private and non-profit organizations to identify, remove and prevent barriers to accessibility in order to make the Province of Ontario fully accessible for all persons with disabilities by 2025. Through the AODA and the Integrated Accessibility Standards Regulation (IASR) (Ontario Regulation 191/11), the Government of Ontario has identified key areas for the development of common accessibility standards that are intended to ensure all sectors and organizations can provide fully accessible services and environments for Ontarians. The goal of these standards is to facilitate the full participation of persons with disabilities in society.

Key areas identified under the AODA are Customer Service, Information and Communications, Employment, Transportation and the Design of Public Spaces.

2. Commitment to Accessibility

Our goal is to ensure accessibility for our employees and the public we serve in our services, products and facilities. Employees need to be able to function effectively and customers need to receive timely, high quality services in a way that works for them.

We want to provide excellent public service for all Ontarians. We want to reflect the public we serve in everything we do and we want to attract the talented people we need to fill jobs. Building a dynamic and accessible organization will help us reach these goals.

The County of Bruce is committed to:

- The continual improvement of access to County facilities and services for people with disabilities
- The participation of people with disabilities in the development and review of its multi-year accessibility plan
- The provision of quality services to all members of the community with disabilities
- Meeting the accessibility requirements under the AODA

3. Accessibility Plan

Since 2004 all municipalities in the Province have had a legal obligation under the ODA to prepare annual accessibility plans. Under the AODA, accessibility planning requirements

shift from annual to multi-year plans which must outline an organization's strategy to prevent and remove barriers and meet the requirements under the Integrated Accessibility Standard Regulation (IASR).

This Plan describes:

- The measures that the County has taken over previous years to remove barriers to people with disabilities
- The process by which the County is identifying, removing and preventing barriers to people with disabilities
- The continuing and new actions the County will take during the coming year to remove barriers to people with disabilities
- The communication of this accessibility plan

4. Accessibility Advisory Committee

The Bruce County Accessibility Advisory Committee has five voting members; the majority of the members are persons with a disability. The Committee also includes three non-voting resource members.

The Bruce County Accessibility Advisory Committee is a legislatively mandated Committee that was first appointed in 2002. The Committee advised Council about the preparation and implementation of the Accessibility Plan, on promoting and facilitating a barrier-free County for citizens of all abilities, including persons with disabilities. The Committee's role in helping foster a community approach to accessibility and inclusion involves the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

5. Regulatory Requirements and Proposed and Completed Actions

The County continues to develop and implement accessibility initiatives under the ODA and meet compliance dates for accessibility requirements within the Integrated Accessibility Standards Regulation (IASR) under the AODA.

(A) Customer Service

The County of Bruce is committed to ensuring that all staff and customers, whatever their ability, work in an accommodating environment and receive accessible goods and services in a timely manner.

The County will achieve this by:

- Reviewing and updating policies regularly to ensure high quality, accessible customer service

- Embedding accessibility requirements into staff training and orientation materials
- Reviewing customer feedback and taking appropriate action

Our accomplishments:

- Continue to provide Accessible Customer Service Training to all staff and volunteers

(B) General

General requirements under the IASR are those regulatory requirements that apply across all three standards in this regulation - Information and Communications, Employment and Transportation.

The County will achieve this by:

- Developing a multi-year accessibility plan outlining strategies to prevent and remove barriers to accessibility and reviewing the plan once every five years
- Continue to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities
- Continue to train employees, volunteers, all those who participate in developing the County's policies, and all others who provide goods or services on behalf of the County, about the requirements in the Integrated Accessibility Standards Regulation, as well as the Human Rights Code as it relates to people with disabilities

Our accomplishments:

- IASR Policy created and adopted by County Council in September 2012 and revised in 2013 to incorporate the Design of Public Spaces requirements
- Developed a multi-year plan for 2015-2018 in consultation with the County's Accessibility Advisory Committee, County Staff and members of the public
- Embedded accessibility requirements into the procurement process including the planning and document development stages
- Training on the IASR and Human Rights Code was completed in 2013/2014 and continues to be presented as part of the new hire orientation
- A new Accessibility Policy was adopted by County Council in 2017, incorporating the existing IASR and Customer Service Policies. Staff were required to review and sign off on the new Policy.

(C) Information and Communications

Information and communications are a large part of County of Bruce daily business. It is because of this that it is so important to ensure that information and communications are created in a way that considers accessibility.

The County will follow best practices when developing, implementing and maintaining information and communications strategies and products. This includes websites, intranet sites, print communications materials as well as face-to-face interactions.

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

The County will achieve this by:

- Ensuring that emergency information, procedures, plans and public safety information that is available to the public is available in alternate formats, when requested
- Developing guidelines and best practices for creating accessible documents for common desktop applications such as MS Word, Excel and PowerPoint
- Notifying the public about the availability of accessible formats and communication supports (2015)
- Web Content Accessibility Guidelines (WCAG) Level 2.0 AA Compliance (2021)
- Working towards ensuring web content published on the County's website is in an accessible format whenever possible
- Providing access to or arranging for the provision of access to accessible library materials where they exist
- Informing the public about the availability of accessible library materials and providing information in an accessible format or with appropriate communication supports, upon request

Our accomplishments:

- County's new Website was launched in July, 2017 and is compliant with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA
- Produced 6 (six) emergency preparedness brochures, for Mobility, Travel Considerations, Vision, Non-Vision Disabilities, Seniors with Special Needs and Service Animals and Support Persons
- Accessible document training provided to key staff in 2013, 2014, 2016 and 2017
- Plain language guidelines and simple word phrases are circulated to staff following training
- A form for receiving and responding to feedback regarding customer service or accessibility (IASR) is available on the County's website and is available to people with disabilities in an accessible format or with the appropriate communication supports, on request (updated in 2016)

- Created a corporate strategy for requesting existing on-line pdf documents on the County's website in an accessible format and advising that larger documents, such as the County's Official Plan will be made accessible during the next major review of its content

(D) Employment

The County of Bruce is committed to ensuring that the process of finding, getting and keeping a job is as inclusive as possible in order to build an effective workforce. The County of Bruce will be an employer of choice that enables and encourages persons with disabilities to participate fully in all aspects of the organization.

The County will achieve this by:

- Reviewing on an ongoing basis, Human Resources policies, practices and procedures to ensure accessibility to persons with disabilities throughout the employment process, including recruitment, retention, career development and return-to-work
- Notifying job applicants who have been invited to participate in recruitment, assessment or selection process that, where needed, accommodations for disabilities are available, on request, to support their participation in the process (2014)
- Notifying successful applicants of the County's policies for accommodating employees with disabilities when offering employment (2014)
- Informing new and existing employees of the County's policies for supporting employees with disabilities, including providing employment related accommodations for disabilities (2014)
- Consulting with employees who have disabilities in order to provide them with the accessible formats and communications supports they require to do their jobs effectively and to be informed of information that is generally available to all employees in that workplace (2014)
- Have in place a documented process for supporting employees who return to work after being away for reasons related to their disabilities (2014)
- Take into account the accessibility needs of employees with disabilities during the performance management process (annual performance reviews) (2014)
- When providing career development and advancement opportunity the County will take into account the accessibility needs of their employees who have disabilities (2014)
- Redeployment processes will consider the accessibility needs of employees with disabilities when moving them to other positions, so that employees can continue to have their accommodation needs met (2014)

Our accomplishments:

- Developed an Emergency Evacuation Assistance Policy for County employees who have a disability and who require assistance in evacuating the building in an emergency situation (2011)
- Have a process in place to create individual accommodation plans for employees with disabilities, upon request (2011)
- The County's job postings now include the following statement regarding accommodations:
"The Corporation of the County of Bruce is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation." (2013)

(E) Transportation

The County of Bruce does not have specific requirements under the Transportation section as the County does not offer conventional, specialized or public transportation services.

The Transportation and Environmental Services Department will be developing a new Master Transportation Plan starting in 2019.

6. Design of Public Spaces

Bruce County will meet the Accessibility Standards for the Design of Public Spaces (Ontario Regulation 191/11), as applicable, when building new or making major modifications to public spaces.

Public Spaces include:

- Recreational Trails;
- Beach Access Routes;
- Outdoor Public Eating Areas;
- Outdoor Play Spaces; (playgrounds)
- Outdoor Paths of Travel; (sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals)
- Accessible Off Street Parking;
- Service-related elements (service counters, fixed queuing lines and waiting areas)

(A) Recreational Trails

Trails throughout the County of Bruce are considered to be wilderness trails and therefore are not regulated under the standard.

At any time should a trail in Bruce County be designated as a recreational trail, Bruce County will consult with the public and persons with disabilities and with the Bruce County Accessibility Advisory Committee and members of the public before constructing any new recreational trails or redeveloping existing recreational trails, especially with regard to the following features:

- Slope of the trail;
- Need for and location of ramps on the trail;
- Need for, location and design of rest areas, passing areas, viewing areas, amenities on the trail and any other pertinent features.

Where technical specifications are indicated in Ontario Regulation 191/11, Bruce County will make every effort to ensure compliance with the technical requirements set out in the Regulation, to the extent that it is practicable and does not contravene other legislation.

(B) Outdoor Public Use Eating Areas

This part applies to newly constructed and redeveloped outdoor public use eating areas that the County intends to maintain and includes tables that are found in public areas specifically intended for use by the public as a place to consume food.

The following locations currently have tables:

1. Museum
8 picnic tables
4 patio tables (accessible)
2. Brucelea Haven
7 picnic tables
5 larger tables (accessible)
3. Gateway Haven
1 picnic table (accessible)
4. Administration Centre
5 picnic tables (none of the tables are accessible)
5. Bruce County Housing
16 tables (6 are accessible)

The County will achieve this by:

- Adhering to general requirements

(C) Outdoor Play Spaces

This part applies to newly construct or redeveloped outdoor play spaces that the County intends to maintain and includes play equipment or features where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers.

The County currently has outdoor play structures at 4 of our Housing locations.

The County will achieve this by:

- Consulting on the needs of children and caregivers with various disabilities with the public and persons with disabilities and the County's Accessibility Advisory Committee
- Incorporating accessibility features into the design of outdoor play spaces
- Ensuring that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance to provide children with various disabilities the ability to move through, in and around the outdoor play space

(D) Exterior Paths of Travel

This part applies to newly constructed and redeveloped exterior paths of travel that the County intends to maintain and that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience.

The County will achieve this by:

- Adhering to certain technical requirements
- Meeting certain requirements if the path of travel is equipped with a ramp
- Meeting certain requirements if the stairs connect to exterior paths of travel
- Meeting certain requirements where a curb ramp is provided on an exterior path of travel, the curb ramp must align with the direction of travel
- Meeting certain requirements where a depressed curb is provided on an exterior path of travel
- Where new pedestrian signals are being installed or existing pedestrian signals are being replaced at a pedestrian crossover, they must be accessible pedestrian signals
- Consulting with the public, persons with disabilities and the County's Accessibility Advisory Committee on the design and placement of rest areas along the exterior path of travel

(E) Accessible Parking

Off-Street Parking

Meeting certain requirements when constructing new or redeveloping off-street parking facilities, as stated in the Regulation, that the County intends to maintain.

The following table outlines locations and numbers of parking spaces:

Location	Regular Parking Spaces	Accessible Parking Spaces (included in number of regular parking spaces)
Administration Centre	82	3
Court House	30	0
Service Ontario Building	7	2
Brucelea Haven	106	2
Bruce County Housing	582 (all locations)	64
Museum	7 for staff 5 at front entrance maintained by Town	0 2
Gateway Haven	74	3

The County will achieve this by:

- Providing two types of accessible parking spaces for the use of persons with disabilities. Wider spaces to accommodate mobility aids and standard width spaces to accommodate mobility assistive devices such as canes or crutches
- Providing access aisles that can be shared by two accessible parking spaces
- Providing a minimum number and type of accessible parking spaces
- Ensuring that parking spaces for the use of persons with disabilities are distinctly indicated by erecting an accessible permit parking sign

There are also exceptions to the requirements for accessible parking.

On-Street Parking

When constructing or redeveloping existing on-street parking spaces, the County shall consult on the need, location and design of accessible on-street parking spaces by consulting with the public, persons with disabilities and the County's Accessibility Advisory Committee.

Consultation topics could include:

- Expected accessibility benefits
- Any relevant concerns
- Local traffic patterns

(F) Obtaining Services

Bruce County strives to provide welcoming environments for all members of the public to visit and/or conduct business with the County. In order to ensure the public spaces and service areas used by the public are accessible, Bruce County will ensure all new or redeveloped service counters, fixed queuing guides (where people line up for service) and waiting areas accommodate mobility aids.

Where technical specifications are indicated in Ontario Regulation 191/11, Bruce County will make every effort to ensure compliance with the technical requirements set out in the Regulation.

(G) Maintenance

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.

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 when notified

(H) Notice of Temporary Service Disruption

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.

7. Progress to Date and Ongoing Initiatives

See Schedule "A" Progress to Date and Ongoing Initiatives.

8. Proposed Accessibility Initiatives 2019-2023

See Schedule "B" Proposed Accessibility Initiatives for 2019-2023.

9. Consultation of the Plan

In the preparation of this plan the County of Bruce conducted the following consultation activities:

- Consultation with the County of Bruce Accessibility Advisory Committee to ensure input is received from all members
- Consultation with the residents of the County of Bruce. Notice posted on County's website and in Library Branches to receive comments
- Consultation with County Staff. Notice posted in all County Departments.

10. Communication of the Accessibility Plan

The approved Multi-Year Accessibility Plan shall be posted on the County's website and be provided in an accessible format upon request. The Plan will also be circulated to all Bruce County Public Library Branches and all lower tier municipalities in the County of Bruce.

11. Contact Information

The County of Bruce is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would be pleased to hear from you. Please contact us with your questions, ideas or comments.

Phone 519.881.1291

Toll Free 1.877.681.1291

Mail Donna Van Wyck, Clerk
County of Bruce

30 Park Street, PO Box 70, Walkerton ON N0G 2V0

Email dvanwyck@brucecounty.on.ca

Schedule "A"

Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
Customer Service Potential barriers in delivering goods and services to customers	Provide training on Accessible Customer Service to all employees and volunteers. Ongoing	Clerk
	Review and update policies regularly to ensure high quality, accessible customer service Ongoing	All Departments
	Reviewing customer feedback and taking appropriate action Ongoing	Clerk
	An updated Accessibility Policy was adopted in 2017	Clerk
General Training	Provide training on the requirements of the Integrated Accessibility Standards and on the Human Rights Code as it relates to people with disabilities Ongoing	Clerk
Procurement	Incorporate accessibility criteria and features into procuring or acquiring goods, services or facilities In 2012 a statement was added to the Purchase and Procurement Policy regarding accessibility Ongoing	All Departments
Multi-Year Accessibility Plan	Develop a multi-year accessibility plan Multi-year plans developed for 2013-2014, 2015-2018 and 2019-2023	Accessibility Advisory Committee

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
<p>Information and Communications</p> <p>Potential barriers in information sharing</p>	<p>Introduce staff to the use of plain language in their writing.</p> <p>Circulated to staff in 2013/2014 following training on the IASR. Circulated to new staff following new hire orientation.</p>	<p>All Departments</p>
<p>Potential barriers relating to information sharing</p>	<p>Accessible Documents Training</p> <p>2013, 2014, 2016 & 2017</p>	<p>All Departments</p>
<p>Accessible Websites and Web Content</p>	<p>Create a statement to be added to the County's website to inform the public that documents are available in an accessible format upon request</p> <p>Completed 2014</p>	<p>Clerk</p>
<p>New Website</p>	<p>In 2017 a new County of Bruce Website was launched</p>	<p>Information Technology</p>
<p>Website Document Auditing Tool</p>	<p>In 2017 an auditing tool (Siteimprove) was purchased to scan our website content for accessibility and identifying errors.</p>	<p>All Departments</p>
<p>Feedback</p>	<p>Ensure that receiving and responding to feedback is made available in an accessible format upon request or with appropriate communication supports.</p> <p>An updated feedback form was created in 2016 and posted on the website.</p> <p>As requested</p>	<p>All Departments</p>
<p>Accessible Documents</p>	<p>Ongoing conversion of departmental templates to accessible formats</p>	<p>All Departments</p>

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
<p>Information and Communications</p> <p>Accessible Formats and Communications Supports</p>	<p>Provide information and communicate in an accessible manner about goods, services or facilities to people with disabilities, upon request.</p> <p>Ongoing</p>	<p>All Departments</p>
<p>Public Libraries</p>	<p>Provide access to or arrange for the provision of access to accessible materials where they exist.</p> <p>Inform the public about the availability of accessible materials and provide information in an accessible format or with appropriate communication supports, upon request.</p> <p>Ongoing</p>	<p>Library Board</p>
<p>Design of Public Spaces</p> <p>Council Chambers:</p> <p>1. contrasting carpeting for floor transitions</p> <p>2. Install railings and/or secure end chairs to the floor</p>	<p>1. In 2013 illuminated strips were installed on the carpet to identify floor transitions</p> <p>2. Railings were installed in 2012</p>	<p>Corporate Services</p>
<p>Council Chambers</p>	<p>The carpet on the ramp in the Council Chambers was inlaid with the County's new logo to help identify the change in elevation.</p>	<p>Corporate Services</p>
<p>Administration Centre</p>	<p>In 2016 braille and tactile accessibility signs were installed for washrooms, fire extinguishers, pull stations, AED and Exits located in the public areas at the Administration Centre</p>	<p>Corporate Services</p>

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
Design of Public Spaces An emergency ramp has been installed providing a second floor to the ground surface direct access for residents and staff.	Ramp was built off the existing second floor exit to the courtyard equipped with hand rails. Completed 2013	Gateway Haven
No support structure in elevator	Install railings in elevator at the County Administration Centre Completed 2013	Corporate Services
Port Elgin Resource Centre is not accessible.	The Port Elgin Resource Centre will be relocated to an accessible space in 2019.	Human Services
EarlyON Outreach sites located in church basements are not accessible.	The Paisley Outreach is relocating to the Paisley School.	Human Services
No access to the outdoor deck from the multi-purpose room on the third floor at the Museum	Purchase portable ramps for the interior and install a permanent ramp on the exterior in the Bruce Gallery. Completed 2014	Museum
There is no access to the stage in the Theatre at the Museum	Consider using portable ramps when needed. Completed 2014	Museum
Counters in the accessible washrooms at the Museum have a "skirt" making it impossible for a person in a wheelchair to access the sink	Have "skirt" around the counter cut out to enable a person in a wheelchair to reach the sink. Completed in 2014	Museum
Automatic Door Openers	Automatic door openers were installed in the washrooms at the Bruce County Museum & Cultural Centre Completed in 2017	Museum
Automatic Door Openers	In May 2017 three automatic door openers were installed on the second, third and fourth south dining room doors to the balconies	Brucelea Haven

Schedule "A" (continued)

Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
<p>Design of Public Space</p> <p>Maintenance of Accessible Elements</p>	<p>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 2015-2018 Multi-Year Accessibility Plan</p> <p>Incorporated into Plan in 2018</p>	<p>All Departments</p>
<p>Maintenance of Accessible Elements</p>	<p>In 2017 procedures for the Temporary Disruptions when accessible elements required are not in working order was approved and added to the 2015-2018 Multi-Year Accessibility Plan</p>	<p>All Departments</p>
<p>Obtaining Services</p>	<p>In 2016/2017 changes were made to the existing front counter in the Corporate Services and Human Services Departments which included lowering a section of the counter and creating space for someone to be seated</p>	<p>Corporate Services</p>
<p>Obtaining Services</p>	<p>In 2016 an accessible central reception space was created on the main floor in the Atrium at the County Administration Centre</p>	<p>Corporate Services</p>
<p>Outdoor Public Use Eating Areas (outdoor food courts, picnic tables in parks, etc.)</p>	<p>Must comply with the IASR when building new or making major changes to existing areas.</p> <p>Ongoing</p>	<p>Human Services (Housing Facilities) Planning and Development</p>
<p>Outdoor Play Spaces (swings, splash pads, sand, logs, etc.)</p>	<p>Must comply with the IASR when building new or making major changes to existing outdoor play spaces.</p> <p>Ongoing</p>	<p>Human Services (Housing Facilities)</p>

Schedule "A" (continued)

Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
Design of Public Spaces Exterior Paths of Travel (outdoor sidewalks, and walkways, ramps, stairs and curb ramps)	Must comply with the IASR when building new or making major changes to existing exterior paths of travel. Ongoing	All Departments
Accessible Parking (Off-Street Parking on open and covered parking lots, underground parking garage) (On-Street Parking on streets, avenues, parkways, bridges or similar types of roads)	Must comply with the IASR when building new or making major changes to existing parking spaces. Ongoing	All Departments
Obtaining Services (service counters, queuing guides and waiting areas)	Must comply with the IASR when building new or making major changes to existing features. Ongoing	All Departments
Employment Potential barriers in existing Policies, Procedures and Practices	Regularly review Policies, Procedures and Practices to ensure accessibility. Ongoing	Human Resources
Potential barriers throughout the employment process Recruitment - General	Notify internal and external job applicants about the availability of accommodations for applicants with disabilities in its recruitment processes Letters advertisements and website complete in 2014. Ongoing	Human Resources
Recruitment, Assessment or Selection Process	Notify job applicants who have been invited to participate in the recruitment, assessment or selection process that accommodations for disabilities are available on request Completed in 2014 Ongoing	Human Resources

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
<p>Employment</p> <p>Notice to Successful Applicants</p>	<p>Notify successful applicants of the policy for accommodating employees with disabilities when offering employment</p> <p>Advised at orientation, in their letters of hire and communication with employees that require accommodation.</p> <p>Ongoing</p>	<p>Human Resources</p>
<p>Informing Employees of Supports</p>	<p>Inform employees of policies supporting employees with disabilities. Provide updated information whenever there is a change to existing policies on the provision of job accommodations.</p> <p>Advised at orientation, in letters of hire and through the Employee Relations and Wellness Specialist.</p> <p>Ongoing</p>	<p>Human Resources</p>
<p>Accessible Formats and Communication Supports for employees</p>	<p>Consult an employee with a disability to provide or arrange for the provision of accessible formats and communication supports.</p> <p>As needed</p>	<p>Human Resources</p>
<p>Documented Individual Accommodation Plans</p>	<p>Develop a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>Process is in place however Guideline under development in order to manage it.</p> <p>Ongoing</p>	<p>Human Resources</p>

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
<p>Employment</p> <p>Return to Work Process</p>	<p>Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. Currently have a return to work process but the Guideline is under development</p> <p>Ongoing</p>	<p>Human Resources</p>
<p>Performance Management</p>	<p>Take into account the accessibility needs of employees with disabilities during the performance management process</p> <p>Performance Management Policy being updated in 2019-2020 to reflect a new system.</p> <p>Ongoing</p>	<p>Human Resources</p>
<p>Career Development and Advancement</p>	<p>Provide career development and advancement opportunities that take into account the accessibility needs of employees with disabilities</p> <p>Performance Management Policy being updated in 2019-2020 to reflect a new system.</p> <p>Ongoing</p>	<p>Human Resources</p>
<p>Redeployment</p>	<p>Take into account the accessibility needs of employees with disabilities as well as individual accommodation plans when redeploying employees with disabilities</p> <p>Done through the Return to Work Process or Individual Accommodation Plan</p> <p>Ongoing</p>	<p>Human Resources</p>

Schedule "A" (continued)
Progress to date and Ongoing Initiatives

Accessibility Initiatives	Action to be Taken	Responsibility
Other Bruce County Accessible Washrooms Project	A web based mapping project identifying public washrooms (including accessible features) in all municipalities in the County was launched on April 30, 2015. This information is accessible from the Explore the Bruce website.	Planning and Development and Bruce County Municipalities
Adventure Passport Map	The Adventure Passport Map includes the following statement: "The wheelchair symbol indicates that the stop is wheelchair and stroller accessible"	Planning and Development

Schedule "B"

Proposed Accessibility Initiatives 2019-2023

Accessibility Initiatives	Action to be Taken	Responsibility
Transportation	The Transportation and Environmental Services Department will be developing a new Master Transportation Plan starting in 2019	Transportation and Environmental Services
Corporate Services	Park Street 2 nd floor public washrooms - push button entrance and accessible counters To be included in the 2019 budget	Corporate Services
Corporate Services	Council Chambers - install push button entrance to the second door To be included in the 2019 budget	Corporate Services
Corporate Services	Court House - public washrooms - push button entrance and stall widened to accommodate wheelchair access To be included in the 2019 budget	Corporate Services

This document is available in alternate formats, upon request



Committee Report

To: Warden Paul Eagleson
Members of the Executive Committee

From: Donna Van Wyck, AMCT
Clerk

Date: November 1, 2018

Re: Accessibility Advisory Committee Appointment

Recommendation:

That Ms. Jessica Jensen be appointed to the Bruce County Accessibility Advisory Committee, effective November 1, 2018.

Background:

In August of this year a member of the Accessibility Advisory Committee resigned and recruitment began for one new member.

An advertisement to fill the vacancy was posted on the County's website, circulated to the Library Branches, Brucelea Haven, Gateway Haven, Museum, local municipalities, area Community Living offices, area Rotary Clubs and Lions Clubs.

In accordance with Section 7 of the Accessibility Advisory Committee's Terms of Reference, the Warden, Chair of Human Services and the Clerk met to review the applications. Three applications were received. The Clerk contacted references for the qualified candidates which confirmed that they would all bring a valued perspective on accessibility to the Committee.

The Terms of Reference dictates that once the applications have been reviewed a report recommending the appointment is to be forwarded to the Executive Committee for approval.

Financial/Staffing/Legal/IT Considerations:

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

Interdepartmental Consultation:

There was no Interdepartmental Consultation.



Corporation of the County of Bruce
Executive

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Link to Strategic Goals and Elements:

None identified.

Approved by:

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written over a light blue horizontal line.

Kelley Coulter
Chief Administrative Officer



Committee Report

To: Warden Paul Eagleson
Members of the Executive Committee

From: Donna Van Wyck, AMCT
Clerk

Date: November 1, 2018

Re: Lame Duck Council

Recommendation:

The report on Lame Duck Council is for information.

Background:

Following the October 22, 2018 Municipal Election it has been determined that Bruce County Council is in a Lame Duck Position.

Section 275 of the Municipal Act, S.O. 2001, c.25 sets out the restricted acts that a Council shall not take after Nomination Day (July 27, 2018) and after Voting Day (October 22, 2018) if the Council is in a lame duck position.

Lame Duck Position

The second determination of whether Council is in a lame duck position occurs as follows:

- a) **Between October 22, 2018 to November 30, 2018** - The election results are declared by the lower-tier Clerk shortly after the municipal election. If the election results in less than 75% of the incumbent County Councillors returning to County Council, the restrictions set out in the Act will apply.

Restrictions

If a Council is in a Lame Duck position, the Council shall not take any of the following actions:

- (a) The appointment or removal from office of any officer of the municipality;
- (b) The hiring or dismissal of any employee of the municipality;
- (c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) Making any expenditure or incurring any other liability which exceeds \$50,000.

Exceptions

Clauses (c) and (d) above do not apply if the disposition or liability was included in the most recent budget adopted by the Council before nomination day in the election.

Land Matters

Pursuant to Section 275(3)(c), a municipality can close a real estate transaction during the lame duck period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period.

Expenditures

A contract could be awarded by a Lame Duck Council in excess of \$50,000 so long as the amount was included in the annual budget. The Lame Duck Council would not be able to award the contract, however, if the amount of the tenders or bids exceeded the amount included in the budget.

Emergencies

The Act provides in Section 275(4)(4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.

Delegation of Authority

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

Delegation of Authority to the Chief Administrative Officer (CAO)

By-law 2018-026 was passed on May 3, 2018 delegating financial and staffing authority to the Chief Administrative Officer from July 27, 2018 to December 6, 2018 as follows:

1. That the CAO shall be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
2. That the CAO shall be the authority to hire or remove any officer from/to employment with the County of Bruce.

At the December 6, 2018 Inaugural Meeting, the by-law delegating the authority to the CAO will expire.

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.

Approved by:



Kelley Coulter
Chief Administrative Officer