



AGENDA
Accessibility Advisory Committee
Thursday, January 16, 2020 10:00 AM
Oro-Medonte Severn Boardroom
Chair: Doug Mein



Page

1. Call to Order
2. Approval of Agenda

Resolution

That the agenda for the January 16, 2020 meeting of the Joint Accessibility Advisory Committee, be approved.

3. Disclosure of Pecuniary Interest
4. Presentations and Delegations
5. Items of Reference

5 - 7

5.1. Workplan

[2020 Work Plan](#)

6. Consent Agenda
7. Matters for Consideration

9 - 15

7.1. Joint Accessibility Advisory Committee Site Plan Review Guidelines

[Joint Accessibility Advisory Committee Site Plan Review Guidelines](#)

Recommendation

That the Staff Report regarding the Joint Accessibility Advisory Committee Site Plan Review Guidelines be received; and

That the Site Plan Review Guidelines attached to the Report be approved.

Township of Tay

17 - 31 **7.2. Site Plan Review - 400 Newton St, Victoria Harbour – Victoria Mews**

[400 Newton Site Plan 1](#)

[400 Newton Site Plan 2](#)

[400 Newton Site Plan 3](#)

[400 Newton Site Plan 4](#)

[400 Newton Site Plan 5](#)

[400 Newton Site Plan 6](#)

[400 Newton Site Plan 7](#)

[400 Newton Site Plan 8](#)

33 - 51 **7.3. Annual Accessibility Compliance Report**

[Annual Accessibility Compliance Report](#)

[Attachment: Accessibility Plan 2018-2022](#)

Recommendation

That the Staff Report regarding the Township of Tay's Annual Accessibility Report, be received for information.

Township of Oro-Medonte

53 - 56 **7.4. CS2020-01 Annual Accessibility Report**

[CS2020-01 Annual Accessibility Report](#)

Recommendation

That Report No. CS2020-01 be received and adopted;

And that the Annual Accessibility Report be added to the Township's website in accordance with provincial legislation.

County of Simcoe

No items at this time.

Township of Springwater

No items at this time.

Township of Adjala-Tosorontio

No items at this time.

8. Other Matters for Consideration
9. Confidential Matters for Consideration
10. Adjournment

Resolution

That the January 16, 2020 meeting of the Joint Accessibility Advisory Committee be adjourned at (time)a.m.

Next Meeting: April 16, 2020

**County of Simcoe, Township of Adjala-Tosorontio, Township of Oro-Medonte,
Township of Springwater, and Township of Tay
Joint Accessibility Advisory Committee (AAC)
2020 Work Plan**

2020 Meeting Dates (Thursdays at 10:00 a.m.):

January 16

April 16

July 16 – Facility Review - Township of Adjala-Tosorontio Administration Centre

August 20 – Facility Review - Township of Oro-Medonte Administration Centre

October 15

| Task / Activity | Objectives | Action Plan | Target Date | Completion Date |
|--|---|--|--|--|
| Community accessibility partnerships and awareness | To continue existing partnerships and cultivate new ones in order to further improve accessibility and disability awareness. | <ol style="list-style-type: none"> 1. Participate in accessibility events within the County and surrounding area (AAC members and staff). 2. Advise of events in which County and Township staff may consider participating. 3. Explore opportunities for promotion of accessibility at community events with the Township and across the County. | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |
| Accessibility planning and reporting | To identify, remove and prevent barriers to the County and Townships goods, services and facilities and meet legislative planning requirements. | <ol style="list-style-type: none"> 1. Advise staff of barriers to County and Township goods, services, and facilities and recommend solutions as part of accessibility planning process. 2. Review and comment on draft accessibility plans, annual status reports, and Committee work plans. | <p>Ongoing</p> <p>October</p> | |
| Review resident/employee feedback and accommodation requests | To review accessibility feedback and accommodation requests to help ensure that barriers are identified, removed and prevented. | <ol style="list-style-type: none"> 1. Review and provide recommendations to County and Township staff regarding accessibility concerns with respect to County and Township goods, services and facilities. | Ongoing | Ongoing |

**County of Simcoe, Township of Adjala-Tosorontio, Township of Oro-Medonte,
Township of Springwater, and Township of Tay
Joint Accessibility Advisory Committee (AAC)
2020 Work Plan**

| Task / Activity | Objectives | Action Plan | Target Date | Completion Date |
|--|---|---|---|--|
| Promotion of accessibility through acknowledgement of significant events | To acknowledge National AccessAbility Week (May 24 – 30) and International Day of Persons with Disabilities (December 3), which recognize accessibility and persons with disabilities | <ol style="list-style-type: none"> 1. County and Township staff will request that the Warden and municipalities declare a proclamation to recognize National AccessAbility Week. 2. County and Township staff will use social media to inform the public of the event and promote accessibility. 3. County and Township staff will request that the Warden and municipalities declare a proclamation to recognize International Day of Persons with Disabilities. 4. County and Township staff will use social media to promote the event. 5. Advise staff of other significant events that arise which may warrant a Council proclamation to raise awareness. | <p>April</p> <p>May-June</p> <p>November</p> <p>December</p> <p>Ongoing</p> | <p>Ongoing</p> <p></p> <p></p> <p></p> <p>Ongoing</p> |
| Monitoring of legislation | To ensure that any new proposed legislation and amendments to existing legislation are reviewed and comments are provided to the province, when requested | <ol style="list-style-type: none"> 1. Monitor the release of any new proposed accessibility standards or amendments to existing legislation. 2. Review proposed legislation and provide comments to County and Township staff for submission to the province, if required. | <p>Ongoing</p> <p>Ongoing</p> | <p>Ongoing</p> <p>Ongoing</p> |
| Facility reviews | To identify barriers that may exist in County and Township facilities | <ol style="list-style-type: none"> 1. Review facility review checklist and make recommended modifications based on the Age-Friendly Business Guide Checklist. 2. Work with staff to prioritize and conduct reviews of County and Township facilities. 3. Conduct facility review of the Township of Adjala-Tosorontio's Administration Centre. 4. Conduct facility review of the Township of Oro-Medonte's Administration Centre. | <p>2020</p> <p>Ongoing</p> <p>July 16</p> <p>August 20</p> | <p>2020</p> <p>Ongoing</p> <p>July 16</p> <p>August 20</p> |

**County of Simcoe, Township of Adjala-Tosorontio, Township of Oro-Medonte,
Township of Springwater, and Township of Tay
Joint Accessibility Advisory Committee (AAC)
2020 Work Plan**

| Task / Activity | Objectives | Action Plan | Target Date | Completion Date |
|--|---|--|--------------------|------------------------|
| Barrier-free design features in facilities | To review and provide recommendations on accessible features within County and Township facilities (new construction or extensive renovations). | 1. As required and requested, review drawings and plans for construction and extensive renovations to County or Township owned facilities. | Ongoing | Ongoing |
| | | 2. Suggest improvements as required, to increase accessibility. | Ongoing | Ongoing |
| County of Simcoe Transit | To review and provide recommendations on the new Countywide Transit System. | 1. As required and requested, review plans to provide accessible bus stops and shelters. | Ongoing | Ongoing |
| | | 2. As required and requested, review accessible features of transit vehicles, routes, services and policies. | Ongoing | Ongoing |



STAFF REPORT

Department/Function: Accessibility Advisory Committee

Meeting Date: January 16, 2020

Report Title: JAAC Site Plan Review Guidelines

RECOMMENDATION:

That the Staff Report regarding the Joint Accessibility Advisory Committee Site Plan Review Guidelines be received and that the Site Plan Review Guidelines attached to the Report be approved.

INTRODUCTION/BACKGROUND:

The Township is one member of the Joint Accessibility Advisory Committee (JAAC) which consists of membership from the County of Simcoe, Townships of Tay, Springwater, Oro-Medonte and Adjala-Tosorontio.

Per Section 29 of the AODA the Committee is responsible for reviewing site plans and drawings described in section 41 of the Planning Act "that the committee selects"; however, there is presently no restriction or clarification on what type of site plan is to be reviewed by the committee.

Each lower-tier municipality has a Site Plan Control By-law that sets out controls over the details of development. Through site plan control a municipality can:

- review a developer's plans and either approve or ask for changes
- **consider the accessibility of a development proposal**
- properly located buildings that fit in well with nearby businesses and the community
- safe and easy access for pedestrians
- a good design for landscaping, parking and drainage

With the increased lower-tier membership on the JAAC there are respectively an ever increasing number of potential site plans that could be subject to the committee's review. Staff from all member municipalities are recommending the adoption of guidelines that will help define what "the committee selects" for review.

ANALYSIS:

The Provincial Guide “Making Accessibility Happen” (the “Guide”) suggests that an AAC may want to get involved in reviewing some site plans for: municipal offices, community centres, recreation centres, other sports facilities, etc. The Guide also suggests that the committee may want to set up processes to:

- Choose the types of developments you will review. For example, your committee may decide to focus on reviewing new municipal developments. It may choose site plan reviews according to the proposed use. For example, you may focus first on community centres, arenas and civic centres.
- Consult with municipal staff to determine what accessibility criteria you will use with site plans. Municipal staff can tell you which accessibility criteria can be enforced, or, if there are municipal standards already in place that you may use to review a site plan.
- Ensure that your municipality consults the accessibility advisory committee on certain types of site plans. For example, your municipality could include your accessibility advisory committee on the checklist of reviewers of these plans.

The member municipalities see great value in the feedback the JAAC can make on site plans as the elements of a site plan could include:

- buildings
- driveways, entrances
- curbs or ramping
- parking areas
- sidewalks
- landscaping
- fences
- exterior lighting
- municipal services

Within a site plan, barriers to access are typically created unintentionally during the design process due to a lack of understanding of the issues. For that reason, accessibility issues should be addressed as early as possible in the site planning process. It is important to note that while the role of the committee is to provide advice to the member municipalities, the advice may not always be endorsed and supported in the final version; however, that does not negate the importance of receiving timely feedback on site plan applications.

Staff proposes the attached Site Plan Review Guidelines, which have been reviewed by all member municipalities, to provide guidance on what site plans come forward for the committee’s review in the future.

FINANCIAL/BUDGET IMPACT:

There are no financial implications as a result of this report.

CONCLUSION:

That the staff report be received and that proposed Site Plan Review Guidelines be approved.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: January 2, 2020

Alison Gray, BAH, CMO, AOMC
Clerk

Attachment: Draft Guidelines

Joint Accessibility Advisory Committee (JAAC)

**Jointly Serving: The Corporation of the County of Simcoe
The Corporation of the Township of Springwater
The Corporation of the Township of Tay
The Corporation of the Township of Oro-Medonte
The Corporation of the Township of Adjala-Tosorontio**

Site Plan Review Guidelines

Purpose

The purpose of this document is to provide guidance when reviewing site plans in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Section 41 of the Planning Act, R.S.O. 1990, c. P.13 which will address accessibility needs of persons with disabilities.

The Joint Accessibility Advisory Committee ("Committee") is established by the Corporation of the County of Simcoe ("Simcoe"), the Corporation of the Township of Springwater ("Springwater"), the Corporation of the Township of Tay ("Tay"), the Corporation of the Township of Oro-Medonte ("Oro-Medonte") and the Corporation of the Township of Adjala-Tosorontio ("Adjala-Tosorontio") in accordance with Ontarians with Disabilities Act 2001, and the Accessibility for Ontarians with Disabilities Act, 2005 ("Acts"), and shall act as an advisory body in accordance with both Acts and all related standards.

Mandate

The Committee shall:

- a) Advise on major accessibility issues related to the significant renovation, operation, purchase or lease of buildings or structures or parts of buildings or structures, with special attention to those that the public are encouraged to utilize, through the review of site plans and drawings as described within the Planning Act, R.S.O. 1990, c. P.13.
- b) Advise on opportunities with respect to the identification and removal of barriers to persons with disabilities at facilities owned or operated by the municipalities.

Definitions

"Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites or the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act, 2001.

"Site Plan" is a drawing done in accordance with a municipality's Site Plan Control By-law that includes the locations of buildings and structures on the property including the landscaping and grading information.

"Site Plan Control" is a process which allows a municipality to review and approve the following:

- Building siting and site design,
- Building massing,
- The relationship of the proposal to surrounding land uses,
- Driveways, curbing and traffic direction signs,
- Loading and parking facilities,
- Emergency vehicle routes,
- All pedestrian accesses, such as walkways and ramps, and their proposed surfacing,
- Landscaping for the site and for the protection of adjoining lands,
- Refuse and other waste material storage and collection areas,
- Grading and servicing,
- Need for road widening,
- Exterior design of buildings (provided there are not additional or separate policies in place such as property standards or architectural controls), and
- Sustainable design elements within the adjoining right-of-way such as trees, landscaping, paving, street furniture, lighting, ramps, access ability, waste and recycling containers and bicycle parking facilities.

The following matters relating to buildings are not subject to site plan control:

- Interior design
- Layout of interior areas
- The manner of construction and standards for construction
- Emergency plans

Scope/Application

General

This guideline applies to proposed construction and/or renovations of buildings owned, leased or operated by any one of the participating lower-tier municipalities that require a site plan;

And for all other proposed developments meeting the following criteria:

Commercial: 500m² and greater

Employment: professional office of 4,500m² and greater

Community, Public and Recreation Uses: all applications

Residential: only affordable housing, condominiums, apartment buildings, long-term care facilities and seniors'-oriented developments.

This guideline and site plan review does not apply to:

- Residential occupancies

- Buildings of Group F (Industrial Opportunities, as defined by the Ontario Building Code latest edition with all amendments); and

- Buildings that are not intended to be occupied on a daily or fulltime basis including, but not limited to, automatic telephone exchanges, pump houses and substations.

- Conditions and/or location of existing buildings on proposed site plans

Specific guidelines pertaining to the County of Simcoe:

As an upper-tier municipality, the County of Simcoe's Planning Department does not receive site plan applications.

If the County of Simcoe is proposing construction and/or renovations of buildings owned, leased or operated by the County of Simcoe that requires a site plan in one of the participating lower-tier municipalities, it would be the responsibility of the lower-tier municipality to bring the site plan to the Joint Accessibility Advisory Committee for review.

If the County of Simcoe is proposing construction and/or renovations of buildings owned, leased or operated by the County of Simcoe that requires a site plan in a lower-tier municipality that does not participate on the Committee, that lower-tier's Accessibility Advisory Committee would review the site plan.

County of Simcoe staff will bring all interior design drawings, regardless of location, for proposed construction and/or renovations of buildings owned, leased or operated by the County of Simcoe to the Committee for review and comment.

Process

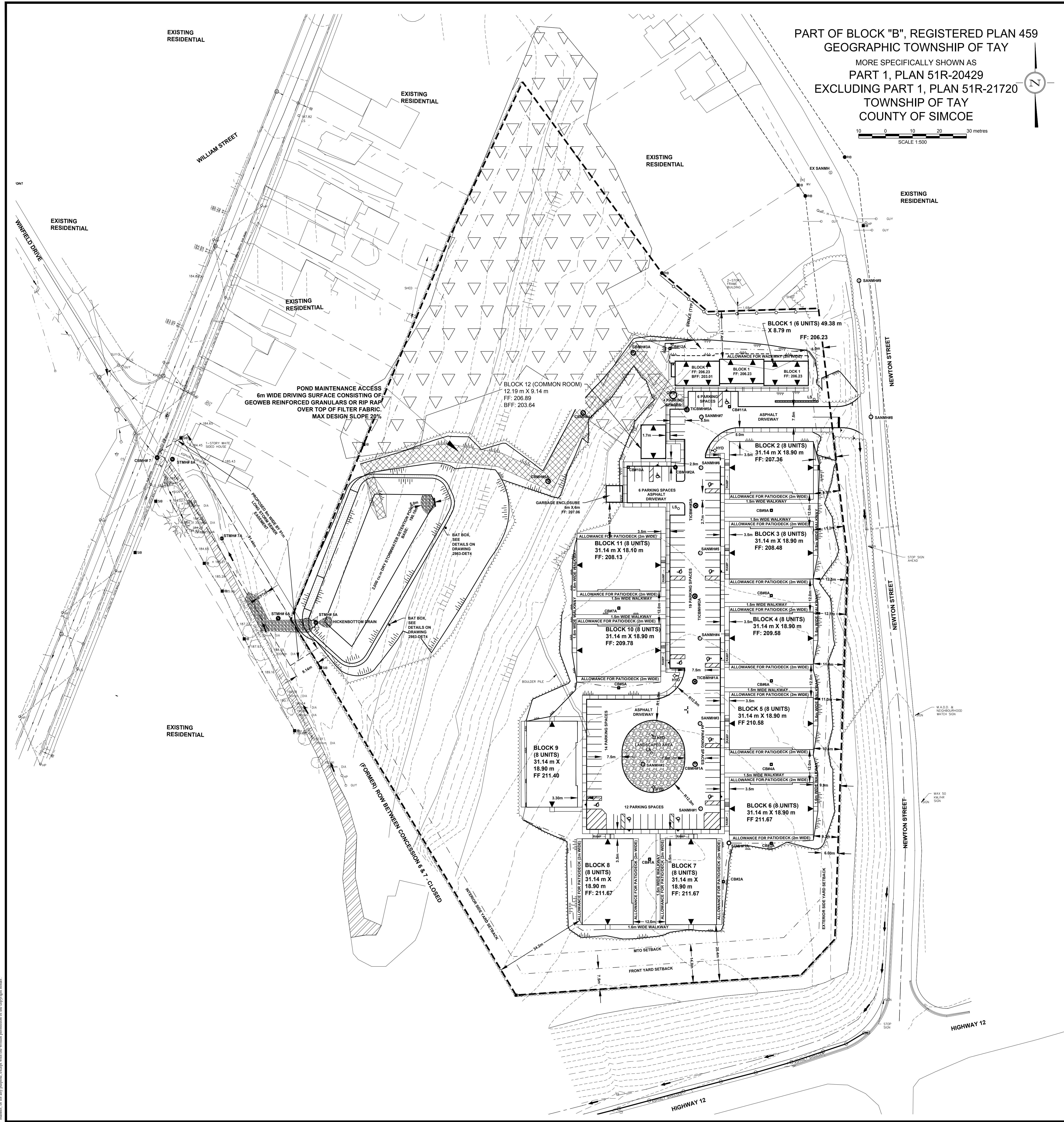
Upon a site plan application being received by a municipality, which meets the general provisions above, staff will provide notice to the Committee through the lower-tier municipalities Clerk's Department.

The Committee shall review the site plan application at their next available meeting date. If the next meeting date is a site visit a meeting shall be scheduled at the site to conduct the review.

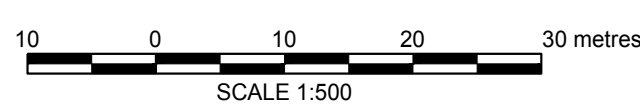
Staff and the Committee Members shall review the plans to ensure compliance with applicable regulations, site plan control by-law and/or policies of the lower-tier municipality.

The Committee will provide comments and recommendations on the applications in relation to accessibility; acknowledging that they are not an approval authority and all recommendations may not be included in the final site plan.

The applicable municipality's staff representative will make notes of the Committee's feedback and provide the Committee's comments to the Planning Department.



PART OF BLOCK "B", REGISTERED PLAN 459
GEOGRAPHIC TOWNSHIP OF TAY
MORE SPECIFICALLY SHOWN AS
PART 1, PLAN 51R-20429
EXCLUDING PART 1, PLAN 51R-21720
TOWNSHIP OF TAY
COUNTY OF SIMCOE



| Institutional (I) Zone | | |
|---|--|--|
| | Required | Proposed |
| Lot Area (min.) | 1,400 m ² | 45,623 m ² |
| Lot Frontage (min.) | 30.0 m | 105.9 m |
| Front Yard (min.) | 7.5 m | 20.4 m |
| Interior Side Yard (min.) | 6.0 m | 34.2 m |
| Exterior Side Yard (min) | 6.0m | 6.0m |
| Rear Yard (min.) | 7.5 m | 7.5 m |
| Building Areas (Single Story Buildings) | | |
| Block #1 | | 434 m ² |
| Block #2 | | 579 m ² |
| Block #3 | | 579 m ² |
| Block #4 | | 579 m ² |
| Block #5 | | 579 m ² |
| Block #6 | | 579 m ² |
| Block #7 | | 579 m ² |
| Block #8 | | 579 m ² |
| Block #9 | | 579 m ² |
| Block #10 | | 579 m ² |
| Block #11 | | 579 m ² |
| Block #12 | | 111 m ² |
| Garbage Enclosure | | 36 m ² |
| TOTAL BUILDING AREA | | |
| Lot Coverage (max.) | 30% | 14.0% |
| Building Height (max.) | 15.0 m | 6.4 m |
| Parking | 1 Space per Dwelling Unit (for Residential Dwellings) + 1 Space per 20 m ² Gross Floor Area (for Assembly Hall) + 1 Accessible (Barrier Free) Space + 92 Spaces + 1 Barrier Free (93 Spaces) Visitor spaces (1 per block) = 11 (104 spaces) | 93 Spaces + 12 Barrier Free = 105 Spaces |
| PLANTING STRIP | 2.5m | COMPLIES |

KEY MAP
N.T.S.

LEGEND

- PROPERTY BOUNDARY
- EXISTING LIMIT OF R.O.W.
- ZONING SETBACK
- FOUND ROUND IRON BARS
- FOUND SQUARE IRON BARS
- FOUND ROUND IRON BARS
- EXISTING ELEVATIONS
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING HYDRO POLE
- EXISTING GUY WIRE
- EXISTING OVERHEAD HYDRO
- EXISTING 1.00 m CONTOUR
- EXISTING 0.50 m CONTOUR
- EXISTING DIRECTION OF SLOPE
- EXISTING CENTRELINE
- EXISTING EDGE OF PAVEMENT / EDGE OF SHOULDER
- EXISTING HOUSE
- PROPOSED BUILDING
- PROPOSED ROAD / CURB / SIDEWALK
- PROPOSED BUILDING ACCESS
- PROPOSED SIGN
- PROPOSED SANITARY MAIN / SERVICE
- PROPOSED WATERMAIN
- PROPOSED WATER SERVICE
- PROPOSED HYDRANT
- EXISTING TREES TO REMAIN
- PROPOSED STORM SEWER
- PROPOSED SANITARY MANHOLE
- PROPOSED STORM MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED LIGHT STANDARD
- BAT ROOST HABITAT
- PROPOSED RETAINING WALL

| SCHEDULE OF REVISIONS | | | |
|-----------------------|---------------|------------------------------------|---------|
| NO. | DATE | DESCRIPTION | CHECKED |
| 1 | JANUARY 2017 | ISSUED FOR ZONING BY-LAW AMENDMENT | |
| 2 | NOVEMBER 2010 | ISSUED FOR SITE PLAN APPROVAL | KLB |
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VICTORIA MEWS
SENIORS PROJECT
400 NEWTON STREET
TOWNSHIP OF TAY

SITE PLAN

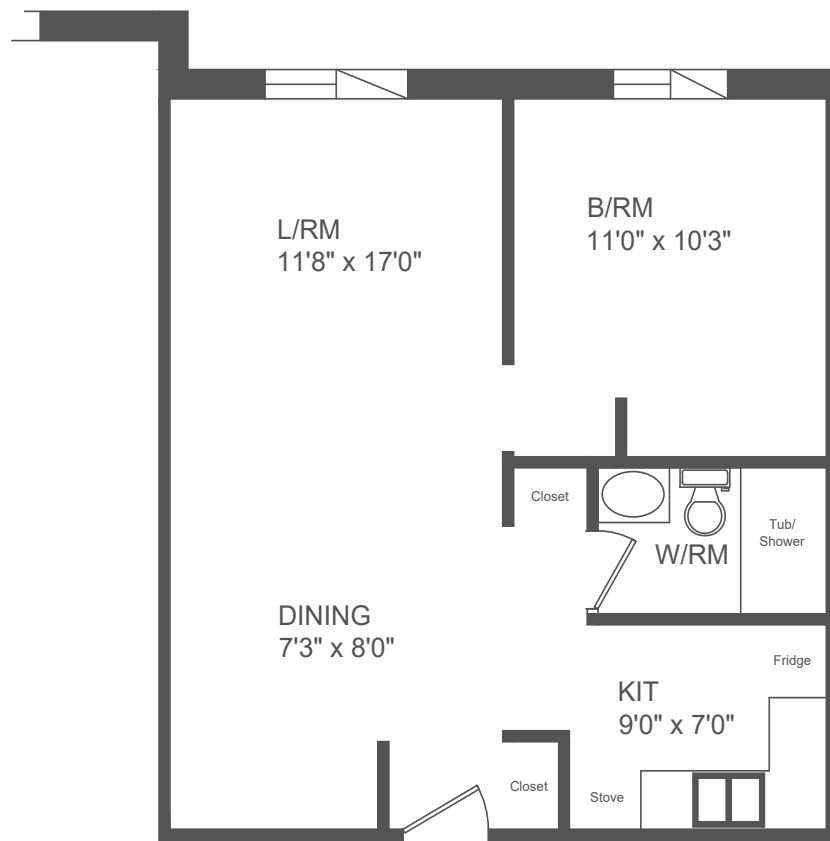
PROJECT NO. 16 - 2983 DRWG NO. 2983 - SP

DATE: OCTOBER 2016 SCALE: 1:500

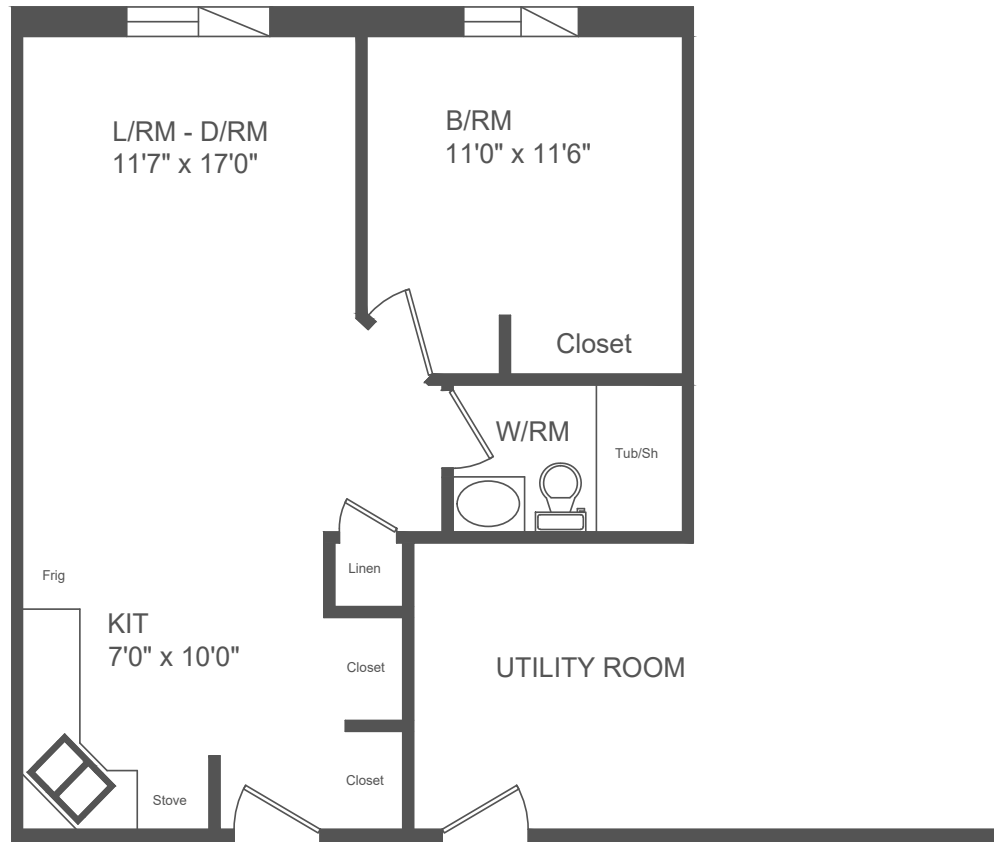
DRAWN: MJB CHECKED: APPROVED:

SBA Skelton Brumwell & Associates Inc.
ENGINEERING, PLANNING, ENVIRONMENTAL CONSULTANTS

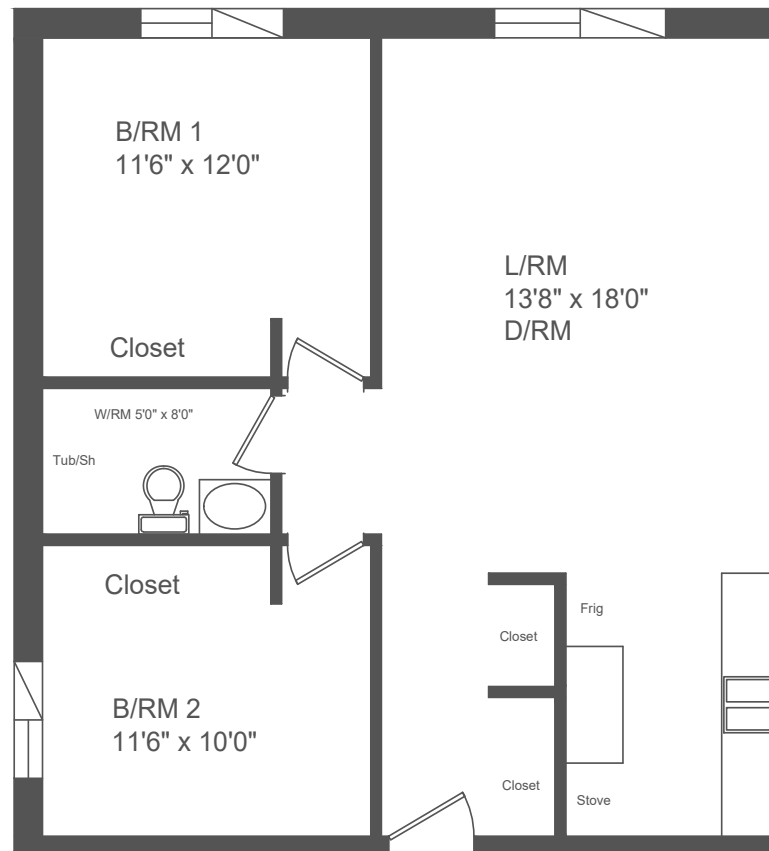
53 BELLAIR PARK ROAD, SUITE 107, BARRIE, ONTARIO L4M 5G1
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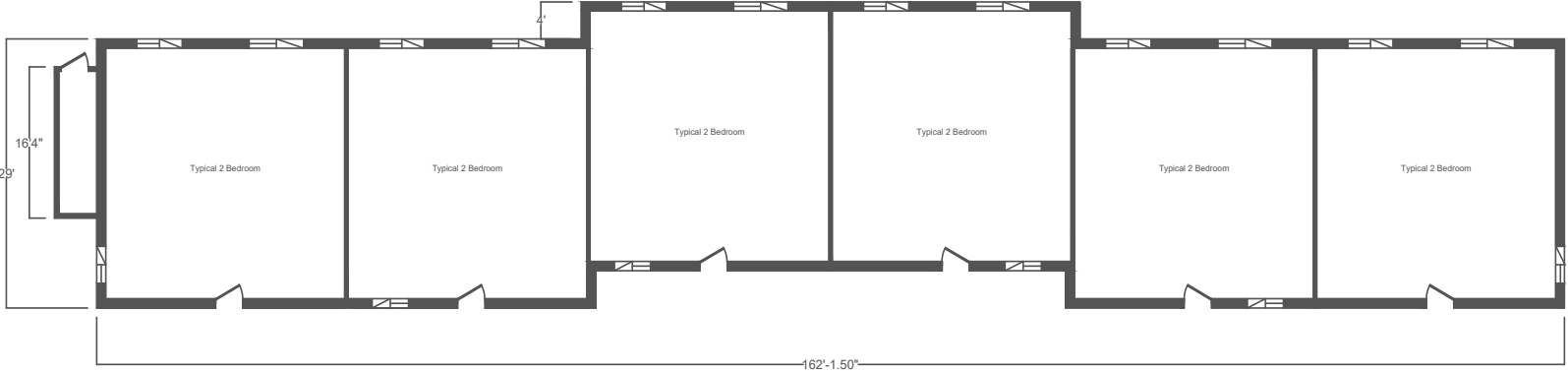
Typical Type B-1 Bedroom



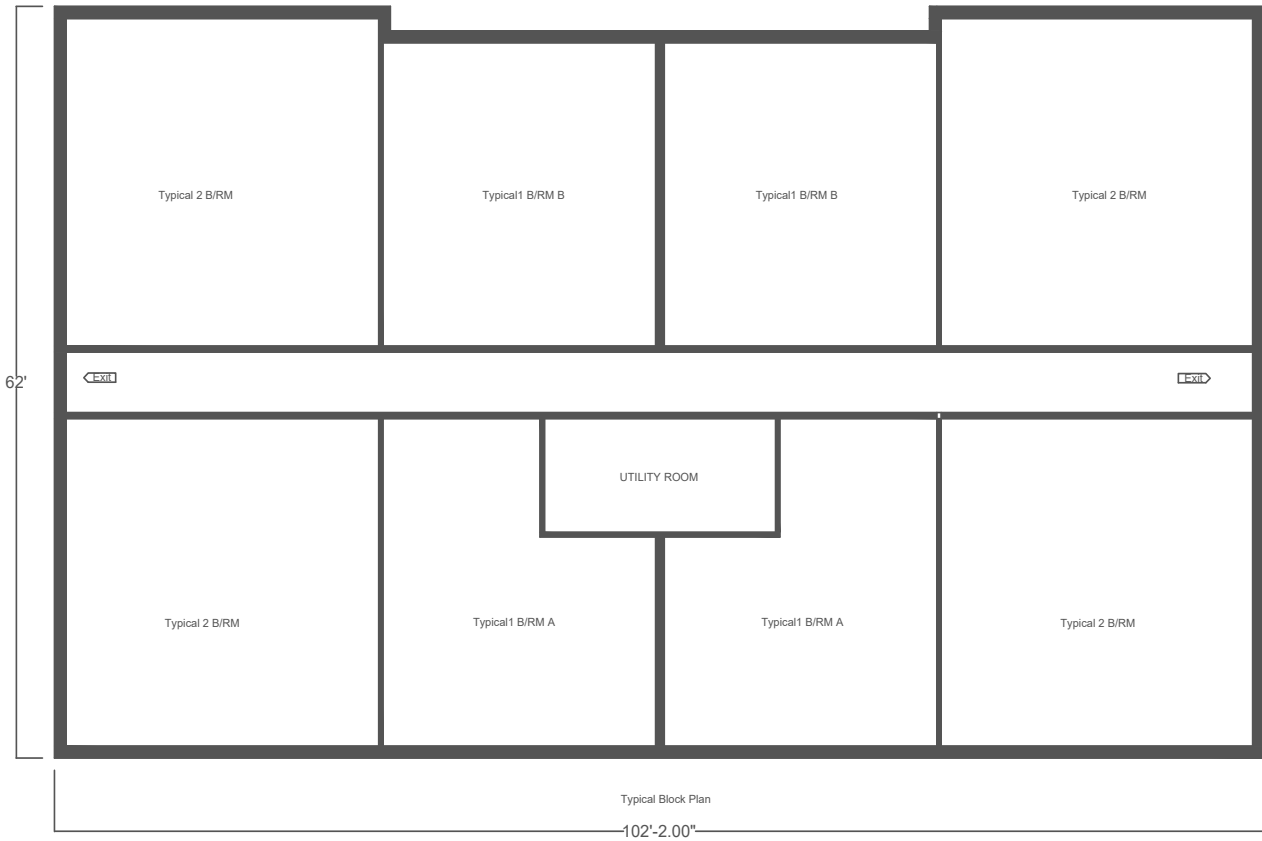
Typical Type A-1 Bedroom



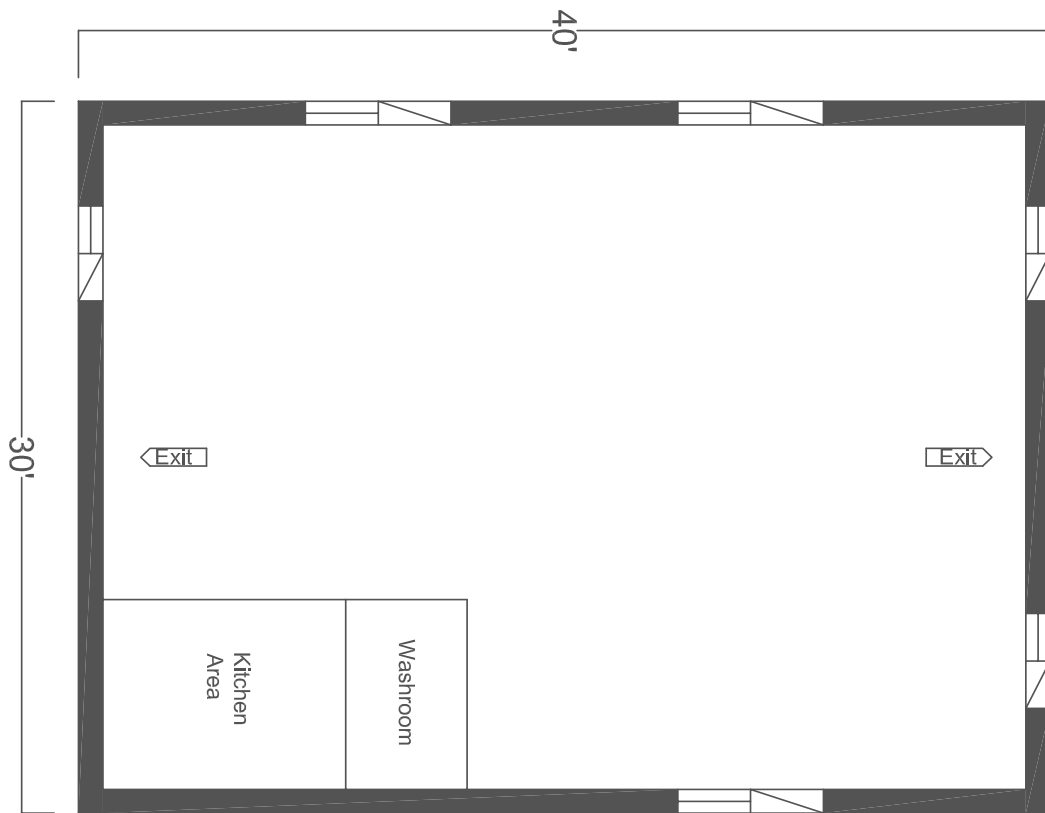
Typical 2 Bedroom

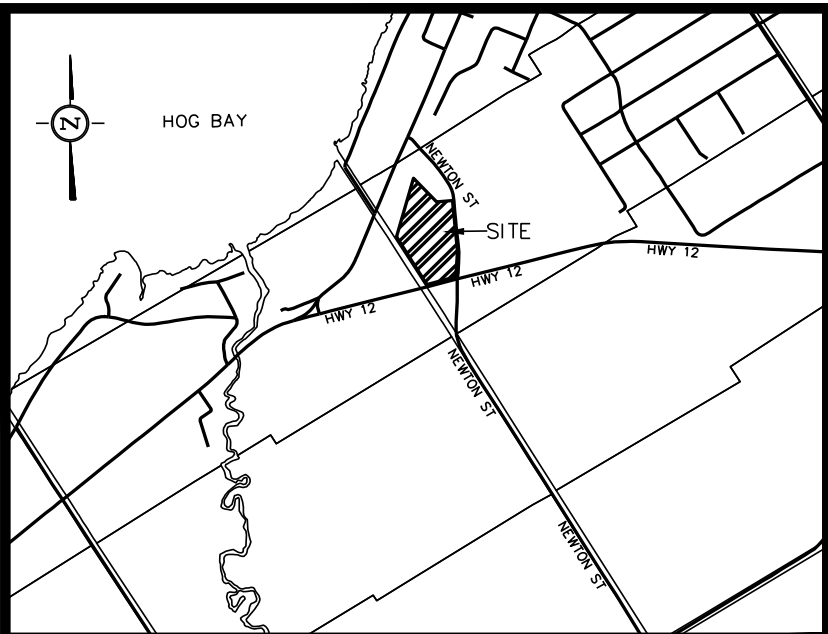
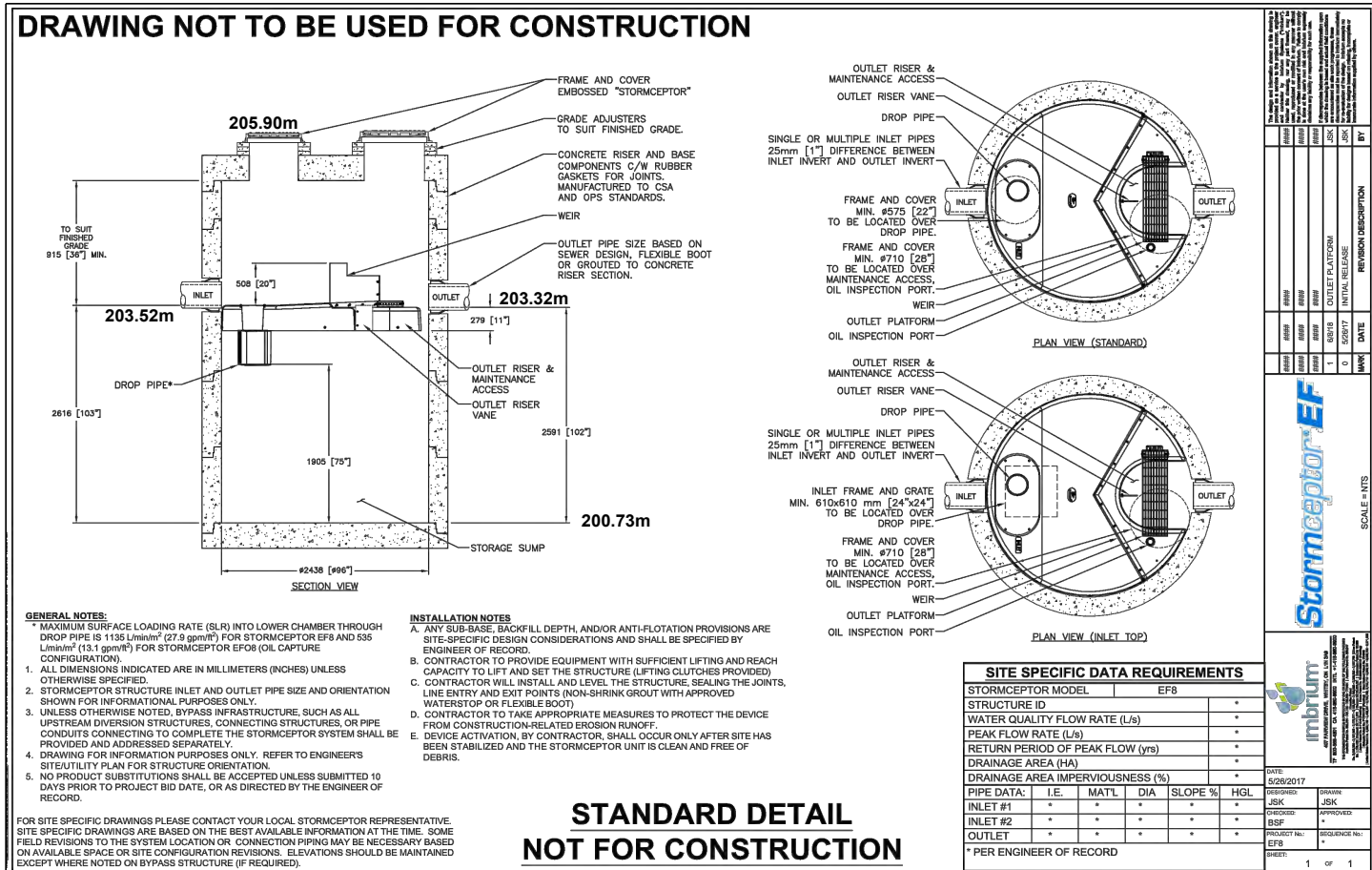
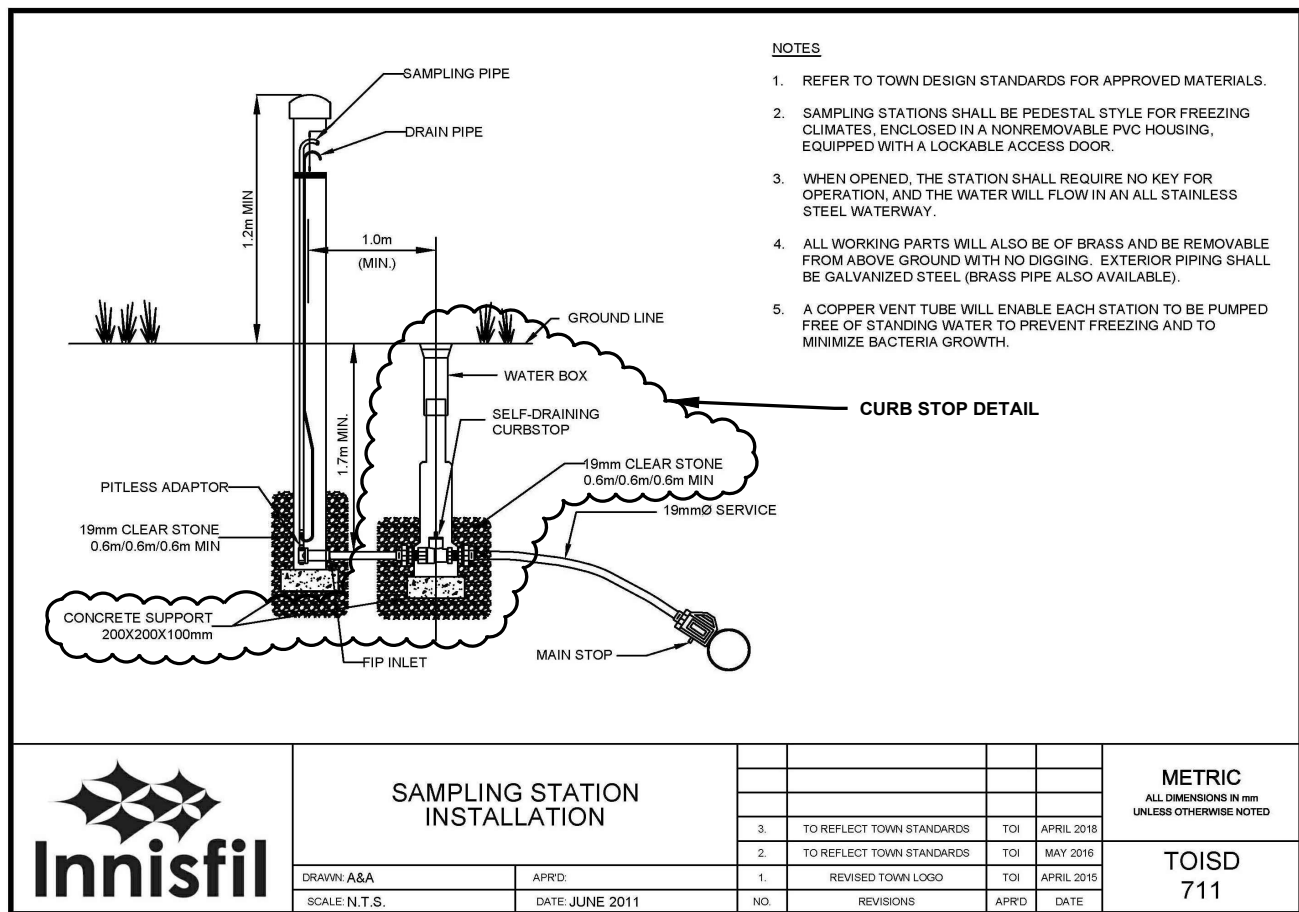
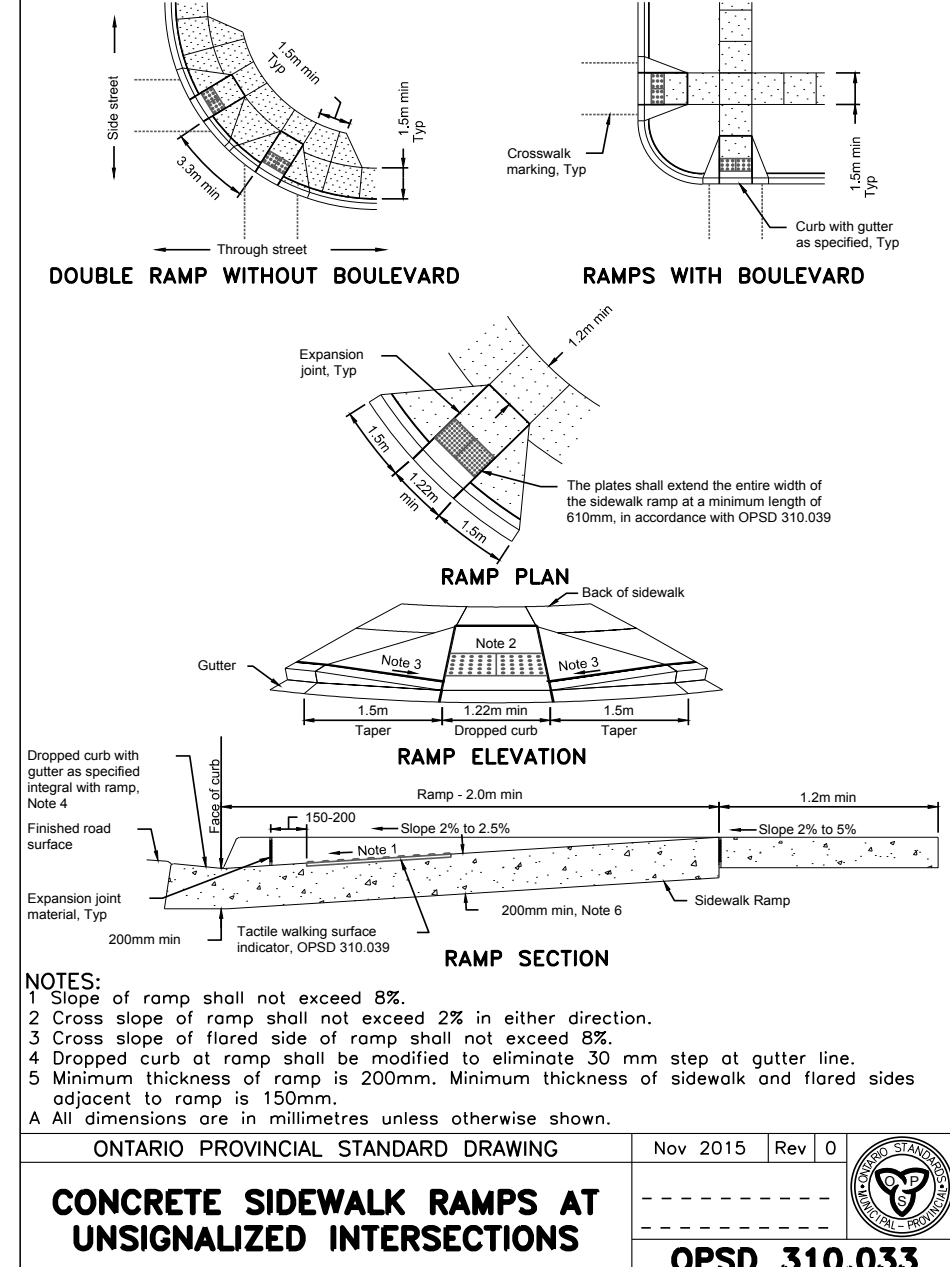
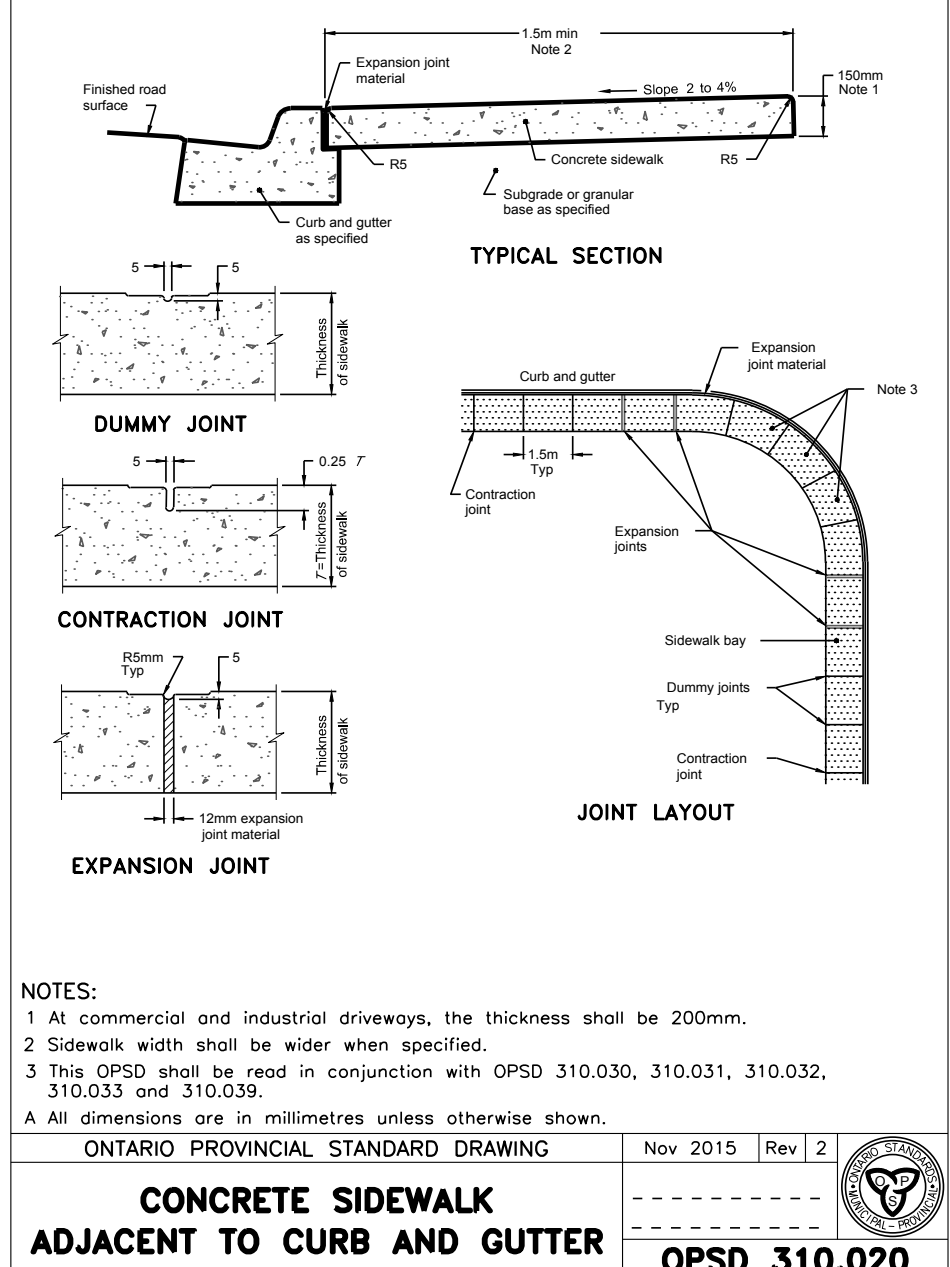
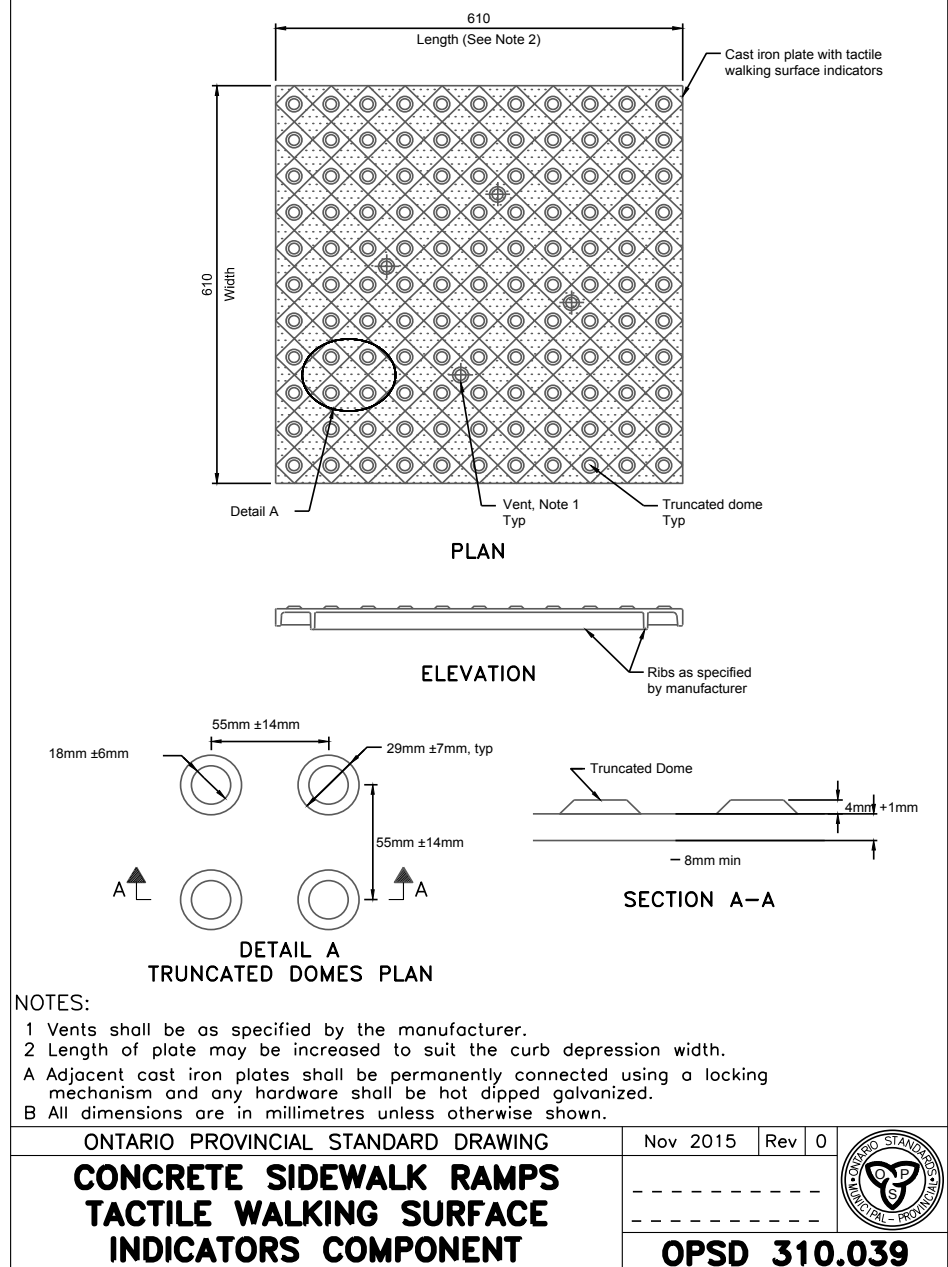
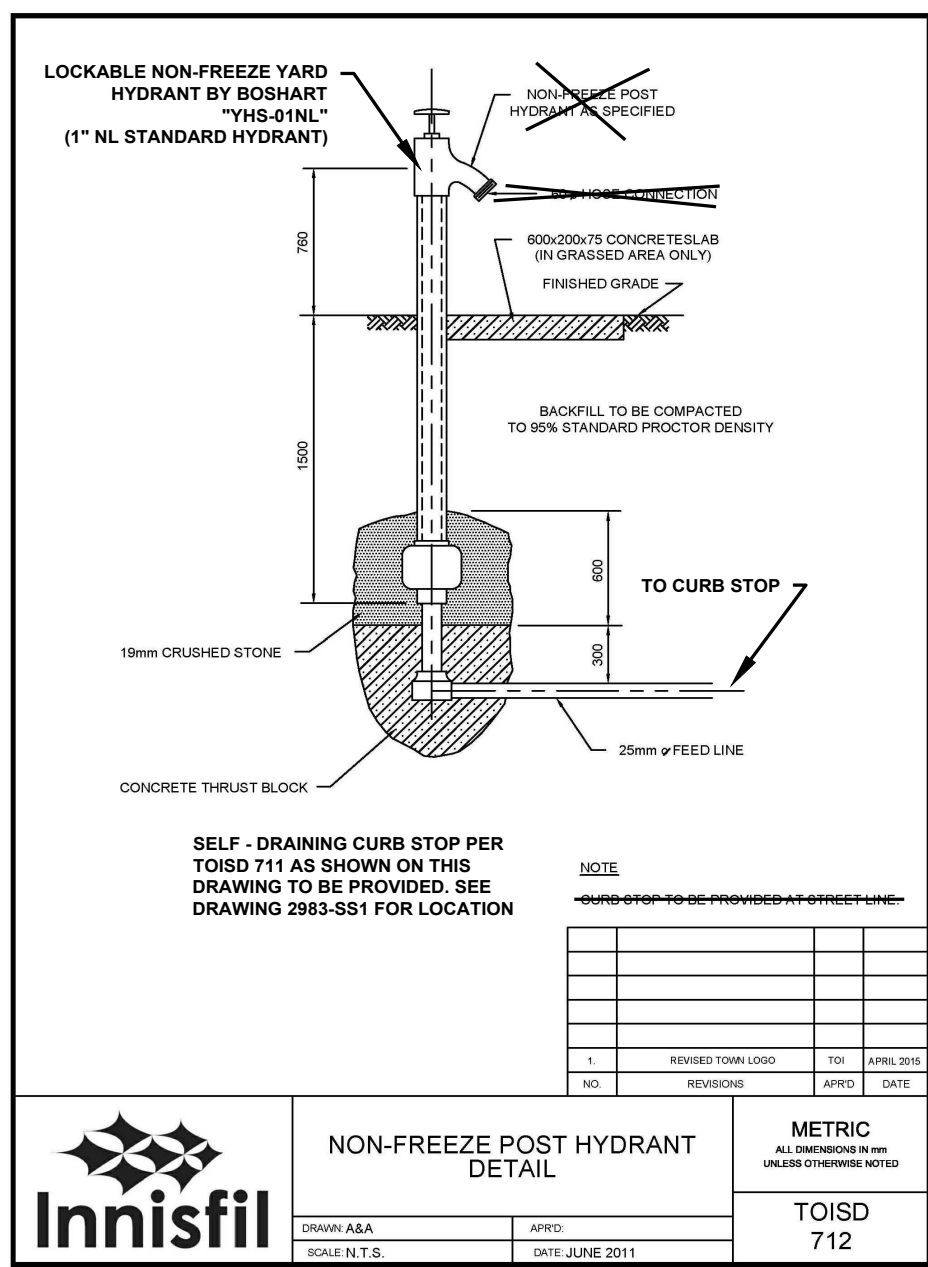
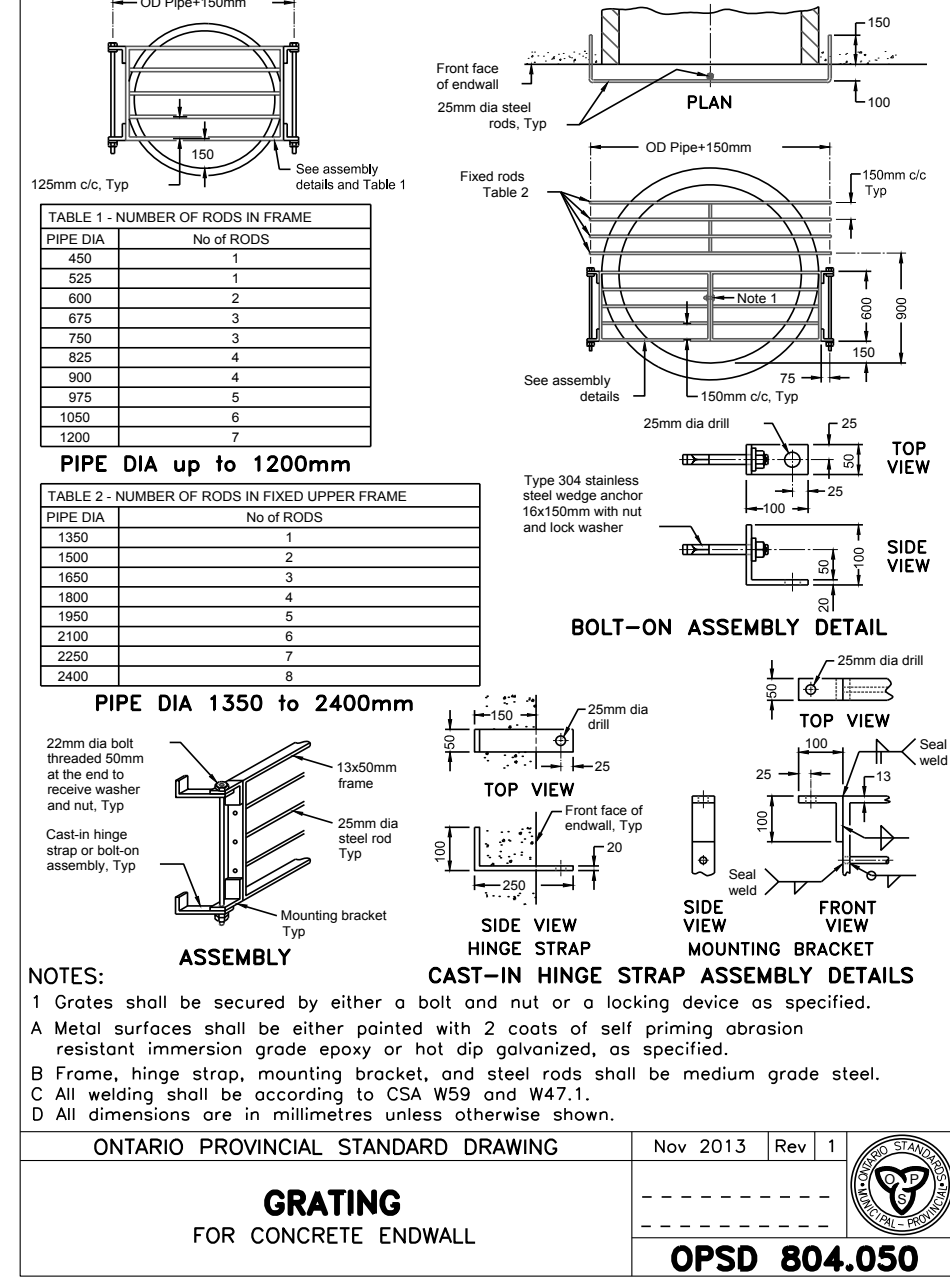
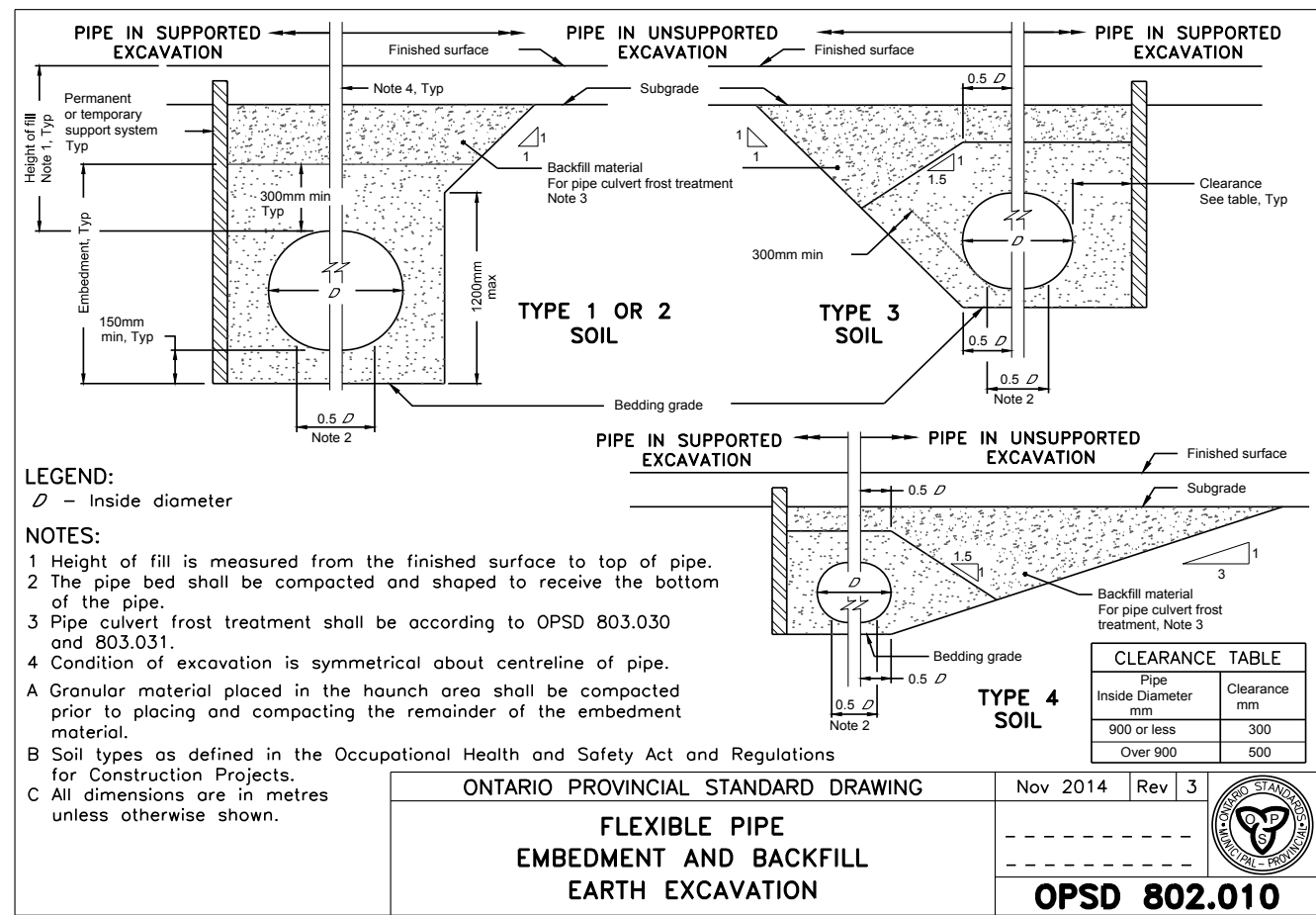
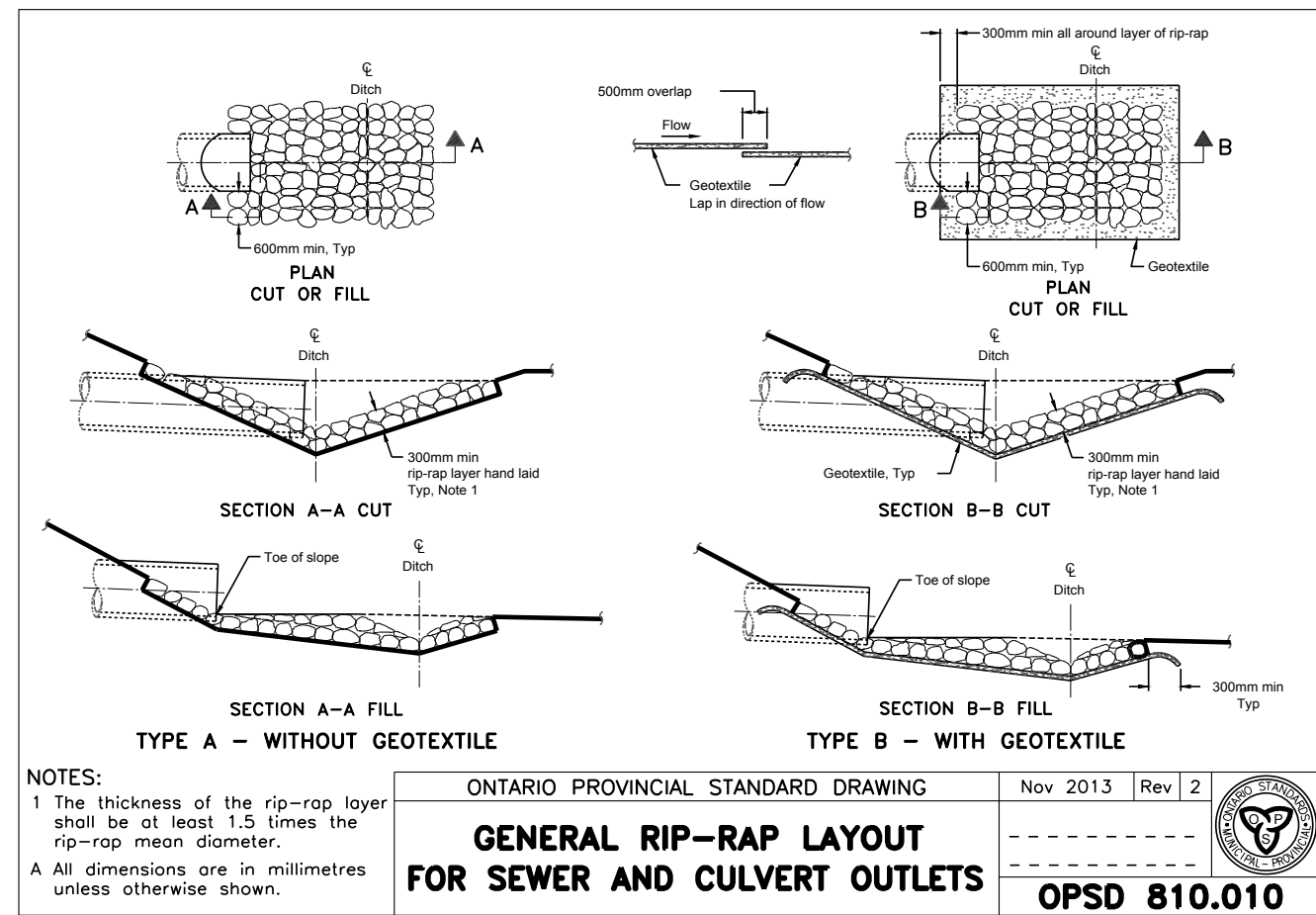


Block 1 - Floor Plan



Common Building: Block 12





KEY MAP
N.T.S.
LEGEND

| SCHEDULE OF REVISIONS | | | |
|-----------------------|---------------|-------------------------------|---------|
| NO. | DATE | DESCRIPTION | CHECKED |
| 1 | NOVEMBER 2019 | ISSUED FOR SITE PLAN APPROVAL | BWB |
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VICTORIA MEWS
SENIORS PROJECT
400 NEWTON STREET
TOWNSHIP OF TAY

DETAILS

| | | | |
|-------------|--------------|----------|-----------|
| PROJECT NO. | 16-2983 | DRWG NO. | 2983-DET3 |
| DATE: | OCTOBER 2016 | SCALE: | AS NOTED |
| DRAWN: | NDK | CHECKED: | APPROVED: |



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STAFF REPORT

Department/Function: Accessibility Advisory Committee

Meeting Date: January 16, 2020

Report Title: Annual Accessibility Report

RECOMMENDATION:

That the Staff Report regarding the Township of Tay Annual Accessibility Report be received for information.

INTRODUCTION/BACKGROUND:

In 2005, the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, was passed by the Provincial Government with the intent of achieving accessibility with respect to goods, services, facilities, employment, buildings, structures and premises by January 1, 2025. The AODA is supported by the Integrated Accessibility Standard Regulation O. Reg. 191/11 (IASR) which consists of standards addressing Customer Service, Information and Communication, Employment, Design of Public Spaces, Built Environment, and Transportation.

Per Section 4 of the IASR:

"The Government of Ontario, Legislative Assembly and designated public sector organizations shall:

- 4.(1)(a) 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 this Regulation;
- (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- (c) review and update the accessibility plan at least once every five years.

4.(3) The Government of Ontario, Legislative Assembly and designated public sector organizations shall,

- (a) prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause (1) (a), including steps taken to comply with this Regulation; and
- (b) post the status report on their website, if any, and provide the report in an accessible format upon request."

The Township's Multi-Year Accessibility Plan (attached) further details the Township's commitment to accessibility planning:

"The Township of Tay is committed to increasing and enhancing accessibility to its programs, services, and facilities. The Township has moved steadily towards providing a higher level of accessibility to its services, programs and infrastructures. The goal is to incorporate accessibility as a part of everyday life and maintain it as a core element to Township services."

ANALYSIS:

The Township is a member of the Joint Accessibility Advisory Committee (JAAC) which consists of membership from the County of Simcoe, Townships of Tay, Springwater, Oro-Medonte and Adjala-Tosorontio. In 2019, the JAAC conducted an audit of the Oakwood Community Centre and has made various suggestions to improve accessibility at the facility. Staff will be reviewing the report in detail and any major renovations required will be brought forward in the regular budget cycle. The JAAC also reviewed and provided feedback on the site plan for 5 Fallowfield Lane as required per legislation.

2019 Built Standard Accomplishments:

- Construction of accessible washrooms at the Victoria Harbour Gazebo Park
- Replacement of entranceway ramp at municipal office

Ontario Building Code requirements are followed and consideration is given to barrier-free design features that improve accessibility for persons with disabilities.

The Township provides training on the AODA and its regulations, the Ontario Human Rights Code, and general accessibility awareness to new employees. Records are kept on the completion of the training as per the legislative requirements. In 2019, 24 employees received training.

The Township maintained its compliance with the Customer Service Standards, including the legislative requirements for use of service animals, support persons, and assistive devices. In addition, the public was notified when there was a service disruption such as the front entranceway ramp replacement.

The Township also maintained its compliance with the Employment Standard by monitoring and documenting employee policies and procedures including the provision of accommodation in all stages of employment, accessible formats and communication supports to employees, return to work and related accommodation plans.

FINANCIAL/BUDGET IMPACT:

There are no financial implications as a result of this report.

Staff notes that the 2020 Budget does include a new \$5,000 budget for accessibility renovations which will assist with addressing minor renovations and improvements.

The 2018 to 2022 Accessibility Plan does have minor and major renovations planned for various municipal facilities. These items will be brought forward as part of the regular budget cycle for Council's consideration.

CONCLUSION:

That the staff report be received for information and sent to the Joint Accessibility Advisory Committee for their information.

Prepared By: Alison Gray, Clerk

Recommended By: Date: January 2, 2020

Alison Gray, BAH, CMO, AOMC
Clerk

Attachments: 2018-2022 Multi-Year Accessibility Plan



**MULTI-YEAR
ACCESSIBILITY PLAN
2018-2022**

This document is available in alternate formats upon request.

Township of Tay
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Fax: 705-534-4493
Email: agray@tay.ca
Website: www.tay.ca

January 1, 2018

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1.0 Introduction

In 2001 the *Ontarians with Disabilities Act* (ODA) was enacted to ensure that public organizations incorporate accessibility planning into their operations and facilities and document such actions within an accessibility plan.

In 2005, the *Accessibility for Ontarians with Disabilities Act* (AODA) was enacted to further qualify the ODA and serve as a framework for the establishment of accessibility standards that will lead Ontario to be fully accessible by 2025. This Act allows persons with disabilities the ability to access goods, services, facilities, accommodation, employment, buildings, structures and premises without impediment and to involve persons with disabilities in the development of those standards. Compliance with the AODA is required by both public and private sector organizations.

Ontario Regulation 191/11 - Integrated Accessibility Standards Regulation (IASR) was established under the AODA and requires all municipalities to prepare a Multi-Year Accessibility Plan (MYAP) to outline the organization's strategy to prevent and remove barriers and to meet the Plan's requirements in the IASR. The regulation specifies that municipalities shall consult with people with disabilities and the local Accessibility Advisory Committee in preparing, reviewing and updating the Plan.

2.0 Municipal Profile

The Township of Tay is located on the shores of Georgian Bay and encompasses the Communities of Port McNicoll, Victoria Harbour, Waubauskene and Waverley. The Township contains acres of prime farm land as well as miles of breathtaking waterfront. Tay Township is surrounded by the Town of Midland, the Township of Oro Medonte, the Township of Springwater and the Township of Georgian Bay.

The population of the Township of Tay is 10,036 based on the results of the 2016 Census. The Township offers many cultural, educational and historical opportunities including St. Marie Among the Hurons, Martyrs' Shrine and The Wye Marsh. The Township provides three local libraries, two community centers, two community rooms and numerous recreational parks, outdoor ice rinks and ball diamonds.

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3.0 Accessibility Advisory Committee (AAC)

The AODA states that every municipality having a population of not less than 10,000 shall establish an Accessibility Advisory Committee (AAC) and that a majority of the members of the committee shall be persons with disabilities. Tay established an AAC in 2017 and is currently working to appoint members or create a joint AAC with another municipality.

Pursuant to the AODA, the AAC's terms of reference includes the following:

- Advise the Township on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises that Council intends to purchase.
- Advise the Township on the accessibility of new developments for which site plans are being reviewed by the municipality pursuant to Section 41 of the *Planning Act*.
- Research and make recommendations to Township Council concerning the identification, removal and prevention of barriers to persons with disabilities within the Township of Tay.

4.0 Accessible Planning

4.1 Council's Commitment to Accessibility Planning

The Township of Tay is committed to increasing and enhancing accessibility to its programs, services, and facilities. The Township has moved steadily towards providing a higher level of accessibility to its services, programs and infrastructures. The goal is to incorporate accessibility as a part of everyday life and maintain it as a core element to Township services.

Informed and committed leadership means:

- Township departments provide input to the Plan.
- Council endorses the Plan.
- The Plan and related accessibility documentation are publicly available and in alternative formats upon request.
- Accessible customer service training is provided to all staff.
- Staff has access to accessibility-related resources and information.

The Township of Tay will continue to review existing and develop new corporate policies, practices and procedures in relation to the AODA requirements (as amended). The AAC will be consulted on any new policies and procedures that are created related to the AODA.

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The Township of Tay, both as an employer and service provider, is committed to barrier free access and will:

1. Take a leadership role in setting an example to the business, institutional and volunteer sectors in terms of access and integration, employment equity, communications, and recreation.
2. Identify barriers and gaps in existing facilities and services.
3. Continually improve the level of accessibility of municipal facilities, programs and services.
4. Actively encourage input from all segments of the community in the design, development and operation of new and renovated municipal facilities and services.
5. Ensure the provision of quality services to all members of the community with disabilities.
6. Provide resources and support to give effect to the Plan.
7. Promote accessibility within the community.

4.2 Barriers

The intent of the Plan is to prevent, identify and remove barriers. Barriers are obstacles that stand in the way of people with disabilities from being able to do many of the day-to-day activities that people take for granted. A barrier is anything that prevents a person with a disability from fully participating in all aspects of society because of a disability. The traditional definition of a barrier used in the context of accessibility has been expanded to include obstacles beyond physical boundaries. There are several other categories of barriers to consider, such as:

Environmental Barriers: Features, buildings or spaces that restrict or impede physical access. For example, a doorway that is too narrow to accommodate entry by person in a motorized scooter.

Communication Barriers: Obstacles with processing, transmitting or interpreting information. For example, print on a brochure that is too small to read or documents not available in alternative formats.

Attitudinal Barriers: Prejudgments or assumptions that directly or indirectly discriminate. For example, assuming that all visually impaired persons can read Braille.

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Technological Barriers: Occurs when technology cannot or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.

Systemic Barriers: Barriers within an organization's policies, practices and procedures that do not consider accessibility. For example, listing a driver's license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

4.3 Consultation

Township staff has provided input on the Plan.

While the AAC has been created, with no appointed members at the time of the new Plan's development, the Plan will be reviewed by the AAC once appointed and updated as necessary.

When developing, reviewing and updating the Plan, Tay Township consulted with Independent Living Services Simcoe, an organization that maintains an awareness of the needs of people with disabilities, and solicited feedback directly from those with disabilities through public notice and correspondence.

4.4 Review and Monitoring Process

Status reports on the measures taken to implement the Township's strategy and Plan barriers will be prepared and presented to Council annually, following a review by the AAC.

4.5 Communication of the Plan

Copies of the Plan and the annual status reports will be made available in an accessible format upon request and on the Township's website at www.Tay.ca

4.6 Feedback

Listening to feedback is an integral part of the evaluation process. The Township's Accessibility Standards Policy sets out the feedback process. Township staff will work to ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request.

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Members of the public are notified of the availability of accessible formats and communication supports with respect to the feedback process through the Township's website. Feedback on the accessibility of its facilities, programs, and goods and services is always welcome.

5.0 Integrated Accessibility Standards Regulation (IASR)

The Integrated Accessibility Standards Regulation (IASR) - Ontario Regulation 191/11 covers accessibility standards including Information and Communication, Employment, Transportation, Design for Public Spaces (including the built environment), and Customer Service. There is a phased-in approach to compliance with deadline dates for each standard being based upon organization type and size, with the goal of a fully accessible province by 2025.

5.1 Information and Communication

The Information and Communication standard was designed to achieve equitable access to communication and information, to cover the broadest range of how people send and receive information, and facilitate communication.

This standard requires the municipality to provide information in an accessible format upon request that takes into consideration the needs of the individual. Municipalities are also required to ensure that all new materials are produced in an accessible format including disseminated information and website content and that old documents can be made accessible based on the needs of the individual.

5.2 Employment

The Employment standard focuses on policy, procedures and training requirements to identify and remove barriers in the workplace. This standard requires employers to have processes in place to determine an employee's accommodation needs. This component also addresses key processes in the life cycle of a job such as recruitment, assessment, selection and retention.

The Township ensures that all policies and practices reflect the requirements under the AODA and will continue to develop or update policies as necessary to continue compliance with this and other legislation.

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5.3 Transportation

The Transportation standard was developed to provide accessibility to public transportation including taxis and transit buses, and emergency procedures. The goal of this standard is to enable residents and visitors the opportunity to live, work and participate in the community. Specific requirements regarding all aspects of the experience of using transportation are addressed.

At the time this Plan was developed the Township of Tay did not provide transportation services to residents.

5.4 Design of Public Spaces (Built Environment)

The Design of Public Spaces standard focuses on removing barriers in public spaces and buildings that are newly constructed or redeveloped. Technical requirements have been developed for recreational trails, beach access, outdoor public use seating areas, outdoor play spaces, exterior paths of travel, service counters, maintenance, etc. Understanding a wide variety of barriers for persons with disabilities in the physical environment is essential to implementation of the standard.

The Township will ensure that persons with disabilities, the Accessibility Advisory Committee (AAC) and the public shall be consulted when constructing new or redeveloping recreational trails, outdoor play spaces and the design and placement of rest areas along exterior paths of travel.

When constructing new or redeveloping public spaces regulated under the Design of Public Spaces standard, the Township will use the GAATES Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces.

An annual public consultation meeting held in conjunction with a regular AAC meeting shall take place with respect to an update from staff regarding upcoming development or redevelopment of public spaces. Staff will review the design standards that must be met and how they are meeting them. The annual meeting will be advertised in the local newspaper and on the Township's website.

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In addition to the Design of Public Spaces Standard, the Ontario Building Code was amended in 2016 to include accessible requirements. The amended Building Code is used when issuing building permits and conducting building inspections.

5.5 Customer Service

The Customer Service Standard ensures that people with disabilities receive goods and services in a manner that takes into account their disability. Accessible customer service means dignity, independence, integration and equal opportunity for all people.

All Township staff is trained on the practices and procedures for accessible customer service including the following:

- The use of assistive devices by persons with disabilities;
- The use of service animals by persons with disabilities;
- The use of support persons by persons with disabilities;
- Notice of temporary disruptions in services and facilities.

All Township staff and volunteers are trained on Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

Further, the Township trains our employees and volunteers on accessibility as it relates to their specific roles.

5.6 Procurement of Goods and Services

Section 10 of the Township's Procurement Policy – General Purchasing Rules states the following:

10. Staff shall consider accessibility when drafting documents for purchasing including such things as:
 - Companies that provide services, train their staff on providing accessible services.
 - Buildings or locations that are to be used can accommodate people with disabilities.
 - Items to be purchased include accessible features.

Where it is not possible to procure accessible goods, services or facilities the department responsible for the purchase shall in an accessible format, explain why accessible goods, services or facilities could not be obtained.

5.7 Self-Serve Kiosks

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The Township does not currently have any self-serve kiosks in place.

If that the Township does acquire them in the future we will incorporate accessibility features and consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

6.0 Conclusion

The Township of Tay continues in its efforts to remove barriers from within municipal facilities and parks.

While the goals outlined in the Plan are primarily directed towards persons with disabilities, many of the achievements, associated with accessibility, will benefit all Township of Tay residents.

In accordance with the Provincial legislation, the Township will continue to meet its compliance obligations by developing and implementing programs, policies and initiatives that create and maintain a fully accessible and inclusive community.

The identification and removal of barriers will continue to be an ongoing activity for Township staff and Committee members.

For further information, please contact the Clerk's Office:

Alison Gray, Township Clerk
Township of Tay
450 Park Street, P.O. Box 100
Victoria Harbour, ON L0K 2A0
Tel: 705-534-7248 Fax: 705-534-4493
Email: agray@tay.ca web: www.tay.ca

For additional information visit the Ministry of Community and Social Services website at <https://www.ontario.ca/page/accessibility-laws>

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Schedule "A" **Accessibility Achievements/Progress**

General

- Ongoing training provided as part of new employee orientation on the Accessibility Standards
- New Accessibility Standards Policy adopted in November 2016 merging the existing Accessible Customer Service Standard Policy & IASR Policy
- Amendments made to any existing personnel policies as required to accommodate Employment Standard requirements
- **Successful completion of Accessibility Compliance Audit by the Province in 2016**

Facilities

- 2007/2008 – Victoria Harbour Library Branch fully renovated and expanded, expansion designed to meet accessibility standards. Included shared accessible entrance to the Harbour Shores Community Room
- 2008/2009 – Municipal Office renovated and expanded, expansion designed to meet accessibility standards.
- 2010 – Circulation desks retrofitted and lowered at the Port McNicoll and Waubashene Library Branches
- 2010 – Microphone/audio system installed into Council Chambers
- 2010 – Municipal Election polling stations audited for accessibility with accessibility report submitted to Council for their information post-election. Door greeters employed for voting locations lacking power-assisted doors, magnifying sheets provided to assist with voting.
- 2011 – Audit of Township facilities conducted by Independent Living Services (formerly Simcoe County Association for the Physically Disabled). Recommended renovations incorporated into Township's Long Term Plan.

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- 2012 - Victoria Harbour Canada Post, 145 Albert Street - Door renovation & replacement completed. New power-assisted doors with sloped entranceway installed
- 2012 - Port McNicoll Community Centre - Door renovation & replacement completed. New power-assisted doors installed and exterior interlocking pathway repaired to raise stones to door entrance providing seamless transition
- 2014 - New Township website created to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, AA Standard and launched providing accessible content and features.
- 2014 - Municipal Election - Vote By Mail voting system introduced allowing electors to vote at home, single voting location provided at municipal office that was fully accessible. Accessibility report submitted to Council for their information post-election, and all election staff received full training on the standards.
- 2014 - Procurement Policy updated to include accessibility requirements as set out in the standards
- 2015 - Tay Community Rink - paved pathway from parking lot to rink
- 2015 - Oakwood Community Centre - accessible water bottle refill station installed
- 2016 - Baby changing tables installed in all three library branches and Port McNicoll Community Centre
- 2016 - Port McNicoll Community Centre - accessible water bottle refill station installed
- 2016 - Accessible playground installed at Talbot Park
- 2017 - New Old Fort Fire Hall, 2201 Old Fort Road - meeting all current accessibility requirements as set out in the Building Code
- 2017 - Accessible playground installed at Oakwood Park & Pine Street Beach Park
- 2017 - Municipal Office - accessible water bottle refill station installed

Township of Tay Multi-Year Accessibility
Plan

January 1, 2018

- Accessible parking spaces repainted as required as they are reviewed annually by staff

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Schedule "B" **Identified Improvements**

The following improvements have been identified and will be incorporated into building maintenance and capital improvements.

- General
 - Accessible parking spaces to be signed, not just painted
 - When replacing building alarms, Township to install alarms with combination of audio and visual alarms
 - Ensure accessible parking space requirements in updated zoning by-law for appropriate land uses (i.e. commercial, industrial)
 - New playground equipment to be purchased in accordance with Design of Public Spaces Standard
- Municipal Office
 - Power-assisted door opener to be installed on existing accessible washroom
 - Reception counter to be renovated to provide accessible workstation
- Victoria Harbour Outdoor Rink Change Room
 - public washroom not large enough to accommodate a wheelchair,
 - assistance bars required in washroom
 - power-assisted washroom door required
- MacKenzie Beach Park
 - public washroom not large enough to accommodate a wheelchair,
 - assistance bars required in washroom
 - power-assisted washroom door required
- Sunset Ball Diamond
 - Public washroom not barrier free – stall walls to be adjusted to widen one stall for a wheelchair
- Albert Street Gazebo Park
 - Accessible public washroom to be constructed
- Tay Community Rink
 - Power-assisted door opener to be installed on existing change room door

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- Port McNicoll Library Branch
 - Ramp to branch main entrance too steep
 - Main floor washroom is not barrier free, requires renovation
 - Interior doorway too narrow, requires renovation/widening
 - Main entrance power-assisted doors required
 - Elevator between floors required as no accessible way to currently access both floors – only stairs
 - Path to rear entrance to be redone as surface uneven and there is a significant 'lip' at the door
 - Community Room interior ramp needs to be redesigned to standards, incline too steep
 - Community Room power-assisted door required
 - Community Room washroom needs renovation, not current accessible
- Waubauskene Library Branch
 - Entrance doors too narrow, require renovation
 - Entrance requires power-assisted door
- Port McNicoll Community Centre
 - Accessible lift, power-assisted chair or ramp to access stage
- Oakwood Community Centre
 - Accessible lift, power-assisted chair or ramp to access stage

Report



| | | |
|--|--|---|
| Report No. CS2020-01 | To: Council | Prepared By: Donna Hewitt, Director Corporate Services |
| Meeting Date: January 29, 2020 | Subject: 2019 Annual Accessibility Report | Motion # _____ |
| Roll #: | | R.M.S. File #: |

| | | |
|---------------------------|--|--|
| Recommendation(s): | Requires Action <input checked="" type="checkbox"/> | For Information Only <input type="checkbox"/> |
|---------------------------|--|--|

It is recommended:

1. That Report No. CS2020-01 be received and adopted;
2. And that the Annual Accessibility Report be added to the Township's website in accordance with provincial legislation.

Background:

The Accessibility for Ontarians with Disabilities Act (AODA), section 4(1) requires that municipalities establish, implement, maintain and document a Multi-Year Accessibility Plan that is reviewed at least once every five (5) years. This plan is reviewed by the Township's Joint Accessibility Advisory Committee (JAAC), approved by Council and made available to the public.

The Township of Oro-Medonte's Multi-Year Accessibility Plan was updated, reviewed by the JAAC and subsequently approved by Council in 2019. As part of the plan and consistent with legislation, there is a requirement to prepare an annual status report to be reviewed by the JAAC, received by Council and posted to the Township's website.

Analysis:

The intent of the municipality's Multi-Year Accessibility Plan is to prevent, identify and remove barriers and obstacles that could impact individuals with disabilities from accessing services, facilities and information.

The Township's Plan aligns with the standards identified within the Act; specifically:

- Customer Service,
- Information and Communications,
- Employment Accessibility and,

- Built Environment.

In addition, the plan also references the role of the Joint Accessibility Advisory Committee (JAAC). Traditionally, the municipality had supported its own Accessibility Advisory Committee. Over the years, the efforts of our community volunteers were highly beneficial to staff and Council in moving forward a number of critical initiatives that benefited those with disabilities (Bayview Memorial Park redevelopment; parking improvements etc.). However, Council has recognized that there was unique benefit in participation in a joint committee with a number of our neighbouring municipalities. The Township is represented on the JAAC through participation by a Ward Councillor and a resident. During 2019, the Committee completed the following:

- Development of a process, plan and checklist for the completion of accessibility facility reviews of County and Township owned and operated facilities.
- Completed reviews and/or tours and provided feedback regarding a number of facilities across the County: Oakwood Community Centre, Township of Tay; new Simcoe County Housing Corporation project, Township of Tay; Simcoe County Paramedic Adult Day Program Facility, Elmvale; affordable housing complex, Collingwood; Shanty Bay Fire Hall, Oro-Medonte Township; MacKenzie Park, Township of Tay; Elmvale & District Food Bank.

The following is a summary of the achievements the Township has had with respect to the standards outlined in the Multi-Year Accessibility Plan:

Customer Service

This standard defines requirements for removing barriers for individuals with disabilities regarding their ability to access goods, services and/or facilities.

- In addition to an in-person application process, Fire & Emergency Services launched an on-line open air burning permit process to enable residents to apply for and obtain their permits remotely.
- Launch by Development Services of an electronic Zoning Certificate application and issuance process which improves access to service and time response
- Full implementation of an electronic permit application process for building and septic permits, again improving remote access.
- As part of our on-boarding process all new staff members including summer students, volunteer firefighters and Township volunteers were trained on the Integrated Accessibility Standards and the Township's Accessibility Policy. The Township maintains training records in accordance with legislation.

Information and Communications

This standard outlines requirements for organizations to create, provide and receive information and communications that are accessible for individuals with disabilities.

- The Township continued, in accordance with our Accessibility Policy, to provide documentation in an accessible manner. Factors such as font size and style, colour contrast, spacing, use of white space, and use of formatting techniques such as bold, italics, underlining and capital letters are all components for consideration. We do provide our documents in alternative format and/or with communication support as requested.
- Regular Council Meetings continue to be livestreamed with videos posted to our YouTube Channel to ensure those who wish closed captioning have that capability. Livestreaming and video archives enables those who are unable to attend meetings in person to view the business of the corporation. In addition, in the 2019 budget Council approved a service level adjustment to our electronic Council Agenda materials that will enable our regular Council meeting video be linked to the relevant agenda item. This will be implemented in 2020 and will improve access to viewers.

Employment Accessibility

This standard outlines requirements for organizations to remove barriers for individuals with disabilities regarding employment (recruitment, retention, performance etc).

- As part of our on-boarding process all new staff members including summer students, volunteer firefighters and Township volunteers were trained on the Ontario Human Rights Code and the Township's Accessibility Policy with respect to the availability of accommodation. The Township maintains training records in accordance with legislation.

Built Environment

This standard outlines the need for newly constructed or redeveloped public spaces to be accessible for individuals with disabilities.

- As recommended by the Township's former Accessibility Advisory Committee, reconfiguration of the Administration Centre public washrooms providing improved physical access for those facing mobility (size, turning radius, hardware location, counter heights etc.). Ontario Building Code requirements were followed with consideration to barrier-free design features.

| |
|--|
| Financial / Legal Implications / Risk Management: |
|--|

| |
|------------------------------|
| Policies/Legislation: |
|------------------------------|

Accessibility for Ontarians with Disabilities Act (AODA)

Corporate Strategic Goals:

Enhanced Communications & Customer Service
Inclusive, Healthy Community

Consultations:

- CAO
- Chief Financial Officer/Treasurer
- Director, Development Services
- Director, Fire & Emergency Services
- Director, Operations & Community Services
- Deputy Clerk

Attachments:

None.

Conclusion:

As noted in our Multi-Year Accessibility Plan, Council is in a position of leadership to implement approaches to ensure the Township is an accessible community. The Township remains committed to removing barriers for those with disabilities.

Respectfully submitted:

Donna Hewitt
Director, Corporate Services

SMT Approval / Comments:**C.A.O. Approval / Comments:**