



COUNTY OF PERTH

JOINT ACCESSIBILITY PLAN

B e t w e e n :

**COUNTY OF PERTH
MUNICIPALITY OF NORTH PERTH
MUNICIPALITY OF WEST PERTH
TOWNSHIP OF PERTH EAST
TOWNSHIP OF PERTH SOUTH**

2005- 2006

This document is formatted for double sided printing. The contents are premised on the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, Province of Ontario, and in accordance with the authority provided herein by the Accessibility Directorate of Ontario, Ministry of Community and Social Services.

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Executive Summary

New proposed legislation named the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, will replace the *Ontarians with Disabilities Act, 2001*. The scope of the AODA will be much broader than the previous legislation and will include the private sector for the first time, as well as government and the broader public sector. It will require demonstrated action, not just planning. It would also provide a clear vision with tangible standards to measure results. This will ultimately ensure improved opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the AODA mandates that each municipality prepare an annual accessibility plan ensuring progress and obtaining mandatory standards every 5 years thus moving towards an accessible Ontario in 20 years.

This is the third of a joint plan for the period 2006, prepared by the Accessibility Advisory Committee of the County of Perth and member municipalities. The report describes (1) the measures/ achievements over the past year, and (2) the measures that each member municipality will take during the current year (2006), to identify, remove and prevent barriers to people with disabilities who use the facilities and services, including Councils, staff, contract workers, contractors and members of the community.

In October 2002, Perth County Council supported the Provincial initiative (ODA) and, with support of the lower tier municipalities, developed a joint (County-wide) Accessibility Advisory Committee (AAC) comprised of seven (7) people, of whom 50% are persons with a disability, and which currently meet 4 times a year.

The AAC assumed the lead for creating the accessibility plan for all local municipalities. In turn, the local municipalities and the County assigned one staff representative each to a Working Group Committee (in addition to 2 members of the AAC), with secretarial and support services provided by the Municipality of West Perth.

The Working Group completed the first Accessibility Plan for 2003-2004, and using an audit tool, identified what each municipality should do with respect to their existing accessible facilities, policies, programs, and services, and identified some barriers to accessibility. The barrier types were grouped according to commonalities, and identified the barrier and type, and the strategy for removal or prevention. The common categories included:

- General
- Human Resources
- Clerks, Council, & General Administration
- Planning
- Transportation
- Social Services
- Public Health
- Recreation
- Additional Accessibility Issues

The 2003-2004 plan also listed the priorities for the first year, and the Working Group ensued with the daunting task of inspecting all municipally-owned properties in all 5 municipal jurisdictions.

As the County, through its creation of a joint AAC, assumed the lead for creating the accessibility plan, it rightly follows that the initiative be supported and coordinated at the County level. The County's Corporate Services Department, and more recently the Community Emergency Management Coordinator (CEMC) has been asked to assume the secretarial role, and has performed a preliminary review of the status of the initiative.

This report presents the following noted observations and planned actions for 2006 County Council consideration:

1. The AODA does allow two or more organizations to prepare joint plans. However, in doing so, there are a few things to note:
 - a. First, each partner must approve the joint plan,
 - b. Second, partners must put into practice their respective components of the plan.
 - c. Finally, each partner must make the plan public.
2. The AAC, with the support of the CEMC, will coordinate a timetable for follow-up action with each municipality for their respective properties and include it in the Interim 2006 plan.
3. The AAC should assess the requirements of the new legislation and present a communiqué to the partners on its impact to future accessibility plans.
4. Given the impact of the AODA on the *Ontario Planning Act* and the *Ontario Building Code*, the AAC should work with the County Planning Department to formalize a protocol for the AAC's effective involvement on planning matters pursuant to the AODA.
5. The Interim 2006 accessibility plan should endeavour to include a timetable for each municipality's review of the following:
 - a. Site plans
 - b. Building plans of new municipal facilities
 - c. Municipal by-laws
 - d. Municipal renovations, leased offices or other municipal buildings
 - e. External service providers
 - f. Purchases – goods and/or services provided by the municipality
 - g. Employment practices and accommodations
 - h. Communications and publications
 - i. Planning practices
 - j. Current capital plan
 - k. Operational policies
6. The AAC should develop a protocol on working with municipal Councils and staff, and of its own self assessment.

7. Each municipality should make a determination on budgeting for accessibility. Some municipalities have a dedicated 'accessibility fund' integrated within their yearly budgeting process to ensure accessibility initiatives are implemented over a specific time period. As an alternative to establishing a dedicated accessibility fund, municipal departments may choose to incorporate accessibility budget planning within their regular budget planning process.

8. A Term of Reference for the AAC will be developed. See Appendix A.

PROPOSED TIMELINES

2003-2004 Accessibility Plan	First plan since enabling legislation Completion of facilities audit
2004-2005 Accessibility Plan	Designation of Accountability Education – Communicate Policy and Process Development Implementation of Identified Barriers Identified as “Short Term”
2005-2006 Accessibility Plan	Address outstanding action items
2006-2007 Accessibility Plan	Develop 5-year time horizon in accordance with new Act 5-year Budgeting process for all 5 municipalities

2006 IMPLEMENTATION PLAN

1. Designation of Accountability

The County’s Community Emergency Management Coordinator has been designated as the individual responsible for ensuring the overall requirements of the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and any future Ontario Regulations associated with the AODA.

Action by: Chief Administrative Officer
Timing: March 20, 2006
Funding required: ¼ FTE for designated employee

2. Education

Provide education sessions to County and Lower Tier Councils & Staff on obligations and requirements under the AODA.

Development of an AAC Information Pamphlet will be completed. See Appendix B.

Action by: Designated Department Lead
Timing: Ongoing
Funding required: Staff Time, printing and distribution costs

3. Policy and Process Development

Develop accessibility policies and processes (communicated to all 5 municipalities) that address:

- a. Standardized access guidelines for the accessible design and construction of new County-wide facilities and amenities and for retrofitting existing facilities (Access Guidelines developed by the City of Peterborough and the City of London are examples);
- b. The methodology for identification and review of barriers as detailed in the Accessibility Plan;
- c. A process to review all by-laws, programs, policies, practices and services for the removal of barriers for persons with disabilities;
- d. A system for monitoring progress and budgetary requirements of annual Accessibility Plans goals and objectives;
- e. A timely and efficient process for ensuring continued consultation with the Accessibility Advisory Committee as required by the AODA and where appropriate to do so.
- f. Develop a protocol with Planning Dept in meeting the requirements of the AODA.

Action by: Designated Department Lead (with assistance from individual department Directors and/or Managers, as required)
Timing: September 1, 2006 (prior to budget review)
Funding Required: Staff Time

4. Implementation of Identified Barriers Identified as "Short Term"

Encourage the removal of identified barriers that have little or no budgetary impact for 2006.

Action by: Directors and/or Managers of individual County and Municipal Departments/business units
Timing: On-going throughout 2006
Funding Required: Minimal

NOTE: The timing for addressing barriers will depend on the nature of the action and may be *phased in* over a number of months or years, depending on the resources and priorities of the respective Department.

County of Perth Joint Accessibility Plan



SECTION 1: MUNICIPAL JURISDICTION(S) PLAN

Municipality:

The County of Perth and its member municipalities:

Municipality of North Perth, Municipality of West Perth, Township of Perth East and Township of Perth South

Address:

1 Huron St., Stratford, ON N5A 5S4

Key Contact:

Christel Hollinger, Community Emergency Management Coordinator
County of Perth, 1 Huron St. Stratford, ON N5A 5S4 Tel: 519-301-3586
chollinger@countyofperth.on.ca

Alternate:

Renato Pullia, Director of Corporate Services / Treasurer
County of Perth, 1 Huron St., Stratford, ON N5A 5S4 Tel: 519-271-0531, x 222
rpullia@countyofperth.on.ca

Population: 36,110

Municipal Highlights

This plan covers all of the municipal corporations within the County of Perth. In January of 1998, fourteen municipalities within the County of Perth were amalgamated to form four lower tier municipalities. Within all of these municipalities are recreation, fire and emergency medical services, planning and development, emergency management and public works departments. Social services are provided by the City of Stratford through agreement with the County of Perth and the Town of St Marys. The County of Perth is the designated delivery agent providing EMS service through agreement with the City of Stratford and the Town of St. Marys.

The Committee's research has indicated that there is little or no consistency by the five municipalities in dealing with disabilities within the County. In attempt to overcome this

challenge, the County has assumed the Secretariat role of the Accessibility Advisory Committee. It is understood that this plan will find design challenges within the municipal environment that make it difficult to provide for those with disabilities within the County of Perth. For the purpose of this report the choice of terminology is the same as the Accessibility for *Ontarians with Disabilities Act, 2005*.

Administration for Accessibility Committee (AFAC)

An Administration for Accessibility Committee (AFAC) has been established in April 2006 with the purpose to ensure that each municipality is in compliance with the Act, and thus having a legal obligation to undertake the identification, removal and prevention of barriers in order to improve accessibility. On such issues, each municipality will obtain advice from the AAC and will then generate and bring forth such issues to the Councils.

SECTION 2: OTHER ORGANIZATIONS & AGENCIES PARTICIPATING IN THIS PLAN

The organizations participating in this plan include the County of Perth and its member municipalities:

Municipality of North Perth, Municipality of West Perth, Township of Perth East and Township of Perth South

Other organizations or agencies that could participate, as allowed under the Act include Colleges and Universities, Hospitals, Public Transportation Providers, and School Boards. For purposes of this plan, these organizations have undertaken their own plan and initiatives, although it is understood that situations may arise where collaboration in certain areas may be feasible for all parties.

As noted in this plan, Social services are provided by the City of Stratford through agreement with the County of Perth and the Town of St Marys. The County of Perth is also the designated delivery agent providing EMS service through agreement with the City of Stratford and the Town of St. Marys. Given as such, efforts will be made to share information and collaborate with the City of Stratford and the Town of St Marys in those areas identified in this plan which are under the jurisdiction of the respective municipalities.

SECTION 3: CONSULTATION ACTIVITIES

Target Group

The target group includes any persons with a disability within the geographic area of the County of Perth.

Consultation Activities

In an attempt to find and determine design challenges within the County, the AAC attempted to make contact with at least one group associated with disabilities in each of the lower tier municipalities.

Ads were placed in local papers in May of 2003 asking for public input on barriers to accessibilities. No response was received.

Letters were written to various groups within the County with only two replies being received by the committee.

The Accessibility Advisory committee will continue to attempt to reach many of the disabled groups that could provide input on the barriers that prevent them from achieving accessibility within their communities.

It is recognized that individual municipalities will have other agencies or organizations in their municipalities that they may need to consult.

SECTION 4: PLAN DEVELOPMENT WORKING GROUP

The committee utilized the efforts of its development-working group. This ad-hoc group provided a ready method for municipalities to share information, techniques and background to their approaches on the many facets of accessibility. This group had the responsibility to inspect all municipally owned facilities. It was also responsible for the preparation of the Accessibility Guidelines to function as an independent document that will ultimately become an appendix of this plan. The County appointed the working group to concur with the current Council.

SECTION 5: HISTORY OF INITIATIVES TO IDENTIFY, REMOVE AND PREVENT BARRIERS IN THE ORGANIZATION(S)

Initiatives

Perth County Council supported the Provincial initiative to move toward a province in which no new barriers are created and existing ones are removed. They proposed to develop a County-wide Accessibility Advisory Committee (AAC) with the support of the lower tier municipalities following the passing of the *Ontarians with Disabilities Act, 2001*.

An ad was placed in various papers asking for volunteers to sit on a Perth County AAC. Five applications were received with one additional member coming forward at a later date and a representative from County Council. The West Perth municipality supplied secretarial duties and support services to the committee, until November 2004 when the Director of Corporate Services took over the role, and more recently, the Community Emergency Management Coordinator.

The AAC began meeting in November of 2002 and currently has determined that they will meet on a quarterly basis (4 times a year). The Act states that each year, the council of every municipality shall prepare an accessibility plan and seek advice from the accessibility advisory committee that it establishes. In preparation for the development of a Plan, the committee recommended that two representatives from the municipality attend a two-day weekend workshop organized by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) to assist in the development of this plan. As part of the workshop, all representatives received an audit tool called the Accessibility Quotient Audit. The Accessibility Quotient was used to assist in the municipality's preparation for the AMCTO Accessibility Planning Workshop.

Completion of this audit began the development of the first of this Accessibility Plan (2003-2004). Each municipality solicited responses from individual departments to assist in completing the Quotient Audit. Following the collection of the information, the Chief Administrative Officers (CAOs) and Clerks of the participating municipalities met to tabulate this information. The audit identified the municipality's present accessible facilities, policies, programs and services and identified some barriers to accessibility. This barrier identification became the starting point for activities to be completed in 2003/04 for the 2003/04 Accessibility Plan.

The following chart on the next page lists the Barriers identified in the Accessibility Quotient Audit. Using the 64 questions, barrier types have been grouped according to commonalities, as follows:

BARRIER AND TYPE	STRATEGY FOR REMOVAL/PREVENTION	STATUS
<p>GENERAL</p> <p>Informational</p> <ul style="list-style-type: none"> Main contact person/department/service identified to handle inquiries related to accessibility Quick and easy access to information for the public <p>Technological</p> <ul style="list-style-type: none"> Accessible information on website, telephone, etc. <p>Policy/Practice</p> <ul style="list-style-type: none"> Include information on accessibility when marketing for tourism and conventions 	<p>Municipalities to delegate someone from staff to be responsible for this.</p> <p>Investigate issues</p> <p>Investigate issues</p>	<p>County CAO appointed County CEMC to act as the Accessibility Secretariat</p> <p>Under review</p> <p>Under review</p> <p>This plan to be shared with Perth Visitors Association for such inclusion</p>
<p>HUMAN RESOURCES</p> <p>Policy/Practice</p> <ul style="list-style-type: none"> No, or limited, policies on accommodating employees and ensuring facilities are accessible, training with respect to interaction with people with disabilities and understanding their issues <p>Informational</p> <ul style="list-style-type: none"> Employment opportunities posted in multiple formats of communication 	<p>All policies must be reviewed or implemented to enable staff to review and develop a management report which will identify all barriers with respect to providing for and working with disabilities.</p> <p>Staff to report to AAC (Accessibility Advisory Committee) on various formats of communication</p>	<p>All member municipalities to undertake such initiative.</p> <p>All member municipalities to undertake such initiative.</p>

<p>CLERKS, COUNCIL & GENERAL ADMINISTRATION</p> <p>Informational</p> <ul style="list-style-type: none"> Council meetings are somewhat accessible and are not conducted in varied formats of communication. <p>Communications</p> <ul style="list-style-type: none"> This also includes minutes, reports, documents. Large print can be provided, if requested. <p>Practice</p> <ul style="list-style-type: none"> Most municipalities are able to provide for the needs of all electors with disabilities with exception of the hearing and vision impaired. <p>Communications</p> <ul style="list-style-type: none"> There are no municipal policies that set standards in which offices and services are provided to people who are deaf and blind. Municipal Freedom of Information and Protection to Privacy Act requests are somewhat provided in varied formats. <p>Policy/Practice</p> <ul style="list-style-type: none"> No municipal policies that set standards for which offices and services that provides 	<p>Those with televised meetings could discuss the possibility of closed captioning. If this happens then a monitor could be available in Council chambers so that all visitors with hearing impairments have clear access to the monitor.</p> <p>Availability of audit and large print versions will be formalized and a report detailing these new policies be prepared for Council approval.</p> <p>A further review of the needs of electors to be taken prior to next election. Improvements to be made if possible.</p> <p>An investigation into policies that address the supplying of services to those who are deaf and blind should be forwarded to the Accessibility Advisory Committee.</p> <p>Policies to be established and included in the long-</p>	<p>All member municipalities do not have televised meetings. Agendas and minutes are posted on each website.</p> <p>To be undertaken</p> <p>To be reviewed by each Lower Tier municipality</p> <p>To be undertaken</p> <p>To be undertaken</p>
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<p>information to the general public or to provide telephone services through TTY/TDD for people who are deaf.</p> <ul style="list-style-type: none"> • Municipal websites do not provide information in a text-based format to make it accessible to people who are blind and use reading software. • Municipalities have not established accessibility standards for all information systems, hardware and software. 	<p>term goals and objectives of all municipalities.</p> <p>This again, could be included in the long-term goals and objectives of all municipalities.</p> <p>Most municipalities are only in the early stages of information systems and may at some time include this in their long-term plan.</p>	<p>To be undertaken</p> <p>Review is to be undertaken to address potential development of common technology platforms</p>
<p>PLANNING</p> <p>Policy/Practice</p> <ul style="list-style-type: none"> • The municipality does not collect and analyze data regarding people with disabilities including numbers, locations and ageing demographics. • Accessibility is not considered in the approval of and maintenance of the Official Plans. It is unknown whether special planning task forces, if formed would have input into the plans. • There are somewhat consistent standard barrier-free provisions and policies throughout the Municipality. • Most municipalities have barrier-free designs incorporated in new 	<p>This could be a long-term plan and would provide for supporting documentation for the Accessibility Advisory Committee.</p> <p>Official Plan reviews are being done at this time and perhaps some statement could be established affecting those with disabilities.</p> <p>Barrier-free provisions could also be established at the time of the Official Plan review.</p> <p>Additional formats will, once again, become part of the long-term goals</p>	<p>The AAC will engage the County's Planning Dept. to develop a protocol for the AAC's effective involvement in planning initiatives, pursuant to the AODA, 2005.</p> <p>Director of Planning to include Accessibility verbiage in the revised Official Plan, May 2006.</p>

<p>construction projects; however, no information is provided in alternate formats (other than large print) for those with disabilities to enable them to participate in the planning process.</p> <ul style="list-style-type: none"> • Accessibility is somewhat considered in approval of new development applications. • Most Municipal parking by-laws adequately serve those with disabilities. • No incentives are offered to cab companies to provide accessible vehicles. 	<p>and objectives of the municipalities.</p> <p>Approval of new development applications usually follows the requirements under the Building Code Act; however, the development of Accessibility Guidelines will improve this.</p> <p>These by-laws will continue to be reviewed.</p> <p>Municipalities have no incentive policies in place and will not likely consider one in the near future.</p>	
<p>ACCOMMODATION</p> <ul style="list-style-type: none"> • No incentives are provided to developers to build accessible housing. • There is no inventory of barrier-free units in the municipality. 	<p>Municipalities to investigate establishing incentive policies. Committee to investigate programs available by the Provincial/Federal Government for construction of accessible housing. In turn Committee to advise developers.</p> <p>The Accessibility Advisory Committee, with the assistance of the Housing Dept. of Social Services will establish a directory for use at the County</p>	<p>Social Service and Affordable Housing is delivered by the City of Stratford. Efforts will be undertaken to collaborate and investigate such policies.</p> <p>To be followed up</p>

<ul style="list-style-type: none"> • Most short-term accommodation units are not accessible for guests with disabilities. 	<p>level.</p> <p>This could be included with the above inventory.</p>	
<p>PUBLIC WORKS</p> <ul style="list-style-type: none"> • The Municipality does not maintain an inventory of accessible municipal facilities. • There is no consistent criteria for assessment or monitoring of barrier free features in existing facilities. • Special features for those with disabilities are not currently used in relation to public signage, trash receptacles, benches, telephones and other public accessories • Current road maintenance and snow removal plans do not consider those with disabilities. • Communications and information relating to water use, landfill sites, etc. are not available in variable formats. 	<p>Once again the Accessibility Advisory Committee is to develop an inventory of accessible municipality facilities with the help of staff.</p> <p>This again will be addressed in the Accessibility Guidelines and attached to the appendices.</p> <p>Public Works, through their input to the Accessibility Guidelines will address most of these issues.</p> <p>At present the municipalities do not possess the resources to provide this type of service throughout each area. When the Works department begins to monitor the availability and usage of barrier-free features, a report will be made for Council.</p> <p>These will be included in the long-term goals and objectives of the municipalities.</p>	<p>An audit list of municipal facilities has been completed and has been distributed to all respective member municipalities.</p> <p>Criteria was designed and used in the above audit.</p> <p>To be undertaken by each member municipality.</p> <p>To be undertaken by each member municipality.</p> <p>To be undertaken by each member municipality.</p>

<ul style="list-style-type: none"> Some consideration is given to accessible features in construction of sidewalks and walkways. 	<p>This will continue to be considered, as it is a requirement under the Building Code Act.</p>	<p>To be undertaken by each member municipality & coordinated through Planning.</p>
<p>TRANSPORTATION</p> <ul style="list-style-type: none"> Public transit is generally not accessible to people with disabilities There is a parallel public transit system available for some people with disabilities There is no transportation committee that includes members with disabilities. 	<p>The only public transit in Perth County is with Mobility Buses. These are an operative unit unto themselves reporting to the municipality. There will be some discussion with these groups at a future date.</p>	<p>To be undertaken</p>
<p>SOCIAL SERVICES</p> <ul style="list-style-type: none"> Some consideration is given to the hearing and visually impaired in relation to telephone and other emergency numbers as well as the adaptability of mandatory forms. Most interview and meeting rooms are accessible. 	<p>The Intake Screening Unit at 1-888-748-8895 is accessible.</p>	<p>To be undertaken by each member municipality.</p>
<p>CHILD CARE DIVISION</p> <ul style="list-style-type: none"> There is no centrally managed waiting list for special needs children using licensed childcare. Childcare centers and nursery school programs are usually accessible for parents with disabilities. In-home child care providers 	<p>Each day care/nursery/home provider agency maintains their own waiting list.</p> <p>Home Provider Agency has the list of homes.</p> <p>Committee will contact</p>	<p>Contact to be facilitated with the City of Stratford.</p>

<p>receive training on the care of children with disabilities.</p> <p>ONTARIO WORKS</p> <ul style="list-style-type: none"> • Employment Resource Centres are generally accessible in terms of the building and equipment, facilities, education material and training programs available (services for hearing impaired may be limited) 	<p>Social Services on this matter.</p> <p>This will continue to be monitored.</p>	
<p>LONG TERM CARE AND SERVICES FOR SENIORS</p> <ul style="list-style-type: none"> • Resident's rooms are generally accessible for visitors with disabilities • Not all homes have an emergency evacuation system-plan with built-in redundancies so that any visitor who is deaf, blind, or restricted in mobility will safely evacuate. 	<p>Research to be done on this.</p> <p>This will continue to be monitored and eventually written into a plan.</p>	<p>To be undertaken.</p>
<p>PUBLIC HEALTH</p> <ul style="list-style-type: none"> • Printed materials are available in varied forms of communication and somewhat take into account the unique forms of some disabilities • The Public Health Unit collects some data on people with disabilities. • Public Health Clinics are usually accessible. 	<p>The Health Unit will continue to monitor these issues.</p>	<p>To maintain contact on such issues with the Health Unit.</p>
<p>RECREATION</p> <ul style="list-style-type: none"> • Education and promotional material is not provided in variable formats of communication 	<p>An operational review of the recreation with the County will be done when a facilities tour is completed.</p>	<p>To be undertaken.</p>

<ul style="list-style-type: none"> • Fitness facilities and programs are somewhat accessible to people with disabilities. • There are no specialized recreation passes for people with disabilities. 	<p>Meeting with Managers will determine what degree of programs are available. Inventory to be completed and made available to public.</p>	
<p>ADDITIONAL ACCESSIBLE ISSUES BASED ON LOCAL CONDITIONS</p> <ul style="list-style-type: none"> • Libraries - not all are accessible 	<p>Consultations with local library boards will be necessary for those municipalities with non accessible libraries</p>	<p>To be undertaken by each member municipality.</p>

SECTION 6: OPERATIONAL REVIEW

The County of Perth and its member municipalities have many departments, all of which may require operational reviews. This section presents the information from the audit that identified areas in the current operations of the organization that are in need of review. This information has been organized according to department.

Complaint Review

It is still the intention of the AAC that complaints will be received in writing by the County of Perth, who in turn will forward to it to the AAC. The AAC will contact the municipality responsible to have this complaint investigated and resolved if possible. The municipality will in return advise the AAC on how the complaint was or will be resolved. All complaints received about accessibility need to be recorded by the committee and moved into measurable goals as to whether or not the plan is working. A copy of each complaint will be contained and reported in this plan in future editions.

Operation Review

The committee will complete the Future Departmental Operations report (based on barriers contained in Section 5) on an annual basis to the County of Perth. The County will, in turn, circulate this review to the member Municipalities.

Future Departmental Operations Reviews

Department	Area for Review	Dates	Methodology	Status
General				
Human Resources				
Clerks, Council & Gen. Admin.				
Planning				
Transportation				
Social Services				
Public Health				
Recreation				
Additional Accessibility Issues				

DECISION MAKING REVIEW

This section provides information about which decision-making processes (policies and procedures, by-laws) were identified by the audit to be in need of review. The reviews include reviewing policies and practices, capital planning, by-laws approval etc. It also identifies the decision-making reviews that may take place in 2006 as well as those to be delegated to future consideration.

Based on the audit findings, the committee will develop the rationale for the planned time period. Appropriate rationales could consist of the size of the department, the scope of the activity, a recent amalgamation, and the resources available.

A review may take longer than one-year. In these cases a rationale should be provided for this extended time line.

Each department is responsible for listing the area where decisions were made by policies and procedures, by-laws, unwritten practices etc. that will be reviewed by communications of the general public, human resources policies, parking by-laws.

Status

There will be three choices to identify the status of the decision making review:

COMPLETED: If the review is completed, provide the dates completed

ONGOING: If the review is still underway, provide a summary of the progress and an assessment if the review is within the time frames set.

PLANNED: In larger municipalities where a department may consist of divisions and/or work teams a review may be completed within certain divisions or work-teams. This section may be structured according to the departmental structure and a status accorded to each division and/or work team.

Summary of Planned Decision Making Reviews

A summary of planned decision-making reviews specific to each municipality's respective department or divisions will be reported by individual charts as indicated below.

Summary of Decision Making-By-Law Reviews for 2006

Department	Policies and By-laws for Review	Dates	Methodology	Status
General				
Human Resources				
Clerks, Council & Gen. Admin.				
Planning				
Transportation				

Social Services Public Health				
Recreation				
Additional Accessibility Issues				

Targets and Actions

The Accessibility Quotient Audit identified some existing barriers that can be addressed in 2006 and the following years. Targets will be set to help establish when these barriers will be addressed or actions taken to address preventative measures where reasonable numerous barriers and the corrective measures may be grouped together into one action. The target is the anticipated timeline for the action. A target does not necessarily have to be set within a 12-month period. The goal of the actions is to move the organization forward eliminating and preventing barriers. Resources necessary to undertake the actions are to be detailed in a way that the necessary resources may be funding for actions of merely staff time dedicated to doing the work proposed. The nature of the actions may be phased in over a number of months or years depending on the resources and priorities of the community. For example Council should establish a capital annual budget to undertake renovations to make its facilities accessible.

This chart is a list of year one priorities drawn from the previous list of identified barriers and possible actions to be taken.

Table 4: Summary of Barriers to be Addressed/Removed in 2006

North Perth

Municipal Office		
	Washroom	Grab bar and soap dispenser re-located in 2006.
	Parking Area	Looking into moving handicap parking space on space to the south.
Atwood Community Centre		
	Parking	Markings will be painted on steps summer 2006.
	Washroom	Handle will be added to inside of the door.
	Emergency door step	Budgeted to replace outside walkway in 2006.
Atwood Library		
	Walkway and ramps	Will investigate if Public Works can grind off lip at door.

Atwood Pool and Pavilion		
	Parking	Markings to be painted again in 2006.
Listowel Arena		
	Parking	Markings to be painted again in 2006.
	Signage	Better signage for washrooms and phone to be added.
Daycare Centre		
	Entrance Way	Power assist door was installed in 2005.
Listowel Library		
	Parking	Markings to be painted again in 2006.
Visitors Centre		
	Parking	Will investigate improvements with Public Works in 2006.
	Washrooms	Grab bar to be relocated.
Elma-Logan Arena		
	Spectator Area	Markings to be painted on steps.
Monkton Library		
	Parking	Handicap parking space and curb cuts will be investigated with Public Works.

Wallace Community Centre		
	Entrance	Will be working with Facilities Manager to improve both entrances
	Washrooms	Door will be reversed to swing out. Grab bar will be relocated.
Miscellaneous		
	Municipal curbs	Annually grind off lips from sidewalks
	Parking	Repaint handicap parking spaces.

Perth South

Municipal Building		
	A new facility is being built in September 2006.	

West Perth

No updates.

Perth East

Moringdale Park		
	Parking markings and lighting	Alteration to be made as part of 2006 budget.
Greenwood Park and Cemetery		
	Parking markings and lighting	Alteration to be made as part of 2006 budget.
Newton Park		
	Parking markings and lighting	Alteration to be made as part of 2006 budget.
Millbank Recreation Park		
	Parking markings and lighting	Alteration to be made as part of 2006 budget.
	Washroom signage	
Perth East Recreation Centre Pool		
	Parking signage and markings	Alteration to be made as part of 2006 budget.
Perth East Recreation Centre Arena		
	Parking signage	Alterations to be made as part of 2006 budget.
	Stairways – warning surface at top	
	Spectator areas – stairs to have markings at edge of steps	
	Telephones – improved signage	
Perth East Recreation Centre Banquet Hall		
	Parking signage	Alterations to be made as part of 2006 budget.
	Telephone signage	
Shakespeare Fire Hall		
	Parking signage and markings	Alterations to be made as part of 2006 budget.

	Drop-off and loading zones - signage	
Milverton Fire Hall		
	Parking not accessible	Alteration to be made as part of 2006 budget.
Rostock Community Hall		
	Parking signage and markings	Alterations to be made as part of 2006 budget.
	Walkways and ramps – curbcuts required	
	Entrance signage	
Northeast Township Community Centre		
	Parking signage and markings	Alterations to be made as part of 2006 budget.
	Drop off and loading zones – signage	
	Entrance ways – signage and power assist required	
	Lobby, hallways & corridors – warning patches for visual impaired along path of travel	
	Stairways – warning surface at top	
	Washroom – signage	
	Repair bricks at front entrance	
Shakespeare Athletic Park		
	Parking signage and markings	Alteration to be made as part of 2006 budget.
Perth East Municipal Building		
	Parking signage	Alterations to be made as part of 2006 budget.
	Walkways and ramps – visual aid	
	Entrance way, lobby, hallways & corridors signage	

County of Perth

Court House		
	Parking and drop off zone	To be upgraded 2006.
	Signage	Will be upgraded in 2006.
	Third level washroom	Will be upgraded in 2006 (tentative).
Registry Office		
	Parking	Signage will be corrected in 2006. Drop off zones will be corrected in 2006.
Archives Building		
	No work planned for 2006.	

This plan will be reviewed on an annual basis by the Accessibility Advisory Committee to update the status on these targets to all municipal Councils.

This will allow the committee to review any new Provincial requirements that may impact the status of the targets that have been set.

Action Required

- Annual funding commitment to support the activities of the Accessibility Advisory Committee by all respective municipalities. Due to Provincial requirements and regulations, this committee's work will be ongoing and will require an annual budget allocation.
- Ongoing appointment of Accessibility Advisory Committee.

Appendix A

Accessibility Advisory Committee

Terms of Reference

DEFINITIONS

“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, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or practice;

“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

“Municipality” means the County of Perth, the Municipalities of West Perth and North Perth, and the Townships of Perth East and Perth South.

“Councils” means the elected Councils of the Municipalities.

MISSION / OBJECTIVE

To fulfill the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 by providing vision and advice to the Councils of the County of Perth and Member Municipalities to create an accessible community.

REQUIRED DUTIES

- Advise Councils annually, as required by the Act, regarding the preparation, implementation and effectiveness of the municipalities' annual accessibility plan.
- Advise Councils on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises, that Councils purchase, construct or significantly renovate; for which the Councils enters into a new lease; or that a person makes available as municipal capital facilities under Section 110 of the Municipal Act, 2001.
- Review in a timely manner and advise Councils on the accessibility of site plans and drawings described in Section 41 of the Planning Act.
- Advise on existing and proposed procurement processes of the municipalities with respect to the accessibility for persons with disabilities to the goods or services being purchased.
- Perform all other functions that are specified in the regulations.
- Review matters referred to the Committee by Councils and make recommendations as appropriate.

OTHER DUTIES

- Advise Councils to address issues for the inclusion of persons with disabilities relating to the provision of transportation, housing, employment, recreation and education in order to achieve an accessible community for persons with disabilities.
- Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to Councils.
- Refer issues, make recommendations or suggestions for action to appropriate groups, agencies, committees and organizations in the community to address barriers that affect persons with disabilities.
- Monitor, advise, consult and report findings and recommendations with respect to government directives and regulations related to the status of persons with disabilities.
- Review, as needed the terms of reference of the Perth County AAC and recommend changes. Changes must comply with AODA 2005 and require the ratification of Councils.

MEMBERSHIP

The AAC will be comprised of a minimum of seven volunteer citizen/layperson members, as appointed by Councils. A majority of the members shall include persons with disabilities representing the interests of citizens with varying disabilities. These committee members shall reflect the cross disability nature of AODA 2005 definition of "disability", but where such representation is not feasible, no volunteer will be discriminated on the said basis that they don't fit the cross disability nature requirement.

Members may also include parents or caregivers of a person with a disability, or citizens at large interested in disability issues, but who may also be a person with a disability.

In order to avoid potential conflict of interest, municipal employees with disabilities are not eligible to be voting citizen/layperson members of the AAC.

REPRESENTATIVES

Staff coordinator(s) are represented in a non-voting capacity and will provide advice and resources.

LENGTH OF TERM OF APPOINTMENTS

The length of term of appointments for voting members of the AAC, after the initial term, shall be 4 years. The terms of the appointments may be staggered on a two-year period to avoid expiry of terms for all members at the same time.

MEETING CHAIR

A committee chair will be elected annually from committee members to preside over meetings and committee business.

MINUTES AND AGENDAS

Minutes will be taken and distributed by the staff coordinator. Agendas will be assembled and distributed by the staff coordinator in consultation with the Chair.

Reports of proceedings will be managed in accordance with municipalities' records management practices.

Minutes are of public record and are posted on the County and Municipality's websites.

MEETINGS

The AAC members will determine a schedule of dates, times and location of meetings, but the Committee will meet no less than four (4) times per year.

Meetings will be open to the public except if the subject matter being considered is within a category defined in Section 239 (2) or (3) or the Municipal Act, in which case the meeting may be closed. When a matter is considered in a closed meeting, members shall maintain confidentiality of the subject matter pursuant to municipal practices.

QUORUM

A quorum shall consist of a majority, being 50% plus one, of the voting members appointed to the committee.

VOTING

Members will work toward a consensus model for decision making, if this is not possible a simple majority vote will be held.

ABSENCES

If a committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the Committee.

REMUNERATION

An annual honorarium of \$250.00, prorated by meeting attendance, will be provided to each voting committee member.

WORKING GROUPS

The AAC may establish, as required, working groups to research and make recommendations to the AAC with respect to specialized issues assigned to such working group by the AAC.

Working groups may draw upon members from the AAC and may include individuals who are not members, such as municipal staff, as well as outside resource members as necessary. This may include from time to time the advice or participation of individuals or organizations with a particular area of expertise.