



# **COUNTY OF PERTH**

## **JOINT ACCESSIBILITY PLAN**

Between:

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

**2006- 2007**

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 forth of a joint plan for the period 2006-2007, prepared by the Accessibility Advisory Committee (AAC) of the County of Perth and member municipalities. The report describes the measures/achievements over the past reporting period, and the measures that each member municipality will take during the current reporting period, 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 and, with support of the lower tier municipalities, developed a joint (County-wide) Accessibility Advisory Committee (AAC) comprised of approximately seven (7) people, of whom the majority 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 in 2006, the local municipalities and the County assigned one staff representative each to an Administration for Accessibility Committee (AFAC), a working group whose responsibilities include implementing the Joint Accessibility Plan, prepare policies and processes regarding the elimination of barriers, and forwarding recommendations to Council.

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 Office of the Chief Administrative Official has assumed 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 should assess the requirements of the new legislation and present a communiqué to the partners on its impact to future accessibility plans.

3. Given the impact of the AODA on the Ontario Planning Act and the Ontario Building Code, the AAC will continue to work with the County Planning Department to formalize a protocol for the AAC's effective involvement on planning matters pursuant to the AODA.
4. The 2006-2007 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
5. The AAC should develop a protocol on working with municipal Councils and staff, and of its own self assessment.
6. 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.
7. A Term of Reference for the AAC has been developed. See Appendix A.
8. An AAC information booklet has been created and distributed to promote public awareness. See Appendix B.
9. The AAC, along with the municipalities should recruit at least 2 new Committee members to reach a full compliment of members.

**PLANNING HISTORY:**

2003-2004 Accessibility Plan	First plan since enabling legislation. Completion of facilities audit.
2004-2005 Accessibility Plan	Designation of Accountability. Implementation of Identified Barriers Identified as "Short Term".
2005-2006 Accessibility Plan	Address outstanding action items. Development and distribution of AAC information booklet.
2006-2007 Accessibility Plan	Address outstanding action items in accordance to new regulations as they become available. Budget process set accordingly. Implementation of Administration Committee.

## 2006 - 2007 IMPLEMENTATION PLAN

### 1. Designation of Accountability

The County Office of the Chief Administrative Official has the designated responsibility 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:** 1/8 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 has been completed. See Appendix B.

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

### 3. Policy and Process Development

Pending further direction from Provincial regulations and standards, 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:** Pending further direction from AODA regulations  
**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 2006-2007.

**Action by:** Directors and/or Managers of individual County and Municipal Departments/business units  
**Timing:** On-going throughout 2006-2007  
**Funding Required:** Minimal

**NOTE:** The timing for addressing barriers is pending the provincial development of AODA regulations. Timing will also depend on the nature of the action, which 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

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## 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](mailto:chollinger@countyofperth.on.ca)

### Alternate:

Ria Colquhoun, Chief Administrative Officer  
County of Perth, 1 Huron St., Stratford, ON N5A 5S4 Tel: 519-271-0531, x 227  
[rcolquhoun@countyofperth.on.ca](mailto:rcolquhoun@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.

### **Administration for Accessibility Committee (AFAC)**

An Administration for Accessibility Committee (AFAC) has been established 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

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**

The Accessibility Advisory committee will 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: 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.

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.

Completion of the Accessibility Quotient Audit began the development of the first 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.

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

**NOTE:** In some cases, further action is pending direction through Provincial regulations and standards.

<b>BARRIER AND TYPE</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>STATUS</b>
<p><b>GENERAL</b></p> <p><b>Informational</b></p> <ul style="list-style-type: none"> <li>Main contact person/department/service identified to handle inquiries related to accessibility</li> <li>Quick and easy access to information for the public</li> </ul> <p><b>Technological</b></p> <ul style="list-style-type: none"> <li>Accessible information on website, telephone, etc.</li> </ul> <p><b>Policy/Practice</b></p> <ul style="list-style-type: none"> <li>Include information on accessibility when marketing for tourism and conventions</li> </ul>	<p>County CAO appointed County CEMC to act as the Accessibility Secretariat</p> <p>AAC Information booklet distributed to lower tiers and local hospitals</p> <p>Accessibility Plan, provincial links and Information booklet posted on County and member websites.</p> <p>This plan to be shared with Perth Visitors Association for such inclusion</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Incomplete</p>
<p><b>HUMAN RESOURCES</b></p> <p><b>Policy/Practice</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>Informational</b></p> <ul style="list-style-type: none"> <li>Employment opportunities posted in multiple formats of communication</li> </ul>	<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 by each municipality.</p> <p>Staff to report to AAC (Accessibility Advisory Committee) on various formats of communication</p>	<p>Incomplete</p> <p>Incomplete</p>

	by each municipality	
<p><b>CLERKS, COUNCIL &amp; GENERAL ADMINISTRATION</b></p> <p><b>Informational</b></p> <ul style="list-style-type: none"> <li>Council meetings are somewhat accessible and are not conducted in varied formats of communication.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>This also includes minutes, reports, documents. Large print can be provided, if requested.</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>Most municipalities are able to provide for the needs of all electors with disabilities with exception of the hearing and vision impaired.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Policy/Practice</b></p> <ul style="list-style-type: none"> <li>No municipal policies that set standards for which offices and services that provides information to the general public or to provide telephone</li> </ul>	<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-term goals and objectives of all municipalities.</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>

<p>services through TTY/TDD for people who are deaf.</p> <ul style="list-style-type: none"> <li>• Municipal websites do not provide information in a text-based format to make it accessible to people who are blind and use reading software.</li> <li>• Municipalities have not established accessibility standards for all information systems, hardware and software.</li> </ul>	<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><b>PLANNING</b></p> <p><b>Policy/Practice</b></p> <ul style="list-style-type: none"> <li>• The municipality does not collect and analyze data regarding people with disabilities including numbers, locations and ageing demographics.</li> <li>• 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.</li> <li>• There are somewhat consistent standard barrier-free provisions and policies throughout the Municipality.</li> <li>• Most municipalities have barrier-free designs incorporated in new construction projects; however, no information is</li> </ul>	<p>This could be a long-term plan and would provide for supporting documentation for the Accessibility Advisory Committee.</p> <p>Director of Planning included Accessibility verbiage in the revised Official Plan, May 2006.</p> <p>Director of Planning to include Accessibility verbiage in the revised Official Plan, May 2006.</p> <p>Additional formats will, once again, become part of the long-term goals and objectives of the</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>Complete</p> <p>Complete</p>

<p>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"> <li>• Accessibility is somewhat considered in approval of new development applications.</li> <li>• Most Municipal parking by-laws adequately serve those with disabilities.</li> <li>• No incentives are offered to cab companies to provide accessible vehicles.</li> </ul>	<p>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><b>ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>• No incentives are provided to developers to build accessible housing.</li> <li>• There is no inventory of barrier-free units in the municipality.</li> </ul>	<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 level.</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>Incomplete</p>

<ul style="list-style-type: none"> <li>• Most short-term accommodation units are not accessible for guests with disabilities.</li> </ul>	<p>This could be included with the above inventory.</p>	
<p><b>PUBLIC WORKS</b></p> <ul style="list-style-type: none"> <li>• The Municipality does not maintain an inventory of accessible municipal facilities.</li> <li>• There are no consistent criteria for assessment or monitoring of barrier free features in existing facilities.</li> <li>• Special features for those with disabilities are not currently used in relation to public signage, trash receptacles, benches, telephones and other public accessories</li> <li>• Current road maintenance and snow removal plans do not consider those with disabilities.</li> <li>• Communications and information relating to water use, landfill sites, etc. are not available in variable formats.</li> <li>• Some consideration is given to accessible features in construction of sidewalks and walkways.</li> </ul>	<p>The Accessibility Advisory Committee is to develop an inventory of accessible municipality facilities with the help of staff.</p> <p>Criteria was designed and used in the above audit.</p> <p>Public Works, through their input to the Accessibility Guidelines will address most of these issues by each municipality.</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>This will continue to be considered, as it is a requirement under the Building Code Act.</p>	<p>An audit list of municipal facilities has been completed and has been distributed to all respective member municipalities.</p> <p>Complete</p> <p>Incomplete</p> <p>Ongoing by each municipality and coordinated through Planning.</p>

<p><b>TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>Public transit is generally not accessible to people with disabilities</li> <li>There is a parallel public transit system available for some people with disabilities</li> <li>There is no transportation committee that includes members with disabilities.</li> </ul>	<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>Pending Provincial regulations</p>
<p><b>SOCIAL SERVICES</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Most interview and meeting rooms are accessible.</li> </ul>	<p>The Intake Screening Unit at 1-888-748-8895 is accessible.</p>	<p>To be undertaken by each member municipality.</p>
<p><b>CHILD CARE DIVISION</b></p> <ul style="list-style-type: none"> <li>There is no centrally managed waiting list for special needs children using licensed childcare.</li> <li>Childcare centers and nursery school programs are usually accessible for parents with disabilities.</li> <li>In-home child care providers receive training on the care of children with disabilities.</li> </ul>	<p>Each day care/nursery/home provider agency maintains its own waiting list. Contact to be facilitated with the City of Stratford.</p> <p>Home Provider Agency has the list of homes.</p> <p>Committee will contact Social Services on this matter.</p>	<p>Incomplete</p> <p>Incomplete</p>

<p><b>ONTARIO WORKS</b></p> <ul style="list-style-type: none"> <li>• 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)</li> </ul>	<p>This will continue to be monitored.</p>	
<p><b>LONG TERM CARE AND SERVICES FOR SENIORS</b></p> <ul style="list-style-type: none"> <li>• Resident's rooms are generally accessible for visitors with disabilities</li> <li>• 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.</li> </ul>	<p>Research to be done on this.</p> <p>This will continue to be monitored and eventually written into a plan.</p>	<p>Incomplete</p>
<p><b>PUBLIC HEALTH</b></p> <ul style="list-style-type: none"> <li>• Printed materials are available in varied forms of communication and somewhat take into account the unique forms of some disabilities</li> <li>• The Public Health Unit collects some data on people with disabilities.</li> <li>• Public Health Clinics are usually accessible.</li> </ul>	<p>The Health Unit will continue to monitor these issues.</p> <p>The committee should maintain contact on such issues with the Health Unit.</p>	<p>Incomplete</p>
<p><b>RECREATION</b></p> <ul style="list-style-type: none"> <li>• Education and promotional material is not provided in variable formats of communication</li> <li>• Fitness facilities and programs are somewhat accessible to</li> </ul>	<p>An operational review of recreation within the County should be done at each municipality.</p> <p>Meeting with Managers will determine what</p>	<p>Incomplete</p> <p>Incomplete</p>

<p>people with disabilities.</p> <ul style="list-style-type: none"> <li>• There are no specialized recreation passes for people with disabilities.</li> </ul>	<p>degree of programs are available. Inventory to be completed and made available to public.</p>	
<p><b>ADDITIONAL ACCESSIBLE ISSUES BASED ON LOCAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Libraries - not all are accessible</li> </ul>	<p>Consultations with local library boards will be necessary for those municipalities with non accessible libraries at each municipality</p>	<p>Incomplete</p>

## SECTION 5: OPERATIONAL REVIEW

### Complaint Review

It is 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 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.

## 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				
Public Works				
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.

### 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				
Recreation				
Public Health				
Public Works				
Additional Accessibility Issues				

### Targets and Actions

The Accessibility Quotient Audit identified some existing barriers that can be addressed within 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 priorities drawn from the previous list of identified barriers and possible actions to be taken.

## Summary of Barriers to be Addressed/Removed in 2006 - 2007

### 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	

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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.	

### REVIEW

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.

### COUNCIL 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.