



Town of Arnprior

Arnprior Accessibility Advisory Committee Meeting

Date: Wednesday, October 6, 2021

Time: 7:00 p.m.

Location: Via Electronic Participation

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Adoption of Minutes of Previous Meeting(s)**
 - a) **June 2, 2021** (Page 1-2)
- 7. Presentations/ Delegations**
 - a) **Draft 2021 Accessibility Plan Status Report** (Page 3-28)
- 8. Matters Tabled/ Deferred/ Unfinished Business**
- 9. Staff Reports**
- 10. New Business**
- 11. Adjournment**

Please note: Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff; Committee Members

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Arnprior Accessibility Advisory Committee Meeting
June 2, 2021
7:00 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair Lynn Grinstead
Dave Furgoch, Committee Member
Kathleen Bender, Committee Member
Linda Buttle, Committee Member

Committee Members Absent:

France Guillemette, Committee Member

Town Staff Present:

Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk
Graeme Ivory, Director of Recreation

1. Call to Order

Chair Lynn Grinstead called the Arnprior Accessibility Advisory Committee meeting to order at 7:08 PM. Chair Grinstead thanked the departing members and welcomed those continuing and new members to the committee.

2. Roll Call

The roll was called, with all Members of the Committee being present, except France Guillemette.

3. Adoption of Agenda

Resolution No. 001-21
Moved by Dave Furgoch
Seconded by Linda Buttle

Be It Resolved That the agenda for the Arnprior Accessibility Advisory Committee Meeting of dated Wednesday, June 2, 2021, be adopted.

Resolution Carried

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meeting(s)

Resolution No. 002-21
Moved by Dave Furgoch
Seconded by Linda Buttle

That the Arnprior Accessibility Advisory Committee approve of the minutes listed under item no. 5(a) on the Agenda (Arnprior Accessibility Advisory Committee – January 20, 2020).

Resolution Carried

6. Presentations/ Delegations**a) Inclusive Community Grant Update and Nick Smith Centre Parking Lot Paving – Director of Recreation**

The Director of Recreation provided an overview of the presentation and responded to questions.

Discussion ensued among Committee Members, with the following being a summary of the comments received:

- Colour coded wayfinding signage on the floor is a good idea, to go with the pictures of the various areas of the facility. This is because for those individuals with visual impairment as well as children and people who are not able to read, this is an alternative way to provide wayfinding throughout the building, where these individuals would not necessarily need assistance.
- It is important when looking at making these changes and adopting new signage, to not look at only the number of people that would use a specific thing, but the different abilities of people in our community.
- High contrast colours are best for those individuals with vision impairment.
- Braille on eye level signs is a good idea as well.

b) Accessible Website and Documents – Deputy Clerk

The Deputy Clerk provided an overview of the presentation and responded to questions.

Committee Member, David Furgoch noted that the Town's App and Push Notifications are very helpful for him. He also note he would be happy to provide feedback on the new website and accessibility of documents, once the project was complete.

7. Matters Tabled/ Deferred/ Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Adjournment

Resolution No. 003-21

Moved by Kathleen Bender

Seconded by Linda Buttle

That this meeting of the Accessibility Advisory Committee be adjourned at 8:04 pm.

Resolution Carried



Draft 2021 Accessibility Plan Status Report

Kaila Zamojski, Deputy Clerk

Meeting Date: October 6, 2021
Accessibility Advisory Committee

Background

- The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities.
- Every designated public sector organization that has at least one employee in Ontario must follow the Integrated Accessibility Standards Regulation (IASR) to prevent and remove barriers for people with disabilities.

Background

- The IASR includes five standards:
 1. Customer Service
 2. Information and Communication
 3. Employment
 4. Transportation
 5. Built Environment
- There are also general requirements that apply across the regulation.
 - The requirement to have an Accessibility Plan in place is one such requirement.
 - The Accessibility Plan outlines the steps the municipality will take to prevent and remove barriers that exist.

Town of Arnprior Multi-Year Accessibility Plan

- The Town of Arnprior currently has its second five-year Multi-Year Accessibility Plan in place from 2018-2023.
 - The plan outlines where the Town stands when looking at accessibility legislation compliance, as well as how and when the Town is going to meet the various requirements.
 - It is a requirement for the municipality to provide an annual status report on this plan; and
 - It is a requirement for the plan to be updated at least every five years.
 - Looking to update the current plan next year for implementation in 2023.

Town of Arnprior Multi-Year Accessibility Plan

- The current Multi-Year accessibility plan also lists “Further Goals Above and Beyond the AODA and IASR” for the various municipal facilities.
 - The Accessibility Advisory of the day outlined these further goals, which are non-legislated items and areas where accessibility can be improved.
 - The Town endeavours to work toward completing these items as budget permits and wherever grant opportunities arise.



Annual Status Report

- The 2020 Annual Status Report was completed in December of 2020, and approved by Council.
 - Attached in the package this evening for Committee information
- The Town of Arnprior was in compliance with regulations and continues to monitor areas that requires ongoing attention.



2021 Status Report

- Since 2020, the legislation has dictated the following:
 - As of January 1, 2021 the Town of Arnprior, as a designated public sector organization, must have all internet websites and web content conform to WCAG 2.0 Level AA.
 - The new website has been launched which meets this standard
 - Accessible documents are being created as required, but all content posted on the website is accessible, as per the programming available to staff (Adobe Pro and Microsoft Word - Accessibility Check functionality)

2021 Status Report

- The Design of Public Spaces Standards are taken into consideration when redeveloping or creating new spaces.
 - Redevelopment of the Nick Smith Centre Parking Lot (update to come forward in December)
 - Redevelopment of various parks/play structures (update to come forward in December)



Further Goals Above and Beyond the IASR

Update on outstanding items listed in Appendix A of the 2020 Status Report document:

- Overall Goals (town-wide)
- Town Hall
- Fire and Police Services
- Arnprior Public Library
- Nick Smith Centre
- Robert Simpson Park
- Arnprior & District Museum



Overall Goals

- Wayfinding signage
 - Installation of wayfinding signage will be completed at the Nick Smith Centre by March 2022



Town Hall

- Update Emergency Evacuation Plan to incorporate accessibility
 - In draft form, and to be finalized by end of 2021



Fire and Police Services

- Update Emergency Evacuation Plan to incorporate accessibility
 - To be finalized by end of 2021



Arnprior Public Library

- All Further Goals completed to date

Nick Smith Centre

- Accessible Change Rooms (Pool/Arena) & Accessible Washroom – Nick Smith Centre Community Hall
 - Staff will be applying to the Green and Inclusive Community Buildings Program to hopefully assist in moving this project up in the LRCF
- Emergency Exits outside Community Hall and Arena B Accessible
 - These emergency exits will be graded with the completion of the paving of the Nick Smith Centre Parking Lot (completion in 2021)
- Update Emergency Evacuation Plan to incorporate accessibility
 - To be finalized by end of 2021



Robert Simpson Park

- Items noted for Robert Simpson Park will be addressed through the Waterfront Master Plan
- Mobi-Mat from the trail to the beach; Mobi-chair for both the beach and in the water; Mobi-Roll'n-Stow for annual installation and removal of the Mobi-Mat Rec Path
 - Included as items in the 2022 LRCF, pending final budget approval

Arnprior & District Museum

- Elevator – tentatively in the LRCF for 2030
 - In the meantime virtual tours of exhibits are being provided where possible.



Feedback

- Does the Committee have any additional items that they would like to discuss, to be added to the 2021 Status Report?



Next Steps

- Finalize 2021 Status Report and bring back to Accessibility Advisory Committee at the next meeting (December 1, 2021)
- Present 2021 Status Report to Council on December 13, 2021
- Submit Accessibility Compliance Report to Province by December 31, 2021.

Questions?



• WHERE THE RIVERS MEET •

Town of Arnprior Annual Accessibility Status Report – 2020

Background and Purpose

The 2020 Accessibility Status Report is the annual update on the Town of Arnprior's progress of measures taken to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR) (Ontario Regulation 191/11). The Town of Arnprior approved its second Multi-Year Accessibility Plan, in consultation with the Arnprior Accessibility Advisory Committee, being the 2018-2023 Multi-Year Accessibility Plan, as per the legislation. This plan assists the Town in identifying the requirements of the AODA and IASR, as well as identifying any further accessibility related improvements the Town of Arnprior should consider completing, which are outlined in the Multi-Year Plan under "Further Goals Above and Beyond the AODA and IASR."

This Status Report includes the initiatives completed in 2020, as outlined in the 2018-2023 Multi-Year Accessibility Plan, as well as identifies items that were previously completed, for ease of reference. The purpose of this Status Report is to make the public aware of the Town of Arnprior's progress concerning the Multi-Year Accessibility Plan, and to prevent and remove barriers and meet requirements under the AODA and IASR.

This 2020 Annual Status Report will be made available on the Town's website at www.arnprior.ca. It will also be provided to anyone who requests a copy, in addition to providing accessible formats upon request.

Commitment to Accessibility

The Corporation of the Town of Arnprior is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. The Town is committed to making the Town workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

The Town's Multi-Year Accessibility Plan and annual status report demonstrate the Town's commitment to modifying service delivery, programming and other workplace processes, policies and procedures to ensure equal access for all.

The Town's Accessibility Advisory Committee (AAAC) plays a key role in assisting the Town of Arnprior in meeting its accessibility goals. The AAAC reviews the multi-year plan and provides recommendations to Council on accessibility matters. The plan is also reviewed annually to highlight the progress made to date. The Accessibility Advisory Committee, was unable to review this year's status report, as their meetings have been cancelled due to COVID-19. However, staff reviewed the items identified in the Multi-Year Plan, which was created in consultation with the AAAC.

2020 Accessibility Achievements

General Initiatives

- January 2020 Arnprior Accessibility Advisory Committee Meeting
- Training for New Hires:
 - AODA Customer Service
 - Understanding Human Rights
 - Integrated Accessibility Standards – Information/Communication and Employment Standards as well as Design of Public Spaces where applicable

Employment

- Notification to the public that accommodations will be provided upon request.
- Notification welcoming accommodations throughout the recruitment process and employment life cycle.
- Availability of Return to Work Process through EARS program and accommodation where necessary.

Information and Communication

- A new accessible “Contact Us” form for logging complaints, inquiries, requests for service, and compliments, has been added to the Town website, through the Town’s newly updated electronic complaint management system. Residents are able to submit information through the Town’s website, and receive email confirmation of their ticket submission, with a ticket number.
- Staff continue to look at all documents posted on the Town’s website and update for accessibility, where required.
- Installation of Adobe Pro software on multiple Town computer systems, to assist in creating and posting accessible documents.
- Creating Accessible Documents Training for staff who create and upload documents to the Town’s website.
- Beginning of the Process for a Refreshed Town Website.

Design of Public Spaces

- Accessible swings installed at six (6) parks in the Town of Arnprior
- Magnetic Door Openers installed in meeting rooms at Arnprior Public Library
- Proposed ICG Grant Submission
 - Wayfinding Signage for Town Facilities
 - Upgraded simplified accessible wayfinding signage for various Town facilities.
- Proposed ICIP Grant
 - Upgraded pathways and play structures at Caruso and Legion Park, to include accessible access to parks and include some accessible features in playgrounds

Next Steps for Accessibility

- Complete the Town of Arnprior's 2020 AODA Compliance Report, for the Province of Ontario, by June 30, 2021, as the deadline for submission was extended due to COVID-19.
- Re-audits of Town facilities and parks
- Continue to consult with the public, persons with disabilities and the Accessibility Advisory Committee
- Review corporate policies and by-laws to ensure accessibility compliance
- Continue to monitor website and web content, as well as update any existing web content for accessibility
- Continue to welcome accommodations throughout the recruitment, selection process and employment life cycle
- Ensure new facilities and reconstruction are designed with accessibility features incorporated

2020 Status Report – Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

The Town of Arnprior continues to endeavour to go above and beyond the legislative requirements of the AODA. Attached as Appendix A to this report, is a summary chart of the progress and accomplishment made on any Further Goals, as suggested by the Accessibility Advisory Committee. For ease of reference, any goals completed/ actioned/ still in progress, since the establishment of the 2018-2023 Multi-Year Accessibility Plan, have been left in the table to show the overall progress made on the identified areas in the Plan.

Let Us Know What You Think

Members of the public are encouraged to provide comments on the Town of Arnprior's Multi-Year Accessibility Plan, the Accessibility Plan Status Reports, and any other accessibility related matter.

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports are made available through a number of efforts:

Website:

arnprior.ca/town/accessibility/policy

Hard Copy:

Town of Arnprior Municipal Office, 105 Elgin Street West, Arnprior, ON. K7S 0A8

Contact Information:

To provide feedback, request accommodation, or for more information please contact:

Maureen Spratt, Town Clerk

Email: mspratt@arnprior.ca

Phone: 613-623-4231 Ext. 1817

Kaila Zamojski, Deputy Clerk

Email: kzamojski@arnprior.ca

Phone: 613-623-4231 Ext. 1818

Appendix A

2020 Status Report - Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

<u>Further Goal Identified in Multi-Year Plan</u>	<u>Status</u>
Overall Goals	
Revitalize Town Facility signage to incorporate more pictures through the adoption of an Accessible Sign Guideline Policy, through consultation with the Accessibility Advisory Committee	<p>Completed – January 2020</p> <p>Council in January 2020, via By-law No. 7026-20, approved a Signage and Wayfinding Policy, outlining Accessibility Guidelines.</p> <p>The Town is intending to submit an ICIP Grant for Wayfinding Signage to be designed and installed at various Town facilities, where accessibility of the signage will be taken into consideration.</p>
Town Hall Goals	
Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	Created in draft form, and not finalized. Work plan item for 2021.
Outdoor Centre Line Painted on streets to assist visually impaired, where they are not painted.	Where possible centerlines are painted on main roadways and if not most roadways, have a sidewalk on at least one side of the road. Where possible, the Town will endeavor to have a centerline painted or a sidewalk installed on new and redeveloped streets.
Stanley Tourangeau Fire/Police Services Centre Goals	
Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	May require updating. Work plan item for 2021, to review.
Lower OPP Service Counter	Included in the LRCF

Make public washroom fully accessible, by installing an automatic door opener, emergency alarm/push bottom lock, etc.	Completed in 2019
Arnprior Public Library and Archives Goals	
Installation of a sign coming from the parking lot where the accessible push button for the front door is located	Completed 2019 Stickers have been installed to each side of the post that the push button is on, in 2020, as the previous signs were damaged twice.
Review/ Update Emergency Evacuation Plan to incorporate accessibility (as required)	Will be updated as required
Arnprior Public Library and Archives Goals continued	
Community Meeting Rooms to have automatic door openers	Completed 2020 In 2020, the Town of Arnprior installed magnetic door openers, where doors can be opened, and remain open, in a fire safe manner, while meeting rooms are being used. In the event of a fire, the doors would automatically close, for fire protection. This was implemented in place of automatic door operators, as during meetings doors will remain open, and thus not require a push button.
Continue to add more accessible computer software to the Library's current software.	This is an ongoing initiative.
Nick Smith Centre Goals	
Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	Requires to be updated. Work plan item for 2021, to review.
Refresh contrasting colour strips on entrance doors and any other doors where required	Completed 2019
Make change rooms (pool/arena) fully accessible	The ICIP Grant, applied for in 2019 was unsuccessful. This will remain on the Long Range Capital Forecast, as a project to be completed, budget permitting. In addition, staff will continue to look for opportunities for grant funding to have this project completed sooner.
Install automatic door to access Rink B	Completed 2019
Install automatic door to access the Community Hall	Completed 2019

<p>Make all washrooms accessible</p> <ul style="list-style-type: none"> • Including a new stand alone accessible washroom for Nick Smith Centre Community Hall, as the current washroom retrofit to be fully accessible would be very challenging. 	<p>In 2019, improvements were made to the existing washrooms including installation of accessible toilets and sinks.</p> <p>The ICIP Grant submitted in 2019 for a new accessible washroom for the Nick Smith Centre Community Hall was unsuccessful. This will remain on the Long Range Capital Forecast, as a project to be completed, budget permitting. In addition, staff will continue to look for opportunities for grant funding to have this project completed sooner.</p>
<p>Install a higher writing platform (similar to Town Hall Second Floor Service Counter) at Customer Service Counter</p>	<p>Completed 2019</p>
<p>Install handrail in the stands of Rink A</p>	<p>Staff will continue to explore feasible options. Accessible seating is available via the accessible lift, above the Pro Shop.</p>
<p>Make emergency exit outside Community Hall and Rink B accessible by grading the step outside the door.</p>	<p>This will be addressed with the paving of the Nick Smith Centre Parking Lot in 2021.</p>
<p>Robert Simpson Park Goals</p>	
<p>Move the accessible parking stalls to be behind the washrooms and level the parking area prior to completion</p>	<p>Completed 2019</p>

<ul style="list-style-type: none"> • Install an accessible pathway into the water on the beach area. • Install an accessible pathway to the Canteen and lower the service counter. • Make the washrooms fully accessible. • Install an accessible pathway to the Gazebo. • Install an accessible pathway to the Splash Pad and Playground. 	<p>These items will be addressed in the Waterfront Master Plan coming forward, if possible:</p> <ul style="list-style-type: none"> - Installation of accessible pathways to the canteen, gazebo, splash pad and playground <p>Staff applied for and was successful for the 2020 Jumpstart Accessibility Grant for the below items. However, due to COVID-19, the Grant was cancelled and thus staff will be looking to re-apply once the grant is available again. This grant was for the purchase and installation of:</p> <ul style="list-style-type: none"> - Mobi-Mat rec path for RSP access from the trail to the beach and to water's edge - Mobi-Chair for RSP providing accessibility on both the beach and in the water - Mobi-Roll'n-Stow for annual installation and removal of the Mobi-Mat Rec Path
<p>Install an accessible swing in the playground</p>	<p>There are no swings currently at Robert Simpson Park. This item will remain in the document to be completed at a future date if possible, contingent on available budget/ grant opportunities.</p> <p>There will be further consideration for design and accessibility of play features and playgrounds in Robert Simpson Park, through the Waterfront Master Plan.</p> <p>Six (6) Accessible swings are available at the following parks:</p> <ul style="list-style-type: none"> - Atkinson, Caruso, Legion, McLean, Optimist, Village Creek
<p>Arnprior & District Museum Goals</p>	
<p>Review/Update Emergency Evacuation Plan, to incorporate accessibility (as required)</p>	<p>Completed 2019</p>
<p>Contrasting colour on the black railing ends, to identify the railing start and finish at night</p>	<p>Completed 2019</p>
<p>Access to exhibits on all three (3) floors of the Museum</p>	<p>The Museum Curator will continue to implement a virtual tour of the other exhibits, which are not accessible at this time, if possible.</p>
<p>Install an elevator in the Museum to allow access to upper floors</p>	<p>This item is tentatively included in the Long Range Capital Forecast for 2030.</p>
<p>Continue to install explanation (audio and/or braille) of exhibits</p>	<p>Continue to be completed if possible, when required.</p>