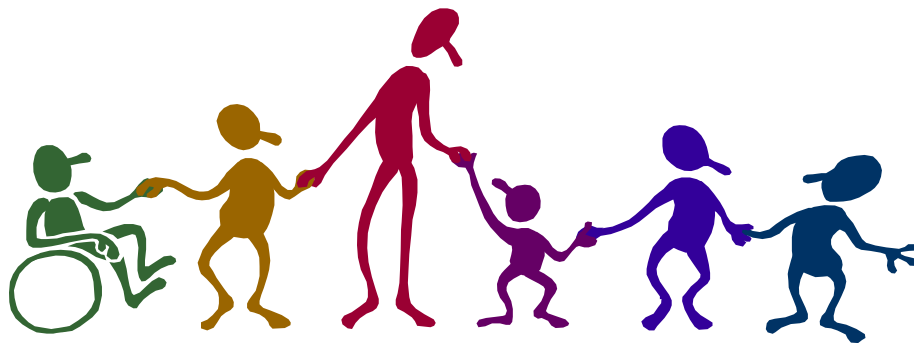




# 2009 MUNICIPAL ACCESSIBILITY PLAN

FOR  
THE TOWNSHIP OF NORWICH



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# 2009

## MUNICIPAL ACCESSIBILITY PLAN FOR THE TOWNSHIP OF NORWICH

### **1. BACKGROUND AND PURPOSE**

This is the sixth report of the Township of Norwich on accessibility issues related to barriers for persons with disabilities. The Township of Norwich is committed to promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in Norwich. With this report, the Township of Norwich is proud report on the removal of current barriers and prevention of future barriers for people with disabilities and our significantly maturing population.

In keeping with this vision, the Township of Norwich and the Accessibility Advisory Committee understand that people with disabilities:

- Represent a growing and diverse community that is dramatically increasing due to the demographic trends of a maturing population.
- Form part of the work force, and include our families, our friends, our customers and the members of the community at large.
- Include voters, parents, grandparents, and business owners who purchase goods and services for their friends and families and direct many important financial decisions whether it is where they do business, enjoy recreation or choose to live.
- Benefit from well-designed facilities, which recognize that user-friendly design, such as an automated door at the local community centre, operates as effectively for hockey players and visiting family members with strollers as it does for a person in a wheelchair.
- Are aware that their full participation in Canadian society has been long awaited and anxiously anticipated.
- Understand that inclusion and full participation of people with disabilities requires well-considered commitment from all levels of government.

The Township of Norwich is committed to ensuring that people with disabilities enjoy the same opportunities as all who live, work, visit and invest in the Township.

The Township of Norwich and the Accessibility Advisory Committee recognize:

- There are approximately 1.5 million consumers and decision-makers in Ontario with disabilities, and approximately 3.6 million in Canada.

- Of the total Canadian population in 2001, 12.4% have a disability. National statistics indicate that 41% of people aged 65+ have a disability, while amongst those aged 15-64, 10% have a disability. And Canadian children aged 0-14, 3% have a disability.
- That long-term planning is imperative and necessary resources will be engaged to meet the challenges and opportunities of the significantly maturing population as well as people with disabilities.
- That as a growing area, the Township of Norwich is able to provide accessibility in all new facilities at a 1% rather than a 10% construction premium cost that will be associated with the implementation of the Accessibility Standard recommended. Such increased costs are incurred when the Township reduces and/or removes barriers that obstruct the full participation of people with disabilities in the community, economy and municipal affairs.
- That providing accessibility in a well planned, timely, consistent and reliable manner will save resources. It will also effectively rededicate efforts to enhance Norwich's municipal infrastructure, local economy and communities. This will ensure that the Township of Norwich continues to attract industry searching for sound planning, good infrastructure and quality of living for all of their employees.
- That the Township continues, as an employer, to provide equal employment opportunities that encourage the full participation of people with disabilities.
- That well planned buildings engage universal design concepts that provide access for all whether they be families with children, injured people, post-surgical patients, the blind or low-vision, mature people with canes or people utilizing wheelchairs.
- That increased integration of people with disabilities into our community, economy and services is not only the right action but also simply the intelligent answer to providing efficient and effective municipal services.
- That education is the cornerstone to effective change, good management, and integrated services. We are committed to educating Township Staff and the Community on disability issues and accessibility opportunities.
- That visitors and tourism operators also depend upon accessible municipal services and facilities. The Township will increase efforts to inform and attract this important segment of our economy.
- That we must prevent introducing "new" barriers with a heightened and active integration of accessibility considerations in the municipal planning and inspections processes.
- That existing facilities will take more time and resources to make accessible.
- That an active community is a healthy community. It is vital to ensure that pedestrian infrastructures and municipal facilities are provided and maintained in order to achieve integration, healthy living and long-term healthcare related cost reductions.
- That leadership is by example and the Township of Norwich will engage and encourage the business community to provide access to facilities and services.
- That the process of municipal government has to be accessible and the Township of Norwich is committed to making public meetings and materials accessible and available to all.

- That the Township cannot allow accessibility to be a costly “afterthought”.

That the importance and enormous benefit of engaging the County, local municipalities, community groups and agencies shall be considered in relevant undertakings such as infrastructure projects and reviews.

## **2. ONTARIANS WITH DISABILITIES ACT, S.O. 2001, C.32**

The Province enacted the *Ontarians with Disabilities Act* in 2001. It imposes obligations on ministries, municipalities, hospitals, school boards, colleges, universities and public transportation organizations to develop annual accessibility plans. These plans must make policies, practices, programs, services and buildings more accessible to people with disabilities, and must be made available to the public.

## **3. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT S.O. 2005 C.11**

In 2005 the Province enacted the *Accessibility for Ontarians with Disabilities Act*. It defines a disability as:

- 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;
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1977*

It defines a barrier as meaning:

“Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practice.”

The Act also imposes obligations on the Province and Municipalities concerning accessibility issues.

The purpose of the *Accessibility for Ontarians with Disabilities Act* is to make Ontario a better Province by creating a society that is open to all, including persons with disabilities. The Bill not only sets long-term goals for both the private and public sectors to make Ontario barrier-free by the year 2025, but also sets short and medium goals to ensure steady progress is made. The legislation requires standards to be developed in

consultation with persons with disabilities and organizations that would have obligations under the Act.

Until standards are in place the *Ontarians with Disabilities Act 2001*, will remain in effect, and government ministries and other affected public sector organizations will continue to have planning obligations in accordance with that legislation.

### **Accessibility Standards for Customer Service**

The first standard to come into effect is the Accessibility Standards for Customer Service (Ontario Regulation 429/07), which came into force on January 1, 2008. Public sector organizations designated within the standard must comply by January 1, 2010. Private businesses, non-profit organizations or any other service providers with at least one employee in Ontario must comply by January 1, 2012.

The Standards that are being created as a result of the AODA are:

- Customer Service
- Employment
- Transportation
- Information and Communications
- Built Environment

### **4. Obligations of the Province of Ontario:**

The Provincial Government is required to develop barrier-free design guidelines to promote accessibility to buildings and other premises that the Government purchases, enters into a lease for, constructs or significantly renovates. These guidelines must meet or exceed the levels of accessibility set out in the *Building Code Act*. Individual Government ministries must each prepare an accessibility plan, which must meet specific requirements. Other obligations of the Province are:

1. To have regard to persons with disabilities when purchasing goods and services;
2. To provide internet sites in a format that are accessible to persons with disabilities unless it is not technically feasible to do so;
3. To make an Ontario Government publication accessible to a person with a disability who requests it unless it is not technically feasible to do so;
4. To accommodate the accessibility needs of employees with disabilities in accordance with the *Human Rights Code* to the extent the needs relate to the employment; and
5. To accommodate the accessibility needs of job applicants with disabilities who are invited to participate in the selection process in accordance with the *Human Rights Code* to the extent the needs relate to the selection process.

### **5. Obligations of the Township of Norwich:**

Besides simply requiring the Township to have regard for the accessibility of persons with disabilities when purchasing goods and services, the Act requires that the Township establish an Accessibility Advisory Committee, which must have a majority of members who are persons with disabilities. The committee's duty is to advise Township

Council about the preparation, implementation and effectiveness of its accessibility plan. The annual accessibility plan is a public document approved by Council, which must address the identification, removal and prevention of barriers to persons with disabilities in policies, by-laws, programs, practices, and services. In addition to following provincial guidelines, the Municipal Accessibility Plan (MunAP) must include:

1. A report on the measures taken by the Township to identify, remove and prevent barriers to persons with disabilities;
2. The measures in place to ensure that the Township assesses its proposals for by-laws, programs, practices and services to determine their effect on accessibility for persons with disabilities;
3. A list of the by-laws, policies, programs, practices and services that the Township will review in the coming year to identify, prevent and remove barriers to persons with disabilities; and
4. The measures that the Township intends to take in the coming year to identify remove and prevent barriers to persons with disabilities.

Council must seek advice from the Accessibility Advisory Committee on the accessibility for persons with disabilities to a building, structure or premises:

1. Which the Township purchases, constructs or significantly renovates;
2. For which the Township enters into a new lease; or
3. That is provided as a municipal capital facility under the *Municipal Act*.

The Committee is also given the power to review, on its own initiative, site plans and drawings under the *Planning Act*.

## **6. ACCESSIBILITY ADVISORY COMMITTEE (AAC)**

Council approved report C-A 2003-06 from Betteanne M. Cadman, Clerk-Administrator establishing an Accessibility Advisory Committee on February 11, 2003, and further that the Terms of Reference as attached be adopted. Their meetings are reported directly to Council by the Clerks Department. The Committee's responsibilities range from providing a forum for persons with disabilities to raise issues and concerns to, providing advice and guidance to Norwich Township Council on matters related to policies, practices and programs in the Township. A detailed Terms of Reference for the Accessibility Advisory Committee is attached (see Schedule A).

The key contact for inquiries regarding the Municipal Accessibility Plan is:

Kimberley Armstrong  
Deputy Clerk  
Township of Norwich  
Otterville, Ontario  
NOJ 1R0  
(519) 863-2709  
[karmstrong@twp.norwich.on.ca](mailto:karmstrong@twp.norwich.on.ca)

**I. MUNICIPAL STRUCTURE:**

The Township of Norwich is located in the southeast corner of Oxford County, with Highways 401 and 403 intersecting near our northern boundary. The population is approximately 10,500. While being primarily agricultural lands, the township has several villages and hamlets. These are as follows: Norwich, Otterville, Burgessville, Springford, Oxford Centre, Curries, Hawtrey, Holbrook, Eastwood, Milldale and Cornell.

The local municipal government is comprised of eight departments. These departments and the services they provide are outlined below.

<b>CLERKS DEPARTMENT</b>	<b>TREASURY</b>
* Administration	* Payroll
* Planning, Environmental & Infrastructure Policy	* Benefit Administration
* Legal Services	* Accounts Payable
* Licensing	* Accounts Receivable
* Vital Statistics	* Purchasing Office Supplies
* Emergency Preparedness	* Taxes
* Policy	* Budgets
* Economic Development	* Streetlights

<b>RECREATION, PARKS and FACILITIES DEPARTMENT</b>	<b>BUILDING &amp; BY-LAW</b>
* Operation of Parks, Recreation Facilities & Programs	* Building Services
	* By-law Enforcement
	* Development

<b>FIRE</b>	<b>DRAINAGE</b>
* Emergency Services (911)	* Municipal Drain Construction & Maintenance
* Fire Prevention Education	

<b>PUBLIC WORKS</b>	<b>MEDICAL CENTRE</b>
* Sidewalks – Construction & Maintenance	* Supply Physician Services to the Public
* Roads – Construction & Maintenance	* Facility for Medical, Dental, Optometry, Physiotherapy & Laboratory Services
* Parking Lots	

## **II. CONSULTATION ACTIVITIES:**

Coordination and information gathering with other municipalities have been undertaken to assist the Accessibility Advisory Committee in the completion of their mandate:

- a. Policy Review and Guideline Development
  - Review existing local, provincial and national accessibility practices and standards
  - Review and assess upcoming legislative and regulatory amendments, as well as other relevant documentation and local requirements
  - Develop and refine accessibility guideline content
- b. Educational Services
  - Determine educational program for all levels of municipal staff
  - Develop program content which included: general access concepts and terminology, specific legislative / regulatory requirements, specific facility / service references that will primarily utilize the Accessibility Technical Guidelines
  - Develop education and resource manual

## **III. ACCOMPLISHMENTS TO DATE**

The Township of Norwich has been actively developing innovative approaches to addressing accessibility issues. The Township of Norwich is proud to report that:

### **2008**

In January 2008, the Otterville Library moved to a new location. The new location includes an accessible ramp, family washroom, better lighting and more space, which enables better mobility.

The font in the bi-annual tax flyer has been changed to Arial and enlarged to enable easier reading.

New playground equipment has been installed in the Springford Park, which includes an accessible surface and some accessible play features.

The ramp to the accessible exterior washroom in Oxford Centre has been corrected to comply with Ontario Building Code Standards.

The font size in the Community Resource & Leisure Guide has been increased to 12 for easier reading.

On September 9, 2008, Report RPF 2008 Norwich Community Centre re: Auditorium Washroom Renovations tender Results was approved by Council and the tender awarded. The washroom project at the Norwich Auditorium is scheduled for November 2008. The retrofit includes an accessible stall that is family oriented in both the men and women's washrooms. These enlarged stalls will include toilet, sink, handrails, mirror, paper towel dispensers and baby change table.

The Township of Norwich website has additional accessibility information available on it, as well as links to other informative sites.

On February 29, 2008 the Deputy Clerk attended an AMCTO workshop regarding the new Accessibility Standards for Customer Service, which must be complied with by January 1, 2010.

The footbath at the Otterville Pool has been filled in to eliminate steps and provide a level surface when entering the pool area.

Norwich Arena / Community Centre south parking lot has been re-lined to include six accessible parking spaces along the front of the building.

## **2007**

Report RPF-2007-23, Harold Bishop Park Playground Equipment re: Tender Results, was presented to Council at their meeting May 8, 2007. The evaluation of the Committee was based on play value, number of components, service and accessibility. The approval of the recommendation contained within this report represented the installation of the first accessible playground within the Township.

Report RPF 2007-24, Medical Centre re: Parking Lot Lighting Tender Results was presented to Council at their meeting May 8, 2007. This ensures improved lighting at the Dr. Russell M. Hall Family Medical Centre for individuals who suffer from a visual impairment and/or night blindness.

Report RPF 2007-44, Arena Door Hardware & Barrier Free Doors Tender Results, was presented to Council at their meeting August 14, 2007. The purpose of this project is to provide barrier free access to all entrances at the Norwich Arena and Community Centre.

With recommendations from the Accessibility Advisory Committee, a comprehensive plan was developed to make the Oxford Centre Hall an accessible facility. The renovation included the installation of an additional accessible parking space, a ramped entrance, automated entrance doors, accessible interior and exterior washrooms.

Approval was received for the new accessible playground at the Ducky Dennis Athletic Park in Burgessville. Installation is scheduled to begin on November 7, 2007.

In March the Chief Building Official and the Deputy-Clerk attended the Oxford County Builders Forum session on CMHC's Flexhousing Barrier Free Design.5+

In April the Director of Recreation, Parks and Facilities and the Deputy-Clerk attended an information session at KSL Design Inc. in Brantford regarding accessible playgrounds

## **2006**

The New Norwich Public Library was built to be completely accessible, according to the Facility Accessibility Design Standards adopted by the County of Oxford.

Engineered drawings have been made of the proposed washroom upgrades and ramped entry to the Oxford Centre Hall. These drawings were forwarded to the Trillium Foundation with a grant request.

Signage was placed in the Norwich Arena to mark the heated accessible viewing area.

## **2005**

Section A (5) of the 2004 MunAP (Municipal Accessibility Plan) addressed the fact that there was no official public input system to identify barriers and gaps in existing services / programs. There is now information posted on the website as well as the Municipal Office to address this issue.

On July 12, 2005 the Township of Norwich Council passed By-law 53-2005, being a By-law to Regulate Handicap Parking within the Township of Norwich. Signs have been posted at the locations identified in Schedule A.

Section H (1) of the 2004 MunAP, identifies many accessibility issues within municipally owned facilities. During the renovation of the Norwich Arena / Community Centre some of these issues were addressed:

- Push button operator on main entrance doors to arena
- Elevator to allow access to the second floor
- Expanded washrooms in arena lobby to include a barrier-free toilet in the Men's and Women's washrooms
- Installed barrier-free toilet in the Men's and Women's washroom in the Community Centre Lobby
- New washrooms provided at the north end of the Community Hall are barrier-free accessible

Prior to the renovation project some other items were addressed:

- Stair nosings at the Norwich Arena were painted yellow for added visibility
- Previous Handicapped parking locations were moved closer to the Arena and Auditorium entrances
- Stair nosings and elevation changes were painted yellow for added visibility at the Otterville Pool – guard house and shower area

The Otterville Hall Advisory Committee includes a member of our Accessibility Advisory Committee.

Section J (1) of the 2004 MunAP, identified a lack of information on accessibility within the community as a whole. Report RPF-2005-15, 2005 Summer Experience Program – Student to Conduct Cultural Research, went before Council on April 12, 2005. This position was responsible for conducting research into the arts, heritage and cultural

sectors of the Township. While identifying the programs and services available, they were also assessed for accessibility.

#### **2004**

Chief Building Official, Brian Reid attended an Accessibility Seminar while at the Ontario Building Officials Annual Meeting held in Etobicoke. He also returned with information for Staff usage.

The Norwich Arena Steering Committee included a member of our Accessibility Advisory Committee.

\*\*Section J, Part 1 of the First Accessibility Plan relayed a lack of information on accessible restaurants and amenities in the community. In an effort to gather information the Accessibility Advisory Committee inserted a questionnaire into the Tax Bills mailed to Commercial properties in February. The intent of the Committee was to produce a pamphlet including this information, and also make it available on the website. Due to a very disappointing response (9/300) the project was not completed.

#### **2003**

Treasury Report TR-2003-29 was presented to Council on Tuesday June 10, 2003, outlining the ten-year plus program to install new streetlights in the Township. (on-going improvements)

Public Works Report PW-03-15 outlining the Level of Service Standards was presented to Council on June 10, 2003. This report outlines sidewalk snow clearing and repair standards, as well as response times for non-functioning streetlights.

Recreation, Parks and Facilities Report RPF-2003-22 to develop a Norwich Arena / Community Centre Steering Committee includes a recommendation that a member of our Accessibility Advisory Committee be appointed to the Committee for accessibility input purposes.

Improvements to the 2003 Voting Stations:

North Norwich Public School utilized a ramp for accessibility to the facilities.

Recreation, Parks and Facilities staff manufactured a portable ramp for access to the Oxford Centre Hall, this ramp can also be utilized for Public rentals.

#### **IV. METHODOLOGIES USED**

This section will list the type of methodologies used in identifying barriers:

- Site audits
- Consultation with staff, and department audits
- Consultation with Township Residents or Organizations through the AAC

#### **V. BARRIERS IDENTIFIED IN THE PAST**

An inventory of barriers identified was conducted with the goal of showcasing accessibility achievements and using this inventory as a benchmark against future

progress. All the barriers listed have been identified since April of 2003. The following types of barriers are addressed in the Municipal Accessibility Plan:

- Physical – e.g. hard to open doorknob for elderly person
- Architectural – e.g. door too narrow for wheelchair
- Informational – e.g. small typeface not easily readable by visually impaired
- Attitudinal – e.g. recreational programs that encourage people with developmental disabilities
- Technological – e.g. website not accessible by blind person
- Communicative – e.g. communications tools (i.e. TTY phone service) no longer meeting needs of disabled; implement sensitivity awareness and education on needs of disabled persons
- Policy/practice – e.g. HR policies that encourage persons with disabilities to apply for particular jobs
- Participatory – e.g. inability to participate in public consultation due to lack of interpreter, unreadable documents, etc.
- Financial – e.g. barriers within fee subsidy programs that may limit access to programs or services
- Employment – encourage and support the community to identify employment strategies

## **VI. OPERATIONAL REVIEW TO IDENTIFY BARRIERS**

An operational review of current activities to identify barriers will be conducted with the goal of creating policies and procedures to prevent future barriers from being created and viewing the identified ones as opportunities for improvement. Some of the identified barriers are ongoing activities. The following information is to be included:

- a. Type of barrier with description
- b. Review date – e.g. date review took place, date of planned review, and completion date
- c. Description of the review methodology – e.g. office sites reviewed, building plans reviewed, etc.
- d. Strategy for removal or prevention
- e. Status of review – e.g. Completed, Ongoing; Planned

Listed below are the areas where operational review could be conducted.

1. Site plan review
- ~~2.~~ Procurement strategies
3. Employment policies and practices
4. Municipal facilities
5. Building Services
6. Site plan approvals
7. Parks
8. General mobility – parking and traffic
- ~~9.~~ Surface operations - right of ways
10. Services – recreation
11. Employment and Financial Assistance

12. Emergency & Protective Services
13. Multiple Formats and Public Participation
14. Communication policies and practices
15. Volunteering
16. Council Meetings and Public Consultations
17. Funding for community agencies
18. Technology

## **VII. IMPLEMENTATION PLAN**

The Township of Norwich is committed to improving accessibility and promoting opportunities for persons with disabilities to fully participate in the community. This implementation plan contained herein attempts to balance the need of persons with disabilities against the need to balance available budget funds. The plan also attempts to set a sound foundation for initiatives proposed by initially formulating good inclusion policies and standardizing design, construction and retrofit guidelines

## **VIII. RECOMMENDATIONS**

### **GOALS FOR 2009**

In order to comply with the Accessibility Standards for Customer Service by January 1, 2008 certain policies and procedures must be created, as well as training of staff, council and volunteers must be completed.

#### **Develop policies and procedures regarding the following:**

- Accessible Customer Service
- Use of support persons or animals
- Provide notice when facilities or services are temporarily disrupted
- Establish a process for residents to provide feedback on how goods and services are provided to persons with disabilities.
- Personal assistive devices
- Notice of availability of documents and information in alternate formats
- Training for Staff, Council and Volunteers

#### **Additional Goals**

- Training sessions for all staff, council members and volunteers
- Create policy which requires contractors providing services to the municipality, to provide accessibility customer service training to their own employees
- Ramped access to the Municipal Office and installation of automated doors
- Norwich Community Centre – lower the Snack Bar service counter, NCC bar counter top and Oxford Centre bar counter top so they are accessible to everyone
- Installation of an accessible viewing area in the cold portion of the Norwich Arena
- Paint stair nosings at all facilities for better visibility
- Township Ballparks – install handrails and backrests on all bleachers currently without

- Burgessville Park – Install step in front of west bleachers for easier access to bleachers
- Otterville Park – attach paved walkway to pool entrance
- Pioneer Room (Oxford Centre) – install 5 ft. platform for ramped entrance
- Amend By-law 06-2005 (To Regulate Dogs Running at Large and to Provide for the Licensing Thereof) to exempt Service dogs from fees
- Research TTY (teletypewriter)

### **GOALS FOR 2010**

- Oxford Centre Park playground with accessible features
- Installation of accessible doors in the Arena / Community Centre between the Arena and Auditorium, entrance doors to Arena (cold area viewing), upstairs entrance to Optimist Hall (former Blue Line Room)
- Research retrofitting washrooms at the Otterville pool to enable accessibility (as recommended in RPF 2008-47 2008 Summer Aquatics Report)
- Fire Alarms that include sound and flashing lights
- Plan compliance strategy for Information and Communications Standards (deadline: December 31, 2011)

### **IX. PROVINCIAL RECOMMENDATIONS**

We recognize that the Province of Ontario must play an integral role in the materialization of the provincially developed and legislated Accessibility for Ontarians with Disabilities Act. It is likewise recommended that the Province of Ontario provide three immediate mechanisms to assist with the implementation of the AODA in a consistent, responsible and cost effective manner.

That the Province of Ontario provides funding mechanisms that will enable municipalities to meet the financial requirements and operational costs of implementing the AODA requirements.

That the Province of Ontario undertakes efforts to require post secondary educational institutions and accreditation bodies to more adequately include the education and implementation of accessibility and provincially regulated accessibility standards.

### **X. MONITORING PROGRESS AND AUDIT FUNCTION**

Goals were established based on what is achievable within a 12-month period. Since a Municipal Accessibility Plan is required on an annual basis, reviews will occur prior to the creation of the new MunAP. The Accessibility Advisory Committee will evaluate if targets are being met and / or are being adapted to changing circumstances.

### **XI. COMMUNICATION OF PLAN**

The release and publication of the Accessibility Plan will be web enabled and documented in pdf format that is accessible for all.

The Municipal Accessibility Plan will be available for viewing at the Municipal Office as well as being available on the Township website at [www.twp.norwich.on.ca](http://www.twp.norwich.on.ca)

It will also be available in larger print upon request.

## **XII. CONCLUSION**

The Township of Norwich is committed to continuously addressing current accessibility barriers that do not allow people with disabilities to fully participate in our communities. The Township of Norwich is committed to developing innovative solutions to accessibility issues that enable the municipality and its partners to function effectively.

**SCHEDULE A**  
**TERMS OF REFERENCE**

*\*\*as amended by Resolution #14, November 11, 2008*

**TOWNSHIP OF NORWICH ACCESSIBILITY ADVISORY COMMITTEE**

**1.0 Goal**

- 1.1 To advise and assist the Township of Norwich on matters, issues and policies pertaining to accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
  - 1.1.1 that the Council purchases, constructs or significantly renovates
  - 1.1.2 for which the Council enters into a new lease; or
  - 1.1.3 that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with the Municipal Act, 2001, S.O. 2001, as amended, Chapter 25, Section 110(1).

**2.0 Mandate**

- 2.1 The Township of Norwich Accessibility Advisory Committee (AAC) shall advise the Council about the preparation, implementation and effectiveness of its accessibility plan each year.
- 2.2 The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the Township's by-laws and in its policies, programs practices and services.
- 2.3 The accessibility plan shall include:
  - 2.3.1 a report on the measures the Township has taken to identify, remove and prevent barriers to persons with disabilities;
  - 2.3.2 the measures in place to ensure that the Township assesses its proposals for by-laws, policies, programs, practices and services that the Township will review in the coming year in order to identify barriers to persons with disabilities;
  - 2.3.3 a list of the by-laws, policies, programs practices and services that the Township will review in the coming year in order to identify barriers to persons with disabilities;
  - 2.3.4 the measures that the Township intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
  - 2.3.5 all other information that the regulations prescribe for the purpose of the plan.
- 2.4 The Township shall make its accessibility plan available to the public.

**3.0 Composition**

- 3.1 The AAC shall be composed of a minimum of three (3) and a maximum of six (6) members, none of whom shall be an elected member of the Council, an employee or officer of the Township.

- 3.2 Members of the AAC shall be residents of the Township of Norwich.
- 3.3 The majority of members of the AAC shall be composed of persons with a disability, as defined in the Ontarians with Disabilities Act.
- 3.4 *Membership shall be for a term to coincide with that of the appointing Council.*
- 3.5 Members of the AAC shall serve without remuneration.
- 3.6 At the discretion of the AAC, non-attendance of three (3) consecutive meetings shall be sufficient grounds for replacement.
- 3.7 The Clerk-Administrator shall designate a staff member to serve on the AAC as staff liaison. The staff liaison is not a member of the AAC, and as such, does not vote.
- 3.8 *Council shall appoint one of its members as a liaison to attend the Accessibility Advisory Committee meeting in a resource (ex-Officio) capacity.*

#### **4.0 Appointments**

- 4.1 The opportunity to serve on the AAC shall be advertised in appropriate newspapers and on the Township's website. Interested individuals shall submit applications to the Clerk-Administrator.
- 4.2 The staff liaison shall prepare a report to Council detailing potential candidates.
- 4.3 Council shall fill vacancies on the AAC as required.

#### **5.0 Officers**

- 5.1 A Chair and Vice-Chair shall be elected annually by the membership at the first meeting of each year.

#### **6.0 Roles and Responsibilities**

- 6.1 Township of Norwich Council
  - 6.1.1 In accordance with the Ontarians with Disabilities Act, the Council shall seek advice from the AAC on accessibility for persons with disabilities to a building, structure or premises, or part of a building structure or premises:
    - 6.1.1.1 that the Council purchases, constructs or significantly renovates;
    - 6.1.1.2 for which the Council enters into a new lease; or
    - 6.1.1.3 that a person provides as a municipal capital facility under an agreement entered into with the Council in accordance with the Municipal Act 2001, S.O. 2001, as amended, Chapter 25, Section 110(1).
  - 6.1.2 In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the Council shall have regard to the accessibility for persons with disabilities to the goods or services.
  - 6.1.3 Provide an accessible location for AAC meetings.
  - 6.1.4

- 6.2 Chair
  - 6.2.1 Call the meeting to order.
  - 6.2.2 Announce the business of the AAC in the order in which it appears on the agenda.
  - 6.2.3 Ask the members for disclosure of interests.
  - 6.2.4 Receive and submit all motions moved and seconded by members.
  - 6.2.5 Put to a vote all questions, which have been moved and seconded, or otherwise arise in the course of the proceedings and announce the results.
  - 6.2.6 Decline to put to a vote any motion not in order.
  - 6.2.7 Confine members engaged in debate within the rules of order.
  - 6.2.8 Enforce the observance of order and decorum among members.
  - 6.2.9 Name any member persisting in the breach of rules of order,.
  - 6.2.10 Receive all messages and other communications and announce them to the AAC.
  - 6.2.11 Rule on points of order.
  - 6.2.12 Adjourn or suspend the meeting in the event of a grave disorder.
  - 6.2.13 Designate the member who has the floor.
  - 6.2.14 Have a vote in all matters of the AAC.
  - 6.2.15 Act as a spokesperson to the staff liaison regarding issues such as agenda, meeting minutes and ad hoc requests.
- 6.3 Vice-Chair
  - 6.3.1 Perform the duties of the Chair in his/her absence.
- 6.4 Board Members
  - 6.4.1 Notify the Chair through the staff liaison in advance of their intent to be absent from a meeting.
  - 6.4.2 Prepare for the meeting by reviewing material provided and/or consulting with stakeholders regarding issues.
- 6.5 Staff Liaison
  - 6.5.1 Supply in a timely manner any site plans and drawings described in Section 41 of the Planning Act that the AAC requests.
  - 6.5.2 Prepare the agenda with the Chair and act as recording secretary to each scheduled meeting for the purpose of recording the minutes, which will mainly include the recording of any resolutions and the recording of attendance.
  - 6.5.3 Advise members of the AAC on Township of Norwich matters.
  - 6.5.4 Direct the AAC recommendations and motions to Council.
  - 6.5.5 Report back to the AAC.
  - 6.5.6 Prepare reports as required and in consultation with various Township departments.
  - 6.5.7 Responsible for the co-ordination and development of the annual accessibility plan.

## **7.0 Procedures**

- 7.1 A majority of the members of the AAC shall be a quorum, and each member shall have one vote. In the case of an equality of votes by the

quorum for and against the motion, then the motion will be resolved in the negative and the minutes shall so record it.

- 7.2 In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the name of those present shall be recorded and the meeting shall commence in the absence of a quorum. Notes will be taken and draft recommendations forwarded to Council.
- 7.3 The AAC shall meet once a month or as necessary.
- 7.4 The AAC shall establish a meeting schedule at its inaugural meeting taking into account the business needs and schedule of Council. The AAC shall provide Council with a schedule of meetings in December for the following year.
- 7.5 Special meetings may be held:
  - 7.5.1 at the call of the Chair; or
  - 7.5.2 upon receipt of a petition of the majority of the members.
- 7.6 Township of Norwich Council shall be kept informed of special meetings.
- 7.7 In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the AAC shall appoint an Acting Chair from amongst those members present.
- 7.8 The rules of order of the Council shall apply to meetings and procedures of the AAC.
- 7.9 All requests for grants and financial assistance received by the AAC shall be directed to the staff liaison. The AAC shall not have any authority whatsoever to commit funds or to enter into contracts.
- 7.10 The AAC shall act in an advisory capacity and shall not have any authority whatsoever to approve or reject individual development applications.

## 8.0 **Meetings Open to Public and Media**

- 8.1 Except as provided in Section 239 of the Municipal Act 2001, S.O. 2001, Chapter 25, all meetings shall be open to the public and the media.
- 8.2 Agendas for the AAC meetings will be made available on the Friday prior to the scheduled meeting.
- 8.3 Minutes will be available upon request.
- 8.4 The AAC Chair is the designated committee member to speak to the media.

## 9.0 **Deputations**

- 9.1 Any person(s) wishing to appear before the AAC as a deputation shall submit a request to the staff liaison advising of the topic or item to which they wish to speak.
- 9.2 All requests must be received no later than the Tuesday prior to the meeting to ensure that the deputation is included on the agenda.
- 9.3 Any person(s) wishing to appear before the AAC as a deputation, who has not previously arranged to do so, may be granted permission to do so only by committee resolution.
- 9.4 Deputations shall limit their remarks to ten (10) minutes.

**10. Agendas and Minutes**

- 10.1 Minutes of each meeting will be circulated to Council.
- 10.2 The minutes of each AAC meeting shall be amended as necessary and approved at the following meeting.
- 10.3 Minutes of the meeting will be taken by the staff liaison.
- 10.4 Minutes of the meeting shall reflect:
  - 10.4.1 the place, date and time of the meeting;
  - 10.4.2 the record of attendance of the members;
  - 10.4.3 the adoption, with corrections and amendments, of the minutes of the prior meeting;
  - 10.4.4 all the resolutions, decisions and other proceedings of the meeting without note or comment; and
  - 10.4.5 every oral disclosure of interest pursuant to the Municipal Conflict of Interest Act.
  - 10.4.6 The AAC agendas will be prepared by the staff liaison with input from the Chair or Vice-Chair in the absence of the Chair.

**11.0 Committee Resolutions**

- 11.1 The AAC shall seek to achieve consensus on decisions. Motions are “carried” if supported by a simple majority. Only resolutions as they appear in the adopted minutes shall be considered as officially representing the position of the AAC.

**12.0 Pecuniary Interest**

- 12.1 If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member:
  - 12.1.1 shall at the commencement of the meeting orally disclose the interest and its general nature;
  - 12.1.2 shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
  - 12.1.3 shall leave the meeting and remain absent from it at any time during consideration of the matter.

## APPENDIX 1

### **Accessibility Advisory Committee**

Richard Picknell

Brent Penny

Councillor Lynne Deplancke

Fred Christo

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