



## **Agenda**

### **Access Orangeville Committee Meeting**

**November 9, 2023, 10:00 a.m.**

**Electronic and In-Person Participation - Access Orangeville**

**The Corporation of the Town of Orangeville**

**(Chair and Secretary at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

## **NOTICE**

Members of the public wishing to view Access Orangeville meetings will have the option to attend in-person or by calling 1-289-801-5774 and entering Conference ID: 333 436 994#

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting. Prior to the meeting, written comments may be sent to the Secretary of Access Orangeville by email at [nleece@orangeville.ca](mailto:nleece@orangeville.ca). Such written comments will become part of the public record.

### **Accessibility Accommodations**

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2219 or via email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

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## **Pages**

- 1. Call to Order**
- 2. Disclosures of (Direct or Indirect) Pecuniary Interest**
- 3. Adoption of Minutes of Previous Meeting**  
Recommendations:  
That the minutes of the following meeting are approved:
  - 3.1 2023-10-12 Access Orangeville Minutes**
- 4. Presentations**  
None.
- 5. Items for Discussion and Reports**
  - 5.1 Committee Member Updates**
  - 5.2 Transit Updates**
  - 5.3 Town Website - Accessibility Page**

**5.4 Committee Workplan**

Recommendations:

That the Committee endorse the Workplan as presented.

**6. Correspondence**

None.

**7. Announcements****8. Date of Next Meeting**

The next meeting is scheduled for Thursday December 14th at 10:00 a.m.

**9. Adjournment**

Recommendations:

That the meeting be adjourned at \_\_\_\_\_.



## **Minutes of Access Orangeville**

**October 12, 2023, 10:00 a.m.**

**Electronic and In-Person Participation - Access Orangeville**

**The Corporation of the Town of Orangeville**

**(Chair and Secretary at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

Members Present: Councillor Stevens  
J. Jackson  
K. Van Ryn  
P. Charbonneau  
R. Ugolini  
W. Cook

Staff Present: J. Rawn, Executive Assistant, Infrastructure Services  
N. Leece, Legislative Assistant  
S. Doherty, Manager, Recreation and Events  
T. Dulisse, Manager, Transportation and Development

### **1. Call to Order**

Councilor Stevens called the meeting to order at 10:02 a.m.

### **2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

### **3. Adoption of Minutes of Previous Meeting**

**2023-023**

**Moved By J. Jackson**

That the minutes of the following meeting are approved:

2023-09-14 - Access Orangeville Minutes

**Carried**

**3.1 2023-09-14 - Access Orangeville Minutes**

**4. Presentations**

None.

**5. Items for Discussion and Reports**

**5.1 Committee Member Updates**

**2023-024**

**Moved By** P. Charbonneau

That the Committee acknowledge the resignation of James Newton.

**Carried**

**5.2 Transit Updates**

Tony Dulisse, Manager, Transportation & Development shared that on October 2nd, the new Transit Hub officially launched at 30 Centre Street. Mr. Dulisse also explained that On Demand functionality is still in progress. The Committee discussed the timing of buses within the application, at times the application is not accurate. Mr. Dulisse advised that the posted schedules are the most reliable to reference.

The Committee discussed consultation and community engagement requirements for the On Demand functionality, requesting it be ensured that appropriate groups are consulted. Mr. Dulisse advised that community engagement is a component of the On Demand Request for Proposal (RFP).

Note: Mr. Dulisse to ensure the Access Orangeville Committee is consulted as part of the On Demand RFP.

**5.3 Town Website - Accessibility Page**

Sharon Doherty, Manager, Recreation and Events advised there are website updates still to be completed.

**5.4 Committee Workplan**

Sharon Doherty, Manager, Recreation and Events advised research and benchmarking is ongoing for the Committee Workplan.

Note: Ms. Doherty to bring a Workplan for Committee review to the next meeting.

The Committee discussed supporting a Resource Fair.

**6. Correspondence**

None.

**7. Announcements**

Kimberly Van Ryn shared her regrets for the December meeting.

Tony Dulisse, Manager, Transportation & Development shared an update on an Accessible parking spot at Mill Street.

**8. Date of Next Meeting**

The next meeting is scheduled for Thursday November 9th at 10:00 a.m.

**9. Adjournment**

**2023-025**

**Moved By** P. Charbonneau

That the meeting be adjourned at 10:53 a.m.

**Carried**

## Town of Orangeville 2023 to 2026 Accessibility Plan

Integrated Accessibility Standard Regulation Compliance Activities (IASR)		
Key Area	Action	Timeframe
Policies	<ul style="list-style-type: none"> <li>Maintain policies for Accessible Customer Service Standards and make publically available.</li> <li>Existing accessibility policy, procedures and other resources will be reviewed and updates as needed.</li> </ul>	2023/2024 and annually as needed
Multi-year Accessibility Plan	<ul style="list-style-type: none"> <li>Develop multi-year accessibility plan and post to Town of Orangeville Website.</li> <li>Access Orangeville Committee to review plan annually and post updates to Town of Orangeville website.</li> <li>Report to Council for approval on work plan annually or as needed for multi-year plan</li> </ul>	2023/2024 and annually as required
Accessibility Compliance Report	<ul style="list-style-type: none"> <li>Complete</li> </ul>	
Procuring of Acquiring Goods and Services	<ul style="list-style-type: none"> <li>Continue to include accessibility requirements in Town of Orangeville procurement documents and updated as required.</li> </ul>	Ongoing
Training	<ul style="list-style-type: none"> <li>Continue to provide training on the IASR and the Accessibility Standards for Customer Services as part of the onboarding process for staff and volunteers.</li> <li>Training resources to be updates as required.</li> <li>Track staff and volunteers trained and keep records of training completed.</li> </ul>	Ongoing
Use of Service Animals and Support Persons	<ul style="list-style-type: none"> <li>Existing policy, procedures and training materials reflect requirements regarding service animals and support persons. To be reviewed and updated as required.</li> </ul>	Ongoing
Information & Communications		
Key Area	Action	Timeframe
Notice of temporary service disruptions	<ul style="list-style-type: none"> <li>Continue to provide public notifications on service disruptions through signage, website, social media where applicable.</li> </ul>	Ongoing and posted as required
Feedback Process	<ul style="list-style-type: none"> <li>Accessible feedback process is in place.</li> <li>Continue to provide an alternative format for receiving and responding to feedback regarding how goods and services are provided to persons with disabilities through the Town of Orangeville website.</li> <li>Update online form and alternative formats.</li> </ul>	Ongoing

Format of Documents	<ul style="list-style-type: none"> <li>Website to continue to provide public information on accessible formats and communication supports available at no cost.</li> <li>Continue to train staff on accessible document preparation for all public communication.</li> </ul>	Ongoing
Website Content	<ul style="list-style-type: none"> <li>Continue to review website content for WCAG 2.0 Level AA</li> </ul>	Annual review and review as new information posted.
Emergency Procedure Plans	<ul style="list-style-type: none"> <li>Continue to work with Dufferin County Emergency Response and provide public information in alternative formats.</li> </ul>	Ongoing and annual emergency training for Emergency Operation Centre
<b>Employment Standards</b>		
Recruitment	<ul style="list-style-type: none"> <li>Continue to notify the public, candidates and employees on availability of accommodation.</li> <li>Job postings to continue to include wording advising accommodations are available.</li> <li>Applicants once selected for an interview are provided notification of accommodations including alternative formats for documents and any other accommodations required.</li> <li>Offer of employment letters to continue to advise employee that accommodations requests available and the outline the process to ensure the employee can access.</li> </ul>	Ongoing
Accessible Formats and Communication Supports for Employees	<ul style="list-style-type: none"> <li>The Town's Integrated Accessibility Standards Policy reflects the requirement for Individual Accommodation Plans and will continue to be provided to employees as required.</li> </ul>	Ongoing
Return to Work Process	<ul style="list-style-type: none"> <li>Continue to offer a documented return to work plan and any accommodations that are required.</li> </ul>	Ongoing as required
Performance management, career development and redeployment	<ul style="list-style-type: none"> <li>The Town's Integrated Accessibility Standards Policy reflects accommodation needs and/or individual accommodation plans for employees.</li> </ul>	Ongoing as required
<b>Transportation Standard</b>		
Transit/Bus Announcements	<ul style="list-style-type: none"> <li>Provide pre-boarding route or destination announcements electronically.</li> </ul>	In place and ongoing
Bus Fare	<ul style="list-style-type: none"> <li>Implement fare free transit for a two year period 2023 to 2024.</li> <li>Ensure equal fees for riders (after fare free transit period is complete)</li> <li>No fare charged to support person accompanying person with a disability (after fare free transit period is complete.</li> </ul>	2023-2024 2024 - 2026

Accessible Equipment & Storage of Assistive Devices	<ul style="list-style-type: none"> <li>• If accessible equipment on vehicle not functioning and equivalent service cannot be provided, reasonable steps must be taken to provide accommodation and repair in a timely manner.</li> <li>• Storage of personal assistive devices to be in arms reach of passenger. No fee for storage and operator to secure and return device to passenger without causing damage or jeopardizing safety of passengers.</li> <li>• Make available to public current information on accessibility equipment and features of vehicles, routes and services.</li> <li>• Operators to deploy lifting devices, ramps or portable bridge plates, and ensure adequate time to safely board and un-board and assist passenger if requested.</li> <li>•</li> </ul>	In place and ongoing
Boarding and Routes	<ul style="list-style-type: none"> <li>• Allow passengers with disabilities to enter or exit at closest available safe location that is not an official stop and is determined by the operator in consideration of preference of the passenger.</li> <li>• Courtesy seating clearly marked and located as close as possible to entrance door. Sign to include passengers must vacate seating if required by person with a disability.</li> <li>• When a route or scheduled service is temporarily changes, and change known in advance of commencement of trip, make available alternate accessible arrangements to transfers persons with disabilities to their route destination and that information is communicated in a manner that takes into account their disability.</li> <li>• Operators to report to appropriate management/staff, when transit stops are temporarily inaccessible or have a temporary barrier.</li> <li>•</li> </ul>	In place and ongoing
Bus Stops & Shelters	<ul style="list-style-type: none"> <li>• Continue to plan accessible bus stops and shelters.</li> <li>• Construction of new transit hub.</li> <li>• Consultation with Access Orangeville Accessibility Committee and public for design criteria.</li> </ul>	October 2023 new transit hub opened
On-Demand Services	<ul style="list-style-type: none"> <li>• Consultation with Access Orangeville Accessibility Committee, people with disabilities and public to determine on-demand accessible vehicle services.</li> </ul>	Late 2023 through 2024
Public Consultation	<ul style="list-style-type: none"> <li>• Consultation with Access Orangeville Accessibility Committee and people with disabilities to review annual accessibility plan and provide feedback on: <ul style="list-style-type: none"> <li>○ Conventional transportation</li> <li>○ Specialized transit requirements</li> <li>○ Steps to reduce wait times</li> <li>○ Accessible taxi needs</li> </ul> </li> </ul>	On-going annually





Alder Pool Renovation	<ul style="list-style-type: none"> <li>• Completion of Alder pool renovation of two new pool tanks. Pools designed with accessible entry ramps and an accessible water feature.</li> <li>• New signage to meet accessible standards.</li> </ul>	2024
<b>Additional Accessibility Activities</b>		
Access Orangeville Committee End of Term Review	<ul style="list-style-type: none"> <li>• New term of Council commenced December 2022. New Committee selected and in place 2023.</li> <li>• An end of term review will be completed in 2026 and a new committee in place for the next term of Council 2026 to 2029.</li> </ul>	Completed 2022  2026
Committee Input	<ul style="list-style-type: none"> <li>• Town staff will continue to consult and seek input from the Access Orangeville Committee on various Town projects and transit services.</li> </ul>	Ongoing
Community Awareness	<ul style="list-style-type: none"> <li>• Access Orangeville Committee will identify a variety of awareness campaigns for promotion through the Town's website i.e. May is Multiple Sclerosis Month, June is Brain Injury Awareness Month.</li> <li>• Access Orangeville Committee to provide financial support to community events such as public swims and skates to promote access to recreation services at no cost.</li> </ul>	Ongoing
Downtown store front ramps	<ul style="list-style-type: none"> <li>• Continue to review options for downtown storefronts to have a portable ramp to allow for increased accessibility.</li> <li>• Review the Stop Gap program and if not suitable, look at options locally for construction of ramps. Ensure building code and liability is appropriate.</li> </ul>	2024 to 2026
Accessible Parking	<ul style="list-style-type: none"> <li>• Increase accessible parking spots by providing temporary parking spots during major special events such as Orangeville Blues &amp; Jazz Festival and Ribfest.</li> </ul>	2024 to 2026