



**Revised Agenda  
Access Orangeville Committee Meeting**

**February 8, 2024, 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 join Access Orangeville meetings will have the option to attend in-person, or by calling +1 289-801-5774 and entering Conference ID: 260 826 207#

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 Committee Secretary 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. Land Acknowledgement**

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today.
- 4. Adoption of Minutes of Previous Meeting**

Recommendations:  
That the minutes of the following meeting are approved:

  - 4.1 2024-01-11 - Access Orangeville Minutes**
- 5. Presentations**
  - 5.1 Delegate - Luke Anderson, Executive Director, Stop Gap Foundation**
- 6. Items for Discussion and Reports**
  - 6.1 Transit Updates**

**3**

6.1.1	Policy on Service Dogs on Public Transportation	
6.1.2	Neurodiversity / Neuro-Inclusivity Training for Transit Staff	
6.2	Timing of Traffic Lights	
6.3	Snow Removal of Accessibility Spots	
6.4	Accessibility Resource Fair	
6.5	Town Website - Accessibility Page	
6.6	Committee Workplan	6
6.7	Committee Assets	
*6.8	Notice of Site Plan Application - 39 Commerce Road	12
7.	Correspondence	
	None.	
8.	Announcements	
8.1	Stat Can: Canadian Survey on Disability	
9.	Date of Next Meeting	
	The next meeting is scheduled for Thursday March 14th at 10:00 a.m.	
10.	Adjournment	
	Recommendations:	
	That the meeting be adjourned at _____.	



## Minutes of Access Orangeville

January 11, 2024, 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  
M. Hartley  
P. Charbonneau  
R. Ugolini  
W. Cook

Members Absent: K. Van Ryn

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

Councillor Stevens, Chair, called the meeting to order at 10:00 a.m.

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

None.

### 3. Adoption of Minutes of Previous Meeting

**2024-001**

**Moved By** R. Ugolini

That the minutes of the following meeting are approved:

**3.1 2023-12-14 Access Orangeville Minutes**

**4. Presentations**

Mr. Charles Cosgrove, Manager, Facilities and Parks, Community Services, was in attendance to discuss plans for an upcoming trail in town that is still in design phase. The Committee discussed winter maintenance of trails, signage, clear definitions (i.e. pathway vs. trail), benches, playgrounds, playground maintenance and safety. Sharon Doherty, Manager, Recreation and Events, Community Services, shared details regarding the "Respect Your Rec" campaign coming soon.

Note: The Committee will review the feasibility of clearing snow from select pathways and trails and make recommendations to Council on future budget implications.

**5. Items for Discussion and Reports**

**5.1 Transit Updates**

Mr. Tony Dulisse, Manager, Transportation and Development, Infrastructure Services, provided a Transit update. Transit Hub discussions are ongoing for potential stops to be included as well as sidewalk planning.

**5.2 Town Website - Accessibility Page**

Sharon Doherty, Manager, Recreation and Events, Community Services, shared that the Workplan is posted to the website.

**5.3 Committee Workplan**

The Committee discussed keeping the Workplan as a standing Agenda item moving forward.

**6. Correspondence**

None.

**7. Announcements**

The Committee discussed:

- The success of the New Years Eve public skate, with attendance of 150+ skaters, and agreed to sponsor additional skates on Family Day.
- Michelle Hartley shared an Avalon Transit concern, and that the Northmen Lacrosse organization has a new Lacrosse-ing Barriers initiative.
- The Snow Angels Program and agreed to do additional research before determining a formal motion.
- Accessible parking spots and how to ensure they meet Accessibility for Ontarians with Disabilities Act (AODA) requirements.
- Accessible parking enforcement

Note: The Committee to solicit input from Customer Service to determine the possibility of bringing payment machines outside.

Note: The Committee to request Kevin Wiedekowsky, Supervisor, Licensing and By-law Enforcement, to attend a future meeting to discuss accessible parking enforcement.

**2024-002**

**Moved By** Rick Stevens

That the Access Orangeville Committee sponsor two (2) skating spots on Monday February 19th, 2024 (Family Day), at a cost range of \$200 - \$500.

**Carried**

**8. Date of Next Meeting**

The next meeting is scheduled for Thursday February 8th, 2024 at 10:00 a.m.

**9. Adjournment**

**2024-003**

**Moved By** W. Cook

That the meeting be adjourned at 11:54 a.m.

**Carried**



## Town of Orangeville 2023 to 2026 Accessibility Plan

The Town of Orangeville strives to meet the needs of its employees and customers with disabilities and continues to work toward removing and preventing barriers to accessibility.

The Town is committed to fulfilling its requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps to meet the requirements and to improve opportunities for people with disabilities.

This plan shows the role the Town has in making Ontario an accessible province for all Ontarians. The plan is reviewed and updated at least once every 5 years. The Town trains every person as soon as practicable after being hired and provides training in respect of any changes to the policies. The Town maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

<b>Integrated Accessibility Standard Regulation Compliance Activities (IASR)</b>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</b>
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 bi-annually</li> </ul>	December 2023 and December 2025
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
<b>Information &amp; Communications</b>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</b>
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>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</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>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</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</li> </ul>	In place and ongoing

	<p>arrangements to transfers persons with disabilities to their route destination and that information is communicated in a manner that takes into account their disability.</p> <ul style="list-style-type: none"> <li>• Operators to report to appropriate management/staff, when transit stops are temporarily inaccessible or have a temporary barrier.</li> <li>•</li> </ul>	
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> <li>○ Bus stops and shelters</li> </ul> </li> </ul>	On-going annually
Emergency Preparedness	<ul style="list-style-type: none"> <li>• Emergency plan in place. Communicated to the public through the Town's website and provided in an accessible format when requested.</li> </ul>	
Customer Feedback	<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
Procurement of New Vehicles	<ul style="list-style-type: none"> <li>• New busses will have grab bars, slip resistant, minimal glare floors and carpets, allocated mobility aids, stop requests, emergency response controls, lighting features, signage, lifting devices, coloured strips on steps and uniform riser heights, tread depth and slip resistant, indicators and alarms.</li> </ul>	When required for vehicle purchase
Training	<ul style="list-style-type: none"> <li>• Operator Training <ul style="list-style-type: none"> <li>○ Use of accessibility features and equipment</li> <li>○ Acceptable modifications to procedures for temporary barriers, equipment or vehicle failure</li> <li>○ Emergency preparedness</li> <li>○ Safe deploying of ramps, plates</li> <li>○ Safe storage of assistive devices, and equipment</li> </ul> </li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>Additional training on neuro-diversities to be provided through a local community agency to operators.</li> </ul>	2024
Taxis	<ul style="list-style-type: none"> <li>Progressing toward meeting the need for accessible taxis</li> <li>Ensure taxis are not charging a higher fare or additional fee for storage of mobility devices.</li> <li>Taxis to continue to vehicle registration and identification as licensed by the Town of Orangeville.</li> </ul>	Ongoing
<b>Design of Public Spaces</b>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</b>
Recreational Trails, Parks, Playgrounds and Parking	<ul style="list-style-type: none"> <li>Incorporate the design of public spaces to all newly developed or redeveloped spaces including recreational trails, outdoor public picnic areas, playgrounds/outdoor play spaces, exterior paths of travel, accessible parking and related elements.</li> <li>Consult with the Access Orangeville Accessibility Committee, persons with disabilities and the public. Continue public information sessions for park and playground structure replacement.</li> <li>New rail trail development. Installation of benches and leaning stations along trail.</li> </ul>	Ongoing  2024 to 2026
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
Rotary Park Plan	<ul style="list-style-type: none"> <li>Input on playground features including tactile and visual communication boards.</li> </ul>	2024
<b>Additional Accessibility Activities</b>		
<b>Key Area</b>	<b>Action</b>	<b>Timeframe</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> </ul>	Ongoing

	<ul style="list-style-type: none"> <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>	
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> <li>• Review feasibility of paving accessible parking spaces at select parks and make recommendations to Council on future budget implications.</li> </ul>	2024 to 2026
Parks & Trails	<ul style="list-style-type: none"> <li>• Review feasibility of plowing (clearing snow) from select park pathways and trails.</li> <li>• Make recommendations to Council on feasibility and future budget implications.</li> </ul>	2024 to 2026
Accessible Recreation Program Equipment	<ul style="list-style-type: none"> <li>• Review feasibility and grant opportunity to purchase sledges for recreation skating program.</li> </ul>	2024
Election Locations	<ul style="list-style-type: none"> <li>• Continue to review accessibility of voting locations.</li> </ul>	2025/2026

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**Infrastructure Services**

**Notice of a Site Plan Application  
39 Commerce Road  
File No. SPA-2021-02**

**Take Notice** that an application for Site Plan Approval (File No. SPA-2021-02) has been submitted by R.J. Burnside & Associates on behalf on Alpine Auto Sales pursuant to the provisions of the *Planning Act* as follows:

**Description of the Land:**

The lands subject to this application are located east side Commerce Road, north of Madison Avenue and south of Centennial Road. The subject lands are legally described as Plan 335, Lot 36, Part 10, Registered Plan 7R-1722, municipally known as 39 Commerce Road and have a total area of approximately 1.04 hectares (2.57 acres), with approximately 30 metres (100 feet) of frontage along Commerce Road. The subject lands are vacant. A location map of the subject lands is attached.

**Purpose and Effect of the Site Plan Application:**

The applicant is proposing to construct a 464.5 square metre (5,000 square foot) autobody shop in addition to 18 parking spaces and a single driveway access from Commerce Road.

**Plans and Reports Submitted:**

1. Legal Survey, prepared by Bruce I. McMurchy, dated January 11, 1980;
2. Registrar's Compiled Plan 335 prepared by Van Harten Surveying Inc., dated September 22, 2023
3. Site Plan, prepared by R.J. Burnside & Associates Limited, dated November 22, 2023
4. Down Draft Spray Booth Plan, prepared by United Spray Booths Limited
5. Civil Servicing Technical Memorandum, prepared by R.J. Burnside & Associates Limited, dated, November 22, 2023;
6. Grading Plan, Drawing No. G1, prepared by by R.J. Burnside & Associates Limited, dated November 22, 2023
7. Drainage Profiles, Drawing No. G2, prepared by by R.J. Burnside & Associates Limited, dated November 22, 2023
8. Servicing Plan, Drawing No. S1, prepared by by R.J. Burnside & Associates Limited, dated November 22, 2023
9. Erosion and Sediment Control Plan, Drawing No. ESC, prepared by by R.J. Burnside & Associates Limited, dated November 22, 2023
10. Notes and Details, Drawing No. D1, prepared by by R.J. Burnside & Associates Limited, dated November 22, 2023
11. Traffic Letter, prepared by R.J. Burnside & Associates Limited, dated April 6, 2022

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12. Matrix & Spatial Separation Calculations, Drawing No. D1, prepared by R.J. Burnside & Associates Limited, dated September 29, 2023
  13. Building Site Elevation, prepared by Steelway Building Systems, dated August 3, 2018
  14. Sidewall Elevation, Drawing No. A-7, prepared by Steelway Building Systems, dated August 3, 2018
  15. Site Lighting Plan, Drawing No. E001A, prepared by R.J. Burnside & Associates Limited, dated September 5, 2023
  16. Site Lighting Calculation Summary, Luminaire Schedule & Details, Drawing No. E002, prepared by R.J. Burnside & Associates Limited, dated September 5, 2023
  17. Landscape Plan, Drawing No. L-01, prepared by R.J. Burnside & Associates Limited, dated August 8, 2023
  18. Emissions Summary & Dispersion Modelling Report, prepared R.J. Burnside & Associates Limited, dated November 2023;
  19. Acoustic Assessment Report, prepared by R.J. Burnside & Associates Limited, dated November 2023;

**Related Applications:**

None.

**Deadline for Comments:**

Please forward all comments prior to **February 26, 2024**

**Further Information Available:**

Copies of pertinent submission documents have been circulated to external agencies and internal Town Departments for review and comment. For further information, please contact **David Waters, Senior Planner, Infrastructure Services at 519-941-0440 Ext. 2260 or by email at [dwaters@orangeville.ca](mailto:dwaters@orangeville.ca)**

**Notice Issued: January 4, 2024**

Location Map  
File: SPA-2021-02  
Applicant: R.J. Burnside & Associates

