



## Agenda

### Access Orangeville Committee Meeting

November 14, 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 view Access Orangeville meetings will have the option to attend in-person, or by calling [+1 289-801-5774](tel:+12898015774) 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 [gbrennan@orangeville.ca](mailto:gbrennan@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 **2024-10-10 - Access Orangeville - Minutes**

3

5. **Presentations**

6. **Items for Discussion and Reports**

<b>6.1</b>	<b>Proposed 2025 Work Plan</b>	<b>7</b>
	Recommendations: That the proposed 2025 Access Orangeville Committee workplan, be approved.	
<b>6.2</b>	<b>Annual Accessibility Champion Award Criteria</b>	<b>16</b>
<b>6.3</b>	<b>Role of the Committee and Code of Conduct</b>	<b>19</b>
<b>6.4</b>	<b>2025 Access Orangeville Proposed Meeting Schedule</b>	<b>29</b>
	Recommendations: That the proposed 2025 meeting schedule be approved.	
<b>7.</b>	<b>Correspondence</b>	
<b>8.</b>	<b>Announcements</b>	
<b>9.</b>	<b>Date of Next Meeting</b>	
	The next meeting is scheduled for Thursday, December 12, 2024.	
<b>10.</b>	<b>Adjournment</b>	



## Minutes of Access Orangeville

October 10, 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 R. Stevens, Chair  
J. Jackson, Vice-Chair  
S. Clarke  
M. Hartley  
K. Murphy-Fritz  
R. Ugolini  
K. Van Ryn

Members Absent: P. Charbonneau

Staff Present: G. Brennan, Legislative Assistant, Corporate Services  
C. Cosgrove, Manager, Facilities and Parks, Community Services  
S. Doherty, Manager, Recreation and Events, Community Services  
T. Dulisse, Manager, Transportation and Development, Infrastructure Services  
J. Rawn, Executive Assistant, Infrastructure Services

### 1. Call to Order

The meeting was called to order at 10:01 a.m.

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

None.

### **3. Land Acknowledgement**

Councillor R. Stevens, Chair, acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. He also recognized 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**

**2024-022**

**Moved By** J. Jackson

That the minutes of the following meeting are approved:

#### **4.1 2024-09-12 - Access Orangeville - Minutes**

**Carried**

### **5. Presentations**

#### **5.1 Councillor A. Macintosh, Chair, Age Friendly Committee - Assisting Seniors in our Community**

Councillor A. Macintosh, Chair, Age Friendly Committee, discussed a proposed financial assistance program being presented to Council for consideration that the Age Friendly Committee is currently initiating for snow removal for seniors. He outlined various logistics of the program including the intention to provide financial assistance to a maximum of fifty (50) older adults to safely access their private driveways, stairs, and walkways. He highlighted that the program will be managed through an application process, where approved applicants will receive (\$200) to support the purchase of snow removal services during winter months. Councillor A. Macintosh inquired whether Access Orangeville will be willing to contribute financially to this program through their budget.

The Committee asked questions and discussed the following.

- Application questions and requirements,
- Criteria to apply and eligible candidates,
- Selection and approval process,
- Clarification on what the grant can be put towards,
- Capacity to run a larger scale program,

- Opening the program to individuals with accessibility concerns, and
- The overlap of likeminded programs and services offered by surrounding Municipalities and Organizations.

**2024-023**

**Moved By** K. Van Ryn

That Access Orangeville support the Age Friendly Committee's snow removal financial assistance pilot program at a total cost of \$5,000 to be funded from Access Orangeville's Committee budget.

**Carried Unanimously**

**6. Items for Discussion and Reports**

**6.1 Charles Cosgrove, Manager, Facility and Parks, Community Services - Trail System Final Drawings**

Charles Cosgrove, Manager, Facility and Parks, Community Services, reviewed site plans for the Broadway Entrance and the Townline Entrance of the Orangeville Trail. Mr. Cosgrove discussed the amenities offered at the respective entrances including bike repair stations, bike racks/leaning racks, and benches with wheelchair accessible spaces beside them.

The Committee asked questions surrounding cost associated with the trail, seasonal maintenance, water stations, and highlighted the importance of accessible recreational options in the Town of Orangeville.

Tony Dulisse Manager, Transportation and Development, Infrastructure Services, and Charles Cosgrove, Manager, Facility and Parks, Community Services, clarified that during winter months, trails are not maintained.

Sharon Doherty, Manager, Recreation and Events, Community Services, provided insight into the recreational activities that are offered by the Town during winter months.

**2024-024**

**Moved By** R. Ugolini

That Access Orangeville endorse the Broadway Trail Entrance, and the Town Line Trail Entrance as presented.

**Carried Unanimously**

**7. Correspondence**

None.

**8. Announcements**

Details to the 5th annual Orangeville Hallowe'en Haunt Patrol (OHHP) where homeowners across the community compete in a best decorated property contest were shared.

- The top ten (10) decorated properties will be published on Monday, October 21 at 9 p.m.
- Judging for the event occurs on Friday, October 25, and Saturday, October 26 between 7 p.m. - 10 p.m.
- There are a total of 50 judges including three (3) Members of Council and a representative from the Orangeville Business Improvement Association.

Committee members were invited to attend this year's event.

**9. Date of Next Meeting**

The next meeting is scheduled for Thursday, November 14, 2024, at 10 a.m.

**10. Adjournment**

**2024-025**

**Moved By** J. Jackson

That the meeting be adjourned at 10:55 a.m.

**Carried**



# 2025 Access Orangeville Committee Work Plan

If the Committee requires assistance from the Town’s Communications Division for a program or initiative identified in this workplan, a minimum of eight (8) weeks’ notice is required.

Deliverable / Project	Description	Frequency	Scheduled Date	Budget	Comments
<b>Special Project – Stop Gap Ramp</b>	Temporary ramps that provide access for customers with mobility devices to downtown storefronts that have a single entrance step.	Annual	Q4	<b>Total budget for this project: \$8,800</b>	Community Services & Infrastructure Staff leading this project. Committee to assist with roll out. <b>In progress</b>
<b>Special Project – Purchasing Accessible Sledges for Public Skates</b>	Sledges are adapted skating devices that make public skates accessible for all persons.	Annual	Q4	<b>Total budget for this project: \$10,000</b>	Report CMS-2024- 023 went to Council directing staff to purchase sledges. Community Services leading this project. <b>In progress</b>
<b>Special Project – Snow Removal Program (in conjunction with Age Friendly Committee)</b>	Review feasibility of plowing (clearing snow) from select park pathways and trails.	As Required	Q1	<b>Total budget for this project: \$5000</b>	Motion passed by Council on 2024/11/04 for Staff to bring forward a report in Q4 2024 to determine application criteria <b>In Progress</b>
<b>Special Project – Sponsorship for Public Skates and Public Swims</b>	Sponsor community events such as public swimming and skating to promote access to recreation services.	Bi-Annual	- Earth Day (April 22) - A date TBD during accessibility week (June)	Sponsored Skate: <b>\$600</b> Sponsored Swim: <b>\$600</b> <b>Total budget for this project \$1200</b>	Committee to determine the second date of the sponsored skate or swim

## 2025 Access Orangeville Committee Work Plan

<p><b>Award Presentation – Annual Accessibility Champion Award</b></p>	<p>Nominations for the Accessibility Champion Awards are announced annually in the spring. Award presentations to be held during national accessibility week. Recipients receive a certificate and a small financial contribution to support their continued accessibility work.</p>	<p>Annual</p>	<p>May - June</p>	<p><b>Total budget for this project: \$1000</b></p>	<p>Committee to review nominations and vote for up to five (5) recipients that will each receive \$250.  (monetary value may increase if less than five recipients are awarded)</p>
<p><b>Conferences &amp; Mileage – Access Forum</b></p>	<p>A committee member is invited to attend an event / forum focused on advancing accessibility where attendees can contribute to the exchange of resources and educational insights, fostering an environment of shared learning and progress in accessibility initiatives.</p>	<p>Annual</p>	<p>TBD</p>	<p>Mileage – <b>\$1000</b> Conference - <b>\$3000</b>  <b>Total budget for this project: \$4,000</b></p>	<p>Committee to pass a motion to determine the member(s) that will attend the event / forum.</p>





## 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 publicly available.</li> <li>• Existing accessibility policy, procedures and other resources will be reviewed and updates as needed.</li> </ul>	Annually or 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>	Annually or as required  Completed 2023
Accessibility Compliance Report	<ul style="list-style-type: none"> <li>• Complete bi-annually</li> </ul>	December 2023 and December 2025  Completed 2023
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> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>• Training resources to be updates as required.</li> <li>• Track staff and volunteers trained and keep records of training completed.</li> </ul>	
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 Update to transit policy in 2025
<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> </ul>	Ongoing

	<ul style="list-style-type: none"> <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>	
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, extended 2024 – 2026  Update to fare free transit in 2024, to be implemented until 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> </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>	<p>October 2023 new transit hub opened</p> <p>Alder Recreation Centre bus stop relocated in fall 2024 with the addition of a shelter for late 2024</p>
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>	Program paused until Q2 of 2027 in lieu of fare free transit
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>	Ongoing
Customer Feedback	<ul style="list-style-type: none"> <li>• Accessible feedback process is in place.</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <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>	
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>	<p>When required for vehicle purchase</p> <p>New bus contract award in 2024 with new busses to arrive in 2025</p>
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> <li>Additional training on neuro-diversities to be provided through a local community agency to operators.</li> </ul>	<p>Ongoing</p> <p>2024 and ongoing</p>
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> </ul>	<p>Ongoing</p> <p>2024 to 2026</p>

	<ul style="list-style-type: none"> <li>• New rail trail development. Installation of benches and leaning stations along trail.</li> </ul>	
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  Completed and re-opened in May 2024
Rotary Park Plan	<ul style="list-style-type: none"> <li>• Input on playground features including tactile and visual communication boards.</li> </ul>	2024  New playground to be completed spring 2025
<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> <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  Several events sponsored throughout 2024
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  Additional spots added to public parking lot across from Town Hall and

		temporary events spots beside Town Hall
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 To be purchased 2024
Election Locations	<ul style="list-style-type: none"> <li>Continue to review accessibility of voting locations.</li> </ul>	2025/2026

## Access Orangeville's Annual Accessibility Champion Award

### 2024 Criteria

- These awards recognize individuals, local businesses, or a community group who have demonstrated a passion for making the community more accessible by continually going above and beyond to achieve this goal.
- “There are many champions in our community helping us remove barriers and provide accessible services, and these awards offer a chance for us to recognize the great work they are doing,” said Councillor Rick Stevens, Chair of the Access Orangeville Committee. “I encourage you to nominate someone in our community who creates an accessible Orangeville for all.”

Nominations must be submitted by no later than 12 p.m. on Friday, May 3 by email at [accessibility@orangeville.ca](mailto:accessibility@orangeville.ca).

The following information must be included in the nomination:

- The name of the individual, business, or community group nominated.
- The reason for the nomination, including what they have done to make our community more accessible for all.
- Include the name, address, and phone number of the nominee. Nominees must be a resident or business in Dufferin County.
- The name and contact information, including the phone number, of the person submitting the nomination.

The 2024 award recipients will be announced during Accessibility Week, observed from May 25 to June 1.

Nominations for the Accessibility Champion Awards are announced annually in the Spring, with the award presentations held during National Accessibility Week. Follow the Town on social media or online at [orangeville.ca](http://orangeville.ca) for next year's announcement.

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### 2024 Accessibility Champion Award

- On May 29, Mayor Lisa Post and Councillor Rick Stevens hosted the 2024 Accessibility Champion Awards at Orangeville Town Hall, recognizing those who demonstrate a passion for making an accessible community.
- “Access Orangeville was thrilled to receive eight outstanding nominations for the Accessibility Champion Awards this year,” said Councillor Rick Stevens, committee Chair. “The organizations and individuals recognized go above and beyond to ensure our community is inclusive and accessible.”
- During the event, Mayor Post also proclaimed May 26 to June 1, 2024, as National Accessibility Week, promoting inclusion and accessibility in all communities and workplaces, celebrating the progress that has been made, and inspiring everyone to further break down accessibility barriers.

### 2024 Accessibility Champion Award Recipients



## **Access Orangeville's Annual Accessibility Champion Award**

### **James Jackson**

James Jackson has continued to take on bigger roles in helping make Orangeville more accessible over the past few years. As current co-chair of Access Orangeville and chair of the Community Improvement Committee, he is always ready to help others on the journey towards accessibility.

### **The Healing Moon**

The Healing Moon continues to go above and beyond when it comes to providing a safe, inclusive shopping experience. They work with local support businesses to ensure customers with neurodiversity and disabilities can receive service in inclusive ways, as well as hosting community classes where all are welcome.

### **B Social – Community Living Dufferin (CLD)**

B Social has been servicing Dufferin County at café locations and concession stands for the past five years. Launched in 2018, B Social is an initiative run by CLD in partnership with Family Transition Place and Dufferin Child and Family Services. The initiative was created to provide equal opportunities for members of the community with barriers to employment. It is a nonprofit entity under CLD providing paid employment and job training in various venues in Dufferin County to those looking to enter or re-enter the workforce in an environment suited to meet each person's individual needs. As of 2024, B Social employs over 30 people.

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## **2023 Accessibility Champion Award Recipients**

### **Branching Out Support Services**

Branching Out Support Services builds an accessible community through programming and events, such as workshops and classes, dances, and art shows. The organization also provides education and consulting services to other businesses, organizations, and community groups about neurodiversity, equity, inclusion, and creating accessible and welcoming spaces.

The leadership team at Branching Out Support Services values and seeks opinions and experiences from those with lived experience to determine the direction of the organization and how they can build community together. Staff and participants also volunteer their time to opportunities and events that build accessible communities.

### **Active Lives Canada**

This not-for-profit organization operates a day program with two campuses - one in Orangeville and one in Shelburne. Both campuses are fully accessible to individuals with any ability. The team at Active Lives Canada motivates, engages, and encourages all participants through their dedication to inclusion, kindness, fun, and accessibility.

Program activities include swimming, hiking, workouts, volunteering with other organizations, cooking, baking, shopping, coding, computer use, and more. All programs are adapted to each of the individual's abilities. Active Lives Canada opened a Respite house in Orangeville in April of this year, available to everyone in Dufferin and the surrounding area.

## **Access Orangeville's Annual Accessibility Champion Award**

### **James Jackson**

James Jackson is a true Accessibility Champion and advocates daily to bring attention to accessibility matters in Orangeville. James is a current member of the Access Orangeville Committee and was a member of the Joint Accessibility Committee the past term of Council. James is a strong advocate for accessible parking in the downtown core and regularly attends Council meetings to bring attention to matters such as the Broadway Bricks project, making sure his voice is heard for everyone. James is also the Ambassador for the Caledon Dufferin Chapter for Multiple Sclerosis.

### **Michelle and Rick Arsenault, Bluebird Café & Grill**

Michelle and Rick Arsenault are well known restaurateurs in Orangeville. Michelle and Rick recently provided accessibility training to their front-of-house staff (training was provided by another Accessibility Champion: Branching Out Support Services). Continuously seeking ways to improve the dining experience for all guests, Bluebird Café now provides double handled mugs and weighted utensils to assist those with hand tremors or involuntary muscle movements.

### **Advocacy Award: Participants at Branching Out Support Services (BOSS)**

Participants at Branching Out Support Services (BOSS) will receive a special Advocacy Award for their work to bring attention to accessibility concerns related to local recreation and transit opportunities. The group was invited to meet with Mayor Lisa Post and Town staff and share their lived experiences; Town Recreation staff was able to add inclusive court time to program offerings and provided accessible access to drop-in gym space. This active group can also be seen out in the community volunteering, doing clean up, and delivering flyers for the Blues & Jazz Festival.



## Corporate Policy

### Code of Conduct for Council, Local Boards and Committees

**Department:** Corporate Services  
**Approved** by Council: May 9, 2016  
By-law No. 044-2016  
Resolution No. 2022-026

#### 1. Policy Statement

A written Code of Conduct supports the principles of transparent and accountable government and helps to ensure members of Council, local boards and special and other committees of Council share a common integrity base and understanding for acceptable conduct extending beyond the legislative provisions governing their conduct.

#### 2. Purpose

The purpose and intent of the Code of Conduct is to establish general standards of conduct to supplement the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that the Town's elected and appointed representatives operate from a base of integrity, justice and courtesy.

The Code does not replace members' roles, responsibilities, actions and behaviours required by various statutes, by-laws and policies.

#### 3. Definitions

For the purpose of this Code of Conduct,

**"Town"**: means The Corporation of the Town of Orangeville.

**"Code"**: means this Code of Conduct as it applies to members of Council, local boards and/or committees.

**"Committee" or "Committee of Council"**: means a special or other committee/board as defined and established in Boards and Committees By-Law No. 025-2015, as amended from time to time, and any successor by-law.

**“Corporation”**: means The Corporation of the Town of Orangeville.

**“Council”**: means the Council of the Town of Orangeville.

**“Gifts and Benefits”**: means any cash or monetary equivalent, fee, object of value, service, travel and accommodation, or entertainment.

**“Local Board”**: means a local board as defined in section 223.1 of the Municipal Act, 2001.

**“Member”**: means a member of Council, a local board or committee.

**“Member of Council”**: means the Mayor, Deputy Mayor or a Councillor of The Corporation of the Town of Orangeville.

**“Official Duties”**: means the public duties of a member within the Town’s or local board’s jurisdiction, done for the purpose of providing good government with respect to those matters.

**“Personal Benefit”**: means an advantage other than financial such as seeking an appointment, promotion or transfer within the Corporation on behalf of a family member, and includes the private interests of a member.

**“Private Interest”**: means all of the activities of a member not included in the term defined as “Official Duties”.

#### 4. Scope

This Code applies to all members of Council, local boards and committees in the individual conduct of their official duties.

#### 5. Policy

##### 1. Statements of Principle

1.1 The key principles that underline the Code of Conduct are:

- accountability, ethics and integrity are at the core of public confidence in government and in the political process;
- all members shall serve and be seen to serve their constituents in a conscientious and diligent manner, avoiding the improper use of the influence of their office, and conflicts of interest, both real and apparent;
- members are expected to perform their duties in office in a manner that

promotes public confidence and will bear close public scrutiny.

## **2. Statutory Provisions**

2.1 This Code of Conduct operates with and as a supplement to the existing statutes governing the conduct of members, including but not limited to:

- a) Municipal Act
- b) Municipal Conflict of Interest Act
- c) Municipal Freedom of Information and Protection of Privacy Act
- d) Municipal Elections Act
- e) The Occupational Health and Safety Act
- f) Human Rights Code
- g) The Criminal Code of Canada

## **3. General Standards of Conduct**

3.1 Members are responsible for making honest statements. No member shall make a statement when they know that statement is false. No member shall make a statement with the intent to mislead Council or members of the public.

3.2 Members will conduct their dealings with each other in ways that maintain public confidence in the office to which they have been elected or appointed, are open and honest, focus on issues rather than personalities, and avoid aggressive, offensive or abusive conduct.

## **4. Responsibilities of Council and Members of Council**

4.1 Only Council as a whole has the authority to direct staff, approve budget, policy or processes, including the structures and procedures for committees and other such matters. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.

4.2 Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.

4.3 Members of Council when appointed to local boards, committees or other bodies as part of their duties shall make every effort to participate diligently in the activities of these bodies with good faith and care;

**5. Responsibilities of Members of Committees and Local Boards.**

- 5.1. Members of the public appointed to committees or local boards do not hold office, represent a constituency within the community, represent Council, or represent the committee or the local board unless mandated to do so. Members of the public appointed to committees and local boards must respect both the word and spirit of this Code as it applies to them and also as it applies to members of Council.
- 5.2. Committees and local boards operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by Council.
- 5.3. No member may act beyond the mandate of the committee or local board granted by Council.

**6. Respect for Decision Making Process**

- 6.1 Members shall accurately and adequately communicate the decisions of Council and local boards so that respect for the decision and decision-making process is fostered.
- 6.2 Members shall not attempt directly or indirectly to influence the decision-making process as it relates to the award of contracts or settlement of claims. This includes but is not limited to direct or indirect personal contact or interaction with the parties administering or directly involved in such processes.

**7. Gifts and Benefits**

- 7.1 Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of their duties, except compensation authorized by law.
- 7.2 This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall be the property of the municipality.
- 7.3 No member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Town services not otherwise available to the general public and not consequent to their official duties.

## 8. Confidential Information

- 8.1 All information, documents and deliberations received, reviewed or taken in closed session of Council and its committees are confidential, except as otherwise directed by Council.
- 8.2 Members shall not disclose or release verbally, in writing or by any other means, any confidential information acquired by virtue of their office, except when required by law to do so.
- 8.3 Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.
- 8.4 Confidential information includes, but is not limited to information:
- about labour negotiations;
  - from suppliers which might be useful to other suppliers;
  - relating to the legal affairs of the Town;
  - where the identity of a complainant has been given in confidence;
  - about items under negotiation;
  - defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
  - protected under MFIPPA or other legislation;
  - of a personal nature to Town employees or clients;
  - that is not available to the public and that, if disclosed, could result in loss or damage to the Corporation or could give the person to whom it is disclosed an advantage;
  - disclosed or discussed at a closed meeting of Council;
  - given verbally in confidence in preparation for or following a meeting that is closed to the public;
  - circulated to members and marked “Confidential”.

This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

- 8.5 Members shall not use confidential information for personal or private gain, or for the gain of relatives or any person or corporation or cause detriment to the Town, Council, local board, or others.
- 8.6 Members of Council shall not access or attempt to access confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by Council policy.

- 8.7 Members are only entitled to information in the possession of the Town that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same right to information as any other member of the community and must follow the same processes as any private citizen.

## **9. Use of Town Property, Services and Other Resources**

- 9.1 No member of Council shall use, or permit the use of Town property, including land, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, networks, websites, Corporate transportation) for activities other than the business of the Corporation.
- 9.2 Personal use of Town-issued devices such as a tablet, laptop computer or cellular device is permitted.
- 9.3 No member shall obtain personal benefit or financial gain from the use or sale of Town property, including Town-developed intellectual property (for example, inventions, creative writings, computer programs and drawings), technical innovations, Town owned images, logos, coat of arms, or other items capable of being patented, since all such property remains exclusively that of the Town.
- 9.4 No member shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties.
- 9.5 Members shall conduct themselves in accordance with the provisions of the Town Communications Policy.

## **10. Business Relations**

- 10.1 No member shall borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 10.2 No member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Town.
- 10.3 No member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town.



**11. Conduct at Meetings of Council**

- 11.1 Members shall make best attempts to attend Council and Standing Committee meetings and be on time. When a member cannot attend a meeting they shall contact appropriate person in advance.
- 11.2 During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.
- 11.3 Members of Council shall set all handheld electronic devices to a non-audible signal, and shall not use electronic equipment (including smartphone, pager, laptop computer or similar device) in a manner which interrupts the proceedings of the Council.
- 11.4 Members of Council shall not engage in private conversation during a Council meeting in a manner which interrupts the proceedings of the Council.

**12. Conduct Respecting Staff**

- 12.1 Members are elected legislators for the Town. Staff are responsible for implementing the decisions of Council and ensuring the efficient and effective operation of Town services. Mutual respect and cooperation are required to achieve the Town's corporate goals and implement the Council's strategic priorities.
- 12.2 Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Staff, under the direction of the Chief Administrative Officer, are responsible for implementing those decisions and ensuring the efficient and effective operation of Town services.
- 12.3 Members shall be respectful of the fact that staff work for the Town as a body corporate and are charged with making impartial recommendations that reflect their professional expertise and corporate perspective. Any individual member or faction of Council shall refrain from any conduct which may deter, interfere or unduly influence staff in the performance of such duties and obligations.
- 12.4 No member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the Town.

- 12.5 Certain employees are employed within the administration of justice. Members shall refrain from making requests or statements or taking actions which may be construed as an attempt to influence the independent administration of justice.
- 12.6 No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.

### **13. Respect for Others**

- 13.1 Members shall conduct themselves in accordance with the provisions of the Town Harassment and Violence Policies.
- 13.2 Members shall treat every person, including other members, the public, staff and volunteers, with dignity, understanding and respect.
- 13.3 All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation. All members shall ensure that their work environment is free from discrimination and personal and sexual harassment.

### **14. Town By-laws, Policies and Procedures**

- 14.1 Members shall encourage public respect for the Town and its by-laws.
- 14.2 Members shall observe the terms of all policies and procedures established by Town Council, however, this provision does not prevent a member from requesting that Council grant an exemption from a policy.

### **15. Reprisals and Obstruction**

- 15.1 Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited.
- 15.2 It is a violation of the Code to obstruct the Integrity Commissioner in the carrying out of his or her responsibilities, as, for example, providing inaccurate or misleading information to the Integrity Commissioner, refusing to answer inquiries or by the destruction of (records) documents or the erasing of electronic communications.

### **16. Compliance with the Code of Conduct**

- 16.1 Members shall conduct themselves according to this Code.

- 16.2 In addition to any other consequence imposed by law, members found to have breached this Code may be subject to discipline, including return of a gift or benefit, removal from a local board or committee, loss of chairmanship, censure, a reprimand or, where applicable, suspension of remuneration paid for his or her services as a member, for a period of up to ninety (90) days.
- 16.3 Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code.
- 16.4 Any individual, including members of the public, Town staff, and members of Council, who has reasonable grounds to believe that a member has breached a provision of the Code, may submit a complaint.

## **17. Procedures**

- 17.1 Members seeking clarification of any part of the Code should consult with the Integrity Commissioner.
- 17.2. If a breach of the Code is alleged the complaint should be lodged with the Integrity Commissioner.
- 17.3 The Integrity Commission will conduct an investigation and report to Council.



## 2025 Access Orangeville Proposed Meeting Schedule

The Committee is to meet every second Thursday of each month, at 10:00 a.m.

- The scheduled March 13<sup>th</sup> meeting is to be held one (1) week later (March 20<sup>th</sup>), to accommodate for March Break.
- Meetings are not to be scheduled during the months of July or August.

### 2025 Meeting Dates

- Thursday, February 13, 2025
- Thursday, March 20, 2025
- Thursday, April 10, 2025
- Thursday, May 8, 2025
- Thursday, June 12, 2025
- Thursday, September 11, 2025
- Thursday, October 9, 2025
- Thursday, November 13, 2025
- Thursday, December 11, 2025