



**Accessibility Advisory Committee  
Agenda**

**Date and Time** [Friday, February 17, 2012 at 1:00 p.m.

**Place** Township of South Frontenac Public Library Community Room, Sydenham

**Members:**

John McDougall, County Councillor

Gary Davison, Warden

Neil Allen, South Frontenac

Danka Brewer, Central Frontenac

Francine Arsenault, Community Member at Large

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1. Call to order

2. Adoption of the agenda

3. Disclosure of pecuniary interest and general nature thereof

4. Adoption of minutes

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- Adoption of Minutes - December 9, 2011

5. Business arising from the minutes

6. Deputations and/or presentations

7. Communications

5-6

- 11-12-15 Accessibility Directorate of Ontario Memo Re: Broader Public Sector Accessibility Planning Requirements

7-8

- 12-01-13 Accessibility Directorate of Ontario Memo Re: Accessibility and the Broader Public Sector

9-10

- Draft letter to the Townships Re: Accessibility Advisory Committee

8. Accessibility Advisory Committee Work Plan

11-14

- 2012 Draft Work Plan for Accessibility Advisory Committee

9. Other business

- 2012 FAAC Meeting Schedule
- E-Agendas for AAC Meetings

10. Next meeting date

11. Adjournment



**JOINT ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES**

**December 9, 2011**

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A meeting of the Frontenac Joint Accessibility Advisory Committee (FAAC) was held at the Township of South Frontenac's Council Chambers, 4432 George Street, Sydenham on Friday, December 9, 2011 at 10:00 a.m.

**Present:** Neil Allen, Township of South Frontenac Representative – Chair  
Francine Arsenault, Community at Large Representative – Vice-Chair  
Danka Brewer, Township of Central Frontenac Representative  
John McDougall, County Council Representative  
Gary Davison, County Council Representative  
Susan Beckel, County of Frontenac

**Also in Attendance:** Edward Kellar, Independent Living Centre  
Evan Sepa, IT Technician/GIS Coordinator - Township of North Frontenac  
Charlene Godfrey, IT/911 Coordinator/GIS Technician - Township of Central Frontenac  
Angela Maddocks, Confidential Secretary - Township of South Frontenac  
David Millard, IT Supervisor - County of Frontenac  
Alison Vandervelde, Sustainability Assistant - County of Frontenac

**1. CALL TO ORDER**

▪ **Selection of Chair and Vice Chair:**

The election of Chair and Deputy Chair commenced. Susan Beckel called upon members interested in holding the position of Chair to identify themselves. Neil Allen did so. The same request was made for the position of Vice Chair. Francine Arsenault identified an interest. Both Neil Allen and Francine Arsenault accepted the positions of Chair and Vice Chair respectively.

Committee Recommendation

That Neil Allen be appointed Chair of the Frontenac Accessibility Advisory Committee and that Francine Arsenault be appointed as Vice-Chair of the Frontenac Accessibility Advisory Committee for the year 2012.

CARRIED

Neil Allen assumed the Chair.

**2. ADOPTION OF THE AGENDA**

Committee Recommendation

THAT the Agenda for the December 9, 2011 meeting be hereby adopted as presented.

CARRIED

**3. APPROVAL OF THE MINUTES – nil**

**4. BUSINESS ARISING FROM THE MINUTES - nil**

**5. CORRESPONDENCE/INFORMATION ITEMS**

**(i) Edward Kellar, Independent Living Centre  
Re: Accessible Web site Design**

Mr. Allen introduced Mr. Edward Kellar. Mr. Kellar was in attendance to provide a presentation on Accessible Web site Design. Mr. Kellar presented information regarding:

- essential components of web accessibility
- Web Content Accessibility Guidelines (WCAG) 2.0
- AODA standards
- Assistive technology
- Evaluation tools
- Links to resources

Mr. Kellar answered questions and provided a CD containing additional resource material which will be circulated to all four townships.

Committee Recommendation

THAT the presentation by Mr. Edward Kellar regarding Accessible Web site Design be received for information.

CARRIED

**6. ACCESSIBILITY PLAN FOR 2012**

Accessibility Advisory Committee Work Plan for 2012 – deferred to next meeting

**7. OTHER BUSINESS**

**(i) Next meeting date**

The next meeting will be held on January 27, 2012 at 10:00 a.m. at the Township of South Frontenac Municipal Office.

**8. ADJOURNMENT**

Committee Recommendation

THAT the meeting adjourn at 12:00 p.m.

CARRIED

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Neil Allen, Chair

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Susan Beckel, Deputy Clerk

Susan Beckel

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**From:** Elizabeth Savill  
**Sent:** Monday, January 16, 2012 4:51 PM  
**To:** Susan Beckel; Casey Buchanan  
**Subject:** FW: Broader Public Sector Accessibility Planning Requirements  
**Attachments:** IASR Primer.pdf; Livret d information aux Reglement Integre.pdf

Elizabeth Savill  
CAO  
County of Frontenac  
2069 Battersea Road  
Glenburnie ON K0H 1S0  
Phone: 613-548-9400 x 300  
Fax: 613-548-8460  
Email: [esavill@frontenacounty.ca](mailto:esavill@frontenacounty.ca)

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**From:** Accessibility Directorate of Ontario [mailto:[accessibility@ontario.ca](mailto:accessibility@ontario.ca)]  
**Sent:** Thursday, December 15, 2011 4:06 PM  
**To:** Elizabeth Savill  
**Subject:** Broader Public Sector Accessibility Planning Requirements

**A French version of this message is included below.  
La version française de ce message se trouve ci-dessous.**

## **Broader Public Sector Accessibility Planning Requirements**

This is the first of two memos to keep you informed about developments with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of interest to your organization. Ontario reached another milestone in its 20-year accessibility journey with the passage this spring of the Integrated Accessibility Standards Regulation (IASR).

As you may know, this new regulation outlines a number of requirements for the public sector, including a multi-year accessibility plan.

I would like to clarify existing requirements under the Ontarians with Disabilities Act, 2001 (ODA), as work progresses under the AODA.

The ODA remains in force until repealed, and legal obligations under it, including those related to annual accessibility plans, continue. However, under the IASR, the broader public sector must develop multi-year accessibility plans starting in 2013, or 2014 for those with fewer than 50 employees.

Specifically, the IASR requires that organizations “establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this regulation.”

Requirements for this multi-year accessibility plan include:

- posting the plan on your website, if you have one,
- provision of the plan in an accessible format upon request,
- review and updating of the plan at least once every five years, and
- an annual status report on the plan that's also posted on your website.

People with disabilities need to be consulted in developing and updating these plans. Municipalities must also consult their Accessibility Advisory Committees, if they have one.

The broader public sector has made excellent strides towards accessibility, in part due to the annual accessibility planning carried out under the ODA. In recent years, some of you have started to reflect implementation of the new AODA standards in your ODA plans. I hope that you will build on the momentum gained through the ODA annual planning process and use it to meet the requirements of the IASR.

We appreciate your continued efforts in making Ontario accessible and please continue to forward us your best practices.

The ADO is developing resources to help you meet the requirements of the IASR. These will be available at [ontario.ca/accessON](http://ontario.ca/accessON) over the next six months. As a start, the attached booklet "*Integrated Accessibility Standards Regulation: A Primer for Ontario Businesses and Organizations*" provides an overview of the new regulation. Hard copies of this booklet are available to order at the contact number below. A second memo containing additional information and early resources will follow in the coming weeks to ensure you have what you need to meet the requirements of the regulation.

For general inquiries about accessibility, please contact us by email at [accessibility@ontario.ca](mailto:accessibility@ontario.ca). You can also call our AODA Contact Centre at:

**Phone:** 1-866-515-2025

**TTY Toll free:** 1-800-268-7095

**TTY:** 416-325-5408

**Fax:** 416-325-3407

Again, thank you for your continued support for accessibility.

Yours truly,

Alfred Spencer

### **Exigences de planification en matière d'accessibilité dans le secteur parapublic**

Nous vous adressons cette première note de service afin de vous informer des nouvelles exigences applicables à votre organisation aux termes de la *Loi de 2005 sur l'accessibilité pour les personnes handicapées de l'Ontario* (LAPHO). L'Ontario a franchi une nouvelle étape importante dans son projet d'amélioration de l'accessibilité sur 20 ans avec la promulgation au printemps des Normes d'accessibilité intégrées.

Susan Beckel

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**From:** Elizabeth Savill  
**Sent:** Monday, January 16, 2012 4:51 PM  
**To:** Susan Beckel; Casey Buchanan  
**Subject:** FW: Accessibility and the Broader Public Sector

Elizabeth Savill  
CAO  
County of Frontenac  
2069 Battersea Road  
Glenburnie ON K0H 1S0  
Phone: 613-548-9400 x 300  
Fax: 613-548-8460  
Email: [esavill@frontenacounty.ca](mailto:esavill@frontenacounty.ca)

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**From:** Accessibility Directorate of Ontario [mailto:[accessibility@ontario.ca](mailto:accessibility@ontario.ca)]  
**Sent:** Friday, January 13, 2012 2:04 PM  
**To:** Elizabeth Savill  
**Subject:** Accessibility and the Broader Public Sector

**A French version of this message is included below.  
La version française de ce message se trouve ci-dessous.**

**Ministry of Community  
and Social Services**  
Director's Office  
Outreach and Compliance  
Accessibility Directorate  
of Ontario  
6th floor, Suite 601a  
777 Bay Street  
Toronto ON M7A 2J4  
Tel: 416-212-0927  
Fax: 416-325-9620

**Ministère des Services  
sociaux et communautaires**  
Bureau du directeur  
Liaison et de la conformité Direction  
générale de l'accessibilité pour  
l'Ontario  
6e étage, bureau 601a  
777, rue Bay  
Toronto ON M7A 2J4  
Tél. : 416-212-0927  
Télééc. : 416 325-9620



## **Accessibility and the Broader Public Sector**

Following my recent memo to you regarding multi-year accessibility plans under the Integrated Accessibility Standards Regulation (IASR), I am following up as promised with additional information. This information will help you in meeting the early requirements of the IASR, which start in January 2012.

Two of the early requirements under the regulation deal with emergency preparedness. If your organization prepares emergency procedures, plans or public safety information and makes it available to the public, you have to provide that information in an accessible format or with appropriate communications supports, upon request, as of January 1, 2012. A few examples of alternate format or communications support could be large print documents, accessible electronic versions or recorded aud io.

Another upcoming requirement in the IASR deals with emergency preparedness for employees. If you have employees with disabilities you must provide individualized emergency response information for them by January 1, 2012. The regulation does not require you to provide volunteers or non-paid individuals with individualized workplace emergency response information.

The booklets Providing emergency response information for employees with disabilities and Accessibility Standard for Information and Communication: Providing emergency and public safety information for people with disabilities, outline suggested steps to take to prepare these plans and tips on how to support employees with disabilities who may need help during an emergency.

We appreciate the work you are doing to prepare for the IASR. As additional resources are developed, they will be available at [ontario.ca/accessON](http://ontario.ca/accessON). You can also follow us on [Twitter](#) and [Facebook](#).

For general inquiries about accessibility, please contact us by email at [accessibility@ontario.ca](mailto:accessibility@ontario.ca). You can also call our AODA Contact Centre at:

**Phone:** 1-866-515-2025  
**TTY Toll free:** 1-800-268-7095  
**TTY:** 416-325-5408  
**Fax:** 416-325-3407

Thank you for your support in making Ontario accessible.

Yours truly,

Alfred Spencer

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and Social Services**  
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Tél. : 416-212-0927  
Télééc. : 416 325-9620



### **L'accessibilité dans le secteur parapublic**

Suite à la note de service que je vous ai envoyée dernièrement au sujet des plans d'accessibilité pluriannuels aux termes des Normes d'accessibilité intégrées, je vous communique comme promis les renseignements complémentaires qui vous aideront à satisfaire aux premières exigences stipulées dans ce règlement, lesquelles entreront en vigueur dès le mois de janvier 2012.

February 14, 2012

Mayor Clayton and Members of Council  
Township of North Frontenac  
Box 97, 6648 Road 506  
Plevna, ON K0H 2M0

Mayor Gutowski and Members of Council  
Township of Central Frontenac  
Box 89, 1084 Elizabeth Street  
Sharbot Lake, ON K0H 2P0

Mayor Davison and Members of Council  
Township of South Frontenac  
Box 100  
Sydenham, ON K0H 2T0

Mayor Doyle and Members of Council  
Township of Frontenac Islands  
Box 130  
Wolfe Island, ON K0H 2Y0

**Re: Frontenac Accessibility Advisory Committee Update**

I am writing on behalf of the Frontenac Accessibility Advisory Committee (FAAC) to provide some updated information regarding the committee, its mandate, composition and general awareness of the committee's work. The committee was jointly established among the four Townships and the County in 2002 in accordance with the *Ontarians with Disabilities Act, 2001*. An updated by-law re-establishing the committee was adopted in 2011 and is attached for your reference.

Duties of the Accessibility Advisory Committee:

- (i) Advise Council in each year on preparation, implementation and effectiveness of its Accessibility Plan.
- (ii) Review selected Site Plans and drawings described in Section 41 of the Planning Act in a timely fashion in terms of how they address the accessibility needs of the disabled
- (iii) Work with Council and the community at large to identify and address the needs of the disabled community.
- (iv) Perform such other functions as specified by Council or through the regulations to the *Ontarians with Disabilities Act, 2001*

Composition of the Committee:

The committee is established to be comprised of 7 members from the following groups:

- Disabled Community (one representative from each Township):
  - Neil Allen - Township of South Frontenac
  - Danka Brewer - Township of Central Frontenac
  - Vacant Position - Township of North Frontenac
  - Vacant Position - Township of Frontenac Islands
- County of Frontenac Council (two representatives)
  - Councillor McDougall
  - Councillor Davison

- County or Township staff (one representative)
  - Susan Beckel
- Community at Large (one representative)
  - Francine Arsenault

who hold office from the date of their appointments to the end of the term of Council. The committee has had difficulty retaining members over the last few years; however the FAAC is now comprised of a very dedicated group of individuals, all of whom are interested in making the County more accessible to all who live, work, play or visit here. As is noted above, a representative from the Township of Frontenac Islands and a representative from the Township of Frontenac Islands are still needed for the committee.

### Committee Agendas and Minutes

FAAC meeting agendas and minutes will be posted on the County's web site for reference.

### Committee Activities

The committee's 2012 draft work plan is attached for your reference.

In conclusion, if your Township has any planned building or renovation projects, upgrades/changes to municipal parks or sidewalks, etc. the FAAC would be pleased to review any such plans and/or proposals and provide comments regarding accessibility. The committee can also provide accessibility audits on facilities which can assist in budget planning. Together we can continue to remove barriers in order that the County as a whole becomes more accessible for everyone.

If you have any further questions, suggestions or requests of the committee, please contact me and I will forward them to the FAAC.

Yours truly,

Susan Beckel  
Deputy Clerk

Encl.

CC: County Council  
County File No. A126

**FRONTENAC JOINT ACCESSIBILITY ADVISORY COMMITTEE  
2012 DRAFT WORK PLAN**

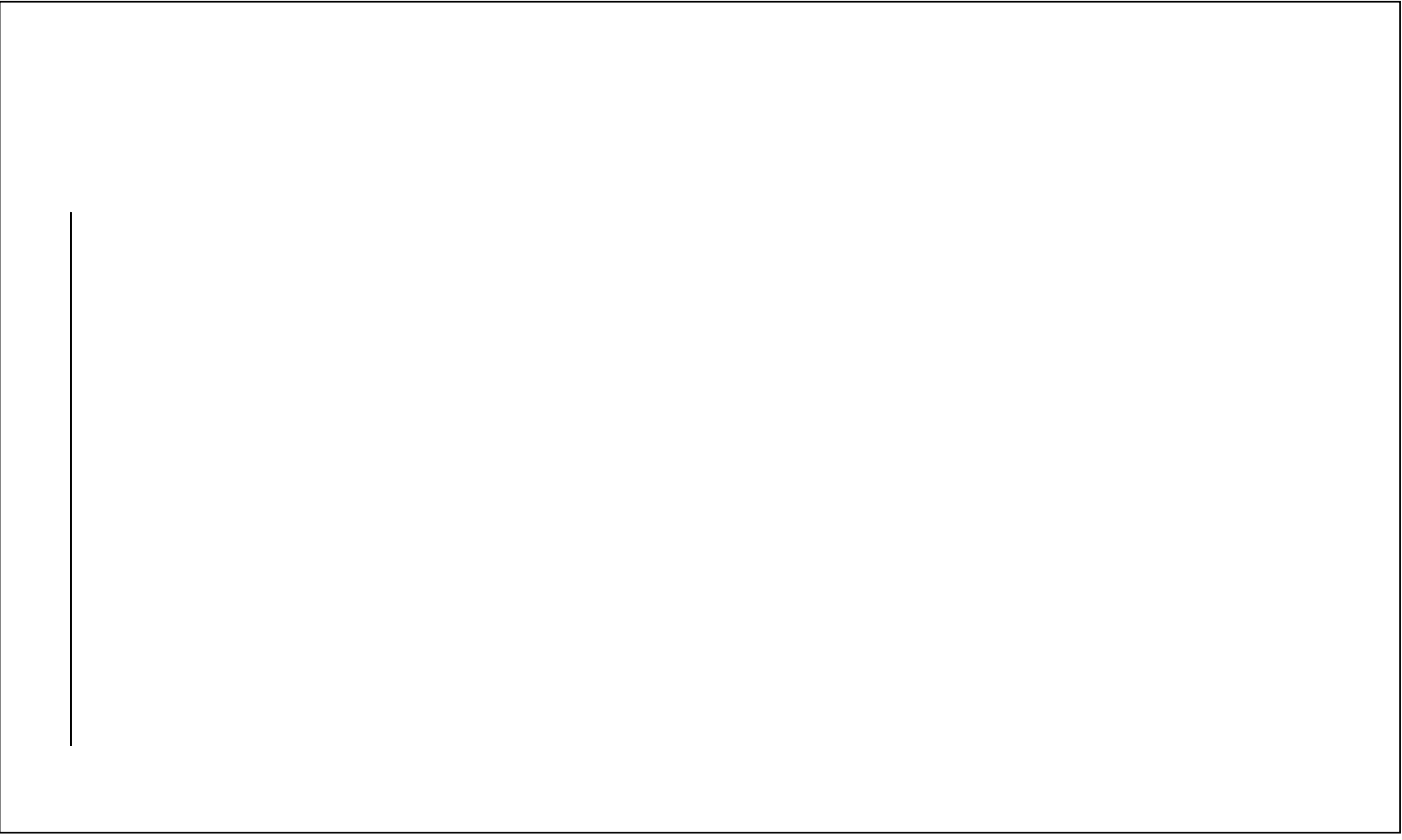
**Mandate of the Committee (By-law No. 2011-0022)**  
To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

<b>Proposed Activities for 2012</b>	<b>Details of the Activity</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>
<b>1. Committee awareness amongst the Townships</b>	- letter to Township Councils outlining committee's mandate, membership, etc.				
	- request to be delegation at each Council meeting				
<b>2. Accessible picnic table project</b>	- project was not completed in 2011, carried over to provide one accessible picnic table for each Township (subject to grant funding)				
	- assists with Activity No. 1				
<b>3. Comment on any Township or County building projects or site plans regarding accessibility.</b>	- County of Frontenac Front Entrance renovations (subject to 2012 budget approval)				
	- Township of South Frontenac municipal office renovations				
<b>4. Make recommendations to Councils regarding compliance with AODA, specifically the requirements to meet the Integrated Accessibility Standard Regulation and ongoing compliance with AODA Customer Service Standard.</b>	- multi-year accessibility plan				
	- required policies and procedures				
<b>5. Recruitment of Members</b>	- Members required for Frontenac Islands and North Frontenac				

**Agenda Item # 8•**



***Agenda Item # 8•***



***Agenda Item # 8•***

