

# Township of Scugog Staff Report

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<b>Prepared by:</b>	Christy Harrison, Committee Coordination Associate
<b>Department:</b>	Corporate Services Department
<b>Report No.:</b>	CORP-2017-042
<b>Report To:</b>	Council
<b>Date:</b>	December 18, 2017
<b>Reference:</b>	Strategic Direction #6 - Community Development
<b>Report Title:</b>	<b>Scugog Accessibility Advisory Committee 2017 Annual Report and Proposed 2018 Work Plan</b>

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## Recommendations:

1. **That** Council receive the Scugog Accessibility Advisory Committee 2017 Annual Report for information;
  2. **And That** the Committee's 2018 Work Plan (Attachment 1) be endorsed.
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## 1. Background:

Each year, advisory committees prepare reports to Council outlining accomplishments and identifying plans for the next year. The Scugog Accessibility Advisory Committee (SAAC) has prepared the 2017 Annual Report and Proposed 2018 Work Plan for Council's information and endorsement.

The activities of the Scugog Accessibility Advisory Committee (SAAC) are supported at a staff level through the Corporate Services Department. The Committee itself is comprised of 9 members. The Chairperson is Ms. Diana Fletcher and Councillor Wilma Wotten acts as the Council Liaison to the Committee.

## **2. Discussion:**

### **2.1 2017 ACCOMPLISHMENTS**

The Committee is pleased to present an overview of its accomplishments, as follows:

- The Accessibility Advisory Committee held a total of 9 meetings.
- The Committee continued to follow the Provincial Standards set in both the public and private sectors to address the full range of disabilities;
- The Committee continued to '*Tip the Hat*' where possible during 2017 to recognize individuals, groups/organizations, and businesses that have made an effort to improve access aiding in the creation of an inclusive community. Certificates were issued to Port Perry Smokehouse, Kleurovision and Pharmacy RX, Port Perry Rotary Club;
- Continued to strengthen working relations with the Mayor, Councilors and Township staff;
- Provided advice to Council and Staff regarding the development of the Scugog Accessibility Plan (2018-2022 multi-year plan) and the development of Policies and Procedures associated with the Information and Communication, Public Spaces, Transportation and Employment Standards as they evolve with the AODA legislation;
- Continued to support the Fire Department by promoting their efforts in building a resource list of residents in Scugog of persons with disabilities and special needs;
- Recognized Port Perry Smokehouse for the Regional Accessibility Award;
- Provided advice to Council and Staff on Municipal projects and plans;
- Used accessibility as a marketing tool to attract a wider range of tourists and conferences/conventions;
- Continued to provide Accessible Customer Service training for all new Advisory Committee members and Council members;
- Provided training for all new Advisory Committee members and Council members on the IASR (integrated Accessibility Standards Regulation) (Ont. Reg. 191/11);
- Held an information sharing session with Brock Township and Uxbridge Accessibility Advisory Committees;

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- Met with Heritage Committee to share information between committees;
  - Extended invitation to BIA/Chamber member to be a representative of the Committee to assist as liaison to local businesses;
  - Welcomed Ms. Robyn Hulowski, Human Resources Manager to the committee as a Staff representative;
  - Appointed a committee treasurer to assist staff in maintaining a well-organized budget.

## 2.2 2018 PLANNED INITIATIVES

The Scugog Accessibility Advisory Committee looks forward to bringing accessibility awareness to the municipality in 2018, and aims to:

- Advocate that the Township's Human Resource policies support inclusivity and provide a process for accommodations;
- Continue to provide advice to Council and Staff on Municipal projects and plans;
- Continue to make recommendations to the Planning Department through the Site Plan Review Sub Committee;
- Identify the Committee Coordinator as a main contact person/department identified to handle inquires related to accessibility and can be reached through multiple formats;
- To invite a Staff member to join the Committee to provide support with projects and initiatives and to offer a level of expertise and advice;
- Continue to provide Accessible Customer Service training for all new Advisory Committee members and Council members;
- Provide training for all new Advisory Committee members and Council members on the IASR (Integrated Accessibility Standards Regulation) (Ont. Reg. 191/11);
- Continue to *'Tip the Hat'* to recognize businesses and individuals in the community that have made an effort to improve access aiding in the creation of an inclusive community;
- Design window decals for Tip the Hat Recipients to showcase initiatives taken and to promote accessibility awareness within the Township;

- Continue to attend Accessibility Forums, the Region Wide AAC meetings, AMCTO Accessibility Workshops and information sessions as deemed necessary;
- Continue to review and update the 2018 - 2022 Accessibility Multi-year Plan;
- Arrange deputations every other month to help research and review available and accessible supports and services for the social, health and developmental needs of the population;
- Continue to update and improve the website with new accessibility resources, including an expansion of content and accessibility tips; ensure accessibility information is easy to locate and navigate on the site;
- Continue to promote community awareness through information sessions;
- Host the 2nd Annual Joint Accessibility Advisory Committee information sharing Session with neighboring Municipalities;
- Host an event to celebrate National Access Awareness Week 2018 and recognize past Tip the Hat Recipients and to showcase the newly designed window decals; and
- Continue to meet regularly with Heritage Committee to educate each other and find ways to work together on common issues.

### 3. Financial Implications:

The Scugog Accessibility Advisory Committee is requesting \$2,000.00 in the 2018 Operating Budget - See breakdown below.

<b>Description of Item/ Event</b>	<b>Estimated Timeline</b>	<b>Estimated Cost</b>
Tip the Hat Frames	Throughout the year	200.00
Creation of Tip the Hat Decals	January/February	400.00
Tip the Hat event/National Access Awareness Week	May	1000.00
Speakers/education/gratuities	Throughout the year	400.00
<b>Total Estimated Cost</b>		<b>\$2,000.00</b>

#### **4. Communication Considerations:**

- i. Invite a BIA/Chamber member to be a representative of the Committee to assist as liaison to local businesses;
- ii. Provide Accessible Customer Service training for all new Advisory Committee members and Council members;
- iii. Provide training for all new Advisory Committee members and Council members on the IASR (Integrated Accessibility Standards Regulation) (Ont. Reg. 191/11);
- iv. Support the Fire Department by promoting their efforts in building a resource list of residents in Scugog of persons with disabilities and special needs;
- v. Continue to update and improve the website with new accessibility resources, including an expansion of content and monthly accessibility tips;
- vi. Ensure accessibility information is easy to locate and navigate on the site include a “Monthly Accessibility Tip on the website”; and
- vii. Promote community awareness through information sessions; accessibility presentation at next year’s Age-Friendly Fair will provide venue.

#### **5. Conclusion:**

The Scugog Accessibility Advisory Committee had a busy and productive year and looks forward to Council’s support for its 2018 Work Plan.

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Respectfully Submitted:

Reviewed By:

Ms. Christy Harrison  
Committee Coordination Associate

Mr. John Paul Newman  
Municipal Clerk

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#### **Attachments:**

ATT-1: Proposed 2018 Budget and Business Plan

**Attachment 1****Township of Scugog - Proposed 2018 Budget and Business Plan Corporate Services – Scugog Accessibility Advisory Committee**

<b>PROGRAM DESCRIPTION</b>	
<b>Department</b>	Corporate Services
<b>Program Area</b>	The Scugog Accessibility Advisory Committee (SAAC)
<b>Mission</b>	The Scugog Accessibility Advisory Committee (SAAC) will work in partnership with the community to identify and eliminate barriers for people with disabilities.
<b>Mandate</b>	The Scugog Accessibility Advisory Committee (SAAC) shall advise and assist the Municipality in developing and facilitating strategies toward a barrier free Scugog for citizens with disabilities. This aim shall be achieved through the review of Municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.
<b>Goals</b>	<p><b>Maintain</b> a Committee working relationship within our Membership, with Council, Township Staff and Regional AAC Groups;</p> <p><b>Overcome</b> the attitudinal barriers that exist and develop awareness that the Members of SAAC are a valuable resource, approachable and reasonable when offering solutions or suggestions on accessibility issues;</p> <p><b>Educate</b> the public on the Accessible Customer Service Standards, Integrated Accessibility Standards Regulation and Amendments to Ontario Building Code.</p>
<b>Assets Managed</b>	N/A

<b>2017 HIGHLIGHTS</b>	
<b>Planned Initiatives</b>	<ul style="list-style-type: none"> <li>• Advocate that the Township’s Human Resource policies support inclusivity and provide a process for accommodations;</li> <li>• Continue to provide advice to Council and Staff on Municipal projects and plans;</li> <li>• Continue to make recommendations to the Planning Department through the Site Plan Review Sub Committee;</li> <li>• Identify the Committee Coordinator as a main contact person/department identified to handle inquires related to accessibility and can be reached through multiple formats;</li> <li>• To invite a Staff member to join the Committee to provide support with projects and initiatives and to offer a level of expertise and advice;</li> <li>• Continue to provide Accessible Customer Service training for all new Advisory Committee members and Council members;</li> <li>• Provide training for all new Advisory Committee members and Council members on the IASR (Integrated Accessibility Standards Regulation) (Ont. Reg. 191/11);</li> <li>• Continue to <i>‘Tip the Hat’</i> to recognize businesses and individuals in the community that have made an effort to improve access aiding in the creation of an inclusive community;</li> <li>• Design window decals for Tip the Hat Recipients to showcase initiatives taken and to promote accessibility awareness within the Township;</li> <li>• Continue to attend Accessibility Forums, the Region Wide AAC meetings, AMCTO Accessibility Workshops and information sessions as deemed necessary;</li> <li>• Continue to review and update the 2018 - 2022 Accessibility Multi-year Plan;</li>   <li>• Arrange deputations every other month to help research and review available and accessible supports and services for the social, health and developmental needs of the population;</li> <li>• Continue to update and improve the website with new accessibility resources, including an expansion of content and accessibility tips; ensure accessibility information is easy to locate and navigate on the site;</li> </ul>

	<ul style="list-style-type: none"> <li>• Continue to promote community awareness through information sessions;</li> <li>• Host the 2nd Annual Joint Accessibility Advisory Committee information sharing Session with neighboring Municipalities;</li> <li>• Host an event to celebrate National Access Awareness Week 2018 and recognize past Tip the Hat Recipients and to showcase the newly designed window decals; and</li> <li>• Continue to meet regularly with Heritage Committee to educate each other and find ways to work together on common issues.</li> </ul>
<b>Performance Measures</b>	Performance of this Committee will be measured by the ambitious work plan and by achieving many or all of the proposed initiatives during 2018. It will be a busy year for the Committee as Accessibility Standards become enacted into the <i>AODA, 2005</i> legislation and as the Township moves forward with compliance with the new Integrated Accessibility Standard.
<b>Challenges</b>	Committee membership proved to be a challenge this year. Attendance and obtaining our Committees quorum at each meeting was a challenge thus making it difficult to accomplish/finalize projects and events.
<b>Budget Decisions Required</b>	\$2,000.00 included in the Operating Budget.