

**GEORGIAN**

YOUR COLLEGE • YOUR FUTURE

# Georgian College 2005-2006 Accessibility Plan

December 6, 2005

David Yole  
Centre for Access and Disability Services  
Georgian College  
Barrie, Ontario, Canada

December 6, 2005

**2004—2005 Accomplishments**

- Therapeutic Recreation class project - Develop and test new template for Accessibility Audits
- Volunteer Disability Coordinator, 24 hours a week for the summer of 2005
- All of Georgian’s campuses were audited using new template
- Completed curb cut northeast corner of H building
- Sidewalk on ring road, Barrie campus.

**Table of Contents**

Introduction	2
Overview	3
Priorities	3
Priorities 2005 – 2006	3
Long-Term Action	5
Review Process	5
Distribution	5
Summary	6
Appendices	
Appendix 1 Accessibility for Ontarians with Disabilities Act	7
Appendix 2 External Template	30
Appendix 3 Internal Template	43
Appendix 4 Campus Audits	
Orangeville	63
Bracebridge	63
Collingwood	64
Midland	64
Owen Sound	64
Orillia	65
Barrie	66
Website	69
Common H&S issues	69
Appendix 5 Other possible template	70



# Georgian College 2005-2006 Accessibility Plan



## Introduction

The *Ontario Accessibility for Ontarians with Disabilities Act* (AODA), 2005 became law on June 13, 2005 (Appendix 1).

The purpose of the *Act* is to:

- Develop, implement and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to the goods, services, facilities, accommodation, employment, buildings, structures and premises by January 1, 2025; and
- Provide for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of accessibility standards.



**Georgian College**

Under the *Act*, “barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice (“obstacle”).

Under the AODA, 2005, “disability” means:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

December 6, 2005

- A condition of mental impairment or a developmental disability,
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- A mental disorder, or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

From: [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05a11\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05a11_e.htm) © Queen's Printer for Ontario, 2003

## Overview

### Commitment to Accessibility Planning

Georgian College has three main campuses and four regional campuses located throughout Central Ontario, Canada. The College is committed to continually improving access to all College premises, facilities, and services.

The aim of Georgian's annual Accessibility Plan is to identify and reduce barriers to persons with disabilities and establish priorities for future accommodations. As the new *Ontario Accessibility for Ontarians with Disabilities Act* was becoming law, the project team decided that campus audits would be the number one priority for 2005. This would give the College a baseline from which to establish priorities.

Before the campus audits began the Project Team decided to create a new audit template. This template would expand upon the template the College used when auditing the Barrie campus in 2003.

Therapeutic Recreation students from the Orillia campus were asked to research accessibility audit templates and develop a new template which could be tested on the campus audits in 2005. The team was Jennifer Ashby, Amy Delyzer, Margaret Darnley, Michelle Champagne and David Yole. The results of this project are the Exterior Template (Appendix 2) and Interior Template (Appendix 3).

Using these new templates the Audit Team, Tracey Griffith, Norma Hart, David Yole and staff of the Centre for Access and Disability Services, audited all Georgian campuses in 2005. The Team was supported by Carol Edwards, Crystal Cooke and Esther Hendry. Chris Gunnell is the manager of the project.

### Other Recent Initiatives

- Volunteer Disability Coordinator, 24 hours a week for the summer of 2005;
- Completed curb cut northeast corner of H building, Barrie Campus;
- Sidewalk on ring road, Barrie Campus.

### Priorities for 2005—2006

The Ministry of Community and Social Services has identified "Customer Service" and "Transportation" as the first AODA Standards Development Committees to be formed. Within six months of the first committee meetings, the committees will deliver proposed Accessibility Standards to the Minister .



**Orillia Campus**

---

*The highest priority for 2005—2006 is the formation of an Accessibility Task Force that will be responsible and accountable for implementing Georgian's Accessibility Plan.*

---

December 6, 2005

As determined by the campus audits (Appendix 4), the penalties associated for not abiding by the *Act* and with the new *AODA* Standards in mind, it is very clear that Georgian needs to be even more diligent in providing accessible education, employment and services.

### Accessibility Task Force

The Project Team recommends a governing body, the “Accessibility Task Force,” be established. This Task Force would be responsible for budgeting, planning, research, auditing and executing the Accessibility Plan. Members of the Task Force should represent broad aspects of the College community including educators, technologists and specialists in accessibility and physical and human resources.

Accessibility must become a line item on Georgian’s budget, as many barriers will have a cost associated with their removal.

The team also recommends that a representative from this team apply to be a member of the Customer Service AODA Standards Development Committee.

### Barriers to be addressed by the Accessibility Task Force

In 2005 all Georgian campuses were audited using the template developed by the Template Team. Based on the results of these audits the following work is recommended:

#### Physical Accessibility

- Any new property whether it is leased, purchased or built must be scrutinized by the Accessibility Task Force
- Remove the need for access codes for accessible elevators
- Signage directing people to automatic doors
- Larger signs identifying automatic doors
- Larger, consistent room numbers
- Larger, consistent directional signage
- Benches along walkways
- Automatic doors should stay open for at least 8 seconds

#### Access to Services

- Website and Blackboard must be accessible and used by all staff and faculty, which includes uninterrupted service
- Course material, presentations and delivery must be available, when required, in alternative formats
- All marketing and administrative material must be available, when required, in alternative formats
- All College computers must have accessibility tools, Dragon, Kurzweil, etc.
- All videos and DVDs should be closed captioned
- All technology and hardware must be accessible
- Accessible vans for field trips



**Orangeville Campus**

---

*Georgian College supports the concepts of “barrier-free access” throughout the college and inclusiveness in teaching and learning.*

---



**Muskoka Campus**

### Health and Safety

- “Zebra” crossings across all roads to all entrances
- Delineated pedestrian walkways in all parking lots
- Warning stripes on stair risers
- Ramp markings
- More contrasting colours on stair and ramp landings
- Insulation on pipes under sinks in washrooms
- Lights for fire alarms
- Quarterly emergency lighting tests
- Develop and disseminate Emergency Action Plans

### Task Force projects carried over from the previous plans:

- Identify funding sources for accessibility projects
- Develop a review process for all by-laws, policies, programs, practices and services to determine their effect on accessibility for persons (students, staff and community) with disabilities
- Collect and compile all by-laws, policies, programs, practices and services and develop a review schedule
- Transcribe all college forms and records into alternative formats.
- All textbooks ordered with alternative formats
- Improve residence main hall accessibility
- Accessible door for "F" building
- AODA awareness workshops for all Georgian College Faculty, Administrative and Support staff

### Long-Term Action Beyond 2005 – 2006

- Review templates developed by Dr. Tony Bauer, Lakehead University for inclusion in further audits (Appendix 5)
- Insist on participation of persons with disabilities and the Accessibility Task Force in:
  - Facility planning
  - Academic program development
  - Resource purchase and allocation
  - Planning service delivery
  - Educational technology planning and delivery
- Install emergency phones in all parking lots
- Promote accessibility through the curriculum
- Accessibility and disability needs reviewed for inclusion in performance evaluations
- Incorporate universal design into curriculum development
- Increase parking permit allowances for students with disabilities
- Publish a list of scholarships and bursaries for students with disabilities
- Prepare report on Medical Leave Health insurance coverage



**Midland campus**

---

*Copies of the Accessibility Plan will be made available, through the Marketing and Communications department, all Georgian College campuses through Campus Connection, and on the College's web site. On request, the plan will be made available on CD, tapes, in large print, or in Braille.*

---

## Review Process

As the Accessibility Plan impacts many different aspects of the College. The plan will be distributed to and reviewed by educators, students, community, managers, union representatives and physical resource personnel on all campuses.

## Distribution of the Accessibility Plan

Copies of the Accessibility Plan will be made available, through the Marketing and Communications Department, all Georgian College campuses through Campus Connection, and on the College's web site. On request, the plan will be made available on CD, tapes, in large print, or in Braille.

## Summary

The new AODA includes standards and penalties for not abiding by the standards. The Project Team recommends that Georgian College form an Accessibility Task Force to ensure the College adheres to the new standards. A representative of the Task Force should become a member of the AODA Customer Service Standards Committee.

Barrier removal projects should become line items in Georgian College's budget.

Accessibility Task Force should be an active participant whenever a new building is to be leased, purchased or built.

Many barriers have been identified for the Task Force to address. These include physical and service barriers. The Project Team also included many health and safety issues that would not only benefit persons with disabilities but the College community at large.



**Collingwood Campus**

---

*The College must find ways to deliver all its services in an accessible manner. Any new building purchase, lease or build must have input from the Accessibility Task Force.*

---

# Appendix 1

## Accessibility for Ontarians with Disabilities Act, 2005

([http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05a11\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05a11_e.htm) © Queen's Printer for Ontario, 2003.)

### CONTENTS

#### PART I INTERPRETATION

1. Purpose
2. Definitions
3. Recognition of existing legal obligations

#### PART II APPLICATION

4. Application
5. Crown bound

#### PART III ACCESSIBILITY STANDARDS

##### Establishment of Standards

6. Accessibility standards established by regulation

##### Standards Development Process

7. Process for development of standards
8. Standards development committees
9. Development of proposed standards
10. Proposed standards made public
11. Progress reports
12. Assistance for standards development committees

##### Compliance with Standards and Review of Reports

13. Compliance with accessibility standard
14. Accessibility report
15. Certification of accessibility report
16. Review of director
17. Other reports and information

#### PART IV INSPECTIONS

18. Inspectors
19. Inspections without warrant
20. Search warrant

#### PART V DIRECTOR'S ORDERS AND ADMINISTRATIVE PENALTIES

21. Orders
22. Notice of order
23. Enforcement of administrative penalties
24. No hearing required prior to order
25. Order reviewed, etc.

#### PART VI APPEALS TO TRIBUNAL

26. Designation of tribunals



- 27. Appeals to Tribunal
- 28. Mediation

PART VII MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEES

- 29. Accessibility advisory committees

PART VIII ADMINISTRATION

- 30. Directors
- 31. Accessibility Standards Advisory Council
- 32. Accessibility Directorate of Ontario

PART IX INCENTIVE AGREEMENTS

- 33. Agreements

PART X GENERAL

- 34. Delegation of Minister's powers
- 35. Document formats
- 36. Service
- 37. Offences
- 38. Conflict
- 39. Regulations
- 40. Annual report
- 41. Review of Act

PART I INTERPRETATION

Purpose

1. Recognizing the history of discrimination against persons with disabilities in Ontario, the purpose of this Act is to benefit all Ontarians by,

(a) developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and

(b) providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards. 2005, c. 11, s. 1.

Definitions

2. In this Act,

“accessibility standard” means an accessibility standard made by regulation under section 6; (“norme d’accessibilité”)

“barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)

“director” means a director appointed under section 30; (“directeur”)

“disability” means,

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech



impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

“Minister” means the Minister of Citizenship and Immigration or whatever other member of the Executive Council to whom the administration of this Act is assigned under the Executive Council Act; (“ministre”)

“organization” means any organization in the public or private sector and includes,

- (a) a ministry of the Government of Ontario and any board, commission, authority or other agency of the Government of Ontario,
- (b) any agency, board, commission, authority, corporation or other entity established under an Act,
- (c) a municipality, an association, a partnership and a trade union, or
- (d) any other prescribed type of entity; (“organisation”)

“prescribed” means prescribed by regulation; (“prescrit”)

“regulations” means the regulations made under this Act, unless the context indicates or requires otherwise; (“règlements”)

“Tribunal” means, with respect to an appeal of an order made by a director under this Act, the tribunal designated by the Lieutenant Governor in Council under section 26 for the purposes of hearing that appeal. (“Tribunal”) 2005, c. 11, s. 2.

#### Recognition of existing legal obligations

3. Nothing in this Act or in the regulations diminishes in any way the legal obligations of the Government of Ontario or of any person or organization with respect to persons with disabilities that are imposed under any other Act or otherwise imposed by law. 2005, c. 11, s. 3.

## PART II APPLICATION

### Application

4. This Act applies to every person or organization in the public and private sectors of the Province of Ontario, including the Legislative Assembly of Ontario. 2005, c. 11, s. 4.

### Crown bound

5. This Act binds the Crown. 2005, c. 11, s. 5.

## PART III ACCESSIBILITY STANDARDS

### Establishment of Standards

#### Accessibility standards established by regulation

6. (1) The Lieutenant Governor in Council may make regulations establishing accessibility standards. 2005, c. 11, s. 6 (1).

#### Application of standards

(2) An accessibility standard shall name or describe the persons or organizations to which it applies. 2005, c. 11, s. 6 (2).

#### Same

- (3) An accessibility standard may apply only to a person or organization that,
- (a) provides goods, services or facilities;
  - (b) employs persons in Ontario;
  - (c) offers accommodation;
  - (d) owns or occupies a building, structure or premises; or
  - (e) is engaged in a prescribed business, activity or undertaking or meets such other requirements as may be prescribed. 2005, c. 11, s. 6 (3).

#### Same, Legislative Assembly

(4) An accessibility standard that applies to the Legislative Assembly may impose obligations on the Speaker of the Assembly and may apply with respect to all or part of the Legislative Building or of such other offices that fall within the jurisdiction of the Legislative Assembly and are identified in the accessibility standard. 2005, c. 11, s. 6 (4).

#### Several applicable standards

- (5) A person or organization may be subject to more than one accessibility standard. 2005, c. 11, s. 6 (5).

#### Content of standards

- (6) An accessibility standard shall,

(a) set out measures, policies, practices or other requirements for the identification and removal of barriers with respect to goods, services, facilities, accommodation, employment, buildings, structures, premises or such other things as may be prescribed, and for the prevention of the erection of such barriers; and

(b) require the persons or organizations named or described in the standard to implement those measures, policies, practices or other requirements within the time periods specified in the standard. 2005, c. 11, s. 6 (6).

#### Classes

(7) An accessibility standard may create different classes of persons or organizations or of buildings, structures or premises and, without limiting the generality of this power, may create classes with respect to any attribute, quality or characteristic or any combination of those items, including,

- (a) the number of persons employed by persons or organizations or their annual revenue;

(b) the type of industry in which persons or organizations are engaged or the sector of the economy of which persons or organizations are a part;

- (c) the size of buildings, structures or premises. 2005, c. 11, s. 6 (7).

#### Same

(8) An accessibility standard may define a class to consist of one person or organization or to include or exclude a person or organization having the same or different attributes, qualities or characteristics. 2005, c. 11, s. 6 (8).

#### Scope

(9) An accessibility standard may be general or specific in its application and may be limited as to time and place. 2005, c. 11, s. 6 (9).

#### Standards Development Process

##### Process for development of standards

7. The Minister is responsible for establishing and overseeing a process to develop and implement all accessibility standards

8. (1) As part of the process referred to in section 7, the Minister shall establish standards development committees to develop proposed accessibility standards which shall be considered for adoption by regulation under section 6. 2005, c. 11, s. 8 (1).

Responsibility for specified industries, etc.

(2) Each standards development committee is responsible for,

(a) developing proposed accessibility standards for such industries, sectors of the economy or classes of persons or organizations as the Minister may specify; and

(b) further defining the persons or organizations that are part of the industry, sector of the economy or class specified by the Minister under clause (a). 2005, c. 11, s. 8 (2).

Consultation with ministries

(3) Before establishing a standards development committee for a particular industry, sector of the economy or class of persons or organizations, the Minister shall consult with other ministers having responsibilities relating to that industry, sector or class of persons or organizations. 2005, c. 11, s. 8 (3).

Composition of standards development committee

(4) The Minister shall invite the following persons or entities to participate as members of a standards development committee:

1. Persons with disabilities or their representatives.

2. Representatives of the industries, sectors of the economy or classes of persons or organizations to which the accessibility standard is intended to apply.

3. Representatives of ministries that have responsibilities relating to the industries, sectors of the economy or classes of persons or organizations to which the accessibility standard is intended to apply.

4. Such other persons or organizations as the Minister may consider advisable. 2005, c. 11, s. 8 (4).

Participation of Council members

(5) The Minister may invite members of the Accessibility Standards Advisory Council to participate as members of a standards development committee. 2005, c. 11, s. 8 (5).

Terms of reference

(6) The Minister shall fix terms of reference for each standards development committee and shall establish in the terms of reference the deadlines that each committee must meet throughout the various stages of the standards development process. 2005, c. 11, s. 8 (6).

Committee members' allowance

(7) The terms of reference may,

(a) provide for the Minister to pay members of a standards development committee an allowance for attendance at committee meetings and a reimbursement for expenses incurred by members in an amount that the Minister determines; and

(b) specify the circumstances in which the allowance or reimbursement may be paid. 2005, c. 11, s. 8 (7).

Terms of reference made public

(8) After fixing the terms of reference under subsection (6), the Minister shall make the terms of reference available to the public by posting them on a government internet site and by such other means as the Minister considers advisable. 2005, c. 11, s. 8 (8).

(9) A standards development committee shall keep minutes of every meeting it holds and shall make the minutes available to the public by posting them on a government internet site and by such other means as the terms of reference may provide. 2005, c. 11, s. 8 (9).

#### Development of proposed standards

9. (1) Each standards development committee shall develop proposed accessibility standards in accordance with the process set out in this section and with the terms of reference established by the Minister. 2005, c. 11, s. 9 (1).

#### Determination of long-term objectives

(2) Promptly after its establishment, each standards development committee shall determine the long-term accessibility objectives for the industry, sector of the economy or class of persons or organizations in relation to which the committee has responsibilities under subsection 8 (2), by identifying the measures, policies, practices and requirements that it believes should be implemented by the members of the industry, sector or class on or before January 1, 2025. 2005, c. 11, s. 9 (2).

#### Progressive implementation

(3) Each standards development committee shall determine an appropriate time-frame for the implementation of the measures, policies, practices and requirements identified under subsection (2) taking into account,

- (a) the range of disabilities that the measures, policies, practices and requirements are intended to address;
- (b) the nature of the barriers that the measures, policies, practices and requirements are intended to identify, remove and prevent;
- (c) any technical and economic considerations that may be associated with their implementation; and
- (d) any other consideration required under the committee's terms of reference. 2005, c. 11, s. 9 (3).

#### Time-frame

(4) The time-frame referred to in subsection (3) shall enable the measures, policies, practices and requirements identified under subsection (2) to be implemented in stages according to the following rules:

1. The standards development committee shall fix a target date for the implementation of the measures, policies, practices and requirements that the committee identifies for implementation at the first stage and the target date shall be no more than five years after the day the committee was established.

2. The standards development committee shall fix successive target dates for the implementation of the measures, policies, practices and requirements that the committee identifies for implementation at each of the following stages and each target date shall be no more than five years after the previous target date. 2005, c. 11, s. 9 (4).

#### Initial proposed standard

(5) Within the time period specified by the committee's terms of reference, each standards development committee shall prepare a proposed accessibility standard and submit it to the Minister for the purposes of making the proposed standard public and receiving comments in accordance with section 10. 2005, c. 11, s. 9 (5).

#### Finalizing initial proposed standard

(6) After considering the comments received under section 10, a standards development committee may make any changes it considers advisable to the proposed accessibility standard and provide the Minister with the proposed accessibility standard within the time period specified by the committee's terms of reference. 2005, c. 11, s. 9 (6).

#### Minister's response

(7) No later than 90 days after receiving a proposed accessibility standard under subsection (6), the Minister shall decide whether to recommend to the Lieutenant Governor in Council that the proposed standard be adopted by regulation under section 6 in

#### Same

(8) On making a decision under subsection (7), the Minister shall inform, in writing, the standards development committee that developed the proposed standard in question of his or her decision. 2005, c. 11, s. 9 (8).

#### Development of subsequent proposed standards

(9) Within five years after an accessibility standard is adopted by regulation or at such earlier time as the Minister may specify, the standards development committee responsible for the industry, sector of the economy or class of persons or organizations to which the standard applies shall,

(a) re-examine the long-term accessibility objectives determined under subsection (2);

(b) if required, revise the measures, policies, practices and requirements to be implemented on or before January 1, 2025 and the time-frame for their implementation;

(c) develop another proposed accessibility standard containing such additions or modifications to the existing accessibility standard as the standards development committee deems advisable and submit it to the Minister for the purposes of making the proposed standard public and receiving comments in accordance with section 10; and

(d) make such changes it considers advisable to the proposed accessibility standard developed under clause (c) based on the comments received under section 10 and provide the Minister with the subsequent proposed accessibility standard. 2005, c. 11, s. 9 (9).

#### Completion of process

(10) Subsection (9) applies with necessary modifications to the development of successive proposed accessibility standards until such time as all the measures, policies and practices and requirements identified under subsection (2) and by subsequent reviews under clause (9) (b) are adopted by regulation. 2005, c. 11, s. 9 (10).

#### Proposed standards made public

10. (1) Upon receiving a proposed accessibility standard from a standards development committee under subsection 9 (5) or clause 9 (9) (c), the Minister shall make it available to the public by posting it on a government internet site and by such other means as the Minister considers advisable. 2005, c. 11, s. 10 (1).

#### Comments

(2) Within 45 days after a proposed accessibility standard is made available to the public in accordance with subsection (1) or within such other period of time as may be specified by the Minister, any person may submit comments with respect to a proposed accessibility standard to the appropriate standards development committee. 2005, c. 11, s. 10 (2).

#### Progress reports

11. (1) Each standards development committee shall provide the Minister with periodic reports on the progress of the preparation of the proposed standard as specified in the committee's terms of reference or as may be required by the Minister from time to time. 2005, c. 11, s. 11 (1).

#### Progress reports made public

(2) Upon receiving a report under subsection (1), the Minister shall make it available to the public by posting it on a government internet site and by such other means as the Minister considers advisable. 2005, c. 11, s. 11 (2).

#### Assistance for standards development committees

12. The Minister may retain, appoint or request experts to provide advice to a standards development committee. 2005, c. 11, s. 12.

Compliance with accessibility standard

13. A person or organization to whom an accessibility standard applies shall comply with the standard within the time period set out in the standard. 2005, c. 11, s. 13.

Accessibility report

14. (1) A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. 2005, c. 11, s. 14 (1).

Report available to public

(2) A person or organization shall make an accessibility report filed under subsection (1) available to the public. 2005, c. 11, s. 14 (2).

Form

(3) An accessibility report shall be in the form approved by the Minister and the Minister may require that the report or a part of the report be provided electronically in a format approved by the Minister. 2005, c. 11, s. 14 (3).

Content

(4) An accessibility report shall contain such information as may be prescribed. 2005, c. 11, s. 14 (4).

Certification of accessibility report

15. (1) An accessibility report shall include a statement certifying that all the information required to be provided in the report under this Act has been provided and that the information is accurate and the statement shall be signed,

(a) if the person preparing the report is an individual, by the individual; and

(b) in all other cases, by a director, a senior officer or other responsible person with authority to bind the organization. 2005, c. 11, s. 15 (1).

Electronic signature

(2) If an accessibility report is filed in an electronic format approved by the Minister, the requirement that a person sign the report under subsection (1) shall be met if he or she provides an electronic signature. 2005, c. 11, s. 15 (2).

Definition

(3) In subsection (2),

“electronic signature” means a personal identification number (PIN), password, biometric information or any other electronic information that a person creates or adopts to be used in the place of his or her signature to authenticate his or her identity and that is in, attached to or associated with an accessibility report. 2005, c. 11, s. 15 (3).

Review of director

16. A director may review an accessibility report filed under section 14 to determine whether it complies with the regulations and whether the person or organization who submitted the report has complied with all applicable accessibility standards. 2005, c. 11, s. 16.

Other reports and information

17. At the request of a director, a person or organization shall provide the director with reports or information relating to the compliance of the person or organization with the accessibility standards. 2005, c. 11, s. 17.

## Inspectors

18. (1) The Deputy Minister shall appoint one or more inspectors for the purposes of this Act and the regulations within a reasonable time after the first accessibility standard is established under section 6. 2005, c. 11, s. 18 (1).

## Certificate of appointment

(2) The Deputy Minister shall issue to every inspector a certificate of appointment bearing his or her signature or a facsimile of his or her signature. 2005, c. 11, s. 18 (2).

## Production of certificate

(3) An inspector carrying out an inspection under section 19 shall produce his or her certificate of appointment upon request. 2005, c. 11, s. 18 (3).

## Inspections without warrant

19. (1) An inspector may carry out an inspection under this Act for the purpose of determining whether this Act and the regulations are being complied with. 2005, c. 11, s. 19 (1).

## Entry

(2) In the course of carrying out an inspection, an inspector may, without warrant, enter any lands or any building, structure or premises where the inspector has reason to believe there may be documents or things relevant to the inspection. 2005, c. 11, s. 19 (2).

## Time of entry

(3) The power to enter and inspect a place without a warrant may be exercised only during the place's regular business hours or, if it does not have regular business hours, during daylight hours. 2005, c. 11, s. 19 (3).

## Dwellings

(4) An inspector shall not enter into a place or part of a place that is a dwelling without the consent of the occupant. 2005, c. 11, s. 19 (4).

## Powers

(5) Upon entering a place under subsection (2), an inspector may,

- (a) require any person in the place to produce any document, record or thing that is relevant to the inspection;
- (b) upon giving a receipt for it, remove any document, record or thing that is relevant to the inspection for the purposes of making copies or extracts;
- (c) question any person present in the place on matters relevant to the inspection;
- (d) use any data storage, processing or retrieval device or system used in carrying on business in the place in order to produce a document or record in readable form. 2005, c. 11, s. 19 (5).

## Written demand

(6) A demand that a document, record or thing be produced for inspection must be in writing and must include a statement of the nature of the document, record or thing required. 2005, c. 11, s. 19 (6).

## Assistance

(7) An inspector may be accompanied by any person who has special, expert or professional knowledge and who may be of assistance in carrying out the inspection. 2005, c. 11, s. 19 (7).



(8) An inspector shall not use force to enter and inspect premises under this section. 2005, c. 11, s. 19 (8).

Obligation to produce and assist

(9) A person who is required to produce a document, record or thing under clause (5) (a) shall produce it and shall, on request by the inspector, provide any assistance that is reasonably necessary, including assistance in using any data storage, processing or retrieval device or system, to produce a document or record in readable form. 2005, c. 11, s. 19 (9).

Return of removed things

(10) An inspector who removes any document, record or thing from a place under clause (5) (b) shall,

(a) make it available to the person from whom it was removed, on request, at a time and place convenient for both the person and the inspector; and

(b) return it to the person being inspected within a reasonable time. 2005, c. 11, s. 19 (10).

Admissibility of copies

(11) A copy of a document or record certified by an inspector to be a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value. 2005, c. 11, s. 19 (11).

Search warrant

20. (1) Upon application made without notice by an inspector appointed under this Act, a justice of the peace may issue a warrant, if he or she is satisfied on information under oath or affirmation that there is reasonable ground for believing that,

(a) a person has contravened or is contravening this Act or the regulations; and

(b) there are in any building, dwelling, receptacle or place any documents, records or other things relating to a contravention of this Act or the regulations. 2005, c. 11, s. 20 (1).

Powers

(2) A warrant obtained under subsection (1) may authorize an inspector named in the warrant, upon producing his or her appointment,

(a) to enter any place specified in the warrant, including a dwelling; and

(b) to do any of the things specified in the warrant. 2005, c. 11, s. 20 (2).

Conditions on search warrant

(3) A warrant obtained under subsection (1) shall contain such conditions as the justice of the peace considers advisable to ensure that any search authorized by the warrant is reasonable in the circumstances. 2005, c. 11, s. 20 (3).

Expert help

(4) The warrant may authorize persons who have special, expert or professional knowledge to accompany and assist the inspector in respect of the execution of the warrant. 2005, c. 11, s. 20 (4).

Time of execution

(5) An entry under a warrant issued under this section shall be made between 6 a.m. and 9 p.m., unless the warrant specifies otherwise. 2005, c. 11, s. 20 (5).

Expiry of warrant

(6) A warrant issued under this section shall name a date of expiry, which shall be no later than 30 days after the warrant is issued.

sued, but a justice of the peace may extend the date of expiry for an additional period of no more than 30 days, upon application without notice by the inspector named in the warrant. 2005, c. 11, s. 20 (6).

#### Use of force

(7) The inspector named in the warrant may call upon police officers for assistance in executing the warrant and the inspector may use whatever force is reasonably necessary to execute the warrant. 2005, c. 11, s. 20 (7).

#### Obstruction prohibited

(8) No person shall,

- (a) obstruct an inspector carrying out an inspection under a warrant issued under this section;
- (b) refuse to answer questions on matters relevant to the inspection;
- (c) provide the inspector with information on matters relevant to the inspection that the person knows to be false or misleading; or
- (d) withhold from the inspector any information that is relevant to the inspection. 2005, c. 11, s. 20 (8).

#### Application

(9) Subsections 19 (9), (10) and (11) apply with necessary modifications to an inspection carried out pursuant to a warrant issued under this section. 2005, c. 11, s. 20 (9).

### PART V DIRECTOR'S ORDERS AND ADMINISTRATIVE PENALTIES

#### Orders

##### Determination of applicable standard

21. (1) For the purposes of determining whether an accessibility standard applies to a person or organization, a director may order that,

- (a) the person or organization be treated as being part of a particular industry, sector of the economy or class of persons or organizations; and
- (b) two or more persons or organizations be treated as one person or organization. 2005, c. 11, s. 21 (1).

#### Same

(2) One of the circumstances in which a director may make an order under subsection (1) is where a person or organization has organized his, her or its businesses, activities or undertakings in a particular manner and the intent or effect of doing so is to permit the person or organization not to comply with a particular accessibility standard or to otherwise defeat the purposes of this Act. 2005, c. 11, s. 21 (2).

##### Compliance order, reporting requirements

(3) If a director concludes that a person or organization has contravened section 14 or 17, the director may, by order, require the person or organization to do any or all of the following:

1. File an accessibility report that complies with the requirements under this Act within the time specified in the order.
2. Provide the director with such reports or information as may be required under section 17 within the time specified in the order.
3. Subject to subsection (6), pay an administrative penalty in accordance with the regulations. 2005, c. 11, s. 21 (3).

(4) If a director concludes that a person or organization has contravened a provision of an accessibility standard or of any other regulation, the director may, by order, require the person or organization to do either or both of the following:

1. Comply with the accessibility standard or other regulation within the time specified in the order.
2. Subject to subsection (6), pay an administrative penalty in accordance with the regulations. 2005, c. 11, s. 21 (4).

#### Failure to comply with previous order

(5) If a person or organization fails to comply with an order made under subsection (3) or (4) within the time specified in the order and no appeal of the order is made within the time specified in subsection 27 (1), a director may, subject to subsection (6), make an order requiring the person or organization to pay an administrative penalty in accordance with the regulations. 2005, c. 11, s. 21 (5).

#### Administrative penalties

(6) An administrative penalty may be ordered under this section for one or more of the following purposes:

1. To encourage compliance with this Act or with an order made under this Act.
2. To prevent a person or organization from deriving, directly or indirectly, any economic benefit as a result of a contravention of this Act or the regulations.
3. To recover the costs of enforcing this Act and the regulations against the person or organization that is required to pay the administrative penalty. 2005, c. 11, s. 21 (6).

#### Content of order

(7) An order under this section shall,

- (a) in the case of an order under subsection (1), inform the person or organization of the nature of the order and of the reasons for the order;
- (b) in the case of an order under subsections (3), (4) and (5),
  - (i) contain a description of the contravention to which the order relates and, in the case of an order under subsection (5), identify the previous order to which that order relates,
  - (ii) inform the person or organization of what must be done in order to comply with the order, and
  - (iii) specify the time within which the person or organization must comply with the order; and
- (c) inform the person or organization of the right to appeal the order to the Tribunal under section 27 within 15 days after the day the order is made. 2005, c. 11, s. 21 (7).

#### Notice of order

22. (1) A director shall not make an order under section 21 unless, before doing so, he or she gives notice of the order to the person or organization that is the subject of the proposed order and gives the person or organization an opportunity to make submissions with respect to the proposed order in accordance with this section. 2005, c. 11, s. 22 (1).

#### Content of notice

- (2) The notice shall inform the person or organization,
  - (a) of the nature of the order that the director proposes to make;
  - (b) of the steps that the person or organization must take in order to comply with the order;

(c) of the right of the person or organization to make written submissions to the director explaining the alleged failure to comply; and

(d) of the time within which the submissions must be made. 2005, c. 11, s. 22 (2).

#### Written submissions

(3) The person or organization that receives notice under this section may make written submissions to the director to explain any alleged contravention of section 14 or 17, of an accessibility standard or of any other regulation within 30 days of the day notice is received or within such further time as may be specified in the notice. 2005, c. 11, s. 22 (3).

#### Enforcement of administrative penalties

23. (1) If a person or organization fails to comply with an order to pay an administrative penalty within the time specified in the order and no appeal of the order is made within the time specified in subsection 27 (1), the order may be filed with a local registrar of the Superior Court of Justice and may be enforced as if it were an order of the court. 2005, c. 11, s. 23 (1).

#### Same

(2) Section 129 of the Courts of Justice Act applies in respect of an order filed with the Superior Court of Justice under subsection (1) and, for the purpose, the date on which the order is filed shall be deemed to be the date of the order. 2005, c. 11, s. 23 (2).

#### Failure to pay after appeal

(3) Subsections (1) and (2) apply with necessary modifications to an order of the Tribunal requiring a person or organization to pay an administrative penalty. 2005, c. 11, s. 23 (3).

#### Stay where appeal

(4) If a person or organization gives notice of appeal of an order to pay an administrative penalty within the time specified in subsection 27 (1), the requirement to pay is stayed until the disposition of the appeal. 2005, c. 11, s. 23 (4).

#### No hearing required prior to order

24. A director is not required to hold a hearing or to afford a person or organization an opportunity for a hearing before making an order under section 21. 2005, c. 11, s. 24.

#### Order reviewed, etc.

25. Within a reasonable time after making an order under section 21, a director may review the order and vary or rescind it. 2005, c. 11, s. 25.

## PART VI APPEALS TO TRIBUNAL

#### Designation of tribunals

26. (1) The Lieutenant Governor in Council shall, by regulation, designate one or more tribunals for the purposes of this Act and of the regulations within a reasonable time after the first accessibility standard is established under section 6. 2005, c. 11, s. 26 (1).

#### Responsibility of tribunals

(2) Each tribunal designated under subsection (1) shall be responsible for hearing such matters arising under this Act as are specified in the designation. 2005, c. 11, s. 26 (2).

#### Powers and duties

(3) A tribunal designated under subsection (1) may exercise such powers and shall perform such duties as are conferred or imposed upon it by or under this Act. 2005, c. 11, s. 26 (3).

27. (1) A person or organization that is the subject of an order made by a director under section 21, 25 or subsection 33 (8) may appeal the order by filing a notice of appeal with the Tribunal within 15 days after the day the order is made. 2005, c. 11, s. 27 (1).

Notice of appeal

(2) A notice of appeal shall be in a form approved by the Tribunal and shall contain the information required by the Tribunal. 2005, c. 11, s. 27 (2).

Filing fee

(3) A person or organization that appeals an order to the Tribunal shall pay the prescribed filing fee. 2005, c. 11, s. 27 (3).

Hearing

(4) The Tribunal shall hold a written hearing with respect to an appeal under subsection (1) unless a party satisfies the Tribunal that there is good reason to hear oral submissions. 2005, c. 11, s. 27 (4).

Panels

(5) Despite the requirement of any other Act, the chair of the Tribunal may appoint a panel of one or more persons to hold hearings under this Act in the place of the full Tribunal and the panel has all the powers and duties of the Tribunal under this Act. 2005, c. 11, s. 27 (5).

Parties to appeal

(6) The parties to an appeal to the Tribunal are,

- (a) the person or organization that made the appeal to the Tribunal;
- (b) the director who made the order; and

(c) any other person or organization that the Tribunal considers necessary for the proper conduct of the hearing. 2005, c. 11, s. 27 (6).

Order of Tribunal

(7) After holding a hearing into the matter, the Tribunal may confirm, vary or rescind an order of the director. 2005, c. 11, s. 27 (7).

Mediation

28. The Tribunal may attempt to effect a settlement of all or part of the matters that are the subject of an appeal by mediation if,

- (a) the parties consent to the mediation; and
- (b) the Tribunal considers that it is in the public interest to do so. 2005, c. 11, s. 28.

PART VII MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEES

Accessibility advisory committees

29. (1) The council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (1).

Small municipalities

(2) The council of every municipality having a population of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (2).

(3) A majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

#### Duties of committee

(4) The committee shall,

(a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);

(b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and

(c) perform all other functions that are specified in the regulations. 2005, c. 11, s. 29 (4).

#### Duty of council

(5) The council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

(a) that the council purchases, constructs or significantly renovates;

(b) for which the council enters into a new lease; or

(c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001. 2005, c. 11, s. 29 (5).

#### Supplying site plans

(6) When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review. 2005, c. 11, s. 29 (6).

#### Joint committees

(7) Two or more municipalities may, instead of each establishing their own accessibility advisory committee, establish a joint accessibility advisory committee. 2005, c. 11, s. 29 (7).

#### Application

(8) Subsections (3) to (6) apply with necessary modifications to a joint accessibility advisory committee. 2005, c. 11, s. 29 (8).

### PART VIII ADMINISTRATION

#### Directors

30. (1) The Deputy Minister shall appoint one or more directors for the purposes of this Act and the regulations. 2005, c. 11, s. 30 (1).

#### Responsibility

(2) A director is responsible for the application of all or any part of this Act and of the regulations with respect to any class of persons or organizations specified in the director's appointment. 2005, c. 11, s. 30 (2).

#### Powers and duties

(3) A director shall perform such duties and exercise such powers as may be specified in this Act or the regulations, subject to such conditions and restrictions as may be set out in the appointment. 2005, c. 11, s. 30 (3).

(4) A director may, in writing, authorize any person to exercise any power or perform any duty of the director, subject to such conditions and restrictions as may be set out in the authorization. 2005, c. 11, s. 30 (4).

#### Same

(5) An authorization under subsection (4) may authorize an inspector appointed under this Act and named in the authorization to make orders under subsections 21 (3), (4) and (5). 2005, c. 11, s. 30 (5).

#### No liability

(6) No action or other proceeding for damages shall be instituted against a director or a person authorized to exercise a power of a director under subsection (4) for any act done in good faith in the execution or intended execution of the person's power or duty or for any alleged neglect or default in the execution in good faith of the person's power or duty. 2005, c. 11, s. 30 (6).

#### Accessibility Standards Advisory Council

31. (1) The Minister shall establish a council to be known in English as the Accessibility Standards Advisory Council and in French as Conseil consultatif des normes d'accessibilité. 2005, c. 11, s. 31 (1).

#### Members

(2) A majority of the members of the Council shall be persons with disabilities. 2005, c. 11, s. 31 (2).

#### Remuneration and expenses

(3) The Minister may pay the members of the Council the remuneration and the reimbursement for expenses that the Lieutenant Governor in Council determines. 2005, c. 11, s. 31 (3).

#### Duties

(4) At the direction of the Minister, the Council shall advise the Minister on,

(a) the process for the development of accessibility standards and the progress made by standards development committees in the development of proposed accessibility standards and in achieving the purposes of this Act;

(b) accessibility reports prepared under this Act;

(c) programs of public information related to this Act; and

(d) all other matters related to the subject-matter of this Act that the Minister directs. 2005, c. 11, s. 31 (4).

#### Public consultation

(5) At the direction of the Minister, the Council shall hold public consultations in relation to the matters referred to in subsection (4). 2005, c. 11, s. 31 (5).

#### Reports

(6) The Council shall give the Minister such reports as the Minister may request. 2005, c. 11, s. 31 (6).

#### Accessibility Directorate of Ontario

32. (1) The directorate known in English as the Accessibility Directorate of Ontario and in French as Direction générale de l'accessibilité pour l'Ontario is continued. 2005, c. 11, s. 32 (1).

#### Employees

(2) Such employees as are necessary for the proper conduct of the Directorate's work may be appointed under the Public Service Act. 2005, c. 11, s. 32 (2).



(3) At the direction of the Minister, the Directorate shall,

- (a) advise the Minister with respect to the establishment and composition of standards development committees and with respect to the standards development process established under section 9;
- (b) prepare training material for members of the standards development committees and guidelines and other reference material that may be used in preparing proposed accessibility standards;
- (c) advise the Minister as to the form and content of accessibility reports and as to the method of reviewing the reports and enforcing the accessibility standards;
- (d) consult with persons and organizations required to prepare accessibility reports under this Act on the preparation of their reports;
- (e) conduct research and develop and conduct programs of public education on the purpose and implementation of this Act;
- (f) consult with organizations, including schools, school boards, colleges, universities, trade or occupational associations and self-governing professions, on the provision of information and training respecting accessibility within such organizations;
- (g) inform persons and organizations that may be subject to an accessibility standard at a future date of preliminary measures, policies or practices that they could implement before the accessibility standard comes into force in order to ensure that the goods, services, facilities, accommodation and employment they provide, and the buildings, structures and premises they own or occupy, are more accessible to persons with disabilities;
- (h) examine and review accessibility standards and advise the Minister with respect to their implementation and effectiveness;
- (i) support the Accessibility Standards Advisory Council and consult with it;
- (j) examine and review Acts and regulations and any programs or policies established by Acts or regulations and make recommendations to the Minister for amending them or adopting, making or establishing new Acts, regulations, programs or policies to improve opportunities for persons with disabilities; and
- (k) carry out all other duties related to the subject-matter of this Act that the Minister determines. 2005, c. 11, s. 32 (3).

## PART IX INCENTIVE AGREEMENTS

### Agreements

33. (1) If the Minister believes it is in the public interest to do so, the Minister may enter into agreements under this section with any person or organization required under this Act to comply with an accessibility standard, in order to encourage and provide incentives for such persons or organizations to exceed one or more of the requirements of the accessibility standards. 2005, c. 11, s. 33 (1).

### Content of agreements

- (2) A person or organization who enters into an agreement with the Minister under this section shall undertake to exceed one or more of the requirements of an accessibility standard applicable to that person or organization and to meet such additional requirements as may be specified in the agreement, within the time period specified in the agreement, in relation to accessibility with respect to,
- (a) goods, services and facilities provided by the person or organization;
  - (b) accommodation provided by the person or organization;
  - (c) employment provided by the person or organization; and
  - (d) buildings, structures or premises owned or occupied by the person or organization. 2005, c. 11, s. 33 (2).

(3) In consideration for the undertaking referred to in subsection (2), the Minister may, in an agreement under this section, grant such benefits as may be specified in the agreement to the person or organization who gave the undertaking and may exempt the person or organization from,

(a) the requirement of filing an accessibility report under section 14 or such part of the report as may be specified in the agreement; and

(b) any obligation to file or submit information, documents or reports to a director or to the Minister that is required by regulation and referred to in the agreement. 2005, c. 11, s. 33 (3).

#### Same

(4) An exemption under subsection (3) may be granted for the period of time specified in the agreement. 2005, c. 11, s. 33 (4).

#### Other reporting requirements

(5) An agreement made under this section may specify such reporting requirements as may be agreed to by the parties instead of those required by this Act or the regulations. 2005, c. 11, s. 33 (5).

#### Enforcement of agreement

(6) The Minister may appoint an inspector for the purposes of determining whether the person or organization has failed to comply with the accessibility requirements of the agreement. 2005, c. 11, s. 33 (6).

#### Application

(7) Sections 18, 19 and 20 apply with necessary modifications to an inspection carried out for the purposes of determining whether a person or organization has failed to comply with the accessibility requirements of an agreement entered into under this section. 2005, c. 11, s. 33 (7).

#### Director's order

(8) A director who concludes that a person or organization has failed to comply with the accessibility requirements of an agreement entered into under this section may, by order, require a person or organization to do either or both of the following:

1. Comply with the requirements of the agreement within the time period specified in the order.
2. Pay an administrative penalty in accordance with the regulations. 2005, c. 11, s. 33 (8).

#### Application

(9) Subsections 21 (5), (6) and (7) and sections 22, 23, 24 and 25 apply with necessary modifications to an order made under subsection (8). 2005, c. 11, s. 33 (9).

#### Alternative remedy

(10) Nothing in this section affects any remedy available at law to the Minister for breach of the agreement. 2005, c. 11, s. 33 (10).

## PART X GENERAL

#### Delegation of Minister's powers

34. The Minister may delegate any of his or her powers under this Act to a director, whether or not the director is an employee of the Ministry, or to such employees of the Ministry as may be named in the delegation. 2005, c. 11, s. 34.

#### Document formats

35. (1) Despite any requirement in this Act that a notice, order or other document given or made by the Minister, a director or

the Tribunal be in writing, if a request is made by or on behalf of a person with disabilities that the notice, order or document be provided in a format that is accessible to that person, the notice, order or document shall be provided in such a format. 2005, c. 11, s. 35 (1).

#### Same

(2) A notice, order or other document provided to a person with disabilities under subsection (1) shall be provided within a reasonable time after the request is made. 2005, c. 11, s. 35 (2).

#### Service

36. (1) Any notice given under section 22 or 33 and any order made under section 21, 25, 27 or 33 shall be given or served only,

(a) by personal delivery;

(b) by a method of delivery by mail that permits the delivery to be verified; or

(c) by telephonic transmission of a facsimile of the document or by electronic mail if the person is equipped to receive such transmissions or mail. 2005, c. 11, s. 36 (1).

#### Personal delivery to various entities

(2) Service by personal delivery of a notice or order referred to in subsection (1) shall be delivered,

(a) in the case of service on a municipal corporation, to the mayor, warden, reeve or other chief officer of the municipality or to the clerk of the municipality;

(b) in the case of service on a corporation other than a municipal corporation, to a director or officer of the corporation or to a manager, secretary or other person apparently in charge of a branch office of the corporation;

(c) in the case of service on a partnership, to a partner or person apparently in charge of an office of the partnership; and

(d) in the case of service on any other organization, to a person apparently in charge of an office or of any place at which the organization carries on business. 2005, c. 11, s. 36 (2).

#### Deemed service

(3) If service is made by mail, the service shall be deemed to be made on the fifth day after the day of mailing unless the person on whom service is being made establishes that the person did not, acting in good faith, through absence, accident, illness or other cause beyond the person's control, receive the notice or order until a later date. 2005, c. 11, s. 36 (3).

#### Same

(4) A document that is served by a means described in clause (1) (c) on a Saturday, Sunday or a public holiday or on any other day after 5 p.m. shall be deemed to have been served on the next day that is not a Saturday, Sunday or public holiday. 2005, c. 11, s. 36 (4).

#### Exception

(5) Despite subsection (1), the Tribunal may order any other method of service it considers appropriate in the circumstances. 2005, c. 11, s. 36 (5).

#### Offences

37. (1) A person is guilty of an offence who,

(a) furnishes false or misleading information in an accessibility report filed with a director under this Act or otherwise provides a director with false or misleading information;

(b) fails to comply with any order made by a director or the Tribunal under this Act; or

(c) contravenes subsection 20 (8) or subsection (2). 2005, c. 11, s. 37 (1).

#### Same, intimidation

(2) No person shall intimidate, coerce, penalize or discriminate against another person because that person,

(a) has sought or is seeking the enforcement of this Act or of a director's order made under this Act;

(b) has co-operated or may co-operate with inspectors; or

(c) has provided, or may provide, information in the course of an inspection or proceeding under this Act. 2005, c. 11, s. 37 (2).

#### Penalties

(3) Every person who is guilty of an offence under this Act is liable on conviction,

(a) to a fine of not more than \$50,000 for each day or part of a day on which the offence occurs or continues to occur; or

(b) if the person is a corporation, to a fine of not more than \$100,000 for each day or part of a day on which the offence occurs or continues to occur. 2005, c. 11, s. 37 (3).

#### Duty of director or officer

(4) Every director or officer of a corporation has a duty to take all reasonable care to prevent the corporation from committing an offence under this section. 2005, c. 11, s. 37 (4).

#### Offence

(5) Every director or officer of a corporation who has a duty under subsection (4) and who fails to carry out that duty is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for each day or part of a day on which the offence occurs or continues to occur. 2005, c. 11, s. 37 (5).

#### Conflict

38. If a provision of this Act, of an accessibility standard or of any other regulation conflicts with a provision of any other Act or regulation, the provision that provides the highest level of accessibility for persons with disabilities with respect to goods, services, facilities, employment, accommodation, buildings, structures or premises shall prevail. 2005, c. 11, s. 38.

#### Regulations

39. (1) The Lieutenant Governor in Council may make regulations,

(a) governing the time-frames for the development of proposed accessibility standards by standards development committees established under section 8, for the implementation of accessibility standards and for the review of those standards and providing different time-frames for different accessibility standards relating to different industries, sectors of the economy or classes of persons or organizations;

(b) governing reports or information to be provided to a director for the purposes of this Act and requiring persons or organizations to provide such information;

(c) governing accessibility reports, including the preparation of such reports;

(d) respecting the manner in which accessibility reports shall be made available to the public and requiring persons and organizations to make the reports available in a prescribed manner;

(e) prescribing the times at which accessibility reports shall be filed with a director, including prescribing different times for different classes of persons and organizations;

(f) prescribing the information to be included in accessibility reports, including prescribing different information to be included in reports prepared by different classes of persons and organizations;

- (g) governing the appointment and qualifications of inspectors appointed under section 18;
- (h) governing director's orders made under Part V of this Act;
- (i) governing the administrative penalties that a director may require a person or organization to pay under this Act and all matters necessary and incidental to the administration of a system of administrative penalties under this Act;
- (j) designating one or more tribunals for the purposes of this Act and respecting the matters that may be heard by each designated tribunal;
- (k) prescribing the filing fee for filing an appeal to the Tribunal and respecting the payment of the fee including prescribing the person or entity to which the fee shall be paid;
- (l) governing mediations conducted by the Tribunal under section 28 including prescribing any fees relating to the mediation process and requiring persons to pay the fees;
- (m) specifying additional functions of municipal accessibility advisory committees for the purposes of clause 29 (4) (c);
- (n) respecting what constitutes a significant renovation for the purposes of clause 29 (5) (a) and what constitutes a new lease for the purposes of clause 29 (5) (b);
- (o) respecting the powers of a director;
- (p) governing agreements made under section 33;
- (q) defining the terms "accessibility", "accommodation" and "services" for the purposes of this Act and of the regulations;
- (r) exempting any person or organization or class thereof or any building, structure or premises or class thereof from the application of any provision of this Act or the regulations;
- (s) prescribing or respecting any matter that this Act refers to as a matter that the regulations may prescribe, specify, designate, set or otherwise deal with;
- (t) respecting any transitional matters necessary for the effective implementation of this Act and the regulations;
- (u) respecting any matter necessary to the enforcement and administration of this Act. 2005, c. 11, s. 39 (1).

#### Administrative penalties

- (2) A regulation under clause (1) (i) may,
  - (a) prescribe the amount of an administrative penalty or provide for the determination of the amount of the penalty by prescribing the method of calculating the amount and the criteria to be considered in determining the amount;
  - (b) provide for different amounts to be paid, or different calculations or criteria to be used, depending on the circumstances that gave rise to the administrative penalty or the time at which the penalty is paid;
  - (c) provide for the payment of lump sum amounts and of daily amounts, prescribe the circumstances in which either or both types of amounts may be required;
  - (d) prescribe the maximum amount that a person or organization may be required to pay, whether a lump-sum amount or a daily amount, and, in the case of a daily amount, prescribe the maximum number of days for which a daily amount may be payable;
  - (e) specify types of contraventions or circumstances in respect of which an administrative penalty may not be ordered;
  - (f) prescribe circumstances in which a person or organization is not required to pay an administrative penalty ordered under this Act;
  - (g) provide for the form and content of an order requiring payment of an administrative penalty and prescribe information to be included in the order;

(h) provide for the payment of administrative penalties, prescribe the person or entity to which the penalty is to be paid and provide for the investment of money received from administrative penalties, including the establishment of a special fund, and the use of such money and interest earned thereon;

(i) prescribe procedures relating to administrative penalties. 2005, c. 11, s. 39 (2).

#### Exemptions

(3) A regulation under clause (1) (r) shall state the reasons for exempting the persons, organizations, buildings, structures or premises or classes thereof, described in the regulation, from the application of the provisions specified in the regulation. 2005, c. 11, s. 39 (3).

#### Draft regulation made public

(4) The Lieutenant Governor in Council shall not make a regulation under subsection (1) unless a draft of the regulation is made available to the public for a period of at least 45 days by posting it on a government internet site and by such other means as the Minister considers advisable. 2005, c. 11, s. 39 (4).

#### Opportunity for comments

(5) Within 45 days after a draft regulation is made available to the public in accordance with subsection (1), any person may submit comments with respect to the draft regulation to the Minister. 2005, c. 11, s. 39 (5).

#### Changes to draft regulation

(6) After the time for comments under subsection (5) has expired, the Lieutenant Governor in Council may, without further notice, make the regulation with such changes as the Lieutenant Governor in Council considers advisable. 2005, c. 11, s. 39 (6).

#### Classes

(7) A regulation under this section may create different classes of persons or organizations or of buildings, structures or premises and, without limiting the generality of this power, may create classes with respect to any attribute, quality or characteristic or any combination of those items, including,

(a) the number of persons employed by persons or organizations or their annual revenue;

(b) the type of industry in which persons or organizations are engaged or the sector of the economy of which persons or organizations are a part;

(c) the size of buildings, structures or premises. 2005, c. 11, s. 39 (7).

#### Same

(8) A regulation under this section may define a class to consist of one person or organization or to include or exclude a person or organization having the same or different attributes, qualities or characteristics. 2005, c. 11, s. 39 (8).

#### Same

(9) A regulation under this section may impose different requirements, conditions or restrictions on or in respect of any class. 2005, c. 11, s. 39 (9).

#### Scope

(10) A regulation under this section may be general or specific in its application and may be limited as to time and place. 2005, c. 11, s. 39 (10).

#### Annual report

40. (1) The Minister shall prepare an annual report on the implementation and effectiveness of this Act. 2005, c. 11, s. 40 (1).

(2) The report shall include an analysis of how effective the standards development committees, the accessibility standards and the enforcement mechanisms provided for under this Act are in furthering the purpose of this Act. 2005, c. 11, s. 40 (2).

#### Tabling of report

(3) The Minister shall submit the report to the Lieutenant Governor in Council and shall cause the report to be laid before the Assembly if it is in session or, if not, at the next session. 2005, c. 11, s. 40 (3).

#### Review of Act

41. (1) Within four years after this section comes into force, the Lieutenant Governor in Council shall, after consultation with the Minister, appoint a person who shall undertake a comprehensive review of the effectiveness of this Act and the regulations and report on his or her findings to the Minister. 2005, c. 11, s. 41 (1).

#### Consultation

(2) A person undertaking a review under this section shall consult with the public and, in particular, with persons with disabilities. 2005, c. 11, s. 41 (2).

#### Contents of report

(3) Without limiting the generality of subsection (1), a report may include recommendations for improving the effectiveness of this Act and the regulations. 2005, c. 11, s. 41 (3).

#### Tabling of report

(4) The Minister shall submit the report to the Lieutenant Governor in Council and shall cause the report to be laid before the Assembly if it is in session or, if not, at the next session. 2005, c. 11, s. 41 (4).

#### Further review

(5) Within three years after the laying of a report under subsection (4) and every three years thereafter, the Lieutenant Governor in Council shall, after consultation with the Minister, appoint a person who shall undertake a further comprehensive review of the effectiveness of this Act and the regulations. 2005, c. 11, s. 41 (5).

#### Same

(6) Subsections (2), (3) and (4) apply with necessary modifications to a review under subsection (5). 2005, c. 11, s. 41 (6).

42. Omitted (amends or repeals other Acts). 2005, c. 11, s. 42.

43. Omitted (provides for coming into force of provisions of this Act). 2005, c. 11, s. 43.

44. Omitted (enacts short title of this Act). 2005, c. 11, s. 44.



## Appendix 2 Exterior Audit Template

### Parking Lot

1. Does the facility have its own parking lot or area? Yes    No

Comments:

2. Are there an adequate number of accessible parking spaces available? Yes    No

Parking Spaces	Required Accessible Parking Spaces
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Comments:

3. Are accessible parking spaces at least 4.57 m wide (including 1.57 m passenger loading zone adjacent to parking space)? Yes    No

Comments:

4. If the above does not meet specified measurements what are the measurements of the accessible parking spaces? Yes    No

Comments:

5. If access aisle is elevated does it have a curb cut? Yes    No

Comments:

6. Are 4.87 m wide spaces with 2.43 m of vertical clearance available for lift-equipped vans? Yes    No

Comments:

7. What is the posted measurement of the overhead clearance of awnings, trees, etc. for the designated accessible car/van parking space? Yes    No

Comments:

8. Are the accessible spaces closest to the accessible entrance? Yes    No

Comments:

9. Are the designated accessible parking spaces within 30.5 m of the accessible entrance? Yes No

Comments:

10. Are accessible spaces identifiable with a vertical sign and ground painted symbol of the ISA? Yes No

Comments:

11. Is the vertical ISA 1.80 m from ground level? Yes No

Comments:

12. Is there a sign reading "Van Accessible" at van spaces? Yes No

Comments:

13. Is there an enforcement procedure to ensure that accessible parking is used only by those who need it? Yes No

Comments:

14. Is there underground parking? Yes No

Comments:

15. If yes, what is the posted measurement of the overhead clearance? Yes No

Comments:

16. Is there an accessible, clearly identified route from the designated parking area to the accessible entrance? Yes No

Comments:

17. Are accessible parking spaces located on a firm, level, and paved surface? Yes No

Comments:

18. Is there a parking toll box at the entrance or exit of the parking lot? Yes No

Comments:

19. Is the parking toll box at least 0.76 m wide by 1.21 m in height? Yes No

Comments:

20. Does the device, coin operated gates, and/or parking metre (s) require manual dexterity? Yes No

Comments:

21. What degree of manual dexterity is needed to operate the controls?

Comments:

**Loading Zone**

1. Is there an accessible passenger loading and unloading zone within 30.48 m of the accessible entrance? Yes No

Comments:

2. Are the measurements of the loading zone at least 4.57 m wide and 7.31 m long to provide space for tailgate or side lift to be lowered? Yes No

Comments:

3. Is there a suitable curb cut at the loading zone to permit easy access to the vehicle? Yes No

Comments:

4. Is the loading zone near the main/accessible entrance? Yes No

Comments:

5. Is the loading zone clearly visible from that entrance for services like Handi transit or taxis to identify? Yes No

Comments:

6. Is the loading zone well lit and protected from inclement weather? Yes No

Comments:

7. Is there an overhead canopy? Yes No

Comments:

8. Does the canopy have a min 2.75 m clearance? Yes No

Comments:

9. If no, what is the measurement? Yes No

Comments:

10. Is there a place to sit and wait for transportation? Yes No

Comments:

**Pathways**

1. Is the width of the sidewalk 1.55 m? Yes No

Comments:

2. Is there a minimum vertical clearance of 2.45 m from ground to any overhanging object? Yes No

Comments:

3. Does street furniture like mail boxes or planters obstruct the sidewalk? Yes No

Comments:

4. Is the surface of the sidewalk made up of a smooth slip-resistant concrete-brushed finish or an integral abrasive grain? Yes No

Comments:

5. Is the sidewalk level? (maximum slope of 1:20) Yes No

Comments:

6. Do grates or manhole covers obstruct the sidewalk? Yes No

Comments:

7. If grates are present, are the spaces between the bars less than 1.25 cm? Yes No

Comments:

8. Are benches or other seating arrangements provided every 30m to the side of the walkway? Yes No

Comments:

9. If yes, is there a clear space (122 cm by 82 cm wide) so that people who use wheelchairs can pull up and rest? Yes No

Comments:

10. Are the benches or other seating arrangements designated by a change in color or texture? Yes No

Comments:

11. Are there linear detectable strips to define the edge of the sidewalk? Yes No

Comments:

12. Where accessible routes are adjacent to roads, landscaped areas or other features, are any adjacent level change less than 20.32 cm? Yes No

Comments:

13. Are suitable curb cuts provided at all intersections with roadways along the accessible routes? Yes No

Comments:

14. Is the slope of the curb cut no steeper than 1:8 for level differences of 15.24 cm or less? Yes No

Comments:

15. Are curb cuts defined with detectable material? Yes No

Comments:

16. Is the sidewalk in a straight-line pattern? Yes No

Comments:

17. Are there noise-making devices to signal road-crossings? Yes No

Comments:

18. Can all objects protruding into the path be detected by a person with a visual disability who uses a cane? Yes No

Comments:

19. Is there a need for the use of stairs along the sidewalk? Yes No

Comments:

20. Does the building have an accessible path of travel from the street (or off-street parking) to at least one accessible main entry? Yes No

Comments:

21. Where accessible pedestrian routes cross vehicular routes are they clearly marked? (e.g. yellow lines) Yes No

Comments:

22. Are all accessible pedestrian routes free of pot holes or areas where water and ice might collect? Yes No

Comments:

23. Are all accessible routes well maintained and free of slipping and tripping hazards? Yes No

Comments:

### **Curb Cuts**

1. Do the curb cuts have a textural change and colour contrast (e.g. yellow shoulder) different from both the walkway and the road? Yes No

Comments:

2. Are the curb cuts slip-resistant? Yes No

Comments:

3. Is the lip of the curb cut flush with the pavement? Yes No

Comments:

4. Is the width of the curb cut a minimum of 92 cm? Yes No

Comments:

5. Do obstructions such as trees, shrubs, or street furniture impede the users' view of the curb cuts? Yes No

Comments:

Ramps

1. Is there an exterior ramp? Yes No

Comments:

2. Does the ramp drain easily? Yes No

Comments:

3. Does the gradient of the slope exceed 1:20? Yes No

Comments:

4. Is the surface of the ramp slip-resistant? Yes No

Comments:

5. Does the ramp have handrails? Yes No

Comments:

6. Are there any metallic parts on the ramp? Yes No

Comments:

7. Is the width of the ramp 91.44 cm between handrails? Yes No

Comments:

8. If no, what is the measurement? Yes No

Comments:

9. Is the ramp the only entrance to the building? Yes No

Comments:

10. If yes, is the width at least 1.52 m between handrails? Yes No

Comments:

11. If no, what is the measurement?

12. Are there landings at the top and bottom of the ramp to allow a suitable wheelchair turning radius? Top Yes No Bottom Yes No

Comments:

13. What are the measurements of the landings? Top Bottom

Comments:

14. Does the ramp require intermediate landings between slope sections? Yes No

Comments:

15. If yes, what are the measurements of the intermediate landings? Yes No

Comments:

16. Is the top landing obstructed by the opening of the door? Yes No

Comments:

17. Are there edge protectors on the ramp to prevent the small front wheel of a wheelchair from slipping over the edge? Yes No

Comments:

18. Are the handrails 3.17 cm to 3.81 cm in diameter? Yes No

Comments:



19. If no, what is the measurement?

20. Do the handrails extend horizontally at least 30.48 cm beyond the top and bottom of the ramp? Yes No

Comments:

21. What is the measurement between the floor and the bottom rail? Yes No

22. Is there at least a 3.81 cm space between the handrail and the wall behind it to avoid skin abrasions?

Comments:

23. Are the handrails brightly colored to be seen easily by a person with a visual impairment? Yes No

Comments:

24. Are there suitable continuous handrails on both sides of the ramp? Yes No

Comments:

25. Are the ramps free of debris for full width and height accessibility? Yes No

Comments:

26. Does the ramp have a strip of contrasting color and texture at the top and bottom? Yes No

Comments:

27. Are the top handrails between 86.36 cm and 96.52 cm from ground level? Yes No

Comments:

**Entrance**

1. Is there a sign that clearly indicates the location of the accessible entrances? Yes No

Comments:

2. Are there any maps available outside of the facility to provide directions to accessible parking and entrances? Yes No

Comments:

3. Is the main entrance approachable and accessible to persons in wheelchairs? Yes No

Comments:

4. Are all public and employee entrances approachable and accessible to persons in wheelchairs? Yes No

Comments:

5. Are accessible entry doors at least 92 cm wide with a threshold of no more than 1.25 cm? Yes No

Comments:

6. Do all entrance doors allow for one hand operation? Yes No

Comments:

7. Have power assisted door openers been provided? Yes No

Comments:

8. Are the power assisted door openers useable? Yes No

Comments:

9. Do automatic doors stay open for at least 5 seconds? Yes No

Comments:

10. What is the height of the power assisted door opener from ground level? Yes No

Comments:

11. Do the accessible entrances provide direct access to the main floor, lobby or elevator? Yes No

Comments:

12. Does the accessible entrance have access to all other floors or areas of the building? Yes No

Comments:

13. If there are stairs at the main entrance is there a ramp or lift? Yes No

Comments:

14. How many exterior steps are there? Yes No

Comments:

15. Are the steps marked with a textured strip or color change? Yes No

Comments:

16. Is there a handrail for the steps? Yes No

Comments:

17. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? Yes No

Comments:

18. Is there an ISA sign to identify the entrance location? Yes No

Comments:

19. Can the alternate accessible entrances be used independently? Yes No

Comments:

20. Is the door handle no higher than 121.92 cm and operable with a closed fist? Yes No

Comments:

21. What is the style of the door handle?

Lever	Yes	No
Bar	Yes	No
Auto Door	Yes	No
Knob	Yes	No
Other		

Comments:

22. What type of automatic door handle is there?	Wall Plates Pedestals	Yes Yes	No No
Comments:			
23. Does the door swing towards the user 1.50 m long by width of door plus 0.60 m beside latch jam?		Yes	No
Comments:			
24. Does the door swing away from user 1.20 m long by width of door plus 0.60 m beside latch jam?		Yes	No
Comments:			
25. Does the automatic door swing towards user 1.09 m long by width of door?		Yes	No
Comments:			
26. Does the automatic door swing away from user: 1.09 m long by width of door?		Yes	No
Comments:			
27. Is the maximum opening force of the exterior door 38 N?		Yes	No
Comments:			
28. Are there doors in series to enter the building?		Yes	No
Comments:			
29. Are the doors in series separated by at least 1.21 m plus width of any door swinging into intervening space?		Yes	No
Comments:			
30. Is the maximum opening force of the interior door 22 N?		Yes	No
Comments:			

31. Does the entrance door have visual panels?

Yes No

Comments:

32. If yes, are the visual panels at least 7.62 cm wide, not more than 60.96 cm above the floor and not more than 20.32 cm from the latch side of the door?"

Yes No

Comments:

## Appendix 3 Interior Audit Template

### Interior Stairs

1. Is there a tactile warning at the top and bottom of the staircase? Yes    No

Comments:

2. If yes, is the tactile warning 0.8 m in length by width of stair? Yes    No

Located one tread width back from the stair? Yes    No

Slip resistant? Yes    No

Durable? Yes    No

Max. 0.3 cm above or below floor surface? Yes    No

Contrasting colour and tactile detectable by walking? Yes    No

Comments:

3. Are the stairs at least 1.2 metres wide, including intermediate landings, as well as landings at individual floor levels? Yes    No

Comments:

4. Are the finished surfaces of the steps of non-slip materials? Yes    No

Comments:

5. Are all the staircases in good repair and free of debris or other obstructions? Yes    No

Comments:

6. Are light fixtures at all stairs and landings at least 1.5 m from ground level, and evenly distributed without areas of glare or shadow? Yes    No

Comments:

7. Is the vertical distance between steps no greater than 9.5 cm? Yes    No

Comments:

8. Are handrails available? Yes    No

Comments:

9. Are the handrails continuously graspable along the entire length of staircase? Yes    No

Comments:

10. Do the handrails continue in the inside turns between flights at landings? Yes No

Comments:

11. Are the handrails mounted between 0.6 m and 0.9 m from base level? Yes No

Comments:

12. Are the stairs designed with closed (rather than open) risers? Yes No

Comments:

13. Are the stair treads at least 0.3 m in depth? Yes No

Comments:

14. Do the handrails extend, parallel to the floor, 0.3 m past top riser and continue one tread depth plus 0.3 m parallel to floor past bottom riser? Yes No

Comments:

15. Are the handrails a contrasting colour to the wall? Yes No

Comments:

16. Is there a tactile identification at the exit level on the handrail? Yes No

Comments:

#### Interior Ramps

1. Is the use of a ramp available in the facility? Yes No

Comments:

2. Ramp slope no greater than 0.3 m in 6.10 m? Yes No

Comments:

3. Have level landings of at least 0.61 m by the width of the ramp, been provided, between sloping sections, and at the top and bottom of all ramps? Yes No

Comments:

4. If there is a vertical drop at the side more than 7.5 cm is there a curb, wall, or railing? Yes No

Comments:

5. Is the ramp free from obstructions for full width to height of 2 m minimum? Yes No

Comments:

6. Is there a clear level area at top and bottom a minimum of 1.5 m long by width of ramp? Yes No

Comments:

7. Have continuous handrails been provided on both sides of all ramps? Yes No

Comments:

8. Are the handrails mounted between 0.8 m and 0.9 m from the surface of the ramp? Yes No

Comments:

9. Is the finish on the ramp surface of a non-slip, non-reflective finish? Yes No

Comments:

10. Are all ramps well maintained and free of debris? Yes No

Comments:

Corridors

1. Do all doors, doorways, gates or turnstiles provide at least 0.6 m - 2.44 m clear opening width? Yes No

Comments:

2. Are the flooring and the walls in contrasting colours? Yes No

Comments:

3. What is the material of the flooring.

Select all that apply:

- Concrete
- Terrazzo
- Linoleum
- Non-slip tile
- Carpet
- Other - specify

4. Where columns, drinking fountains, or other objects, protrude into the accessible route, is the remaining passageway no less than 0.9 m wide? Yes No

Comments:



5. Is the layout of corridors and spaces easy to understand and follow?  
(e.g. are corridors and routes at right angles to one another?)

Yes No

Comments:

6. Where there are tripping hazards, or items projecting into the accessible route, are they clearly marked with a bright colour, detectable floor finish or guardrail?

Yes No

Comments:

7. Is the minimum unobstructed width of public corridor 1.1 m?

Yes No

Comments:

8. Does occupancy in corridor reduce required unobstructed width?

Yes No

Comments:

Elevators

1. Is an elevator necessary to access all levels of this building?

Yes No

Comments:

2. Is there an elevator available?

Yes No

Comments:

3. Is the elevator door opening at least 0.8 m?

Yes No

Comments:

"4. If no, what is the measurement?"

Comments:

5. Is the car dimensions a minimum of 1.4 m by 1.75 m to accommodate wheelchair users?

Yes No

Comments:

6. If no, what is the measurement?

7. Does the door remain fully open for 5 seconds?

Yes No

Comments:

8. If the elevator doors meet an obstacle while closing, do they immediately reverse direction?

Yes No

Comments:

9. In accessible elevators, are the controls and emergency call button or telephone mounted so that wheelchair users can reach them? (< 1.2 m)" Yes No
- Comments:
10. Has Braille signage been provided beside all buttons and controls in elevator cars? Yes No
- Comments:
11. Have raised numbers and supplementary Braille information been located at eye level, on door jambs of all elevator doors, to designate specific floor levels? Yes No
- Comments:
12. Can all elevators or lifts be operated without the assistance of security or maintenance personnel? Yes No
- Comments:
13. If not, what are the requirements needed for assistance?
- Comments:
14. Are there handrails available inside car? . Yes No  
Specify height and width from wall
- Comments:
15. Does the floor consist of a slip-resistant finish or low pile carpet? Yes No
- Comments:
16. Is there an automatic re-opening activator at 1.52 m +/- 0.25 m and 0.76 m +/- 0.25 m above floor? Yes No
- Comments:
17. Is there auditory and visual signal indicating car activation? Yes No
- Comments:
18. Is there a star symbol adjacent to the main entry floor button? Yes No
- Comments:
19. Is the illuminated car position indicator with 0.13 m raised/tactile numbers on contrasting background? Yes No
- Comments:

20. Are there hall or in-car signals that visually and audibly indicate a car is stopping at the floor and its direction of going up or down? Yes No

Comments:

21. If there is a visual indicator is it at least 0.05 m in dimension and 1.83 m above floor? Yes No

Comments:

22. If there is a hoist-way entrance is there a tactile floor/wall designation on each jam raised 1 mm from surface and 1.52 m above the floor? Yes No

Comments:

23. Are illuminated floor signals in the elevator cabs tilted so that they are easily visible from a seated or standing position? Yes No

Comments:

24. Are call buttons made of non-heat sensitive materials in case of fire and heat sensitivity? Yes No

Comments:

25. Are there audible signals in the elevator car and the elevator lobbies to alert users when the elevator car is reaching a specific floor? Yes No

Comments:

26. Are the audible signals at least 24 decibels? Yes No

Comments:

27. Are the audible signals in the elevator lobbies, for up and down movement different, so that people with a visual impairment can distinguish one from the other? Yes No

Comments:

28. Have two-way voice communications systems been included in each elevator car in case of an emergency? Yes No

Comments:

#### Washrooms

1. In public or employee washrooms has a wheelchair accessible toilet stall been provided for each gender? Yes No

Comments:

2. Where no accessible toilet stall is provided, in public or employee washrooms, has a separate accessible washroom been provided within 13.05 m radius?

Yes No

Comments:

3. Does the entrance door have a clear opening of at least 0.82 m?

Yes No

Comments:

4. If no, what is the measurement?

Comments:

5. Is the door handle mounted between 0.43 m and 1.22 m from the floor?

Yes No

Comments:

6. If no, what is the measurement?

Comments:

7. Are the toilet compartments a minimum 1.52 m by 1.52 m?

Yes No

Measurement: \_\_\_\_\_

Comments:

8. Which direction does the cubicle door swing? (in/out)

Comments:

9. Does the door swing open to the left or to the right?

Comments:

10. Does the door open out with clear opening width a min. of 0.82 meters?

Yes No

Comments:

11. If no, what is the measurement?

Comments:

12. What is the style of the door handle?

- Lever
- Knob
- Bar
- Automatic door opener
- Circle switch
- Other

Comments:

13. Is there a suitably located coat hook reachable by wheelchair users, in the accessible washrooms or stalls?

Yes No

Comments:

14. Is there a minimum of 1.07 meters space beside the toilet to allow for a lateral transfer?

Yes No

Comments:

15. In accessible washrooms for men, which include urinals, has at least one urinal been located so that a wheelchair user can approach it and use it?

Yes No

Comments:

16. Have suitable grab-rails been provided on either side of the accessible urinal?

Yes No

Comments:

17. Do the accessible washrooms or cubicles include suitable grab rails beside and behind the toilet?

Yes No

Comments:

18. Are there graspable inside handles 0.91 m +/- 0.15 meters above the floor and 1.07 m +/- 0.15 m from hinge edge of door?

Yes No

Comments:

19. Are the grab bars 0.04 m in diameter?

Yes No

Comments:

20. Are the grab bars clear of wall by at least 0.04 m?

Yes No

Comments:

21. Can the grab bars withstand 1.33kN load?

Yes No

Comments:

22. Are the grab bars a min of 1.22 m long, horizontal 1.07 m +/- 1.27 cm above floor, mid-point in line with front of toilet; may angle upward 60 degrees at mid-point? Yes No

Comments:

23. Is the toilet centre line 0.46 m +/- 0.25 m from grab bar wall and minimum 1.01 m from any obstruction on non grab bar side? Yes No

Comments:

24. Is the rim of the toilet 0.46 m +/- 0.25 m above the floor? Yes No

Comments:

25. Is the toilet seat not spring-up type? Yes No

Comments:

26. If not, what type is it?

Comments:

27. Is there an accessible hand operated flush control? Yes No

Comments:

28. What type of flushing lever device is required?  
 Push down lever  
 Automatic sensor  
 Button  
 Other

Comments:

29. Is the tank lid bolted down or toilet seat cover rest against rear grab bar for back support? Yes No

Comments:

30. Is the washbasin min. 0.8 m +/- .025 m above the floor? Yes No

Comments:

31. Is the vertical clearance of the washbasin a minimum of 0.7 m under apron? Yes No

Comments:

32. Is there a seated knee and foot clearance under basin 0.61 m high by 0.31 m back from apron? Yes No

Comments:

33. Is there a clear space centered in front of wash basin min. 0.80 m wide by 1.07 m deep? Yes No

Comments:

34. Are there insulated pipes under basin where leg contact possible? Yes No

Comments:

35. Are the lever type faucets operable with closed fist (not spring loaded)? Yes No

Comments:

36. Where urinals are provided, is there one mounted with rim max. 0.46 m +/- 1.27 cm above floor or floor mounted with no step? Yes No

Comments:

37. Where mirror is provided is it mounted with bottom max. 1.0 m above floor or tilted? Yes No

Comments:

38. Does the toilet stall have floor area 3.7 m<sup>2</sup> with min. dimension 1.68 m when door swings out or 4.0 m<sup>2</sup> and min. dimension 1.83 m when door swings in? Yes No

Comments:

39. Overall are washroom fixtures accessible for a person who uses a wheelchair? Yes No

Comments:

40. Is there a one hand operable lock on the stall door? Yes No

Comments:

41. Have automatic hand-dryers been provided, and located in all accessible washrooms? Yes No

Comments:

42. If no hand dryers are provided, are the paper towel holders mounted so that wheelchair users can reach them and/or use them with one hand? Yes No

Comments:

43. Are soap dispensers accessible by wheelchair users? Yes No

Comments:

44. What type of lever is available to dispense the soap?			
	Push button	Yes	No
	Push/pull bar	Yes	No
	Other		

45. Are all other washroom accessories (i.e. toilet paper dispensers accessible to and useable by persons in wheelchairs?) Yes    No

Comments:

46. Are vestibules, into accessible washrooms (hallways or aisles) wide enough and deep enough for a passage of a wheelchair? Yes    No

Comments:

47. Do accessible washrooms include at least one wheelchair accessible washbasin? Yes    No

Comments:

#### Change rooms

1. Where change rooms are provided, is there a wheelchair accessible change room for each gender? Yes    No

Comments:

2. In accessible change rooms is there a clear floor of at least 1.52 m x 1.52 m in front of lockers or other fixed equipment? Yes    No

Comments:

3. In accessible change rooms has a bench of at least 0.61 m by 0.46 m been provided, with space beside it for a wheelchair? Yes    No

Comments:

4. Where accessible shower provided, is there a minimum 1.52 m wide by 0.91 m deep with 1.52 m wide entrance? Yes    No

Comments:

5. Is the floor area in front of shower 1.52 m wide by 0.8 m deep? Yes    No

Comments:

6. Are the lever type controls accessible from seated position? Yes    No

Comments:



7. If no lever type controls exist what type of lever is present?

Comments:

8. Is there a portable wall or wall-mounted seat 0.46 m +/- 0.03 m above the floor on side wall, 0.06 m +/- 0.01 m less than shower depth by 0.46 m +/- 0.06 m wide, supporting minimum 1.33 ken, impervious to water and easily cleaned?

Yes No

Comments:

9. Are there recessed soap holders accessible from seated position (minimum 0.09 m from floor)?

Yes No

Comments:

10. Is there a horizontal grab bar minimum 0.8 m by 0.91 m by 90 degrees, 0.8 m +/- 0.03 m above floor on seat wall?

Yes No

Comments:

11. Where public or employee showers are provided is there a roll-in shower of at least 0.91 m by 0.91 m or 0.91 m by 1.52 m provided?

Yes No

Comments:

12. In roll-in showers has a fixed or drop down seat been provided?

Yes No

13. What type of dexterity is required to drop or raise seat?

Comments:

14. In the roll-in showers, are the faucet handles and controls in reach from seated position?

Yes No

Comments:

15. In roll-in showers, have hot water temperatures been controlled so that the water is no hotter than 43 C?

Yes No

Comments:

16. Are the dials easy to read and indicate what direction for hot or cold?

Yes No

Comments:

17. Is there a clear floor space in front of all roll-in showers of at least 0.91 m by 1.22 m?

Yes No

Comments:

## Drinking Fountains

1. Where drinking fountains are provided, is there clear floor space in front and below the basin, to allow a wheelchair or cane user an approach? (0.8 m by 1.2 m) Yes No

Comments:

2. Do the controls on drinking fountains allow for one hand use? Yes No

Comments:

3. Are the locations of drinking fountains identifiable? Yes No

Comments:

4. Are the spout openings at each fountain 0.8 m to 0.9 m above floor? Yes No

Comments:

5. Is there a lever or push-bar on front or both sides operable by max 13N force? Yes No

Comments:

## Public telephones

1. Where telephone is installed does at least one telephone have unobstructed access to a 0.76 m wide by 0.79 m deep space which allows the user to be max 0.3 m from front of telephone? Yes No

Comments:

2. Is the minimum clearance below telephone (or shelf) 0.7 m and coin slot maximum of 1.37 m above floor? Yes No

Comments:

3. Is there a hearing aid coupler coil and wheelchair signage? Yes No

Comments:

4. In all accessible entrances where there are no manned information desks, has an information telephone been located near the main entrance? Yes No

Comments:

5. Where public telephones or information telephones are available, are they suitable for use by the hearing impaired (e.g.: compatible with hearing aids, and with variable volume control)? Yes No

Comments:

6. Where a central information telephone is provided, e.g.: at reception or information desk, does it have a visual print out for the persons with an auditory disability? Yes No

Comments:

#### Signage

1. Are there signs that indicate direction to accessible refreshment/eating facilities Yes No

Comments:

2. Are they:

- Arabic numerals and sans-serif letters, stroke width to height ratio of 1:6 to 1:10 and character width to height ratio of 3:5 to 1:1? Yes No
- Colours highly contrast with background? Yes No
- International Symbol of Accessibility and additional symbols necessary to convey understanding? Yes No
- Identification on doors of public use from public areas is Arabic numerals of sans-serif letters? Yes No
- Min. 0.03 m high, raised 0.3 cm with a high stroke width-to-height ratio for ease of reading by touch? Yes No
- Located beside doors and openings centered 1.37 m +/- 0.3 cm above the floor within 0.15 m of the jamb? Yes No

Comments:

3. Is the universal symbol of accessibility used in all interior and exterior locations providing special access or amenity for mobility of persons with disability? Yes No

Comments:

4. Are separate signs available, where special equipment has been provided for persons with an auditory disability? Yes No

Comments:

5. Has Braille information been provided beside all signs and controls, for persons with a visual disability? Yes No

Comments:

6. Does the general signage system provide clear directional and informational signage, for use by all persons? Yes No

Comments:

7. Does the general signage system include light coloured lettering or symbols on a dark or brightly coloured background? Yes No

Comments:

8. Has essential signage been supplemented with pictograms, wherever possible (e.g. washroom doors)? Yes No

Comments:

9. Has directional signage been provided, wherever change in directions is necessary or indicating correct route? Yes No

Comments:

10. Is all directional and location signage mounted at least 1.52 m from the ground for both wheelchair users and persons with a visual disability? Yes No

Comments:

11. Where signage is provided to explain procedures, displayed items, exhibit etc., is the signage large enough and clear enough for persons with low vision? Yes No

Comments:

12. Has any supplementary information on displays, the building layout, or the services offered in the building (or site) been made available, as well as supplied in alternate format such as Braille? Yes No

Comments:

#### Doors and Doorways

1. Is there an indication where door swings and protrudes into the normal walking area in corridors, halls and/or vestibules? Yes No

Comments:

2. Are all normally used doors, in interior circulation routes fitted with pulls or lever handled hardware, mounted 0.91 m from floor? Yes No

Comments:

3. Are all interior doors, in interior circulation routes, allow for opening with one hand? Yes No

Comments:

4. Where interior doors are heavy or difficult to use, have they been equipped with assistive opening devices? Yes No

Comments:

5. Where power assisted doors are provided, are the operating mechanisms located within reach of wheelchair users, and out of the path of the door swing? Yes No

Comments:

6. Are the thresholds at all interior doorways no higher than 0.01 m and beveled to allow easy wheelchair use? Yes No

Comments:

7. In push plate side doors have 0.36 m high kick plates been provided? Yes No

Comments:

Floor Finishes

1. Are all finishes in corridors, halls and aisles of non-slip and non-glare materials? Yes No

Comments:

2. Where carpet has been provided is it firm and dense, to allow a wheelchair user to roll over without difficulty? Yes No

Comments:

3. Where different floor materials are side by side (e.g. at doorways) have the materials been kept level, or covered with a suitable threshold so that there is no tripping hazard? Yes No

Comments:

4. Where there are temporary floor coverings (carpets for snow/wet tracks) are they of non-tripping edged material? Yes No

Comments:

5. Have all floor materials been laid so that there are no open joints or projecting grilles which might cause a tripping hazard? Yes No

Comments:

6. Are the junctions between floors and walls clearly defined by a high contrasting baseboard, or floor boundary colour? Yes No

Comments:

Glazed Screen and Mirrors

1. In public changing rooms, and accessible washrooms are there full length mirrors, which can be approached and used by all persons of various heights? Yes No

Comments:

2. Are all clocks and timing devices at heights accessible to all? Yes No

Comments:

3. Have all full height glazed screens, doors, windows and mirrored walls, been clearly marked with decals at eye level, to prevent a person from bumping into them? Yes No

Comments:

## Acoustics

1. Are the ambient sounds in busy/noisy corridors allow persons with a auditory or visually disability to identify needed sounds? Yes No

Comments:

2. Is the audio environment sufficiently alive, so that persons with an visual disability can sense where they are? Yes No

Comments:

## Wall Finishes

1. Are walls adjacent to busy aisles, corridors, ramps or staircases, finished in smooth, non abrasive materials? Yes No

Comments:

2. Where columns or other built in objects project into busy walking areas (e.g. main lobby), are they defined in highly contrasting colours or tones, to alert the visually impaired? Yes No

Comments:

3. Are all walls in matte or non-glossy finishes which do not reflect glare? Yes No

Comments:

4. Have doors, or frames in hallways been clearly coloured differentiating from surrounding wall colours? Yes No

Comments:

5. Are fire exit doors of a specific bright colour, so that they are easy to distinguish from other doors? Yes No

Comments:

6. Are fire hose cabinets and fire extinguishers in a distinct contrasting colour from background wall colours? Yes No

Comments:

## Cafeteria

1. Are all tray-rails (or other supports for tray etc) continuous, so that objects can be move over them without interruption? Yes No

Comments:

2. Are all food service and display cabinets mounted low enough (0.69 m - 0.76 m) so that persons in wheelchairs can see and reach desired items? Yes No

Comments:

3. Do all public and staff kitchenettes, self-service or food and beverage dispensing areas have sufficient maneuvering space for wheelchair users? Yes No

Comments:

4. Are all sinks in food-service areas (including drinking water, dispensing locations) equipped with lever handled or single action faucets? Yes No

Comments:

5. If no, what type of lever is available?

Comments:

6. Is there an accessible, level route, from the entrance to the food or display areas of 1.07 m wide? Yes No

Comments:

7. Where tray rails are provided (e.g. in self-serve areas) are they continuous throughout their length? Yes No

Comments:

8. Are cashier or traffic control aisles, at least 0.8 m wide, at the narrowest point? Yes No

Comments:

9. Are the main aisles between fixed seating or equipment locations at least 1.07 m wide? Yes No

Comments:

10. Is there sufficient space for wheelchair users at tables and/or eating counters? Yes No

Comments:

11. Is there an accessible path to the counter for someone who is getting or ordering food using a wheelchair? Yes No

Comments:

12. Are food displays visible and reachable by a person using a wheelchair? Yes No

Comments:

13. Are the tables set up to allow for reasonable maneuverability for wheelchair users? Yes No

Comments:

## Conference rooms/Auditorium/Office

- |   |     |    |
|---|-----|----|
| 1. Are all aisles at least 1.07 m wide, in all meeting room areas, with fixed and permanent seating arrangements?   | Yes | No |
| Comments:   |     |    |
| 2. Have previously located spaces been provided for wheelchair users in all fixed seating areas? (0.76 m by 1.22 m per wheelchair space)  | Yes | No |
| Comments:   |     |    |
| 3. Where meeting rooms, lecture halls or auditoria have sloping floors, are the floor spaces in seating areas for wheelchair users level?   | Yes | No |
| Comments:   |     |    |
| 4. Has a clear floor space been provided in front of any dais, platform, or stage, of at least 1.22 m by 1.52 m?  | Yes | No |
| Comments:   |     |    |
| 5. Where there is a dias, stage or platform for speaker's use, is it accessible by persons in wheelchairs? (e.g. accessible by a suitable ramp)   | Yes | No |
| Comments:   |     |    |
| 6. Are all related amenities in the meeting areas accessible to persons in wheelchairs?   | Yes | No |
| Comments:   |     |    |
| 7. Have assistive listening devices or hearing enhancement systems, been included in large meeting rooms or auditoria?  | Yes | No |
| Comments:   |     |    |
| 8. Have visual assistive devices been included in large meeting rooms or auditoria?   | Yes | No |
| Comments:   |     |    |
| 9. Where assistive listening devices are provided to a specific location, in areas with fixed seating, are such locations within 4.57 m viewing distance from the stage, performance or playing area? | Yes | No |
| Comments:   |     |    |
| 10. Have hazardous areas or objects been marked with bright colours, clearly detectable floor finishes and/or cane detectable barriers?   | Yes | No |
| Comments:   |     |    |



11. In the office, display, performance, or dining areas, are supplementary corridors aisles or paths, at least 1.83 m wide?

Yes No

Comments:

12. Are all queuing areas at least 1.07 m wide?

Yes No

Comments:

13. Does the counter in front of all enquiry counters, ticket windows, photocopying equipment, etc., have a minimum 1.07 m by 1.5 m clear floor space?

Yes No

Comments:

14. Is the counter level and free of debris?

Yes No

Comments:

## Appendix 4

### Notes from Accessibility Audits - 2005

#### Orangeville Campus

##### Resource Centre

###### Accessibility Issues

The campus is basically inaccessible. The Resource Centre has an old ramp, not suitable for anyone in a wheelchair or anyone with mobility issues. Inside, the aisles were very narrow and were not accessible for anyone with mobility issues or students with dogs. There is no elevator or railing going up the stairs.

###### Health and Safety

Inside the building there is an open stairwell with no railing. The bathrooms are not wheelchair accessible. Students with mobility issues do not have access.

###### Recommendations

The ramp does not meet existing standards, the interior is cramped and not accessible, the upstairs is not accessible and the Resource Centre is in an historical building. It would be very costly to repair.

##### Educational Centre

###### Accessibility

There is a steep entrance way from the road – no ramp, eight steps up. Inside, the countertop is too high and cramped. The back entrance opens to a set of steep stairs leading downstairs. The rooms downstairs are not wheelchair accessible. The staircase is very narrow. Set of stairs at the back of the building are not wheelchair accessible.

###### Health and Safety

There are fire safety concerns with this building.

###### Recommendations

With input from the Accessibility Task Force a more suitable location should be found as soon as possible

#### Bracebridge

Bonnie Dewitt advised the Accessibility Committee that they are looking to move into the Centennial Centre.

###### Accessibility:

Confusing signage, directions and maps to the campus. There are not any accessible parking spots or an automatic door for Georgian students. The College shares the building with Nipissing University, who have an accessible entrance approximately 40 feet to the right and around the corner of the building from the Georgian entrance. No directional signage to the accessible parking spot or entrance from the Georgian entrance.

###### Health and Safety Issues:

The accessible parking spot is half tarmac and half gravel which makes it very difficult for someone with mobility issues. In the accessible bathroom safety regulations require a GFI plug near the sink not a regular plug.

###### Recommendations:

The accessible parking spot should be paved to ensure a safe exit out of vehicle and route to entrance. Signage directing people to the accessible door and parking spot should be at the Georgian entrance. A pathway from the Georgian entrance to the accessible entrance should be painted or built. There should be a GFI plug in the accessible bathroom. The soap dispenser should be closer to the sink. The toilet paper should be closer to the toilet. The computer lab should have at least one adjustable table for height differences. A painted strip along the edge of the hallway walls would enable low vision persons to navigate the hall. Move obstructions from the entrance way for better accessibility.

The Team felt that the accessibility issues were very minor and easily could be rectified.

Collingwood Campus is also looking at other sites.

#### Accessibility

No signage on the road indicating where the Collingwood campus was located. The only sign was on the actual building. There is no accessibility parking at all. There are no automatic doors. The curb cut and interlock makes for a bad ramp. The front entrance was not accessible as a table and whiteboard were in the way. There was no signage indicating where the accessible washrooms were. In the accessible washroom the toilet was too low. On the front and back doors there should be some type of stripping. The drop off box for assignments was too high and had an ashtray under it.

#### Health and Safety:

A coat rack was obstructing the path in the hallway. The bracket and fire extinguishers were on the floor and not on the wall. Accessible washrooms were being used for storage.

#### Recommendation

There should be a sign on the road indicating where the College is located. Create designated handicapped parking spots. Repair the curb cut and the interlock. The front door should have an automatic button to open it. The front entrance should be clear of plants and tables. The Health and Safety Stewards should be doing a regular check to ensure the safety of the building. The drop off box should be moved to a lower location the ashtray should not be sitting under the drop box.

We felt that the health and safety/accessibility were minor and could be rectified but may not be an issue as they may be moving. Someone from Accessibility Task Force should be involved in site selection.

### **MIDLAND**

#### Accessibility

Directions to Georgian College were lacking although it was the only building on that road. The accessible parking spot was large but paint need to be refreshed. The parking sign for handicapped was not high enough, and could possible have another accessible parking spot. The entrance way needed to be fixed as the concrete to the entrance way was chipped and needed to be leveled off. The signs and numbers on the doors should be larger to accommodate vision impaired students. The water fountain needed to lower. There was table in the hallway which should be moved. The bulletin board need to be a different colour to distinguish it from the wall. There was no signage for the accessible bathroom. The garbage can was under the hand dryer and blocked the door to the stall. The toilet was too low, and the bathroom door was too heavy to access. The soap dispenser was too high and in one of the bathrooms the soap dispenser was located on the opposite wall from the accessible sink.

#### Health and Safety:

The steel girder in the hall leading to the trades area needs to be a different color to differentiate between the wall and the floor. The exit door needed to be painted a different color. The garbage can in the bathroom that blocked the door to the stall is a safety issue.

#### Recommendations:

The concrete in the door entrance should be leveled out. The parking sign could be easily moved higher. With a little paint the steel girder, the exit door and bulletin board could be painted. The bathroom soap dispensers could be moved as well as the garbage can.

### **Owen Sound**

#### Accessibility

There was no signage leading to Georgian College from the highway 26. There was not any signage directing people to the accessible parking spot, which is supposed to be located in the rear parking lot—but was not there. The curb in the parking lot was twelve inches high. There were no sidewalks from the bus stop to the parking lot. There was no accessibility parking in any of the three parking lots. There were no ramps to secondary doors. There was an accessible entrance but the curb cuts leading out of the main parking lot were so high that a wheelchair would never be able to get through. There was an automatic door that stayed on for eight seconds after it fully opened, but the button was too high. The entrance to the main door was not level. Once you enter the lobby, there are no automatic doors. If interior doors were closed the rest of the College would not be accessible by someone in a wheelchair as the doors were very heavy. The entrance by Student Services and Centre for Access was not automatic.

The washroom by the cafeteria was too small, the toilet was too low, the dispensers too high.

The bookstore was not accessible to anyone with mobility issues.

#### Health and Safety

On the main level the elevator required a code to use. To get the code you have to call security. The phone to call security was not within reach

The curbs in the parking lot was very high and posed a danger to everyone.

#### Recommendations

The metered parking should be converted to accessibility parking as there is a level walkway to the entrance. Main interior doors should be automatic.

### **Orillia**

#### Accessibility

The signage into the college was limited. There was a small green sign on the highway 400. There is no accessibility parking at the main entrance and no signage to the accessible parking or drop-off. There is no wheel chair access to the main entrance of the college. You have to pass either one of the parking gates to get to the accessible parking in the back which is also a delivery entrance but no signage to that effect. The walkway from the main entrance to go to the accessible entrance is a long walk down a steep hill with blind crest and corner. There is no signage indicating to slow down. To go to the rear accessible entrance would be too long. At the rear of the main building, there is an accessible entrance. The accessible entrance on the north east side of the building is located beside a 40 yd waste disposal bin.

The cafeteria is not accessible from the outside and does not have a continuous counter all around. It would require you to put your tray on your lap to continue to the cash register. The self serve was not accessible. The sink and taps in the cafeteria are too high.

The elevator does not hold two people and a chair. It was a tight fit for a small wheelchair user.

The classrooms did not have fixed desks, and the entrances were narrow, less than 92 cm (36 inches). For instructors, the AV connections could be more accessible.

The library stacks were close together. The study rooms were upstairs, inaccessible to wheelchair users.

There is no continuity with signage in this college. It is all different. There is no signage for the water fountains which obstruct the pathway by about three feet.

The washrooms were accessible but very small and would be difficult to access with a larger wheelchair.

The counter in the registrar's office had an accessible portion but it was at the opposite end of the counter from the entrance and the path to that portion of the counter was very narrow.

The door between the gym and the rest of the school was too heavy to open and inaccessible.

The elevator was coded.

#### Health and Safety

The walkway to the accessibility entrance could be very dangerous for wheelchair users as there is a steep hill, blind crest and corner. The accessible entrance on the north east side of the building is also a loading area which could be dangerous.

An ambulance would not be able to use the elevator, or have access from the main entrance to the elevator. There is no refuge area at this location in case of fire.

To have a tray of food and a hot drink balancing on your lap is hazardous especially if the food and drinks are hot.

#### Recommendations

The main entrance should be accessible to anyone and would be very expensive to make it accessible. Better signage to the accessible parking spots is needed and a drop off area must be designated that is not beside a waste disposal bin. A safer walkway from the main entrance to the accessible door on the north east side of the building should be constructed. The cafeteria should have a continuous counter so that trays of food do not have to be balanced on someone's lap. The cafeteria should also be accessible from the outside.

**Accessibility – B Building**

There is no signage indicating the accessibility parking. There is no direction to the back of the building where there is accessibility parking. There should be crossing marks or a curb in front of B-Building. Curb cuts were needed all around the accessibility parking so that you could access them. The other two accessibility spots should be moved to the front of B-building. The Alumni Hall entrance door is not automatic but is wired for it. The sidewalk from Georgian Drive to Alumni Building looks like an accessible entrance and is steep and is not an accessible entrance. There is no signage indicating that it is not an accessible entrance.

If the power goes out you cannot leave the building and if someone is in an elevator you can not get out. There is no emergency lighting in the washrooms.

The east door curb cut is off centre and is sloped. The tarmac is not level with the curb. There is a garbage can and recycling bin in the way as well.

The east door interior needs to be automatic as it catches on the other door and cannot be opened by anyone in a wheelchair unless then bump it.

The west door is too narrow.

**Health and Safety**

Elevator is unsafe when the power is out. East entrance needs some sort of strip along the stairwell so that it can be seen day or night. The east door curb needs to be fixed before someone has an accident.

**Recommendations**

An emergency generator to operate lights, automatic doors. Zebra lines should be painted in front of the entrance to B Building. The two accessibility parking spots down by the entrance to Alumni Hall should be moved to B-building entrance where it is accessible. The stairwell should be marked.

**Accessibility - A-Building**

There was no accessible parking in the front of A Building. You have to drive all around the ring to get to the A parking lot. The A and Annex (outside of The Last Class) the automatic doors do not work. There are no zebra lines in the A-parking lot. The pole signage is limited to one for every two spots. Fire pulls and security phones are too high. There is no accessible washroom and no elevator in A building. You can not get to the third floor (one classroom) in A building. The numbers above the doors are too small. There is no signage indicating the accessibility entrance. The curb needs to be repaired. Drinking fountains are too high. When watering the grass the hose goes across the walkway and would cause a problem for wheelchair users.

**Health and Safety**

Security phones need to be lowered in case someone in a wheelchair needs to access during an emergency.

**Recommendations**

The automatic doors (outside of Last Class) should be repaired. The fire pulls and security phones should be lowered.

WASHROOMS – Classroom in A where do you go to the washroom?

**Accessibility - J – Building**

The automatic door going into the covered walkway was not working.

In the washrooms downstairs the soap dispenser was too high. The counter space was too high in all the washrooms. Napkin dispensers too high on second floor, grab bar too high and shower knob was too high to access for someone in a seating position. The class doors upstairs needs to be coded so that people can see it.

**Health and Safety**

There is no cover on the pipes under the sinks and could be dangerous for someone in a wheelchair.

**Recommendations**

The washrooms need to be assessed so that they are accessible to wheelchair users.

**Accessibility- F-Building.**

There is only one accessible entrance. The coat rack in the accessibility washroom was too high and the toilet paper holder was too high.

There were no zebra crossings coming into the building. There was parking across the road, not paved, but had two spots designated for accessibility, but needs zebra crossing and signage directing people to the accessible entrance.

The soap in the washroom was too far back to be accessible for wheelchair users.

**Health and Safety**

The security telephone was too high.

**Recommendations**

They should have an accessibility door on the south east corner with accompanying parking spots.

**Accessibility - E-Building**

There is no accessibility parking for this building. The closest parking would be shared with the H Building. The west side door had an automatic door but would not open and was locked. The signage was too small outside of classrooms.

In the washrooms the napkins, soap dispenser, and toilet paper were inaccessible and the washroom was too small. There were no signs or buttons and the doors were knobs instead of lever style knobs. Fire pull and fountains were too high. The railing is not complete the whole way across the walkway by Tim Hortons. The ramp going into the bottom floor of H building is quite steep, narrow, and slippery when wet.

**Health and Safety****Recommendation****Accessibility - D-Building**

The accessibility parking has been moved and should be moved back. There should be zebra lines for crossing. The door lip is too high by the accessible parking. There is a heaved manhole which needs to be repaired. The button is on the wrong side of the opening door. The tables are being stored in the hallway. There is no signage at all for the washroom. The toilet paper holder is too far back and too high. The soap dispenser, dryer and mirror is too high. The grab bar is too far out and at the wrong angle.

**Health and Safety**

The door lip should be fixed and leveled out as someone could trip and injury themselves. The tables should be moved from the hallway as this could be a fire hazard.

**Recommendations:**

It is recommended to have four accessibility parking spots in this parking lot. The washrooms should be repaired.

**H Building**

From parking to curb cut, no zebra lines, have to go into traffic to get to curb cut. Two accessible parking signs for three spaces. No handicap parking by Rowntree door. Garbage can in front of button at Rowntree door. Walkway by Rowntree too narrow. Door locked by vestibule and ramp. Door off vestibule no access. Fire pulls too high. Numbers above all doors too small.

1st floor washroom soap too high and too far back, coat hook too high, toilet paper dispenser too far ahead, toilet compartment too small.

2nd floor washroom not accessible soap dispenser and hand dryer, toilet paper all too high, washroom stall too small.

To get to second floor have to come from another building.

Rowntree theatre does not have automatic doors.

**K Building**

Zebra lines needed, have to go into traffic to get to sidewalk; more signage for parking (should be one for every spot). Signage needed to indicate location of access. Ramps not marked, ramp west side (exterior) no handrail. Signage indicating stairs by vestibule (exterior). Stairs need contrasting color (only first floor main stairs have it). Tread on stairs needed (tactile). Elevator audible indicator (no direction).

Zebra lines needed have to cross into traffic. Curb cut at main entry is uneven health and safety hazard. Exterior ramp at main entrance only has railing on one side. Ramp is also wonky. Exterior entrance landing by road is very uneven safety hazard. Threshold at main entrance has a lip-tripping hazard, Interior main entrance auto button does not work all the time. Signage needed for accessibility entrance. 1st floor handi cap washroom men's cannot close door after backing into, soap dispenser, toilet paper, and light too high. Bookstore door should have auto button, counter and door handle too high, door opening too small, shelves tight to maneuver. Alternate format is not available from Registrars office. Change machine too high. Auditorium is not accessible at all. Parking and Campus Connections counters too high, and the one by the Auditorium. No emergency call boxes are accessible.

**Web Site**

Links are not clearly identified or contrast enough from other text. Not aware of hot buttons.

**Blackboard / Banner / GroupWise**

All teaching faculty must use Blackboard. Banner must be accessible to staff with special needs. All staff must use GroupWise.

**General**

Write-on lab is closed often with out any warning and during school breaks turnovers, end of school semesters. All forms and textbooks must be available in alternative formats.

**Technology**

All new technology and programs be sent to Norma so she can educate students on what is available.

**Re-occurring Accessibility and Health and Safety issues**

- No warning stripes on stairs
- Room numbers too small
- No directional signage
- Ramp markings
- Ramps too narrow
- No colour contrasting where needed
- No insulation on pipes under sinks in washrooms.
- Highway / Road Signage
- Lights for fire alarms
- Benches along walkways / sidewalks
- Automatic doors not staying open long enough
- No Emergency Evacuation Plans
- Elevator that need codes to operate
- Emergency Testing



**Appendix 5**  
 Environmental Exposures  
 From: Dr. Tony Bauer, Lakehead University

	Inside	Outside	Yes / No	Acceptable Level	Season Comments
Temperature					
Relative Humidity					
Lighting					
Noise					
Air Flow					
Electric Shock					
Chemical Contact					
Chemical Consumption					
Confined Spaces					
Heights					
Smoke					
Moving Objects					
Fumes					
Slippery Surface					
Wet Surface					
Dust					
Odour					
Wind					
Rain					
Snow					
Explosives					
Radiation					
Extreme Heat					
Automobile Traffic					
Garbage Bins					



Motion Description Frequency / Posture  
 From: Dr. Tony Bauer, Lakehead University

	Never	Occasionally	Frequently	Continuous	Comments
Trunk Flexion <20°					
Trunk Flexion >20°					
Trunk Twisting					
Kneeling					
Squatting					
Crawling					
Climbing					
Overhead Reach					
Side Reach <90° ABD					
Side Reach >90° ABD					
Forward Reach <90° lev.					
Forward Reach >90° Elev.					
Wrist Turning					
Grasping					
Power Grip					
Pinching					
Finger Manipulation					
Other					