



The Corporation of The  
**TOWN OF PELHAM**

FROM THE OFFICE OF THE TOWN CLERK

January 21, 2011

Town of Niagara -On-The Lake  
PO Box 100, 1593 Creek Road  
Virgil, ON L0S 1T0

Attention: Ms. Holly Dowd

Dear Ms. Dowd

Please find enclosed eight (8) copies of the signing page for the Serv. Contract Agreement with Herrington Group Ltd. and The Joint Accessibility Advisory Committee of the Town of Lincoln, the Township of West Lincoln, the Town of Niagara-on-the-lake, the Town of Pelham, the Town of Grimsby and the City of Thorold.

Once executed, please forward the signing pages of the agreement to the next municipality for signatures.

If you have any questions regarding the attached, please do not hesitate to contact Ms. Bozzato at extension 315.

Yours very truly,

*Dianne Bell*

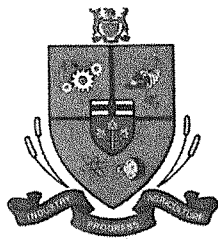
(Mrs.) Dianne Bell  
Administrative Assistant

Encl.

*When signed copy  
returned - keep copy  
in bylaw files &  
JAAC file.*

*- Copy of bylaw to Herrington  
(now) c3  
Copy of Report & report.  
in JAAC file C-2*

*Waiting for  
original signatures  
to come back.  
Spoke to Nancy 5/12.*



# TOWNSHIP OF WEST LINCOLN

Corporate Services Department

TOWN OF PELHAM

JAN 11 2011

RECEIVED

318 Canborough Street  
P.O. Box 400  
Smithville, Ontario  
L0R 2A0  
Phone: (905) 957-3346  
Fax: (905) 957-3219

January 4, 2011

Town of Pelham  
Attn: Nancy Bozzato, Clerk  
20 Pelham Town Square  
Box 400  
Fonthill, Ontario.  
L0S 1E0

Dear Ms. Bozzato:

**Re: Joint Accessibility Advisory Committee – Consultant Contract**

This is to confirm that on December 13, 2010, West Lincoln Township Council adopted the following resolution and approved By-law 2010-119 (see below):

**Resolution:**

- (1) That, Report RFD-C-17-2010, dated December 13, 2010, regarding "Consultant Agreement with 'The Herrington Group' to coordinate the Joint Accessibility Advisory Committee and Continued Participation in Joint Committee", be received; and,
- (2) That, the proposal submitted by "The Herrington Group" to coordinate Ontarians with Disabilities Act compliance for the Joint Accessibility Advisory Committee, be accepted; and,
- (3) That, a by-law be passed authorizing the Mayor and Clerk to enter into an agreement with "The Herrington Group" for consulting services for a one year period from February 1, 2011 to January 31, 2012, along with the other participating municipalities.
- (4) That, the Township of West Lincoln continue to participate as a member of the Joint Accessibility Advisory Committee for 2011, at a cost of \$10,000.00.

**By-law:**

By-law 2010-119 To authorize an agreement between the Corporation of the Township of West Lincoln, the Corporation of the Town of Grimsby, the Corporation of the Town of Lincoln, the Corporation of the Town of Niagara-on-the-Lake, the Corporation of the Town of Pelham and the Corporation of the City of Thorold and the Herrington Group Ltd. for the provision of consulting services relating to the administration of the Joint Accessibility Advisory Cmty

Accordingly, please find enclosed eight (8) copies of the signing page for the agreement, which has been executed by the Mayor and myself (Clerk), as requested. Attached is a copy of By-law 2010-119 for your records.

I thank you for your assistance regarding this matter and will await my copy of the fully executed agreement, which I understand will be distributed when all signatures are received.

Sincerely,



Jacquie Thrower,  
Confidential Secretary

cc. Donna Herrington, The Herrington Group  
Holly Dowd, Town of Niagara-On-The-Lake  
William Kolasa, Clerk - Town of Lincoln

Hazel Soady-Easton, Clerk– Grimsby  
Susan Daniels, Clerk - City of Thorold  
Holly Dowd, Clerk - Town of NOTL

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## **TOWN OF PELHAM COUNCIL REPORT**

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**REPORT TO:** Mayor and Members of Council

**MEETING DATE:** January 17, 2011

**SUBJECT:** Proposal to Coordinate Accessibility for Ontarians with  
Disabilities Act dated November 17, 2010

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**PREPARED AND SUBMITTED BY:**

**APPROVED BY:**

Nancy J. Bozzato, AMCT, ACST  
Town Clerk

Martin Yamich, B.A., CMA  
Chief Administrative Officer

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### **RECOMMENDATIONS:**

THAT Report C-3/11, Proposal to Coordinate Accessibility for Ontarians with Disabilities Act regarding the Consultant Agreement with "The Herrington Group" to Coordinate the Joint Accessibility Advisory Committee and Continued Participation in the Joint Committee" be received; and

THAT the proposal submitted by The Herrington Group to coordinate compliance with the Ontarians with Disabilities Act for the Joint Accessibility Advisory Committee (JAAC) be accepted; and

THAT a by-law be passed authorizing the Mayor and Clerk to enter into an agreement with The Herrington Group for consulting services for a one year period from February 1, 2011 to January 31, 2012, along with the other participating municipalities; and

THAT the Town of Pelham continue to participate as a member of the Joint Accessibility Advisory Committee for 2011 at a cost of \$10,000.00.

### **FINANCIAL, LEGAL AND STAFFING IMPLICATIONS:**

The financial implication is \$10,000 per municipality (Total \$60,000) which has been included in the 2011 Operating Budget. There are no legal and/or staffing implications.

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has included an amount of \$10,000 in the 2011 Operating Budget for this multi-municipal approach.

The JAAC working group, which represents all six municipalities, is of the collective opinion that The Herrington Group has done a commendable job not only with the establishment of the Committee, but also with the preparation of the Accessibility Plans, to date, as well as the Annual Updates. Further, the assistance of the consultant was an integral component in the recent Municipal Election to assist with compliance issues relating to the Municipal Elections Act.

The JAAC working group has reviewed the proposal and agrees that it would be in the best interest of all municipalities involved to extend the service contract agreement for a further one year period to January 31, 2012.

**b) Alternatives**

The Town could opt to discontinue participation in the JAAC however this option is not recommended as the impact on municipal staff as well as financial implications would be substantial.

**c) Consultation**

JAAC Working Group - Pelham, Grimsby, Lincoln, West Lincoln, Thorold & Niagara-on-the-Lake

**d) Prepared By**

Nancy J. Bozzato

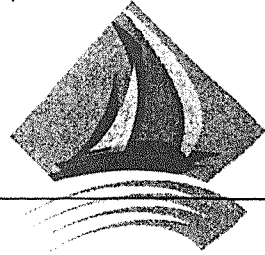
**ATTACHMENTS:**

Proposal to Coordinate Accessibility for Ontarians with Disabilities Act, November 17, 2010

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**The Herrington Group Ltd**  
Moving Organizations Beyond "Status Quo"

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# **Proposal to Coordinate Accessibility for Ontarians with Disabilities Act**

## **Compliance For the Joint Accessibility Advisory Committee For the 2011-2012 Planning Year**

**Submitted to:**

**The Town of Lincoln,  
The Township of West Lincoln,  
The City of Thorold, The Town of Pelham,  
The Town of Niagara-on-the-Lake and the  
Town of Grimsby**

**Date Submitted:**

**November 17, 2010**

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## **Section 1.0 Current Status of the AODA**

The AODA exists to develop, implement and enforce accessibility standards in order to achieve accessibility by 2025 and to involve people with disabilities in the development of those standards. Its regulations apply to municipalities, all of the public and all of the private sector. The legislation requires enactment of Accessibility Advisory Committees for municipalities with a population greater than 10,000 or more and the development of Annual Accessibility Plans which must be made public. Accessibility standards will be established by regulation under the Act.

The first regulation O. Reg. 429/07 (Customer Service) came into effect in 2007. All JAAC partners are currently in compliance with the regulation having drafted an Accessible Customer Service Policy and having made training available to all staff, volunteers and agents in Accessible Customer Service.

In September 2010, the Province released the first draft of a newly proposed Integrated Accessibility Standard. This new standard combines accessibility requirements for transportation, information and communication and employment. The draft was released for public comment and review. The results of the public consultation are currently being analyzed by the Accessibility Directorate. The JAAC prepared and circulated an analysis of this draft.

Also in September 2010, the Province of Ontario released the Final Proposed Draft of the Built Environment Standard. Its requirements will be incorporated into the Ontario Building Code. This draft has been submitted to the Minister and is awaiting regulation.

It is conceivable that new Accessibility Standard regulations could come into effect in the near future requiring compliance by the JAAC partners. Therefore, the Joint Accessibility Advisory Committee (JAAC) of Lincoln, West Lincoln, Thorold, Pelham, Niagara-on-the-Lake, and Grimsby exists to oversee and advise municipalities on AODA compliance requirements. Since 2003, the JAAC has had the support of a hired consultant to assist the group to achieve its mandate. The consultant's role includes meeting coordination, record keeping, the drafting and delivery of compliance materials (i.e. training and policies), ongoing consultation and the preparation of the Annual Accessibility Plan/Report.

## **2.0 Accomplishments and Deliverables Achieved in 2010**

In the past year, the JAAC and its consultant have assisted the JAAC partners in the following areas:

1. Managed the Accessibility Advisory Committee; facilitated 10 meetings. Maintained minutes and managed related action items

### 3.0 Identified Consultant Priorities 2011-2012

The consultant proposes the following services for the coming planning year:

1. Management of the Accessibility Advisory Committee including:
  - Orientation for new and existing committee members
  - Secure meeting locations ensuring a minimum of 10 regularly scheduled meetings in the planning year
  - Prepare and distributing meeting packages (agendas, minutes, materials for review)
  - Arrange committee member transportation and other accommodations as required
  - Attend JAAC meetings in the role of Secretary
2. Prepare and circulate to the Admin Group an Analysis of the Built Environment Standard indicating its impact and effect on the JAAC partners, the municipality's responsibilities to meet minimum legal requirements, action required to achieve same and propose work plans based on the Standards' timelines
3. Prepare draft compliance materials in anticipation of the Integrated Accessibility Standard according to the Draft Standard's deadlines and addressing transportation, information and communication and employment requirements as applicable to each JAAC partner
4. In consultation with the JAAC Chair and Admin Liaison, identify and provide JAAC Committee training and development opportunities to enhance the work of the group
5. Prepare and submit the Annual Accessibility Plan/Report
6. Create an updated accessibility auditing tool based on the Final Proposed Draft of the AODA's Built Environment Standard

To accomplish the identified priorities the consultant will provide the following services for the fee stated in Section 5.0.

### 3.1 Additional Services

Should additional services be required in order to comply with new Accessibility Standards of the AODA (aside from initial implementation planning) the consultant can provide additional services. Negotiation of fees, services and timelines between the consultant and the JAAC Administrative Committee will occur on a per-project basis.



Activity	Proposed Deadline for Completion of Activity
JAAC Committee Orientation	January 31, 2011
Built Environment Standard Draft Analysis	February-March 2011
Integrated Accessibility Standard Compliance Preparation (policy drafts etc)	March –June 2011
Annual Accessibility Plan Preparation including Access Audit Progress Reports and Development and Delivery of Updated Access Audit Tool	Proposed Progress Report Circulation Date: March 1, 2011 Deadline for Completion by Admin Group: May 30, 2011 Annual Plan Preparation: May –August 2011
Submission of Annual Accessibility Plan to Councils	August 31, 2011
Public Access to Annual Accessibility Plan (websites, libraries etc)	September 30, 2011
Priority Identification for 2012	September–December 2011

**Transportation - \$5,500**

These funds will ensure consumer participation from all partnering municipalities. By providing transportation for JAAC members with disabilities, barriers to participation are eliminated and equality in the JAAC planning process is ensured. As the JAAC has a number of new members who require transportation costs in this area are higher than in previous years. Also JAAC members are utilizing transportation most often as they participate in direct service activities such as staff training and consultations.

Eligible transportation costs include: mileage reimbursement, taxi and bus costs and the chartering of accessible taxi cabs for wheelchair users. Costs are reflective of on current actual costs and are calculated at \$550/month x 10 months (there is no JAAC meeting in July and December). JAAC pays for actual costs only. Expense receipts are included in all invoices

**Meeting Accommodations - \$1,350**

Costs here include light meeting refreshments and the Annual Appreciation Dinner including all JAAC members, Mayors and Administrative Contacts. Costs are estimated as such:

Refreshments - \$25/meeting x 10 meetings  
Annual JAAC and Admin Group Dinner – 9 JAAC members, 6 Mayors, 6 JAAC Admin Contacts, 1 consultant x \$50/each

JAAC pays for actual costs only. Expense receipts are included in all invoices.

**Administrative Support - \$560**

To provide minute-taking and meeting preparation services for monthly JAAC meetings. Administrative support is calculated at \$14/hour x 4 hours/month x 10 meetings. JAAC pays for actual costs only. Expense receipts are included in all invoices.

**Consultant's Fee - \$30,000**

Consultant fee includes: JAAC management, administration, site plan reviews, Built Environment Standard Analysis and ongoing on-site, telephone and email consultation. Fee will be billed monthly and Harmonized Sales Tax will be added.

Donna has successfully managed the JAAC's activities since its inception. These activities involved creating and implementing the project's logic model and have resulted in drafting eighteen municipally specific Accessibility Plans. Due to her previous involvement in this group's accessibility planning Donna is well equipped and positioned to continue this project with minimal disruption to the municipal partners or the JAAC. Further, Donna possesses seventeen years experience in organizational development including policy and program development, revenue generation, and organizational change processes.

# **THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

## **BY-LAW NO. 2010-119**

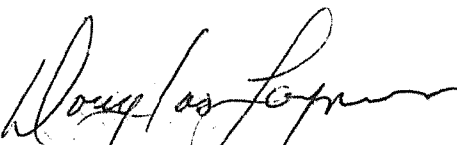
**A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN, THE CORPORATION OF THE TOWN OF GRIMSBY, THE CORPORATION OF THE TOWN OF LINCOLN, THE CORPORATION OF THE TOWN OF NIAGARA ON-THE-LAKE, THE CORPORATION OF THE TOWN OF PELHAM AND THE CORPORATION OF THE CITY OF THOROLD AND THE HERRINGTON GROUP LTD. FOR THE PROVISION OF CONSULTING SERVICES RELATING TO THE ADMINISTRATION OF THE JOINT ACCESSIBILITY ADVISORY COMMITTEE.**


**WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient to authorize an agreement between the Corporation of the Township of West Lincoln, the Corporation of the Town of Grimsby, the Corporation of the Town of Lincoln, the Corporation of the Town of Niagara-on-the-Lake, the Corporation of the Town of Pelham and the Corporation of the City of Thorold and The Herrington Group Ltd. for the provision of consulting services relating to the administration of the Joint Accessibility Advisory Committee.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. That, the Council of the Corporation of the Township of West Lincoln hereby authorizes entering into an Agreement between the Corporation of the Township of West Lincoln, the Corporation of the Town of Grimsby, the Corporation of the Town of Lincoln, the Corporation of the Town of Niagara-on-the-Lake, the Corporation of the Town of Pelham and the Corporation of the City of Thorold and The Herrington Group Ltd. for the provision of consulting services relating to the administration of the Joint Accessibility Advisory Committee; and,
2. That, the Mayor and Clerk be and are hereby authorized to sign the above mentioned Agreement and to affix the Corporate Seal thereto.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
13<sup>th</sup> DAY OF DECEMBER, 2010.**

  
**MAYOR DOUGLAS JOYNER**

  
**CAROLYN LANGLEY, CLERK**