

Municipality of Lakeshore

Accessibility Advisory Committee Meeting Agenda



Wednesday, October 29, 2025, 10:00 AM
Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order
2. Land Acknowledgement
3. Disclosures of Pecuniary Interest
4. Delegations
5. Approval of Meeting Minutes for May 13, 2025 2
 1. May 13, 2025 Meeting Minutes

Recommendation:
Approve minutes of the previous meeting as listed on the agenda.
6. Completion of Unfinished Business
 1. Town Hall Renovations
 2. Final Draft Accessibility Plan 4
 3. Draft Concept Plan - Optimist Skate Park 22
7. New Business
 1. Changes to LAAC Terms of Reference and addition of staff liaison
 2. Accessible Parking Space Review - St. John Baptiste School
8. Adjournment

Recommendation:
Adjourn the meeting at ____ PM.



Municipality of Lakeshore

Minutes of the Accessibility Advisory Committee Meeting

Tuesday, May 13, 2025, 10:00 AM

Atlas Tube Recreation Centre Boardroom, 447 Renaud Line, Belle River

Members Present: Member Thomas Jaeger, Member Chantelle Linton, Member Joe Matz, Member Jayson Mercier, Member Michelle Sprague-Keane, Council Representative Kelsey Santarossa

Staff Present: Division Leader - Building Services Morris Harding,
Administrative Assistant - Building Services Jillian Shaw

1. Call to Order

Chair Jaeger called the meeting to order at 10:03AM.

2. Land Acknowledgement

3. Disclosures of Pecuniary Interest

4. Delegations

5. Approval of Previous Meeting Minutes

1. January 22, 2025 Meeting Minutes

Moved By Jayson Mercier

Seconded By Chantelle Linton

Approve minutes of the previous meeting as listed on the agenda.

Carried Unanimously

6. Completion of Unfinished Business

- 1. Town Hall Renovations**
- 2. Training for Committee Members**
- 3. Kayak Launch**
- 4. Stoney Point Park Update**
- 5. St. Joachim Pathway (Gerilynn Perdu Tellier)**

7. New Business

- 1. Accessibility Fest-for-All**
- 2. Lakeshore Skate Parks - Committee Feedback**
- 3. Essex County Roads - Committee Input County Rd 22**

8. Adjournment

Moved By Michelle Sprague-Keane

Seconded By Chantelle Linton

Adjourn the meeting at 10:44 AM.

Carried Unanimously

Thomas Jaeger

Chair

Morris Harding
Municipal Liaison

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Executive Summary

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The Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11, as established by the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), requires designated public sector organizations (including municipalities) to develop a multi-year accessibility plan and to review the plan at least once every five years. The accessibility plan is to outline the municipality's strategy to prevent and remove barriers to accessibility and meet the requirements established under the Regulation.

The 2023– 2028 Multi-Year Accessibility is the second plan created by the Municipality of Lakeshore following the [2013 – 2017 Multi-Year Accessibility Plan\(External link\)](#) and the [2018 – 2022 Multi-Year Accessibility Plan\(External link\)](#). The 2023 – 2028 plan will build upon the foundation established by the previous two plans, which were focused on ensuring that the accessibility standards created for designated public sector organizations were met. With most deadlines having passed, the focus of this plan will be on removing barriers and improving access above and beyond the legislated requirements and ensuring accessibility considerations are incorporated into the day-to-day operation of the Municipality of Lakeshore

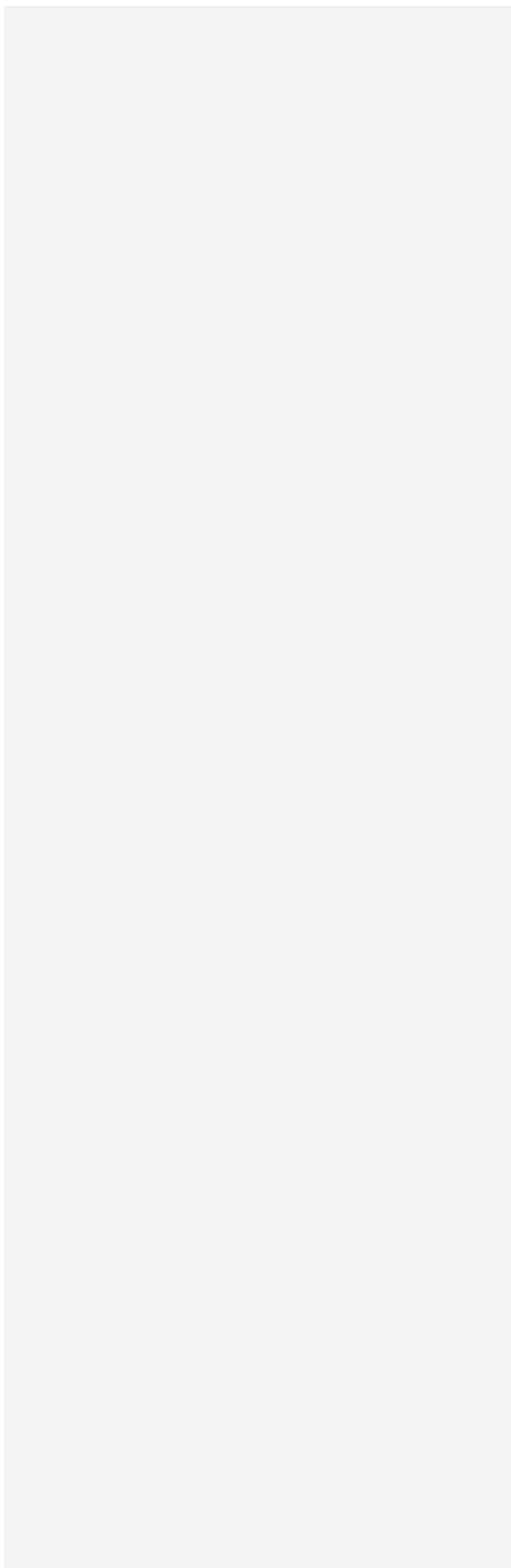
Introduction

On June 13, 2005 the Accessibility for Ontarians with Disabilities Act 2005 (AODA) received Royal Assent and is now law. The purpose of the AODA is to benefit all Ontarians by developing, implementing, and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by January 2025. This Multi Year Accessibility plan was prepared in order to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and assist the Municipality of lakeshore in identifying, preventing and removing barriers to accessibility in each of the Municipality's by-laws, policies, practices and services.

The Municipality of Lakeshore is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. Our goal is to make the Municipality workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

In addition to outlining the initiatives planned by the Municipality of Lakeshore this document outlines the Municipalities accessibility achievements. This multi-year accessibility plan meets the planning requirements of both the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.

Accessibility planning does not end once a plan is prepared and documented. Monitoring is essential to ensure that the Municipality is meeting it's obligations and commitments. An annual report will be prepared on the progress being made towards implementation and presented to Council. A comprehensive review of this plan will be completed every five years unless significant changes necessitate an earlier revision of the plan.



Message from the Chair of the Accessibility Advisory Committee

The Lakeshore Accessibility Advisory Committee is pleased to represent a diverse group of committed, knowledgeable individuals who bring a broad range of expertise and advocacy from across the Municipality of Lakeshore. The LAAC is committed to improving accessibility by preventing, identifying, and removing barriers that prevent persons with disabilities from equitable access to services and opportunities.

We are capably and enthusiastically supported in our role by Municipal staff in promoting public engagement helping to make the Municipality Lakeshore not just compliant, but a leader in achieving the goals and objectives of the Accessibility for Ontarians with Disabilities Act (AODA).

We are very thankful to the councilors, and staff for their strong support in being pro-active in their approach not only in the past, but going forward with this next five year plan.

Sincerely,

Thomas Jaeger, Chair

Municipality of Lakeshore Accessibility Advisory Committee

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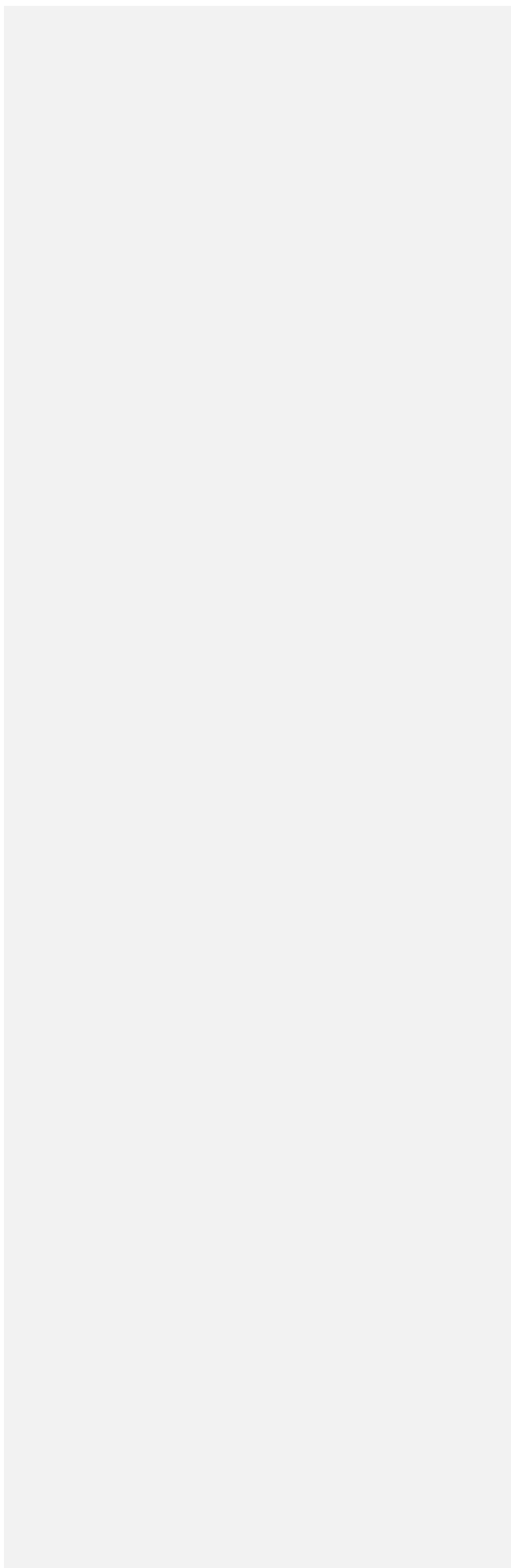
About Lakeshore

Municipality of Lakeshore is a dynamic community that includes both dynamic Urban locations as well as agriculturally based rural centres. It provides both accessible and affordable amenities for residents and businesses, creating an environment supportive of growth. The urban business centres foster small businesses that are able to grow and offer unique year-round shopping and dining experiences.

In 1999, the Municipality of Lakeshore emerged from the amalgamation of various unique smaller communities. Those communities included Maidstone, Belle River, Rochester, Comber and Pointe Au Roches. Located at the most Southern tip of Canada it boasts excellent weather for year round out door activities. The Municipality is along the shores of Lake St Clair and only minutes for one of the Great Lakes (Lak Erie). The Municipality of Lakeshore has a population of 42,000, an area encompassing 530 sq.km.

The Municipality houses one or more of the following amenities.

- Municipal Administration Building/Works Yard
- Medical Centres
- Elementary schools
- Arenas/Community Centre
- Libraries
- Municipal parks
- Fire Halls



Accessibility Progress

Currently, the Municipality is committing itself through continual improvements of access to Municipal Facilities and within budget limitations.

The working group identified a number barriers and will continue to improve and/or eliminate these barriers. The most significant findings were that while many facilities can accommodate wheelchair accessibility, certain renovations or alterations will be required to become fully accessible. Over the next few years, the working group recommends focusing on these facilities which deny access or use on a day to day basis.

The Municipality is in full compliance for the Customer Service Accessibility Standard that became effective January 1, 2010 and the [integrated Accessibility Standards Regulations, as of January 8, 2013](#). We will continue to focus on providing policy, training, and support to improve services and programs to meet these regulations.

With this plan, the Municipality is pleased to present its findings and report on the development of strategies to remove and prevent barriers for people with disabilities.

The Working Group of the Municipality of Lakeshore visited some of the Municipal facilities to identify, remove and prevent barriers to people with disabilities. The working Group is comprised of appointed Municipal staff and the Accessible Committee

The AODA requires that Ontario be an accessible province by 2025. To assist in this endeavor the AODA contains accessibility standards in the areas of:

- Accessible Customer Service
- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Built Environment

Past Barrier Removal Initiatives

Based on previous Multi-year Accessibility Plan

1. Steps have been taken and will continue, to convert documents into accessible format. Website upgrades have been completed to provide more accessibility of the website

2. Accessible parking (ticketing) has been updated to reflect the parking fines for misuse of accessible parking spaces.
3. Additional crosswalks have been installed throughout the Municipality.
4. A new fully accessible regional park has been constructed (River ridge Park)
5. Several parking spaces have been upgraded to fully compliant.
6. Touch free fixtures have been installed in all facilities where feasible.
7. Accessible pads adjacent accessible picnic tables have been installed in some of the picnic areas in Lakeview Park
8. A ramp was installed with a new accessible path to the primary entrance door of the medical centre in Comber.
9. Auto openers and upgrade “l” bars have been installed in all washroom facilities.

Impact of Reorganization

- New organizational resources dedicated to communications and front-facing customer service may facilitate implementation of the initiatives listed in this plan.
- New investments in technology
- Expect there to be a significant impact from added resources dedicated to information, communication, and customer service.

Council’s Strategic Priorities

-

Municipal Staff Survey Results

- Summary of results
- Note how survey results can serve as a metric to monitor performance, most likely related to Customer Service

Customer Service

The Accessibility Standards for Customer Service came into force on January 1, 2008. The standard applies to all organizations in Ontario that provide goods and services to the public or to other businesses that have one or more employees.

As a public sector organization, the Municipality of Lakeshore complied with the following Accessibility Standards by January 1, 2010. The Municipality of Lakeshore is currently in compliance and continues to fulfill ongoing obligations under these standards.

Potential Initiatives & Performance Measures

- Corporate-wide staff training to improve front-facing customer service
- Adding accessibility concerns to public service requests to ensure issues can be identified and tracked by Lakeshore staff. of accessibility concerns on

Information and Communications

Under the AODA, Ontario Regulation 191/11, entitled, “Integrated Accessibility Standards” (Regulation), came into force on July 1, 2011. This Regulation establishes accessibility standards for Information and Communication, Employment, and Transportation.

Some of the requirements are; developing policies to ensure that our communication is accessible to people with disabilities: ensuring we are able to provide information in a format that considers an individual’s disability; ensuring that our website is compliant with applicable standards: and developing policies on ensuring potential employees with disabilities receive appropriate accommodations during the recruitment phase, training employees, accessible emergency and public safety information and meeting requirements when constructing, maintaining or redeveloping various elements of public spaces.

The Integrated Standard will be implemented in phases according to it's staggered compliance deadlines.

Information and communications are a large part of the Municipality of Lakeshore daily business. It is because of this that it is so important to ensure that information and communications are created and presented in a way that considers accessibility.

Potential Initiatives & Performance Measures

- Staff training on digital and document accessibility.
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The Municipality will follow universal design principles and best practices when developing, implementing, and maintaining information and communications strategies and products. This includes websites and print communications materials as well as face-to-face interactions.

The Municipality will make efforts based upon the needs of the community and upon individual requests. For the purposes of this policy reasonable efforts by the Municipality shall be based on the frequency indications for needs of service, the availability of the service requested, the relative cost compared to the overall Municipal budget, best practices recognized by similar Municipalities and Provincial regulations. The Municipality will achieve this by:

1. Achieving compliance with the Web Content Accessibility Guidelines to ensure the Municipal website is accessible to people with disabilities.
2. Developing resource materials for creating accessible documents for common software programs such as MW WORD, Excel and PowerPoint

3. Ensuring that emergency information, procedures, plans and public safety information is available in alternate formats, when requested.
4. Developing a training strategy to ensure staff has the knowledge, tools and technical advice to create accessible materials.
5. Ensuring documents are available in an alternate format, upon request.
6. Review and update the Municipal Multi-Year Accessibility Plan at least once every five(5) years.

Employment

Explain the Employment regulations

Lakeshore is committed to ensuring that the process of finding, getting and keeping a job is as inclusive as possible in order to build an effective workforce.

For the purposes of this plan, reasonable efforts by Lakeshore will be based on the frequency of expressions for the need for service, the availability of the service requested, the relative cost compared to the overall budget, best practices recognized by similarly sized municipalities and Provincial regulations.

Potential Initiatives & Performance Measures

The Municipality will achieve this by:

1. Understanding employer obligations to provide employment accommodations.
2. Identifying and removing barriers in the workplace.
3. Enhancing workplace emergency responses through individualized emergency responses through individualized emergency response information and assistance as required.
4. Revising individual work plans and developing a guide, tools and templates to remove barriers from the recruitment process.

Transportation

The majority of the Transportation Standard does not apply to the Municipality of Lakeshore. The Municipality does have a taxicab By-law 061-2020. The conditions in the Policies and Procedures for Integrated Accessibility Standards have been complied with.

- There were some early discussions regarding regional transportation. If public transit continues to be considered, accessibility of these services will be a priority.

Potential Initiatives & Performance Measures

Built Environment

The Accessible Built Environment Standard is the fifth and final standard. This standard is intended to help remove barriers in buildings and outdoor spaces for persons with disabilities. The standard applies to new construction and extensive renovations. The Municipality will continuously improve existing buildings as the Municipal budget permits. The Ontario Building Code and The Accessibility for Ontarians with Disabilities are the two pieces of legislation affected by this change. Ontario's Building Code (OBC) has been amended to include enhancements to accessibility in buildings. As of January 1, 2015, new construction and renovations have been included in the OBC accessibility requirements.

All Municipal building exterior steps and edges should be highly coloured for easy visibility. All Municipal buildings that have accessible entrances shall be marked with the International Symbol of Accessibility. The Municipality is also working on ensuring all accessible parking spaces are clearly identified with the International Symbol of Accessibility.

Any new Site Plans shall be reviewed to ensure barrier free requirements are identified.

Potential Initiatives & Performance Measures

Stoney Point Park

Detailed design works have been completed for park updates.

Concrete pads (6) shall be installed adjacent to picnic tables (4) at the Libro Centre (2) at Maidstone Park.

New accessible pathway to be installed at the Optimist Park.

Accessible parking spaces to be added to Lions Park

Shanahan Park shall have accessible bench pads installed.

Lions and Ladoucer Park surface conversion –Engineered wood chips to be installed

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Design of Public Spaces

The Municipality of Lakeshore commits to ensure that the Public Spaces Design meet accessibility requirements according to Regulation 413/12. The Municipality shall incorporate accessibility into Public Spaces that are newly constructed or redeveloped on and after January 1, 2016. We will ensure that we follow the most current requirements under the Design of Public Spaces Standards (Accessibility Standards for the Built Environment) for recreational trails, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements(counters, waiting areas, etc.) When developing recreational trails the Municipality shall also provide maintenance and restoration of public spaces by ensuring our multi-year accessibility plan includes procedures for preventative and emergency maintenance of accessible elements in public spaces and **procedures for dealing with temporary disruptions when accessible elements required under this section are not in working order.**

Being a public sector organization, accessibility reports shall be provided every two(2) years.

The Municipality shall achieve this by:

1. Referring to the Design of Public Spaces Regulation when any relevant trail or park work is completed.
2. Providing regular maintenance on any equipment or trails that have been identified

All new trail development or sidewalk work must comply with the legislation

Potential Initiatives & Performance Measures

- Accessibility audits of parks, facilities, and trails conducted by Lakeshore staff to identify deficiencies and required investments, which will be added to future Budget deliberations.

The Accessibility Directorate of Ontario periodically conducts file reviews on randomly selected organizations to confirm they are in compliance with AODA and its standards. As a Municipality, we must ensure all the requirements within the required compliance timelines, are met if required.

Aim:

“To create, encourage and maintain an assessable community that can be enjoyed by all persons in the Municipality of Lakeshore”

Council Commitment to Accessibility Planning

The Municipality of Lakeshore is committed to being responsive to the needs of its communities by recognizing the diverse needs of all residents and providing services and facilities that are accessible to all. Council commits to the continuous improvement of access to all Municipally owned facilities, premises and services.

Informal Site Audit of Municipally Owned Buildings

Site Audits shall be conducted by Municipal staff from the Building Department and Facilities. Monthly inspections shall be completed until all Municipal Buildings have been reviewed .

Barrier Identification Methodologies

Physical inspections shall be completed by a Building Inspector, the Manager of Building Services and a Facilities staff person. Walk-throughs shall be completed on or about the 1st of every month for individual Municipal Facilities until all buildings have been assessed. A list of deficiencies shall be completed and provided in a report for Council consideration.

[Calls concerning infrastructure maintenance shall be logged and forwarded to the appropriate department. Deficiencies shall be identified and listed, repairs shall be made based upon budget approvals.](#)

Glossary/Definitions

What is a “Barrier”

A “barrier” is anything that stops a person with a disability from fully taking part in society based on that disability. Some barriers include:

- Physical barriers, for example a step at the entrance to a store;
- Architectural barriers, for example no elevators in a building of more than one floor
- Information or communication barriers, for example a publication that is not available in large print
- Attitudinal barriers , for example assuming people with a disability can’t perform a certain task when in fact they can
- Technological barriers such as traffic lights that change too quickly before a person with a disability has time get through the intersection.
- Barriers created by policies and practices, for instance not offering different ways to complete a test as part of job hiring.

Barrier	Type of barrier	Strategy for removal or prevention	Result
Accessible parking spaces	Physical	Continue to provide paved and marked spaces	

Stoney Point Park

Provide compliant accessible washrooms			
Provide compliant walking trail			
Provide compliant accessible picnic tables.			
Provide efficient exterior lighting			

Lakeview Marina

Accessible parking spaces







