



# **Township of Uxbridge Public Library Board Meeting Agenda**

**Date: Thursday, October 2nd, 2025 @ 7:00 PM**

**Location: Uxbridge Public Library**

## **1. Call to order - Dave**

- First Nations Land Acknowledgement

## **2. Announcements and Guest speakers**

- Round table

## **3. Disclosure of Pecuniary Interest and General Nature thereof.**

## **4. Approval of Agenda**

## **5. Approval of June Minutes**

## **6. Committees:**

### **6.1 Governance and HR Committee**

- Accessible Spaces Facility Audit Report
- EASE Grant

### **6.2 Finance**

- June, July, August accounts
- Elexicon reimbursement
- 2026 & 2027 Draft Operating and Capital budgets

### **6.3 Community Committee**

- Summer program recap
- Door counter stats.
- New signage (Fiction, Non-Fiction, Elevator and Washrooms)
- Summer Program Feedback

## **7. New Business**

- Community Guide
- Durham/York Collab - September 9th event with Michelle Good (Five Little Indians, Truth Telling)

## **8. Ongoing Business / Action item**



## **Township of Uxbridge Public Library Board Meeting Agenda**

**Date: Thursday, October 2nd, 2025 @ 7:00 PM**

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**9. Correspondence**

**10. Date of the Next Board Meeting: ?**

**11. Adjournment**



# Township of Uxbridge Public Library Board Meeting Minutes

**Date:** Thursday, June 19<sup>th</sup>, 2025 @ 7:00 PM

**Location:** Uxbridge Public Library

**Present:** Dave Phillips, Agnes Croxford, Gord Shreeve, Christine McKenzie, Kate Devine, Cathy Peters, Amanda Ferraro, Corrinne Morrison

**Regrets:** Tobi Lee, Dwight Clements, Zed Pickering, Sheldon Wolfson,

**Guests:** Marlene Riddle, Janet Betts

**1. Dave called the meeting to Order at 7:00 pm.**

- First Nations Land Acknowledgement - Dave

**2. Announcements / Round table**

- Corrinne presented our new cognitive kits – paint, info matching game, puzzle, sensory box, chair yoga, and colouring
- Dave asked that we pass on our thanks to Leslie-Jane for creating them.

**3. Disclosure of Pecuniary interest and the General Nature thereof.**

✓ *No disclosures*

**4. Approval of Agenda**

✓ *Approved, moved by Christine, seconded by Agnes; carried.*

**5. Approval of March Minutes**

✓ *Approved, moved by Kate, seconded by Christine; carried.*

**6. Committees:**

**6.1 Governance and HR Committee**

- Summer Program Coordinator hired.
- Just got news that we got a CSJ grant so we will hire two more student for 8 weeks.

**6.2 Finance**

- Draft Financial Statement

✓ *Approved, moved by Gord, seconded by Agnes; carried.*



# Township of Uxbridge Public Library Board Meeting Minutes

**Date: Thursday, June 19<sup>th</sup>, 2025 @ 7:00 PM**

**Location: Uxbridge Public Library**

- March, April and May accounts

✓ *Approved, moved by Christine, seconded by Kate; carried.*

- Cash donations in April of \$1,000, \$500 and \$100
- Carillon donation
  - Will be installed July 11<sup>th</sup>

## 6.3 Community Committee

- Press Reader Stats
  - Continue to increase usership. Trending higher for 2025.
- DQ Storytime, June 21
  - Almost full. Police and by-law will be present. Children's Aid sponsors the programs.
- Significant increase in interest from local schools to bring classes in.
  - Stem time and nice thank you notes given after their visit.
- Cognitive Brochure
  - Available to patrons
- Library clean up crew
  - Big thank you posted on social media.

## 7. New Business

- Ribbon Cutting/Ceremony for clock hands and Carillon
  - We would like to schedule it for July.
  - Show the inner working of the clock
  - Submitting the clock for Municipal world article as "Uxbridge's landmark".
- Co-op student assignment on Sam Sharpe
  - An amazing USS student developed a QR code and researched information on Sam Sharpe
- New passes for library - Aga Khan, Reptilia, Swim & Skate...
  - Library of things now available
- EarlyOn program, Sept 2025 to June 2026
  - May not offer at our facility due to scheduling issues.
- Community Guide
  - It is coming back!!! Pool, Arena, Library, Museum etc...
- Durham/York Collab - September 9th event with Michelle Good (Five Little Indians, Truth Telling)



## Township of Uxbridge Public Library Board Meeting Minutes

**Date: Thursday, June 19<sup>th</sup>, 2025 @ 7:00 PM**

**Location: Uxbridge Public Library**

- All Durham libraries participating. Online and should be exciting.
- Custodian vacancy
  - New job posting.

### **8. Ongoing Business / Action item**

- Clock update
  - Corrinne presented some pictures of some of the parts that were repaired / replaced. We trained three staff and have new procedure for maintaining the clock.
- OLA action steps update
  - Little Branches, Rural Roots Library Conference 2025
    - Two-day conference- it was very beneficial.
  - New STEM material demo(s).
    - Rail cube – a huge hit for young kids!!!!
    - Programming/ coding game...
    - Vince-a-bot – build and learn coding
    - Suggestion to do some drop-in programs over the summer. Ie. Maker space??

### **9. Correspondence**

- Elexicon finally confirms they will assist with some of the cost due to their power equipment failure

**10. Date of the Next Board Meeting:** Thursday September 18, at 7:00 pm

**11. Adjournment at 7:59 pm**

✓ *Approved, moved by Cathy, seconded by Agnes; carried.*



# Uxbridge Public Library Accessible Spaces Facility Audit Report

Date of Audit: March 24, 2025

Date of Presentation of Executive Summary: May 23, 2025

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## Purpose:

To provide the Uxbridge Public Library with key recommendations for compliance with the Ontario Building Code and AODA standards for the built environment. This report incorporates feedback from auditors with lived experience and aligns with the Ontario Building Code, AODA requirements, and Universal Design Principles.

## Definitions and Terminology:

This report aims to provide recommendations in alignment with the AODA Design of Public Spaces and Built Environment Standard. The following sections outline how the information within this report is structured and interpreted.

- **Areas of Improvement /Barriers Identified** indicate either a void that has been identified or an obstacle that inhibits accessibility and inclusion.
- **Heritage attributes:** The principal features or elements that contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built, constructed or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (e.g., significant views or vistas to or from a protected heritage property).
- **Protected Heritage Property:** Property designated under Parts IV, V or VI of the Ontario Heritage Act; property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation and UNESCO World Heritage Sites.
- **Accessible (Path) route of travel-** A continuous unobstructed path connecting accessible elements and spaces at the exterior of a building and within the interior spaces of a building. Interior accessible paths include corridors, floors, ramps, elevators, and clear floor spaces at fixtures. Exterior accessible paths include parking access aisles, curb ramps, crosswalks, and usable by all people, including those with physical, sensory or intellectual disabilities.
- **Primary path:** An accessible path designed to accommodate two persons in mobility devices. The path is utilized by a frequent flow of people throughout the course of a day.
- **Secondary path:** An accessible path designed to accommodate one person using a mobility device and one ambulatory person. The path is considered a main access path for the building; however, the flow of people using the path is not constant, nor is it considered a high traffic route.
- **Power door actuator:** A control, in the form of a push panel or touchless sensory, that activates a power door operator
- **Power door operator:** A power operated mechanism that allows a door to open by activating a power door actuator.
- **Cane-detectable-** any object or a change in surface texture that falls within the detection range of a long white cane.





- **Curb Ramp:** A short ramp cutting through a curb or built up to a curb to provide access from a driveway / parking area to a sidewalk.
- **Depressed curb:** A continuous and gradual ramp through a curb or built up to a curb to provide access from a driveway / parking area to a sidewalk.
- **Ramp-** a sloping walkway leading from one level to another, which has a running slope with a steeper ratio than or equal to 1:20 (5%) and provides an accessible path.
- **Slope-** the ratio of rise to run on an inclined surface
- **Tactile:** Describes an object that can be perceived using the sense of touch.
- **Tactile Walking Surface Indicators-** a standardized surface, detectable underfoot or by a long white cane, to assist people with low vision or blindness by alerting or guiding them
- **Tactile Attention Indicator-** A TWSI comprising truncated domes that signals a need for caution at a change in elevation, a vehicular route, train tracks, or other potential hazard
- **Tactile Direction Indicator-** TWSI that uses flat-topped elongated bars to facilitate wayfinding in open areas
- **Mobility aids:** Refers to a range of assistive equipment used by persons with disabilities to assist with mobility. Examples include crutches, manual or powered wheelchairs, scooters, walkers, and canes.
- **Wheeled mobility device-** a collective term to describe a range of wheeled personal transportation devices, including manual/powered wheelchairs, powered wheelchairs, and scooters
- **Neurodiversity:** Describes the range of ways of experiencing the world among the human population, including variations in brain function, sensory perception, and behaviour.
- **Screen reader:** A software application that conveys visual information (for example text, pictures, charts) to the user in a non-visual manner (for example text-to-speech, sound icons, Braille device).
- **Signage** - information provided in the for a visual and tactile communication that incorporates alphanumeric symbols, pictograms, illustrations or braille
- **Wayfinding-** a spatial problem-solving process based upon consistent use and organization of definite sensory cues in the environment that individuals use to understand where they are, know where their desired location is, and know how to get to that destination from their present location
- **Transfer space-** an unobstructed area allowing the positioning of a wheeled mobility device to enable a person to transfer to another adjacent seated position
- **Tactile markings-** lettering or graphics that are slightly raised above the surface
- **Clear floor space-** The minimum unobstructed floor or ground space required to accommodate a person in a wheelchair, scooter, or other mobility aid.

- **Colour / tonal contrast** - A significant contrast (minimum 50% for large surface areas and minimum 70% for small surface areas and to identify safety elements) in colour or tone between an element and its surrounding environment.
- **Recommendations in compliance with Ontario Building Code** indicate suggestions made in accordance with these standards – **Ontario Building Code** follows **AODA**.
- **Recommendations in compliance with Universal Design guidelines** indicate suggestions made in accordance with Oakville Universal Design Standards v2.1.
- **Recommendations from Abilities Centre** indicate suggestions made by individuals with lived experience, research, and professional expertise
- **AFF**, indicates Above Finished Floor.
- **N/A**, indicates there is no applicable standard related to the gap or barrier identified that Abilities Centre could source.
- **LUX**- a unit that is used for measuring the amount of light falling on a surface that is equal to one lumen per square meter.
- **Illumination**- the intensity of light, as measured in Lux (lx)
- **Candela**-The international system unit of luminous intensity
- **=**, standards and policies are the same.

## Ontario Building Code/AODA/Universal Design Principles

This section of the report will highlight accessibility areas of improvement and barriers identified through the facility audit that fall outside of the scope of AODA Design of Public Spaces/Built Environment Standard. Through this section references on accessibility standards are primarily taken from the Ontario Building Code and Universal Design Principles.

Specifically covered under **AODA**: (1) Accessible Parking (2) Exterior Path of Travel (3) Obtaining Services – Service counters

Specifically covered under **Ontario Building Code**: (1) Grab Bars and Toilet Paper Dispenser and Door Hooks (2) Sinks/Lavatories (3) Toilets/ Water closets (6) Doors and Doorways (7) Indoor Route of Travel (8) Interior Stairs and Tactile Indicators (9) (10) Emergency procedures

Specifically covered under **Universal Design Standards**: (1) Shelving, paths between shelves, study areas

Please note under the design of public spaces standard of the AODA only newly constructed or redeveloped public spaces need to be accessible for people with disabilities.

<https://www.ontario.ca/laws/regulation/110191#BK133> (AODA)

## Parking 80.34 (5) (6) (7) (Routes)

Area for Improvement /Barriers Identified:	Recommendations AODA
<p>The parking lot does not have parking spaces indicated as Type A and Type B (the current width of the accessible parking is acceptable)</p>	<p><b>Type A</b>, a wider parking space which has a minimum width of <b>3,400 mm</b> and signage that identifies the space as “van accessible”. (please see below for illustration) <b>Type B</b>, a standard parking space which has a minimum width of <b>2,400 mm</b>. (please see below for illustration)</p> <p>Four per cent of the total number of parking spaces for the use of persons with disabilities, where there are between <b>13 and 100</b> parking spaces in accordance with the following ratio, rounding up to the nearest whole number (in the library’s case the number should be <b>2 accessible spaces</b>)</p> <p>Where an even number of parking spaces for the use of persons with disabilities are provided in accordance with the requirements of this paragraph, an equal number of parking spaces that meet the requirements of a <b>Type A</b> parking space and a <b>Type B</b> parking space must be provided.</p> <p>In determining the location of accessible parking spaces that must be provided where there is more than one off-street parking facility at a site, spaces may be distributed among the off-street parking facilities to provide equivalent or greater accessibility in terms of distance from an accessible entrance or user convenience.</p> <p>The following factors must be considered for the above:</p> <ol style="list-style-type: none"> <li>1. Protection from weather</li> <li>2. Security</li> <li>3. Lighting</li> <li>4. Comparative maintenance</li> </ol>
<p>Accessible parking spaces lack Access Aisles</p>	<p>Access aisles, that is the space between parking spaces that allows persons with disabilities to get in and out of their vehicles, must be provided for all</p>

Area for Improvement /Barriers Identified:	Recommendations AODA
	<p>parking spaces for the use of persons with disabilities in off-street parking facilities. (please see below for illustration)</p> <p>Access aisles may be shared by two parking spaces for the use of persons with disabilities in an off-street parking facility and must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• They must have a minimum width of 1,500 mm</li> <li>• They must extend the full length of the parking space.</li> <li>• They must be marked with high tonal contrast diagonal lines, which discourages parking in them, where the surface is asphalt, concrete or some other hard surface.</li> </ul> <ol style="list-style-type: none"> <li>1. Access aisles must be a min width of 2000mm.</li> <li>2. They must be connected to an accessible path</li> <li>3. They must be a full-length extension of the parking space (OUDS V.3.0 sec 41.4)</li> </ol> <p><a href="#">Appendix A pages 24-26</a></p>
<p>Accessible parking spaces are missing appropriate (Van Accessible) signage, which impacts visibility and compliance with accessibility standards.</p>	<p>Obligated organizations shall ensure that parking spaces for the use of people with disabilities as required under section 80.36 are distinctly indicated by erecting an accessible parking permit sign in accordance with section 11 of Regulation 581 of the Revised Regulations of Ontario, 1990 (Accessible Parking for Persons with Disabilities) made under the Highway Traffic Act. O. Reg. 413/12, s. 6.</p> <p><a href="#">Appendix A pages 24-26</a></p>
Recommendations from Abilities Centre:	
<p>Ensure adequate accessible parking spaces with appropriate signage and access aisles are available close to the barrier-free entrance.</p>	

## Exterior Path of travel depressed curbs 80.27

Area for Improvement /Barriers Identified:	Recommendations
	AODA
The depressed curb at the lower-level entrance is not equipped with tactile walking surface indicators (TWSIs), which may present a navigation barrier for individuals with vision loss or low vision.	<p>Where a depressed curb is provided on an exterior path of travel, the depressed curb must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. The depressed curb must have a maximum running slope of 1:20.</li> <li>2. The depressed curb must be aligned with the direction of travel.</li> <li>3. Where the depressed curb is provided at a pedestrian crossing, it must have tactile walking surface indicators that, <ul style="list-style-type: none"> <li>• have raised tactile profiles,</li> <li>• have high tonal contrast with the adjacent surface,</li> <li>• are located at the bottom portion of the depressed curb that is flush with the roadway,</li> <li>• are set back between <b>150 mm and 200 mm</b> from the curb edge, and</li> <li>• are a minimum of <b>610 mm in depth</b>. O. Reg. 413/12, s. 6.</li> </ul> </li> </ol>
Recommendations from Abilities Centre:	
Ensure Tactile Walking Surface Indicators (TWSIs) are installed at the lower-level curb cut to support safe navigation for people with vision loss and promote an inclusive, barrier-free entrance.	

## Obtaining Services – Service Counters 80.41

Area for Improvement /Barriers Identified:	Recommendations
	AODA
<p>The counter at the main reception area measures <b>812mm</b> in height and <b>723mm and 787mm</b> on the staff side in height, which may not provide adequate clearance to comfortably accommodate individuals using mobility devices</p> <p>The counters in the Jerry Lyn O'Connor room are measured at <b>736mm</b> with no knee clearance</p> <p>Signage is lacking as to where the accessible service counters are located</p>	<ol style="list-style-type: none"> <li>1. There must be at a minimum one service counter that accommodates mobility aid for each type of service provided and the accessible service counter must be clearly identified with signage, where there are multiple queuing lines and service counters.</li> <li>2. Each service counter must accommodate a mobility aid, where a single queuing line serves a single or multiple counters</li> <li>3. The service counter must accommodate mobility aids and meet the following requirements: <ol style="list-style-type: none"> <li>I. The countertop height must be such that it is usable by a person seated in a mobility aid (<b>Better Practice:</b> Counter height maximum <b>865 mm</b> above ground or floor surface has been provided.)</li> <li>II. There must be sufficient knee clearance for a person seated in a mobility aid, where a forward approach to the counter is required.</li> <li>III. The floor space in front of the counter must be sufficiently clear so as to accommodate a mobility aid</li> </ol> </li> </ol> <p><a href="#">Appendix J</a></p>
<p>The main reception area includes a section with limited knee clearance. It is recommended that this area be measured to ensure it meets the required dimensions to accommodate larger</p>	<p>There must be sufficient knee clearance for a person seated in a mobility aid, where a forward approach to the counter is required.</p> <p><b>Better Practice:</b> Knee space minimum <b>750 mm wide x 680 mm high x 250 mm deep</b>, with additional toe space minimum <b>750 mm wide x 230 mm high x 230 mm deep</b> has been provided below the service counter.</p>

mobility devices, in alignment with accessibility standards.	<a href="#">Appendix J</a>
Recommendations from Abilities Centre:	
Ensure counters are installed at an appropriate height allowing all individuals to access the area with ease and to maintain their autonomy.	

### Assistive Listening systems 3.8.3.7

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
Assistive Listening Systems are lacking at service desks in the main library area	<p>In each location where information, goods or services are provided to the public at service counters, at least one of the service counters shall be equipped with:</p> <ol style="list-style-type: none"> <li>1. An assistive listening device or adaptive technology and</li> <li>2. An amplification system where there is a barrier to communication such as a glass screen</li> </ol>
Recommendations from Abilities Centre:	
All listening devices make it easy for people to hear and understand information clearly	



### Signage 3.8.3.1

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
Several Accessibility Signage are missing throughout premises	<p>Signs containing braille providing visual information shall be installed to indicate the location of:</p> <ol style="list-style-type: none"> <li>1. Barrier free entrances</li> <li>2. Barrier free washrooms</li> <li>3. Barrier free elevators</li> <li>4. Barrier free parking spaces</li> <li>5. Assistive listening system or adaptive technology</li> </ol> <p><a href="#">Appendix K</a></p>
Recommendations from Abilities Centre:	
Comprehensive signage will assist all users with ease of navigation of the Uxbridge Library	

### Toilets / Water Closets 3.8.3.8

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
<p>The water closet is not equipped with the required back support, which may impact comfort and safety for individuals with mobility needs.</p> <p>Flushing controls are manually operated and not equipped with automatic or sensor-based functionality, which may present barriers for individuals with limited mobility or dexterity.</p>	<p>Water Closets should be equipped with</p> <ul style="list-style-type: none"> <li>• a seat located <b>430mm - 485mm</b> AFF.</li> <li>• be equipped with a back support where there is no seat lid or tank, and</li> <li>• have a clear turning space at least 1500 mm in diameter,</li> <li>• toilets are to be equipped with hand-operated flushing controls easily accessible to a wheelchair user or be automatically operable.</li> </ul>
Recommendations from Abilities Centre:	
Ensure appropriate flush mechanism and back support for water closet	

### Grab Bars 3.8.3.8 (4), Toilet Paper Dispenser 3.8.3.8 (g) and Door Hook (3.8.3.12.,2)

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
<p>The <b>L- shaped Grab bars</b> are lacking in the accessible washroom.</p> <p>The <b>Fold-Down Grab Bar</b> on the transfer side of the water closet is currently not installed. (note this is not mandatory under Ontario Building code but highly recommend)</p>	<p>A grab bar on the side wall shall,</p> <ul style="list-style-type: none"> <li>• be continuous L-shaped with 750 mm long horizontal and vertical components,</li> <li>• be wall mounted with the horizontal component 750 mm AFF and the vertical component 150 mm in front of the water closet.</li> </ul> <p><a href="#">Appendix C</a></p> <p>A fold-down grab bar may be provided on the side of the water closet opposite to grab bar on side wall</p> <p><a href="#">Appendix BC</a></p>
<p><b>Toilet paper dispenser</b> measures too far at <b>431mm</b> in front of Water Closet seat and not located below the grab bar</p>	<p>Toilet paper dispenser should be:</p> <ul style="list-style-type: none"> <li>• located below the grab bar.</li> <li>• in line with or not more than <b>300mm</b> in front of the seat, not less than 600mm AFF. (3.8.3.8. (g), Ontario Building Code</li> </ul> <p><a href="#">Appendix E</a></p>
<p><b>Coat /Door hook</b> is mounted too high at <b>1701mm AFF</b> in the accessible washroom</p>	<p>Coat hook mounted not more than <b>1200 mm AFF</b> on a side wall and projecting not more than 50 mm from the wall, (3.8.3.8.(1)(e) Ontario Building code</p> <p><a href="#">Appendix B</a></p>
<p>Bathroom lacks both visual and audio <b>Emergency Call System</b></p>	<p>Install an emergency call system that consists of audible and visual signal devices inside and outside of the washroom that are activated by a control device inside the washroom. Install an emergency sign that contains the</p>

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
	words <b>IN THE Event OF AN EMERGENCY PUSH EMERGENCY BUTTON AND AUDIBLE AND VISUAL SIGNAL WILL ACTIVATE</b> in letters at least 25mm high with a 5mm stroke and that is posted above the emergency button (3.8.3.12., 2, Ontario Building Code)
Recommendations from Abilities Centre:	
Ensure restroom facilities support the independence and dignity of people with disabilities by incorporating accessible features such as appropriately positioned hooks for placing and retrieving personal items. These features allow individuals to access and use the space autonomously	

### Sinks/Lavatories 3.8.3.11 Mirror 3.8.3.11

Area for Improvement /Barriers Identified:		Recommendations	
		Ontario Building Code	
<b>Pipes</b> are not insulated under lavatory potentially causing burns.		Lavatories shall <ul style="list-style-type: none"><li>• have insulated pipes where they would otherwise present a burn hazard or have water supply temperature limited to a maximum of 43°C,</li><li>• have a minimum 1 370 mm deep floor space to allow for a forward approach, of which a maximum of 500 mm can be located under the lavatory, (3.8.3.11., Ontario Building Code)</li></ul> <a href="#">Appendix D and E</a>	
Mirror is installed too high AFF at <b>1105mm</b>		Accessible bathrooms must be provided with a mirror: <ul style="list-style-type: none"><li>• mounted with its bottom edge not more than <b>1000 mm AFF</b> or inclined to the vertical to be usable by a person in a wheelchair</li></ul>	
Recommendations from Abilities Centre:			
Uninsulated pipes pose burn risks, especially for wheelchair users or those with reduced sensation. Lowering mirrors ensures usability for all. Both changes promote safety and inclusion.			

### Doors and Doorways (3.8.3.3.,)

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
<b>Power door</b> is not in working order on Toronto Street entrance	<p>The control for a power door operator will:</p> <ul style="list-style-type: none"> <li>• If circular, have a face dimension of 150mm in diameter, or if rectangular 50mm by 100mm, be operable using a closed fist.</li> <li>• be located so that its center is located 900mm - 1,100mm AFF, or it extends from 200mm-900mm AFF.</li> <li>• be located not less than 600mm- 1500mm beyond the door swing where the door opens towards the control, in a clearly visible position, and contain International Symbol of Access. (8.8.3.3., Ontario Building Code)</li> </ul>
Recommendations from Abilities Centre:	
Power doors make it easier to enter and exit the premises for people using mobility devices.	

### Interior Stairs 3.4.6.1 (1) / Tactile Indicators 3.4.6.1 (2) TAI 3.8.3.18

Area for Improvement /Barriers Identified:	Recommendations
	Ontario Building Code
Interior stairs do not have a <b>contrast strip</b> on stairs for individuals with low vision. (four steps have yellow strips - this contrast is too low)	<p>The surfaces of ramps, landings and treads shall have a finish that is slip resistant and if accessible to the public have a colour contrast or a distinctive visual pattern to distinguish:</p> <ul style="list-style-type: none"> <li>• The leading edge of a tread</li> <li>• The leading edge of a landing</li> </ul> <p><a href="#">Appendix H</a></p>

**Tactile indicators** missing on top of interior stairs (by the reception area) on landings throughout the premises.

A tactile attention indicator conforming to 3.8.3.18

- The top stairs, starting one tread depth back from the edge of the top stairs, and
  - at the leading edge of landings where a doorway opens onto stairs, starting one tread depth back from the edge of the landing.
- The depth of the tactile attention indicator shall be not less than 300 mm and not more than 610 mm.

[Appendix H](#)

Recommendations from Abilities Centre:

Install both contrast strips and tactile indicators at staircases throughout facility.

## Emergency Procedures

Area for Improvement /Barriers Identified:	Recommendations	
	Ontario Building Code	Infrastructure Ontario 2023
Lacks <b>visual alarm</b> system	<p>Alert &amp; Alarm Systems: Visual signal devices shall be installed in addition to audible signal devices,</p> <ul style="list-style-type: none"> <li>• in a building portion of a building intended for use primarily by persons with hearing impairment,</li> <li>• in a public corridor</li> <li>• in a corridor used by the public and in a floor area or part of a floor area where the public may congregate</li> <li>• in a washroom for public use (3.2.4.19., Ontario Building Code)</li> </ul> <p>Smoke Alarms: <i>Smoke alarms</i> described in shall have a visual signaling component conforming to the requirements in 18.5.3. (Light, Color and Pulse Characteristics) of NFPA 72, "National Fire Alarm and Signaling Code". (3.2.4.22, Ontario Building Code)</p>	<p>All Building security system, including fire alarms, accessible entrance release hardware and other signals intended for the public to indicate operation of a building access control system, shall provide both audible visual signals</p> <p>Visual alarms shall:</p> <ol style="list-style-type: none"> <li>1. Have a light intensity minimum 75 Candelas</li> <li>2. Be located so that minimum on is visible from any portion of a floor area</li> <li>3. Have a flash rate within the frequency range of 1 to 3 Hz; and</li> </ol> <p>Be synchronized to flash in unison wherever multiple alarms may be visible at one time</p>



Area for Improvement /Barriers Identified:	Recommendations	
	Ontario Building Code	Infrastructure Ontario 2023
Lack of clarity on evacuation procedures for people with disabilities in case of an emergency.	<a href="#">Emergency Preparedness Guide for People with Disabilities</a> <a href="#">Emergency Preparedness Guide for People with Disabilities Booklet 2024</a>	
Recommendations from Abilities Centre:		
<ol style="list-style-type: none"> <li>1. Visual alarms on premises to aid individuals with any level of hearing loss to exit the building</li> <li>2. Ensure that the library has a clear procedure on emergency evacuation procedures</li> <li>3. Ensure all staff, including co-op students, are trained in the emergency evacuation of people with disabilities. This proactive procedure ensures all individuals feel safe while visiting Uxbridge Public Library</li> </ol>		

## Paths / Study Areas / Shelving / Oakville Universal Design Standards v3.1

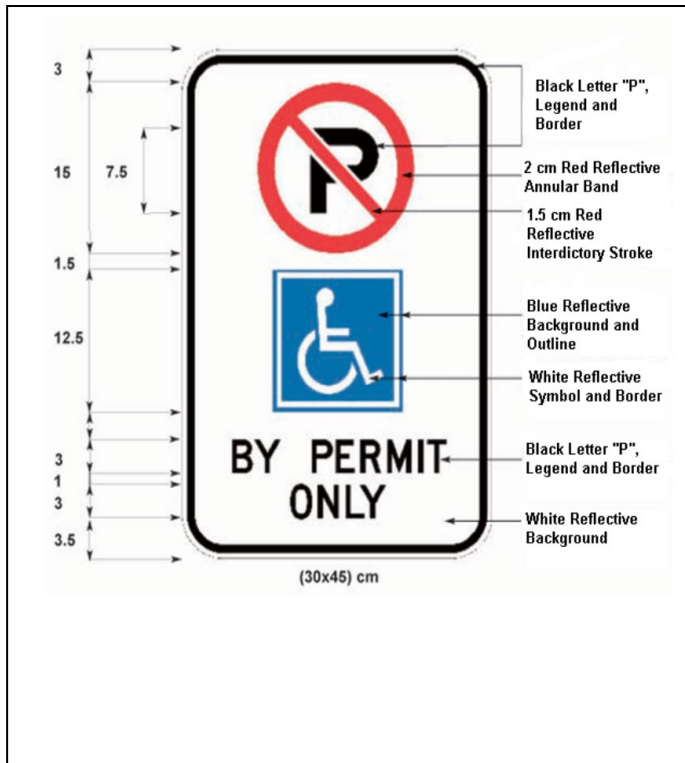
Area for Improvement /Barriers Identified:	Recommendations
	Universal Design
Accessible Paths in Accessible Libraries are too narrow in some areas. At the magazine area where the table and couches are - this path in this area is too narrow at <b>596mm</b>	<ol style="list-style-type: none"> <li>1. Min of <b>1800 mm</b> must be provided for primary paths and card catalogues / computer catalogues</li> <li>2. Min of <b>1300 mm</b> must be provided between stacks is</li> <li>3. Min of <b>2000 mm</b> must be provided wherever <b>180 degree</b> turns occur, following the requirements in section</li> <li>4. Min of <b>1200 mm</b> must be provided between fixed seating, tables, and study carrels.</li> <li>5. <b>50%</b> of fixed seating, tables, and study carrels provided must be accessible. One moveable chair must be provided at every information service counter, computer catalogue, or workstation</li> </ol> <p>Every barrier-free path of travel shall provide an unobstructed width of at least 1,100 mm for the passage of wheelchairs. (3.8.1.3., Ontario Building Code)</p> <p><a href="#">Appendix J</a></p>
Study Carrels (computer area in main section of library by main entrance on Toronto Street) – the height is too low at 723mm and the width is 863mm wide	<p>Min 20% of study carrels and workstations must have:</p> <ol style="list-style-type: none"> <li>1. Max 800 mm to the height of the surface,</li> <li>2. Max 915 mm of table depth,</li> <li>3. Knee clearance of 700 mm tall x 900 mm wide x 500 mm deep,</li> <li>4. Toe clearance of 350 mm tall at a min 600 mm from the front edge of the desk, and</li> <li>5. Chair roll-back space min 1480 mm x 860 mm.</li> </ol>

At least 50% of shelving is not located 400 to 1100mm AFF- all shelves' measures at its highest at <b>1638mm</b>	Min <b>50%</b> of shelving must be located <b>400 mm to 1100 mm</b> AFF <a href="#">Appendix J</a>
Recommendations from Abilities Centre:	
It's important to ensure that study carrels are high and wide enough to fit mobility devices, shelves are within reachable height. These features help make libraries truly welcoming and usable for everyone.	

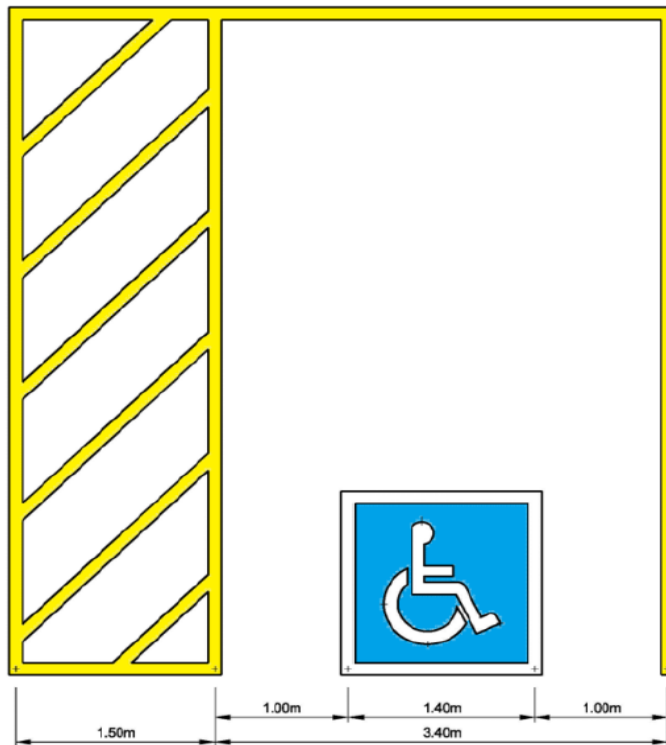
## Kitchenette

Area for Improvement / Barriers Identified:	Recommendations	
	Best practices	Universal Design
Counter height may be too high	Best practice is 812mm AFF preferable 863mm AFF	
Knee clearance at working areas such as sink and counter lacking	Best practice is 203mm so individuals using wheelchairs have enough space for knees	<p>1. Clear knee space must be provided for both the sink and countertop. They must be:</p> <p>a) 710 mm to 865 mm AFF to top of counter</p> <p>b) 920 mm wide x 500 mm deep</p> <p>c) 735 mm high at the front edge</p> <p>d) Knee space of 685 mm high at 205 mm from the front edge of counter, and</p> <p>e) Toe space of 350 mm high at 300 mm from the knee space</p> <p><a href="#">Appendix L</a></p>
Upper cupboard space too high to reach		A <i>min</i> of <b>50%</b> of shelf space in for kitchens must be accessible.
<b>Recommendations from Abilities Centre:</b>		
<ol style="list-style-type: none"> <li>1. Adequate counter height for those using mobility device allows use of counterspace</li> <li>2. Knee clearance for counters and sinks allows for adequate usage i.e. washing dishes, rinsing items and preparing food.</li> <li>3. Colour contrast of appliances, cabinets, and drawers allows ease of identification of what is being used or using tactile indicators to differentiate each item.</li> <li>4. Giving a person with a disability the autonomy of being at work at any given time on their own while being able to utilize the kitchen items to ensure items can be accessed and utilized with ease</li> </ol>		

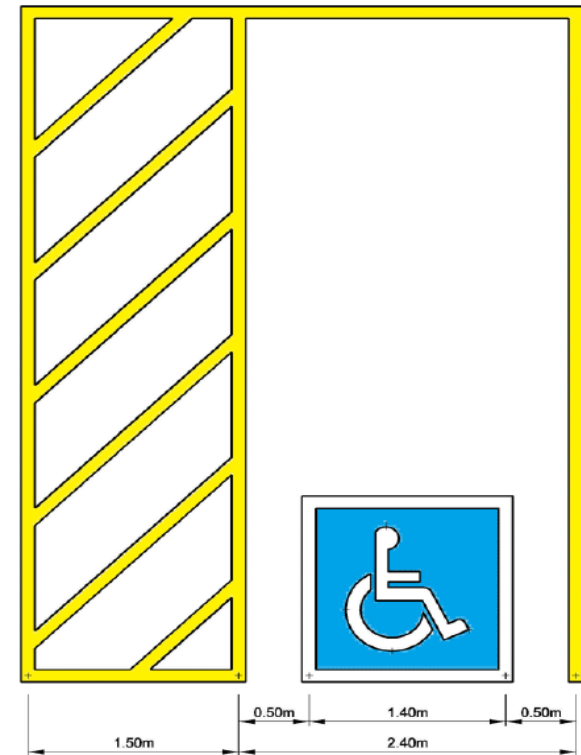
## Appendix A Parking signage and Access lines

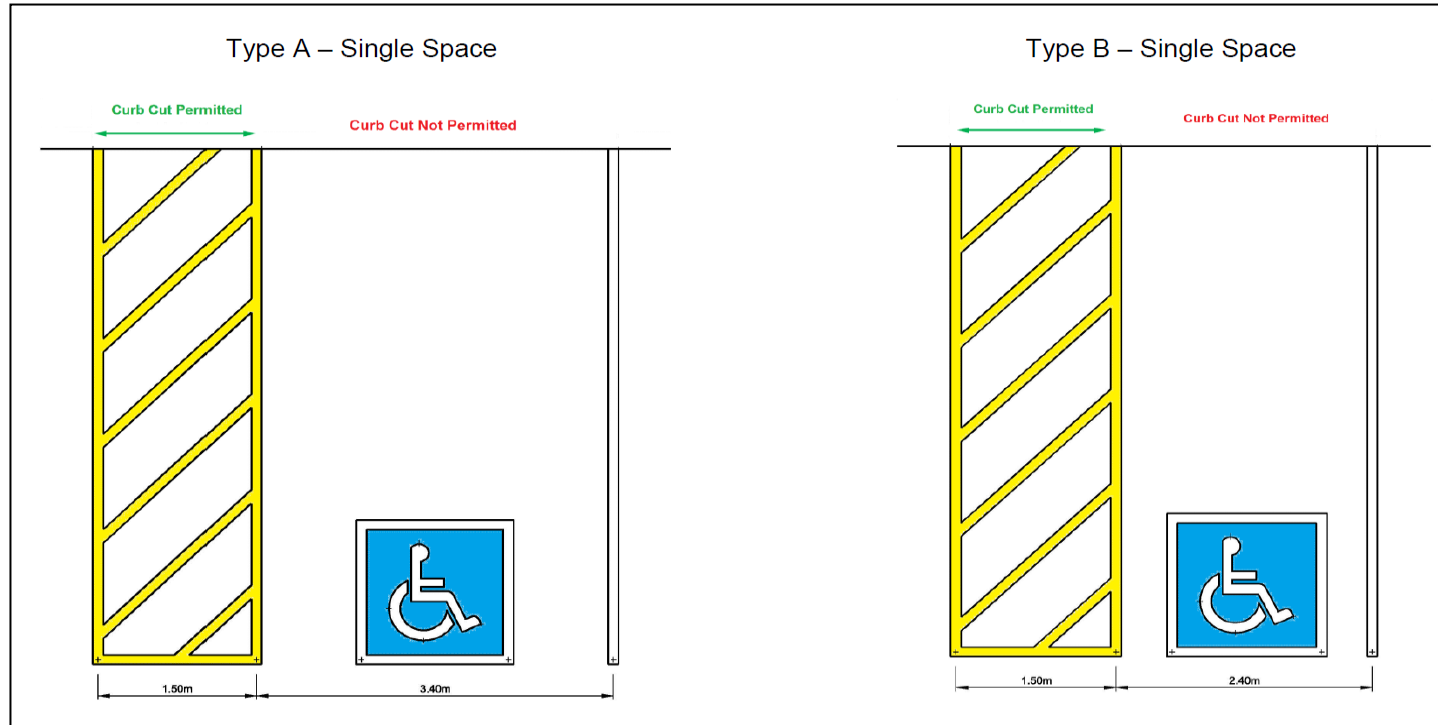


Type A

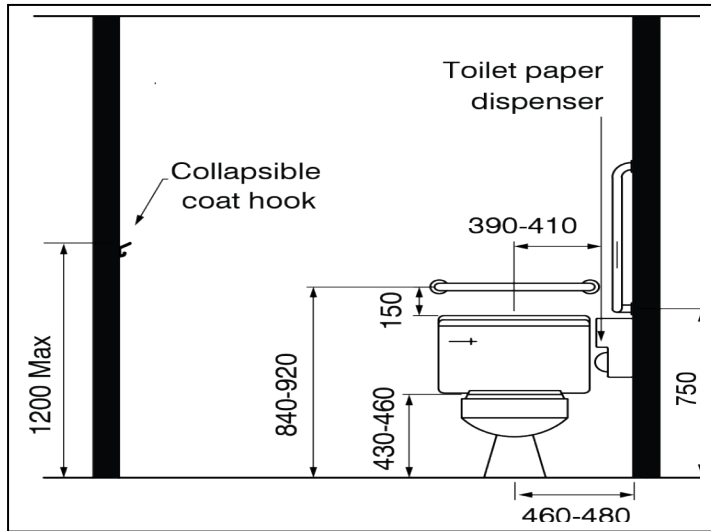


Type B

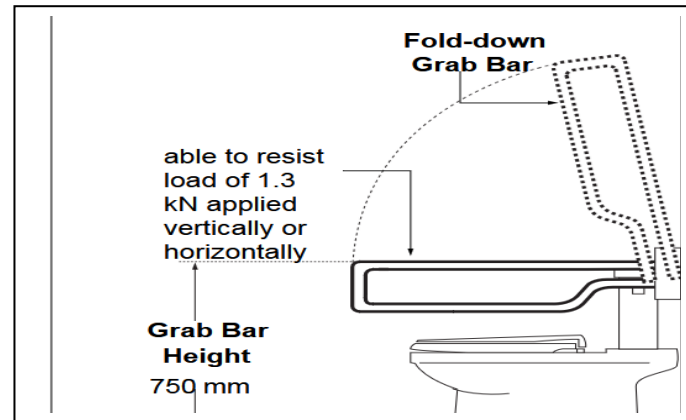
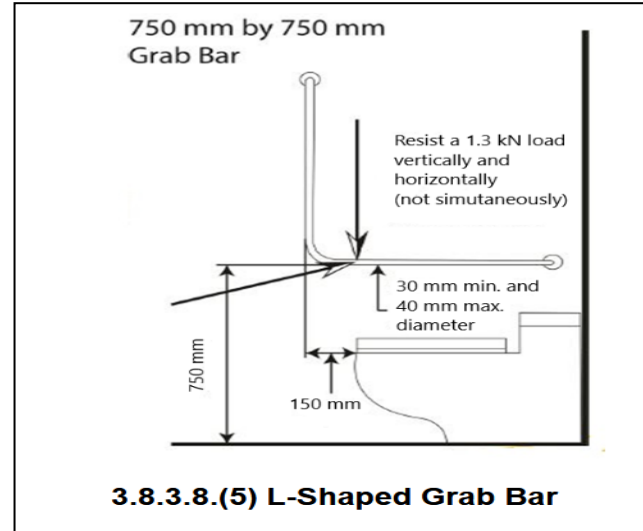




## Appendix B Collapsible Coat Hook

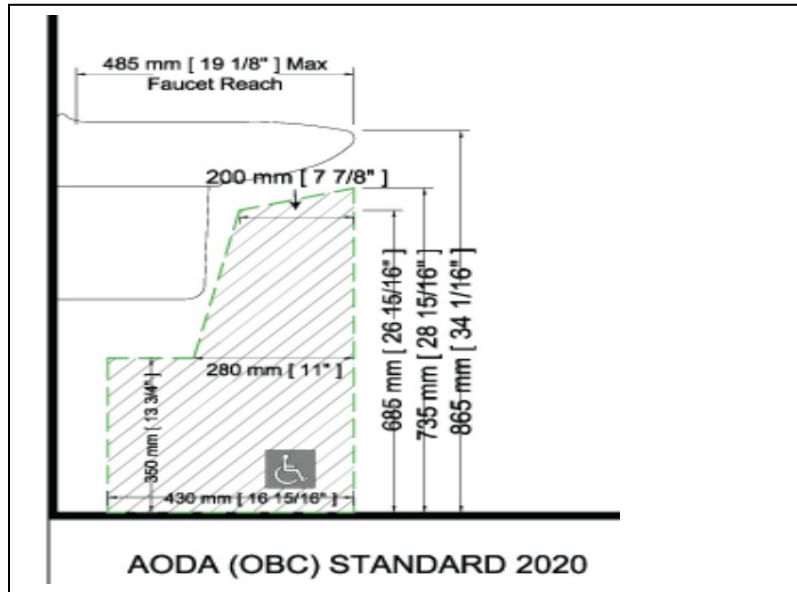


## Appendix C L- Shaped Grab Bar

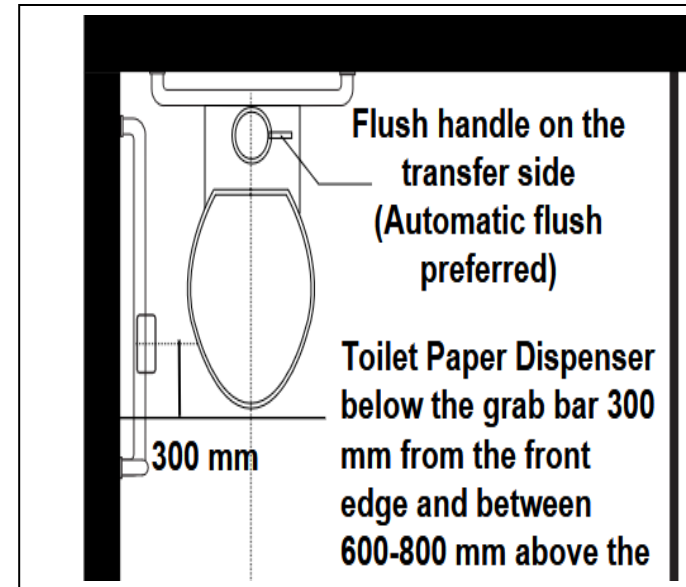




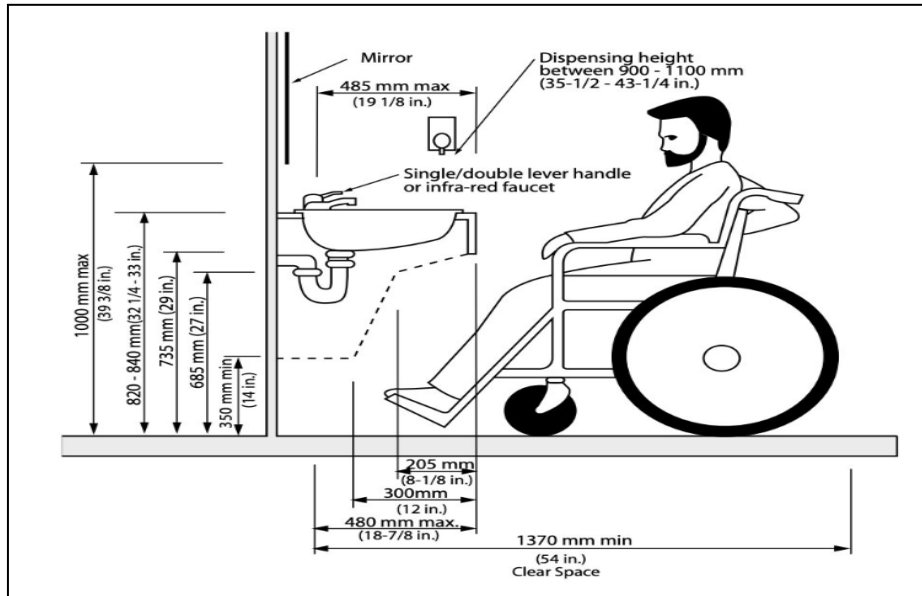
## Appendix D OBC /AODA



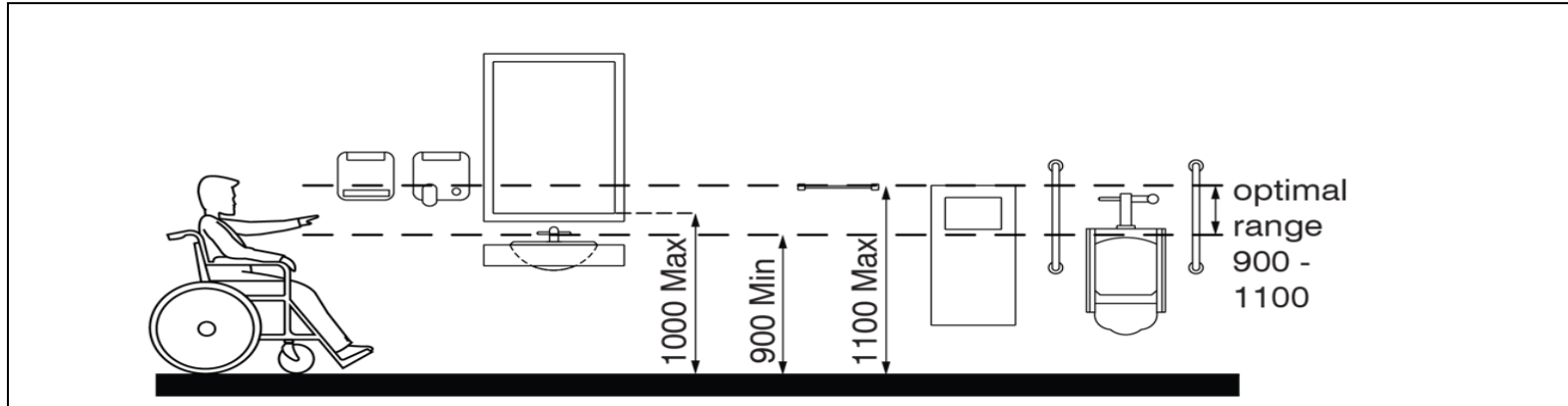
## Appendix E



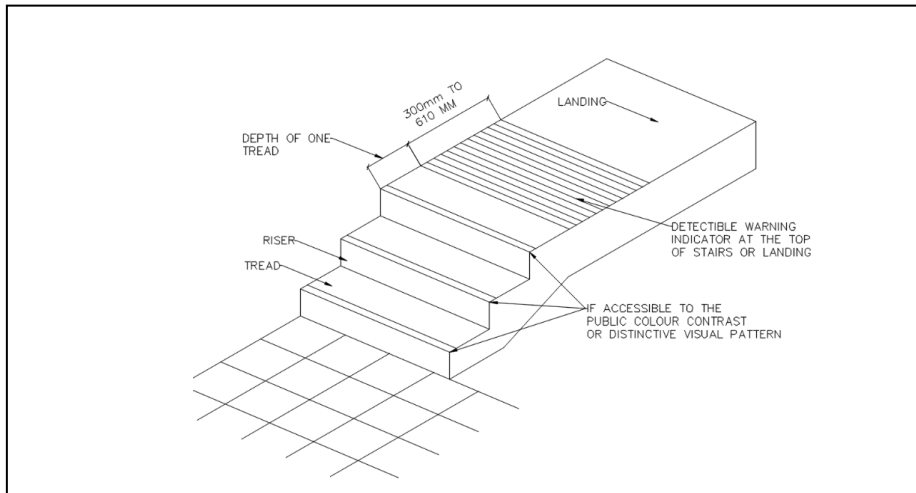
## Appendix F (OBC)



## Appendix G Universal Design



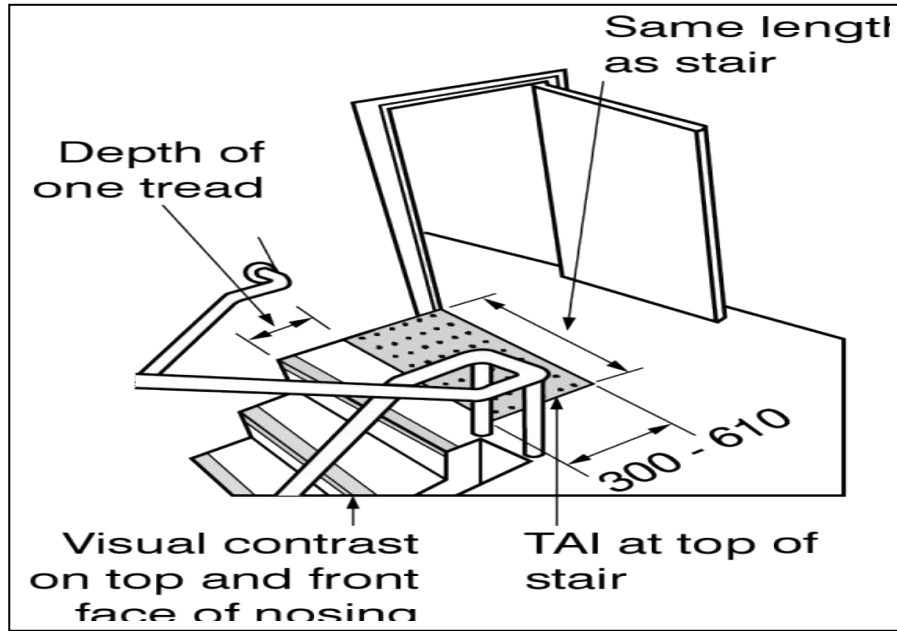
## Appendix H Ontario Building Code



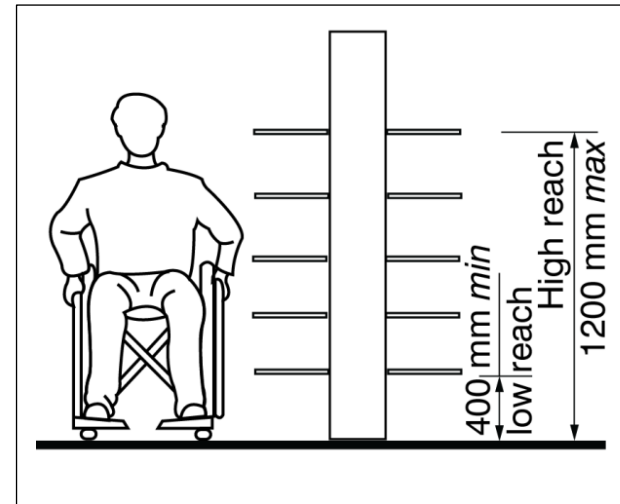
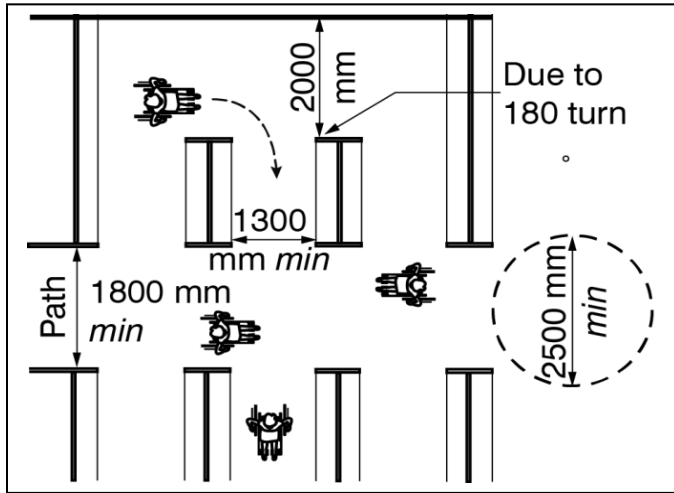


Abilities  
Centre™

## Appendix I UD

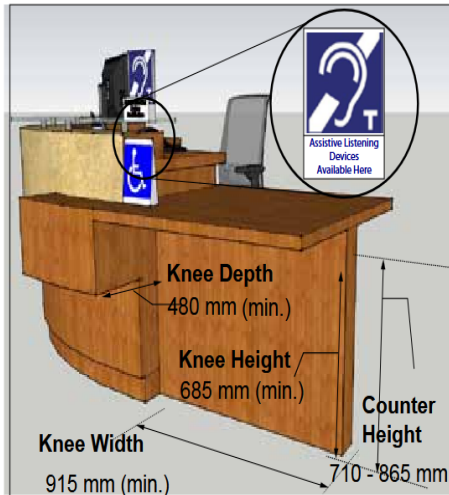


## Appendix J Accessible Paths in Libraries – Universal Design OUDS V3





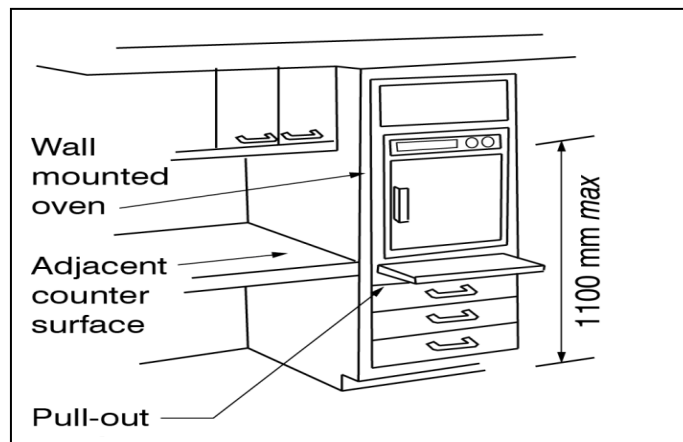
**Figure 99:** Example of Typical Service Counter



**Figure 100:** Dimensions of Accessible Service



## Appendix L Universal Design



Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount Paid
2025-06-06	WHI007	WHITEHOTS INC	3580357	2025-04-30	BOOKS	\$1.71
2025-06-12	INS001	INSIGNIA SOFTWARE	3964	2025-05-01	ANNUAL SOFTWARE-MAY25-APR26	\$3,051.00
2025-06-12	FIB003	FIBERNETICS CORPORATION	742540	2025-06-01	TELEPHONE-JUNE	\$141.13
2025-06-12	HEA002	HEAT-AIR MECHANICAL LTD.	43311	2025-05-08	SERVICE-APRIL	\$2,656.36
2025-06-12	LAW001	LAWNSCAPE	49760-LIBRARY	2025-05-10	GRASS CUTTING-MAY 5,12-LIB-ZN4	\$79.10
2025-06-12	LAW001	LAWNSCAPE	49779-LIBRARY	2025-05-31	GRASS CUTTING-MAY 19,26-LIB	\$79.10
2025-06-12	STE019	STEVE KING PROPERTY SERVICES	2017851-LIBRARY	2025-05-31	GRASS CUTTING-MAY-ZONE 1-LIB	\$237.30
2025-06-12	XER001	XEROX CANADA LTD.	P64058071	2025-05-07	COPIES-3/26/25-4/28/25	\$51.75
2025-06-12	WHI007	WHITEHOTS INC	3581529	2025-05-09	BOOKS	\$528.21
2025-06-12	WHI007	WHITEHOTS INC	3582343	2025-05-15	BOOKS	\$522.78
2025-06-12	WHI007	WHITEHOTS INC	3582509	2025-05-16	BOOKS	\$329.54
2025-06-12	BEL001	BELL CANADA	9058529748/JUNE	2025-06-01	TELEPHONE-JUNE	\$76.86
2025-06-12	BEL001	BELL CANADA	9054732375/JUNE	2025-06-01	TELEPHONE-JUNE	\$146.31
2025-06-12	BLU001	BLUE HERON BOOKS	409786	2025-05-06	BOOK	\$37.80
2025-06-15	CIB003	CIBC VISA	7412-MAY 16 TO JU	2025-06-15	7412-MAY 16 TO JUNE 15/25	\$2,027.00
2025-06-25	MIN003	MINISTER OF FINANCE	EHT-JUNE 2025	2025-06-25	EHT-JUNE 2025	\$907.17
2025-06-26	BEN010	BEN ORSZULAK	2025-002	2025-06-10	TOWER CLOCK REPAIRS	\$6,900.00
2025-06-26	COR001	CORRINNE MORRISON	MILEAGE-MAY/202	2025-06-09	MILEAGE-MAY	\$459.36
2025-06-26	EXP010	EXPRESS SERVICES OF CANADA COMP	44014989	2025-06-10	CLOCK INSTALLER	\$1,898.40
2025-06-26	ENB001	ENBRIDGE	113542251003/JUI	2025-06-19	ESTIMATE-MAY 17 TO JUNE 17	\$170.11
2025-06-26	EXP009	EXPRESS MAGAZINES	FINS160220	2025-05-29	MAGAZINES	\$476.39
2025-06-26	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JUNE	2025-06-04	WATER AND SEWER-APR25-MAY27	\$232.53
2025-06-26	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUI	2025-06-11	HYDRO-MAY 6-JUNE 5	\$242.66
2025-06-26	LAK003	LAKERIDGE HEALTH	B9357-Q42025LIB	2025-03-25	CARDIAC SAFE PRG-Q4-JAN TO MAR	\$282.50
2025-06-26	LAK003	LAKERIDGE HEALTH	B9357-Q22023LIBI	2023-09-29	CARDIAC SAFE PRG-Q2-JUL-SE2023	\$282.50
2025-06-26	WHI007	WHITEHOTS INC	3580357	2025-04-30	BOOKS	\$601.41
2025-06-26	WHI007	WHITEHOTS INC	3584302	2025-05-30	BOOKS	\$674.88
2025-06-26	WHI007	WHITEHOTS INC	3583072	2025-05-22	BOOKS	\$393.02
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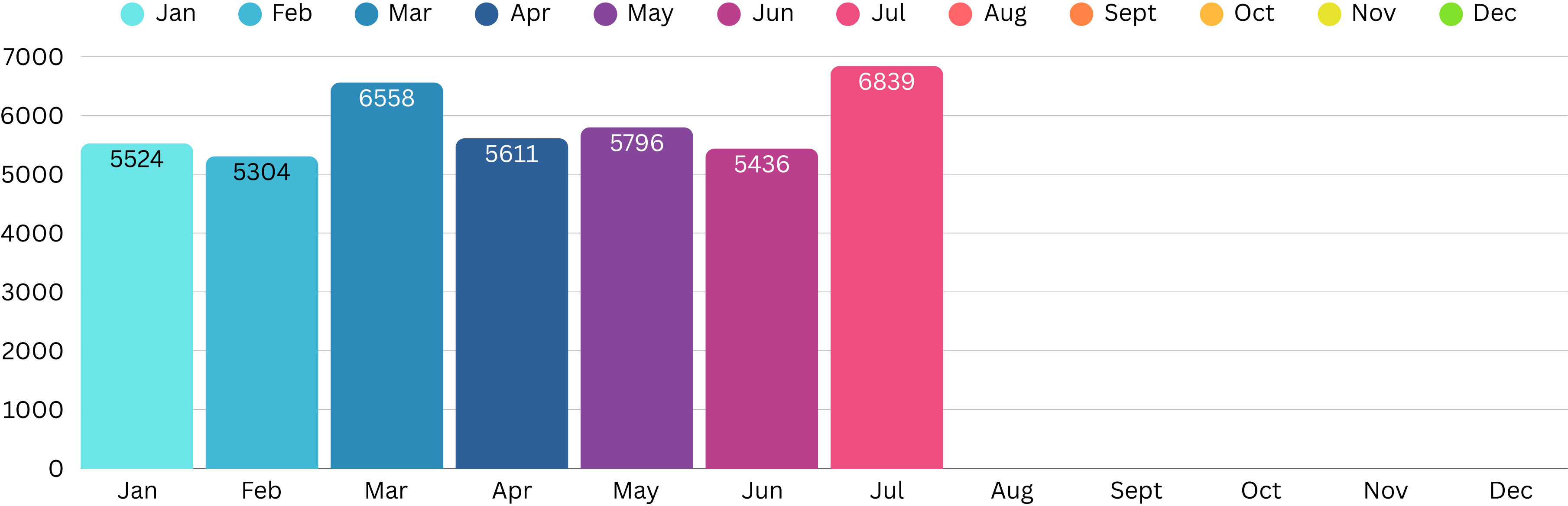
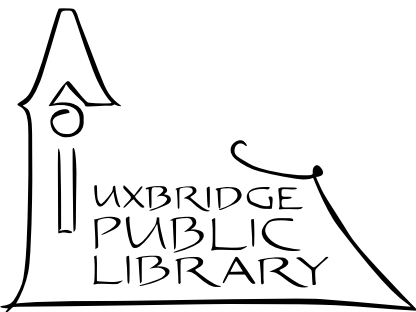


Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount Paid
2025-07-03	THE028	THE VERDIN COMPANY	225818	2025-07-03	BALANCE	\$8,947.70
2025-07-07	WHI007	WHITEHOTS INC	3584379	2025-05-31	BOOKS	\$280.30
2025-07-15	CIB003	CIBC VISA	7412-JUNE16 TO J	2025-07-15	7412-JUNE 16 TO JULY 15	\$2,120.25
2025-07-23	BLU001	BLUE HERON BOOKS	411264	2025-06-04	BOOKS	\$31.05
2025-07-23	BEL001	BELL CANADA	9054732375/JULY	2025-07-01	TELEPHONE-JULY	\$146.31
2025-07-23	BEL001	BELL CANADA	9058529748/JULY	2025-07-01	TELEPHONE-JULY	\$76.86
2025-07-23	DEL002	DE LAGE LANDEN	10164735	2025-05-02	COPIER	\$202.29
2025-07-23	DEL002	DE LAGE LANDEN	10266145	2025-07-02	COPIER	\$202.29
2025-07-23	DEL002	DE LAGE LANDEN	10214529	2025-06-01	COPIER	\$202.29
2025-07-23	BRU008	BRUCE CLARK & SON PLUMBING &	17384	2025-06-25	MAINTENANCE	\$214.93
2025-07-23	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JULY	2025-07-03	WATER AND SEWER-MAY27-JUN25	\$327.11
2025-07-23	FIB003	FIBERNETICS CORPORATION	748380	2025-07-01	TELEPHONE-JULY	\$141.13
2025-07-23	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JU	2025-07-14	HYDRO-JUNE 5 TO JULY 8	\$211.29
2025-07-23	HEA002	HEAT-AIR MECHANICAL LTD.	43600	2025-06-24	SERVICE	\$610.20
2025-07-23	LAK003	LAKERIDGE HEALTH	B9357 Q12025 LIB	2025-06-24	CARDIAC SAFE-Q1-APR-JUN/2025	\$282.50
2025-07-23	LAW001	LAWNSCAPE	50023-LIBRARY	2025-06-28	GRASS CUTTING-JUN-16,23-LIB-Z4	\$79.10
2025-07-23	LAW001	LAWNSCAPE	49932-LIBRARY	2025-06-14	GRASS CUTTING-JUNE2,9-LIB/Z4	\$79.10
2025-07-23	STE019	STEVE KING PROPERTY SERVICES	2017896-LIBRARY	2025-06-30	GRASS CUTTING-JUNE-LIBRARY	\$237.30
2025-07-23	IAN002	I.R. KERSHAW	UXLIB-25-005	2025-06-05	ROBOTICS FOR SENIORS	\$131.25
2025-07-23	VER001	ELEXICON ENERGY INC.	51001548-02/JUN	2025-06-23	HYDRO-MAY 8 TO JUNE 8	\$963.14
2025-07-23	WHI007	WHITEHOTS INC	3585276	2025-06-06	BOOKS	\$450.39
2025-07-23	WHI007	WHITEHOTS INC	3586021	2025-06-12	BOOKS	\$333.39
2025-07-23	WHI007	WHITEHOTS INC	3586688	2025-06-18	BOOKS	\$593.47
2025-07-23	WHI007	WHITEHOTS INC	3584472	2025-06-02	BOOKS	\$1,487.88
2025-07-23	WHI007	WHITEHOTS INC	3587089	2025-06-19	BOOKS	\$346.10
2025-07-23	XER001	XEROX CANADA LTD.	P64198614	2025-06-04	COPIES	\$55.42
2025-07-23	TOD001	TODD BOWEN ENTERPRISES INC.	6242514	2025-06-24	REPAIRS	\$562.38
2025-07-30	ENB001	ENBRIDGE	113542251003/JU	2025-07-21	ESTIMATE-JUNE 18 TO JULY 17	\$146.06
2025-07-30	DLF001	D & L FIRE PROTECTION LIMITED	62131	2025-06-24	ANNUAL INSPECTION	\$420.31
2025-07-30	LAW001	LAWNSCAPE	50092-LIBRARY	2025-07-12	GRASS CUTTING-JUN30/JUL7-LIB	\$79.10
2025-07-30	MIN003	MINISTER OF FINANCE	EHT-JULY/2025	2025-07-30	EHT-JULY 2025	\$1,400.89

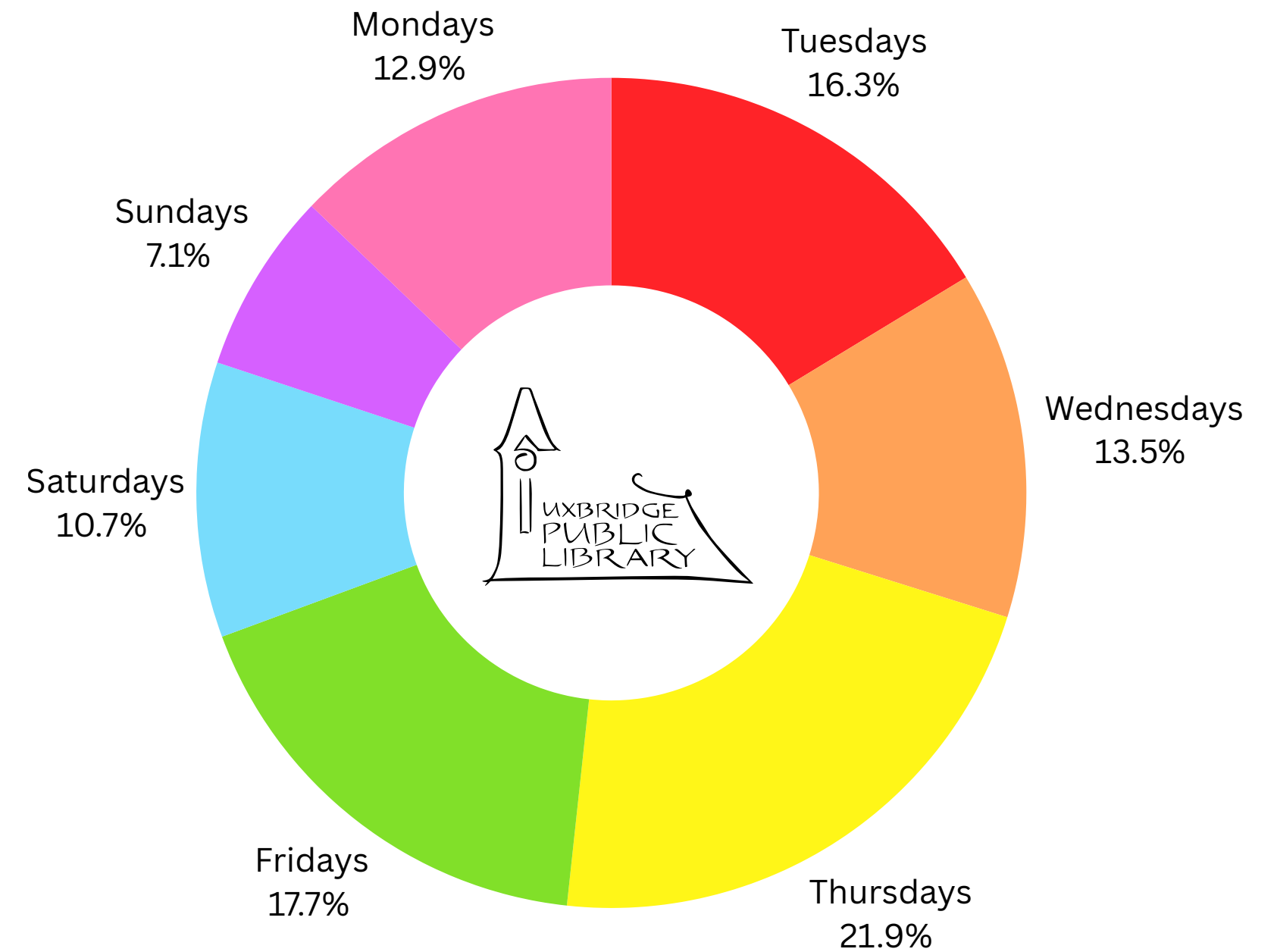
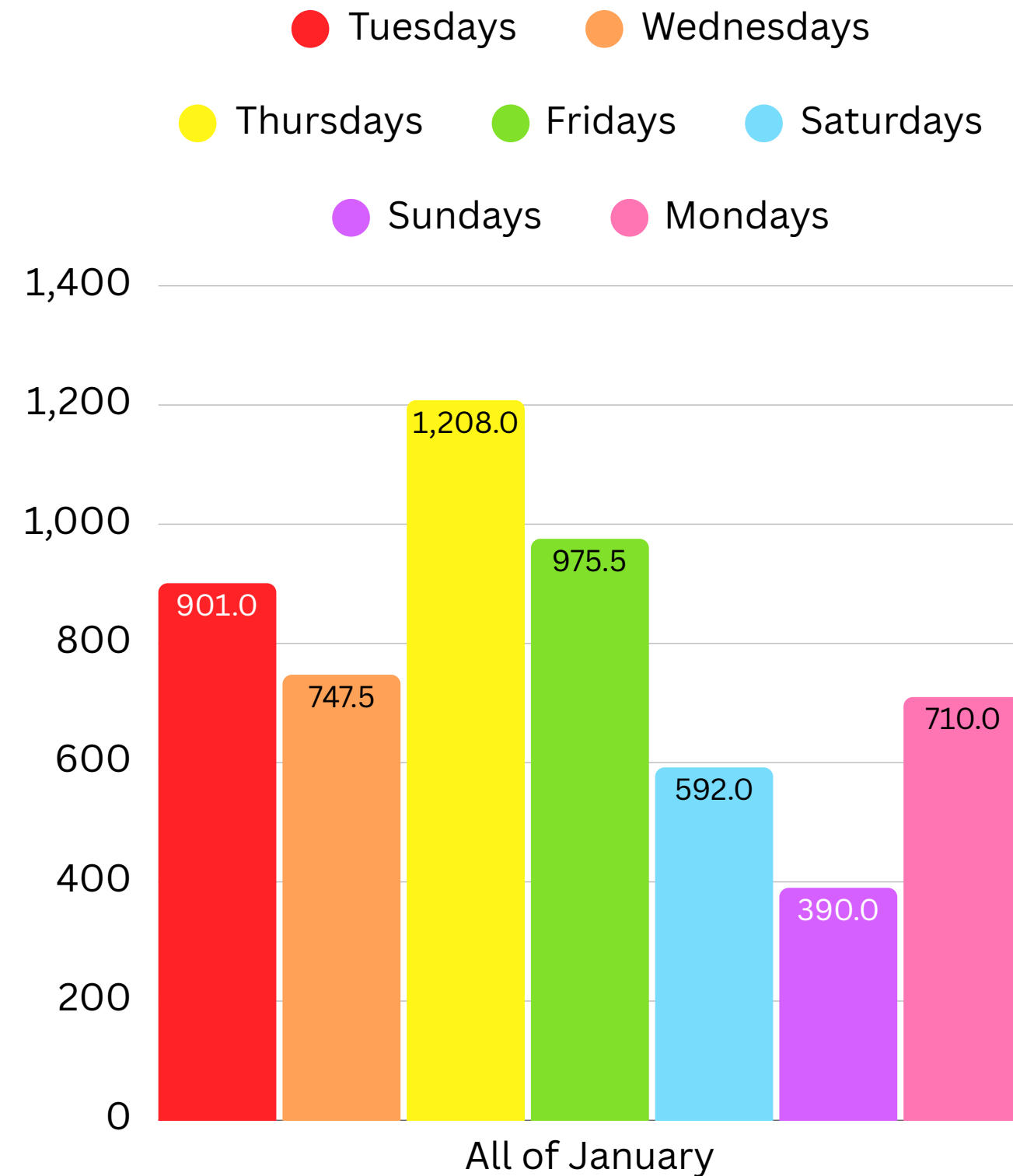
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Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount Paid
2025-08-06	WHI007	WHITEHOTS INC	3593520	2025-07-31	BOOKS	\$1.11
2025-08-13	LAW001	LAWNSCAPE	50273-LIBRARY	2025-07-26	GRASS CUTTING-JULY 14&21-LIB	\$79.10
2025-08-13	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/AUG2	2025-08-01	WATER AND SEWER-JUN25-JUL24	\$367.53
2025-08-13	FIB003	FIBERNETICS CORPORATION	752522	2025-08-01	TELEPHONE-AUG	\$141.13
2025-08-13	DLF001	D & L FIRE PROTECTION LIMITED	62259	2025-07-15	SERVICE	\$383.07
2025-08-13	STE019	STEVE KING PROPERTY SERVICES	2017912-LIBRARY	2025-07-31	GRASS CUTTING-JULY-LIBRARY	\$296.63
2025-08-13	THE010	THERWOOD HEATING & COOLING LTD	90392	2025-07-22	SERVICE	\$146.90
2025-08-13	WHI007	WHITEHOTS INC	3584379	2025-05-31	BOOKS	\$280.90
2025-08-13	WHI007	WHITEHOTS INC	3587919	2025-06-26	BOOKS	\$323.06
2025-08-13	WHI007	WHITEHOTS INC	3589150	2025-07-04	BOOKS	\$365.32
2025-08-13	WHI007	WHITEHOTS INC	3588642	2025-06-30	BOOKS	\$700.40
2025-08-13	VER001	ELEXICON ENERGY INC.	51001548-02/JULY	2025-07-23	HYDRO-JUNE 8 TO JULY 8	\$1,523.95
2025-08-13	BLU001	BLUE HERON BOOKS	413890	2025-07-17	BOOKS	\$16.79
2025-08-13	WHI007	WHITEHOTS INC	3589461	2025-07-08	BOOKS	\$271.74
2025-08-15	CIB003	CIBC VISA	7412-JUL16-AUG15	2025-08-15	7412-JULY 16 TO AUG 15/25	\$2,517.37
2025-08-28	MIN003	MINISTER OF FINANCE	EHT-AUG/25	2025-08-28	EHT-AUGUST	\$991.22
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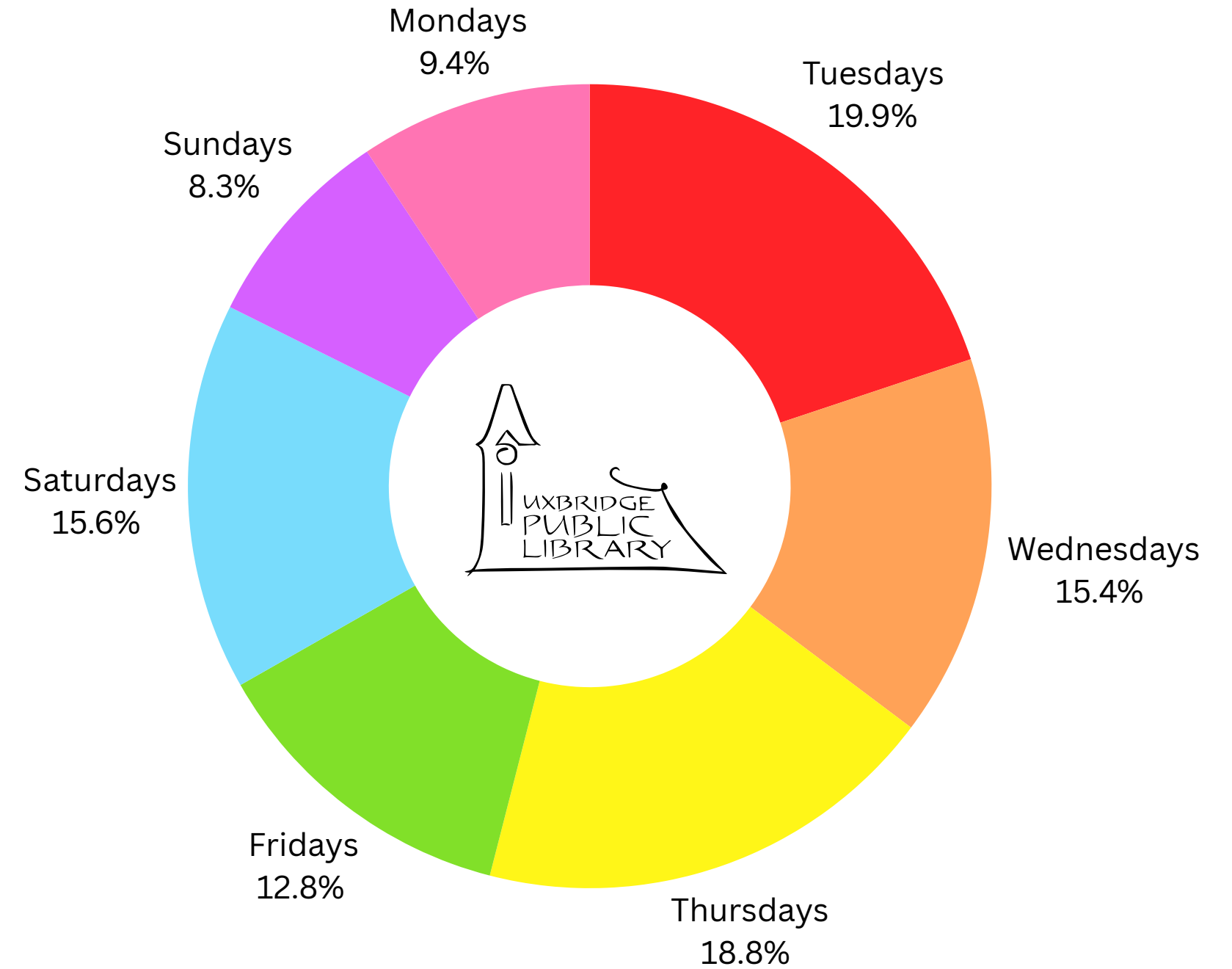
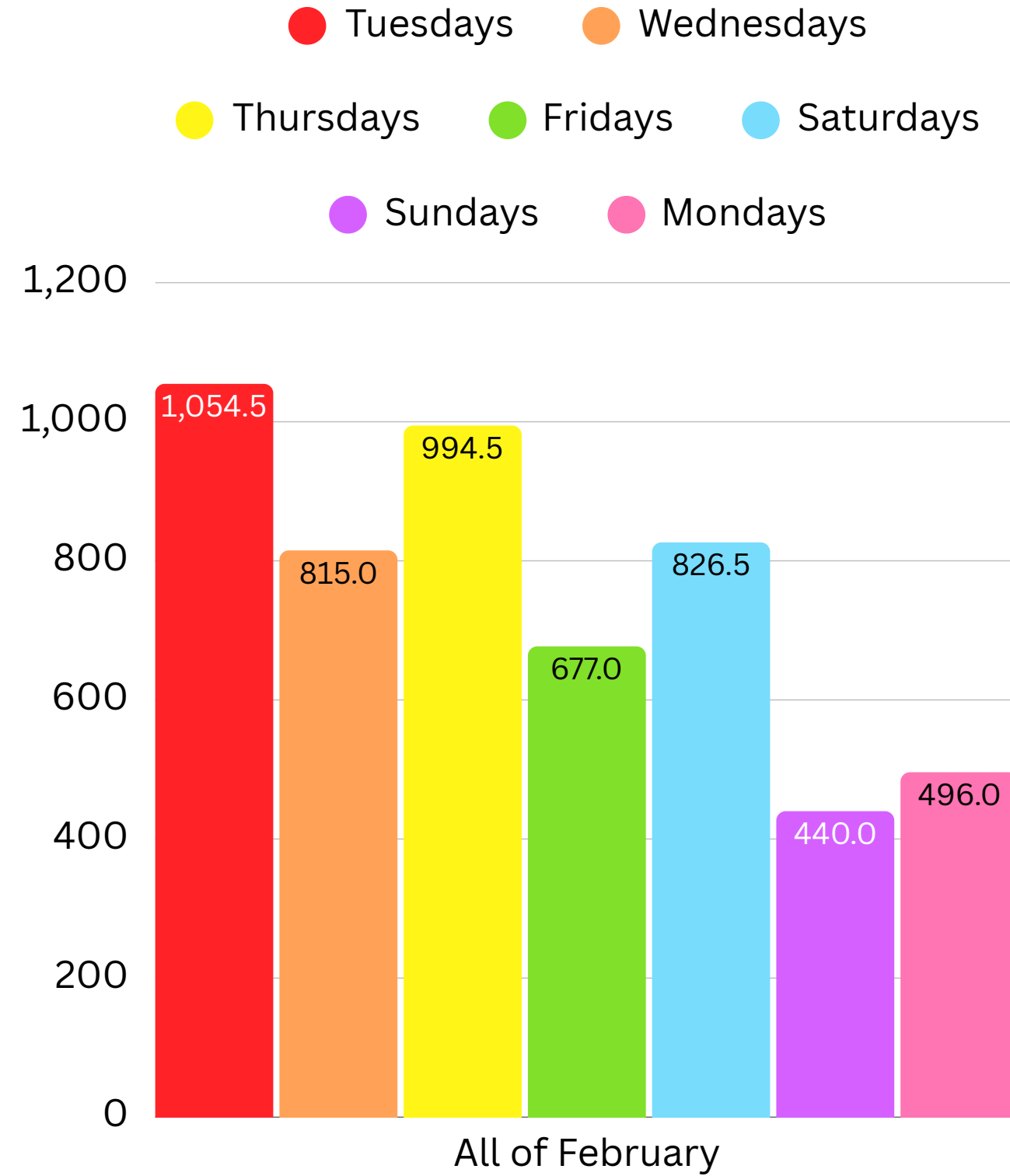
# Monthly totals for both floors 2025



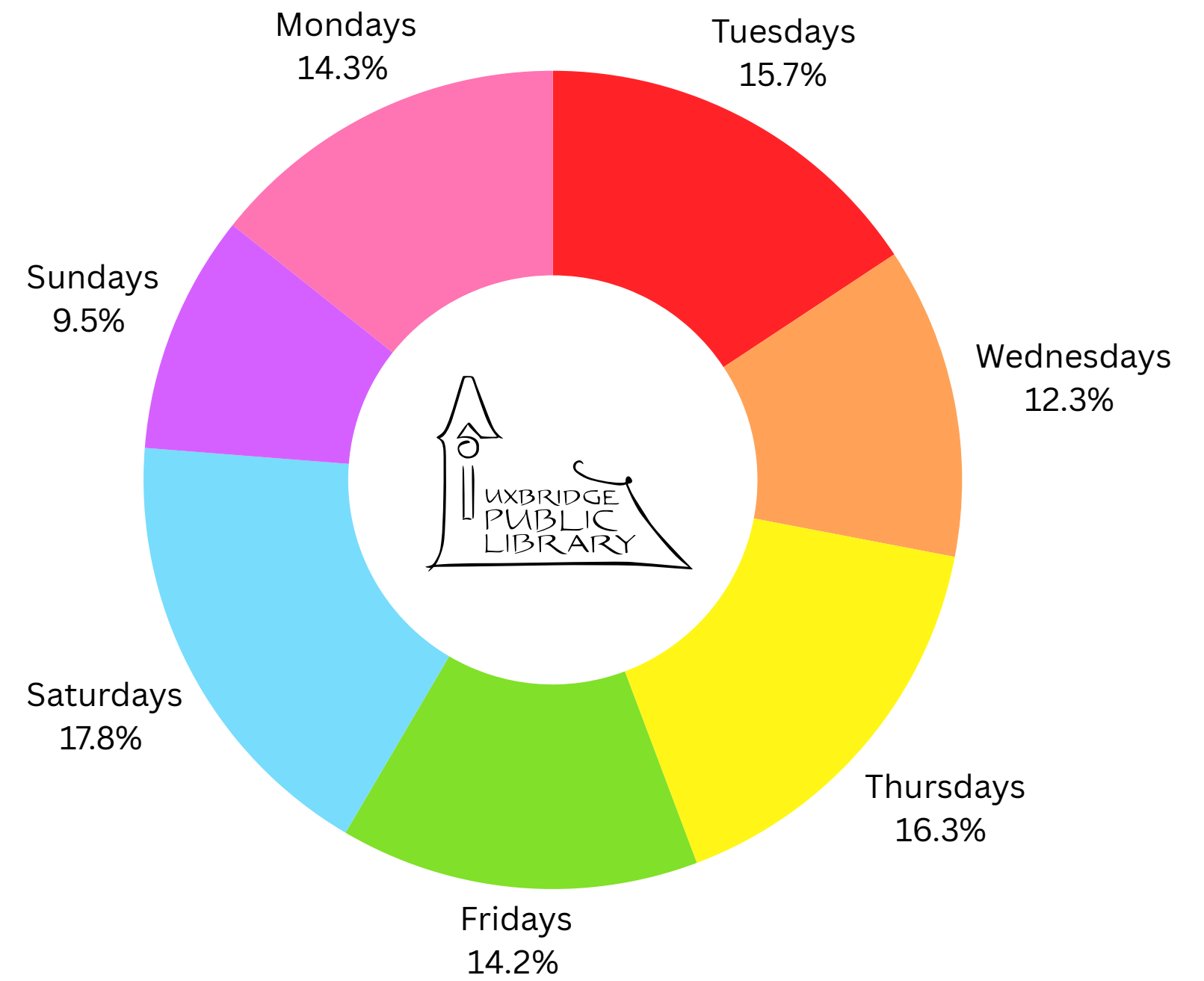
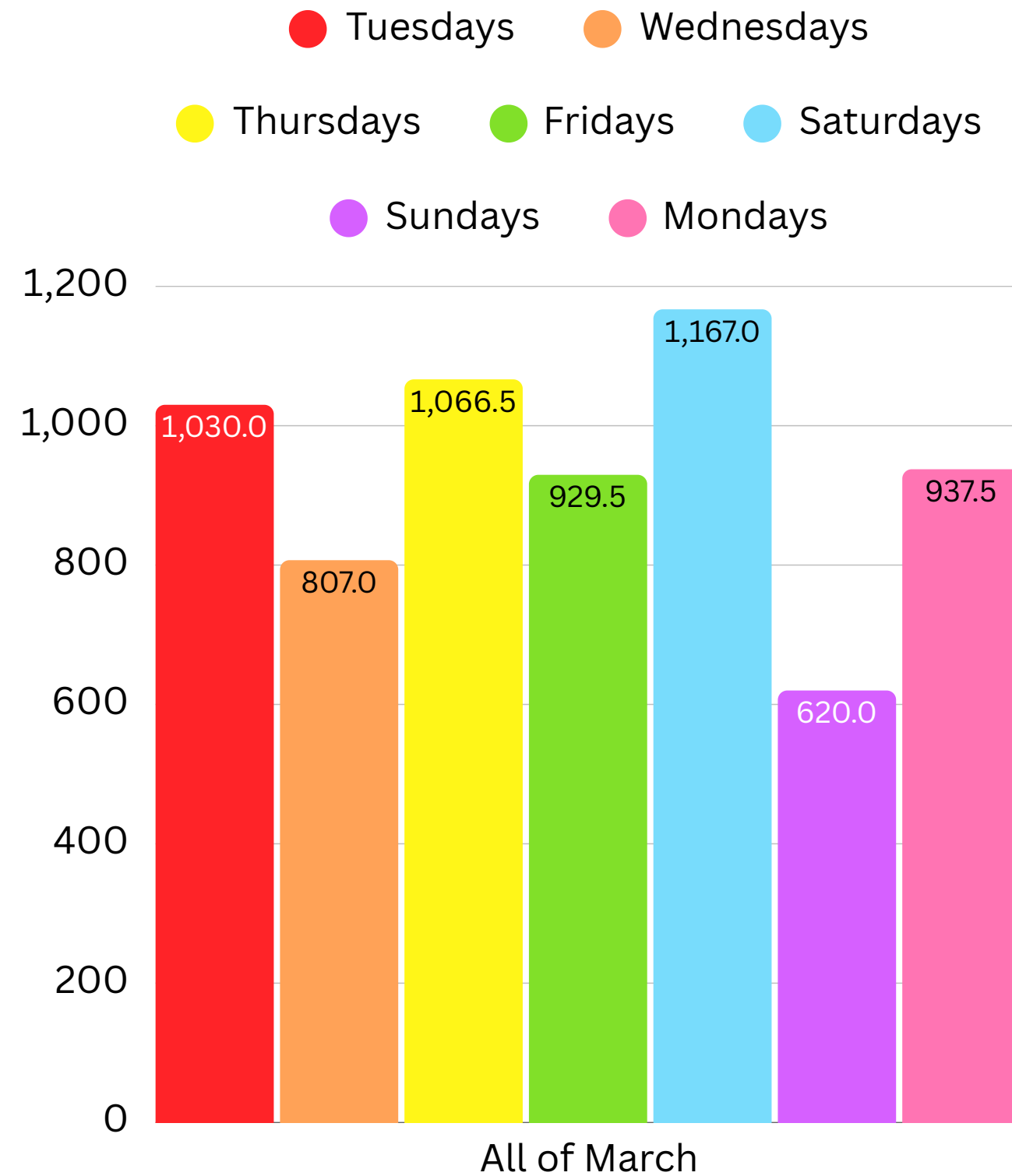
# Total cumulative numbers for weekdays in January 2025 (Both floors)



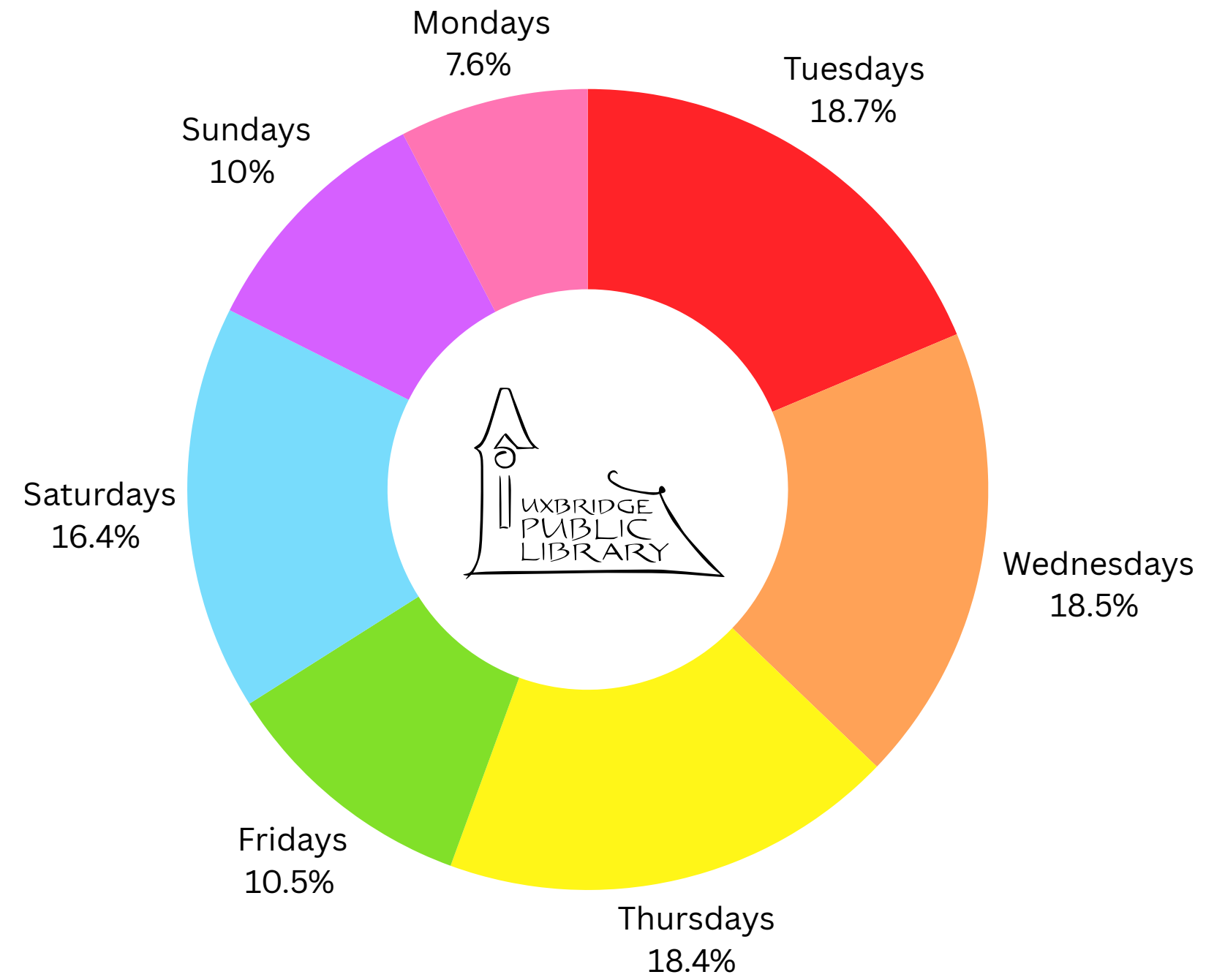
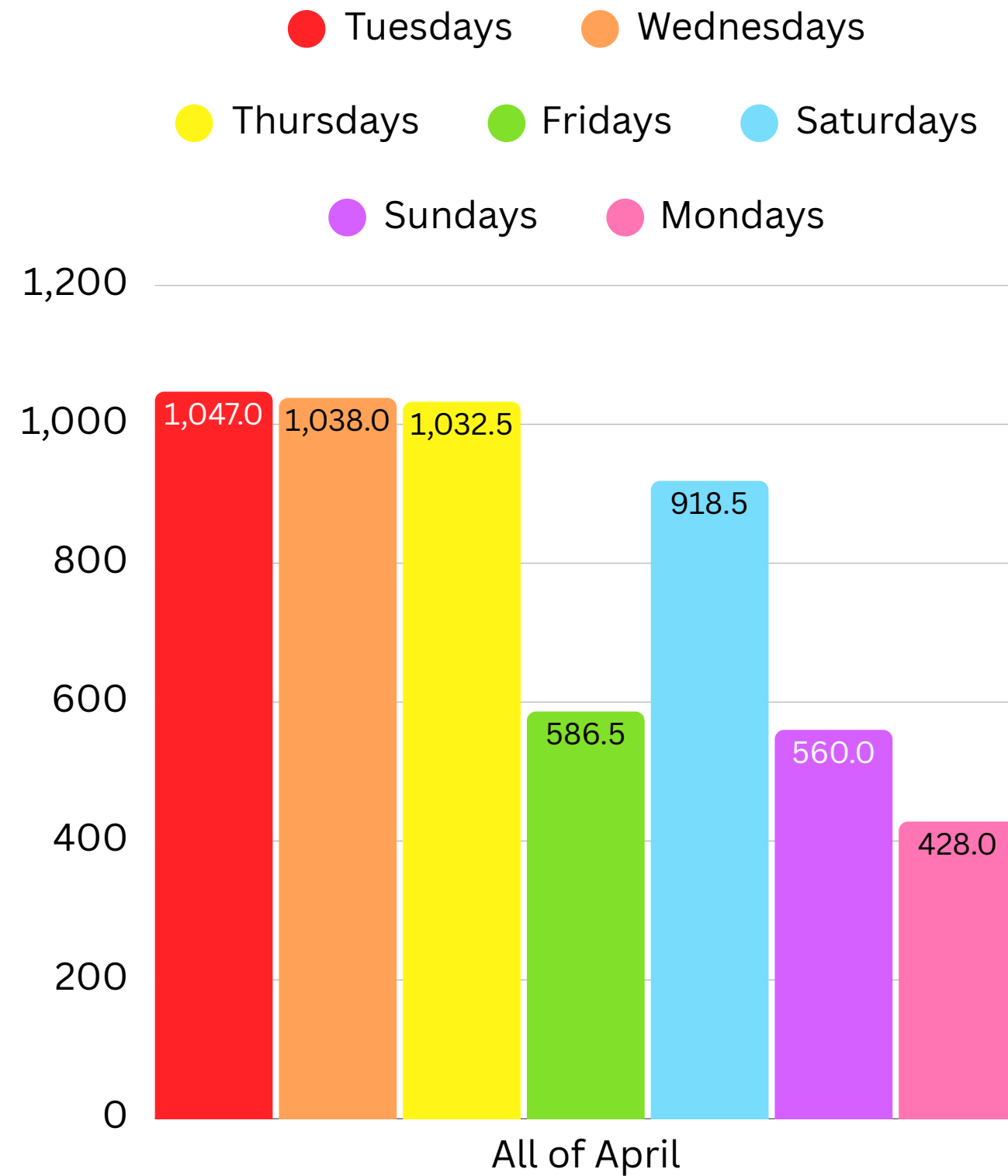
# Total cumulative numbers for weekdays in February\_2025 (Both floors)



# Total cumulative numbers for weekdays in March 2025 (Both floors)

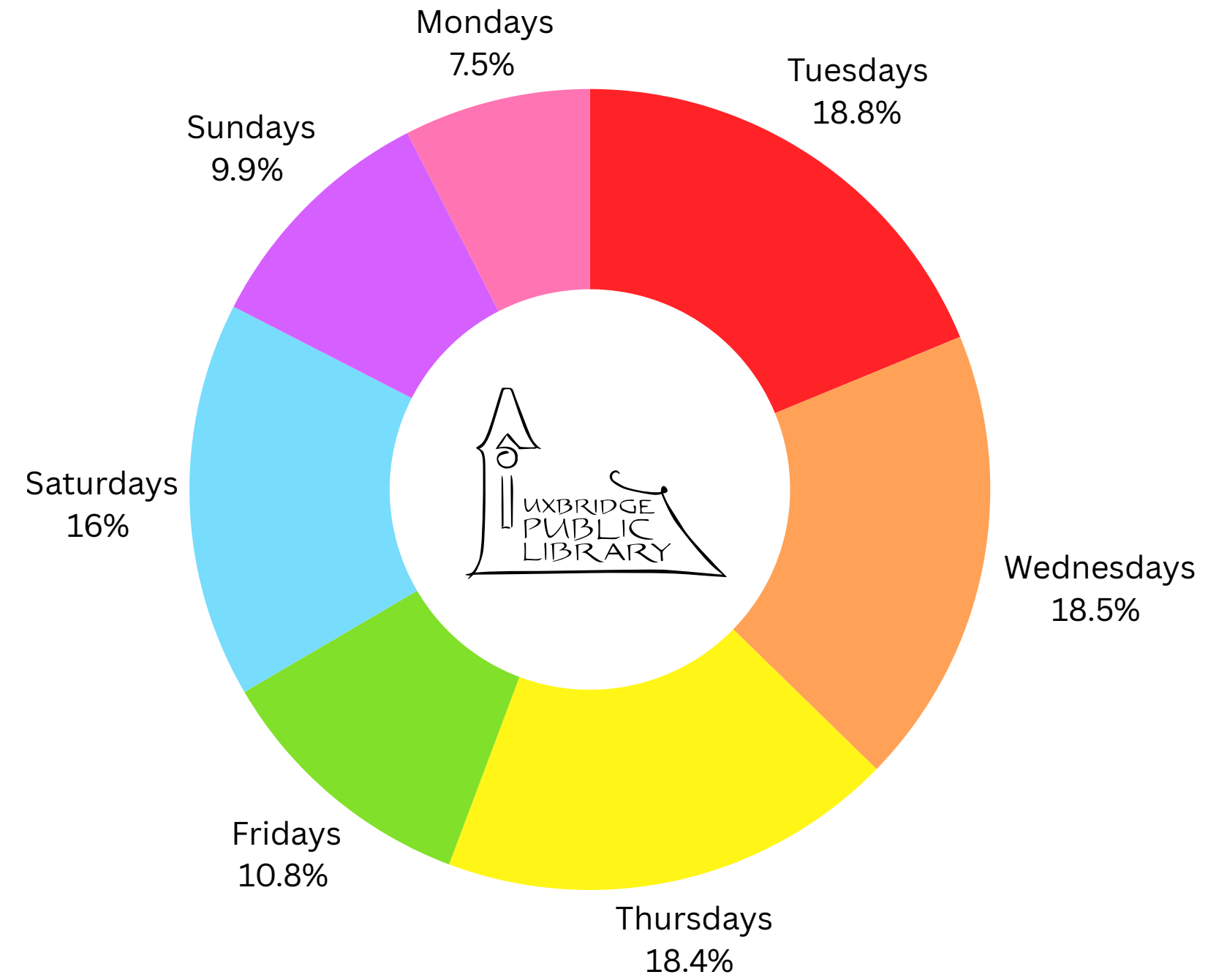
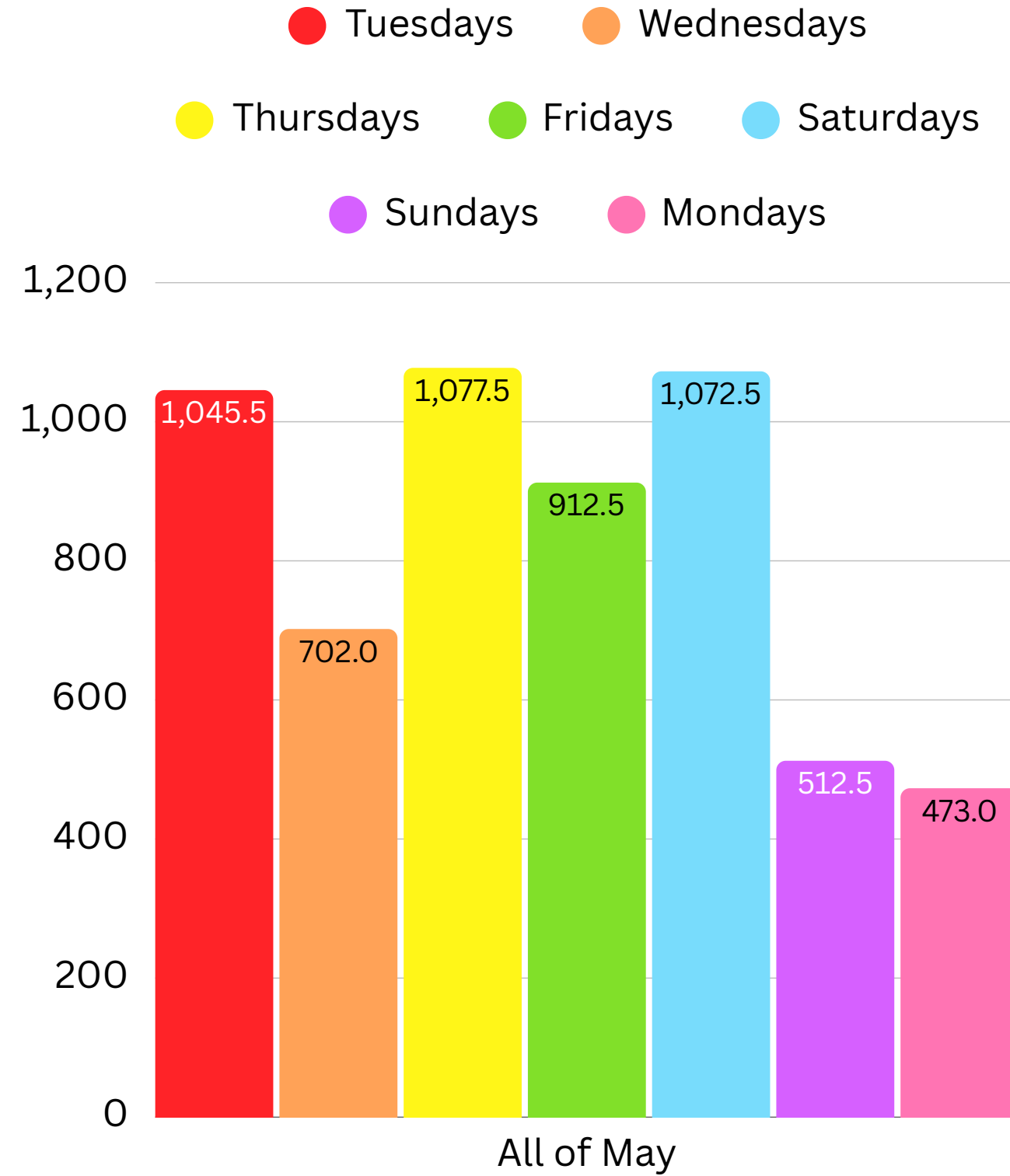


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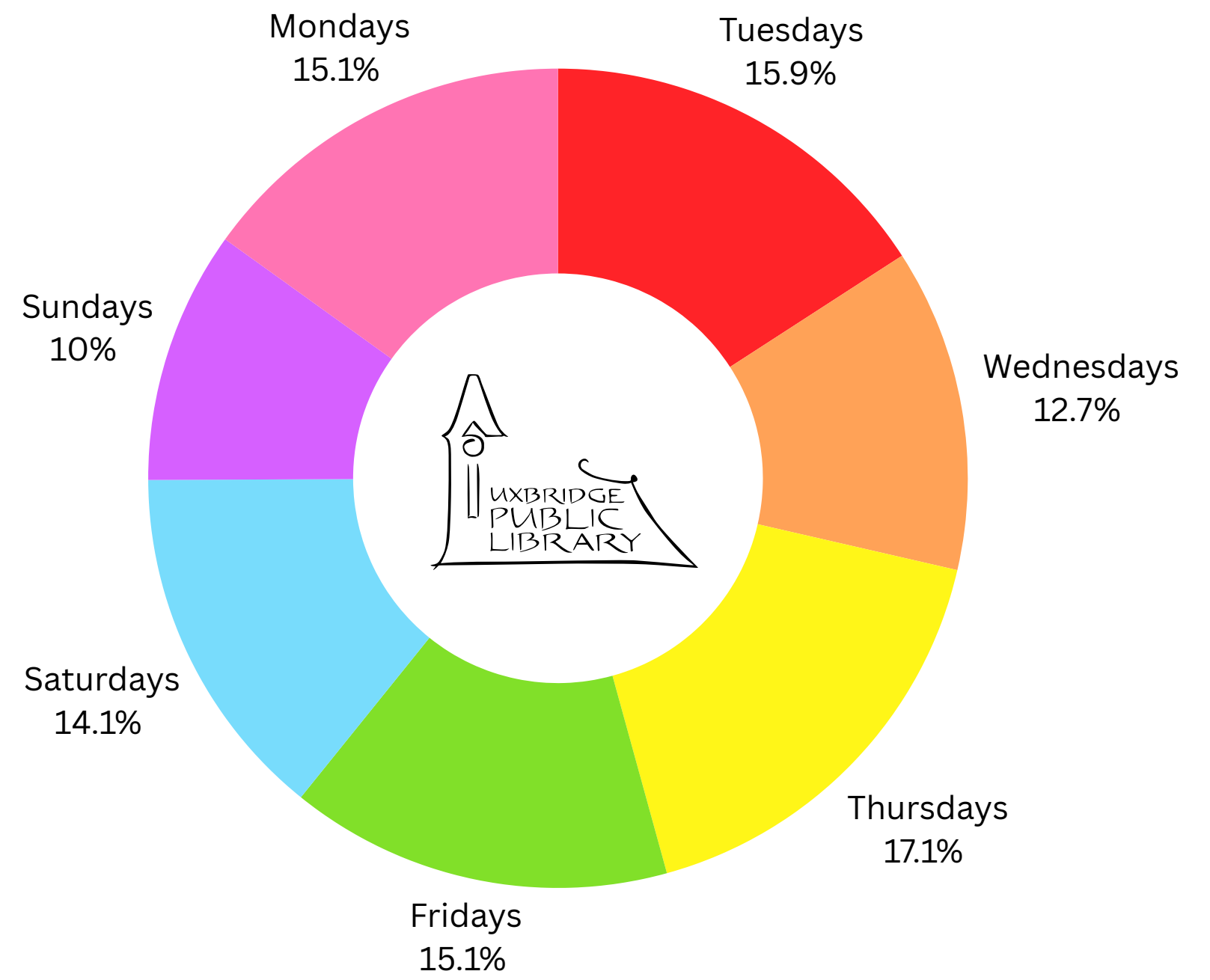
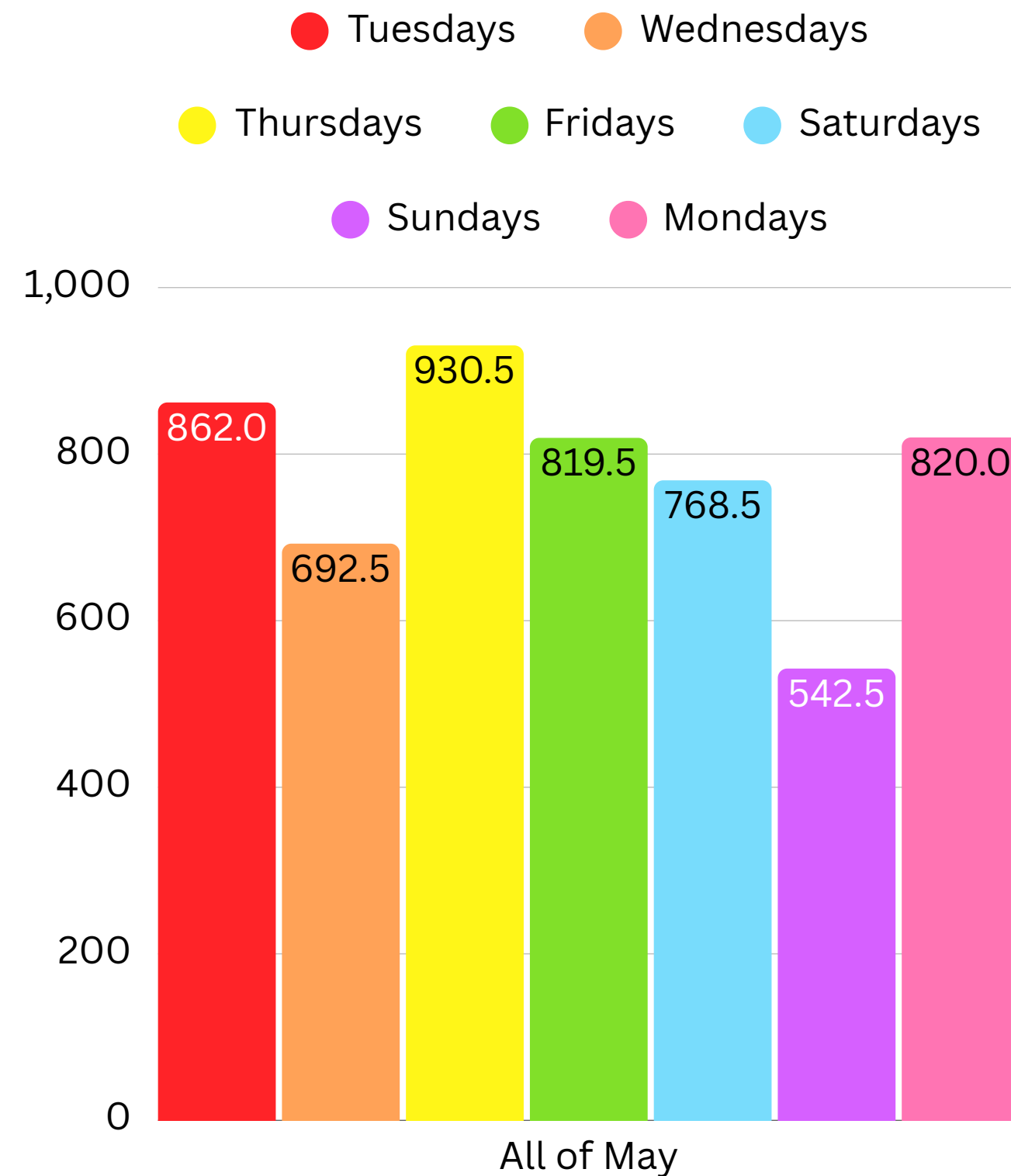




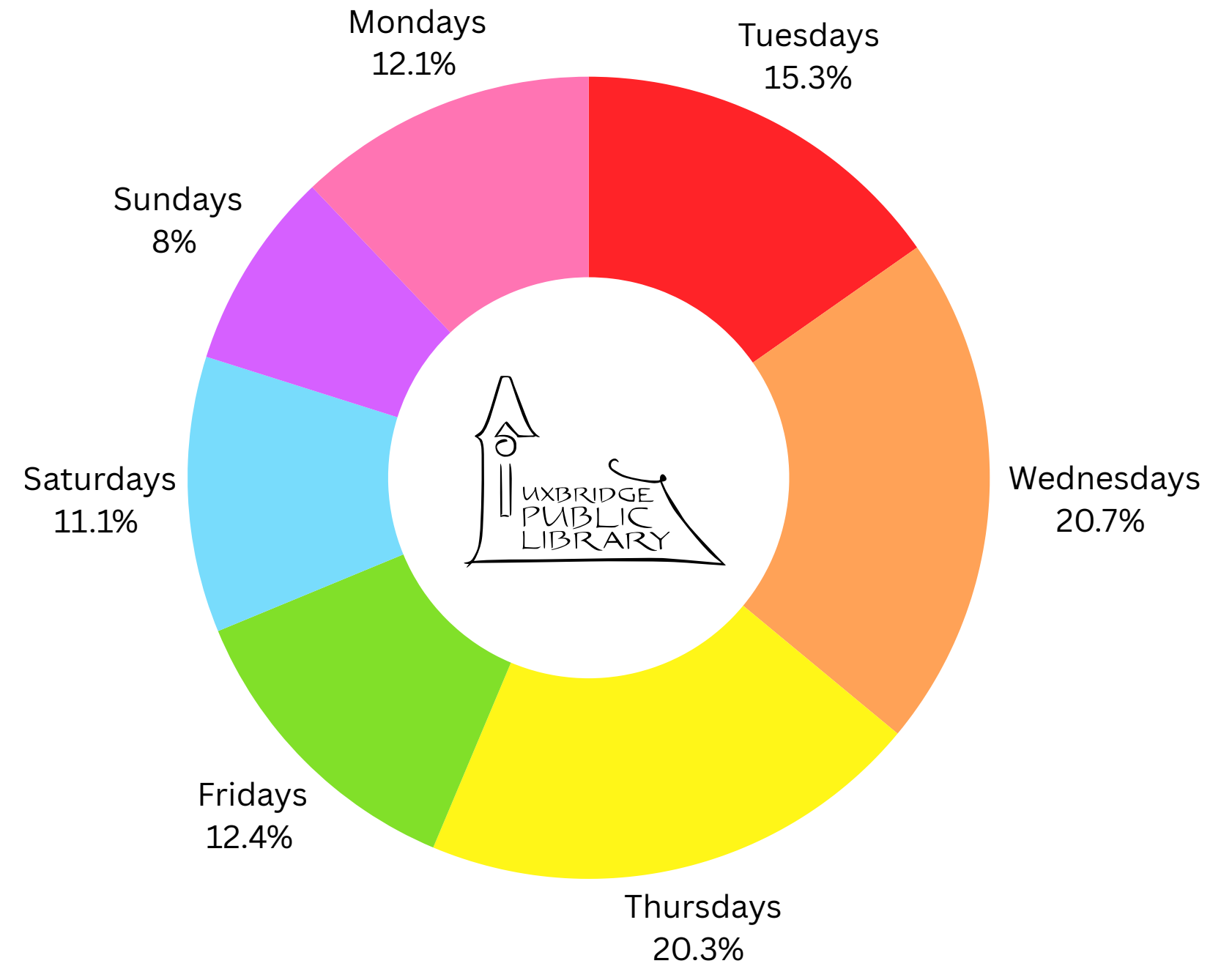
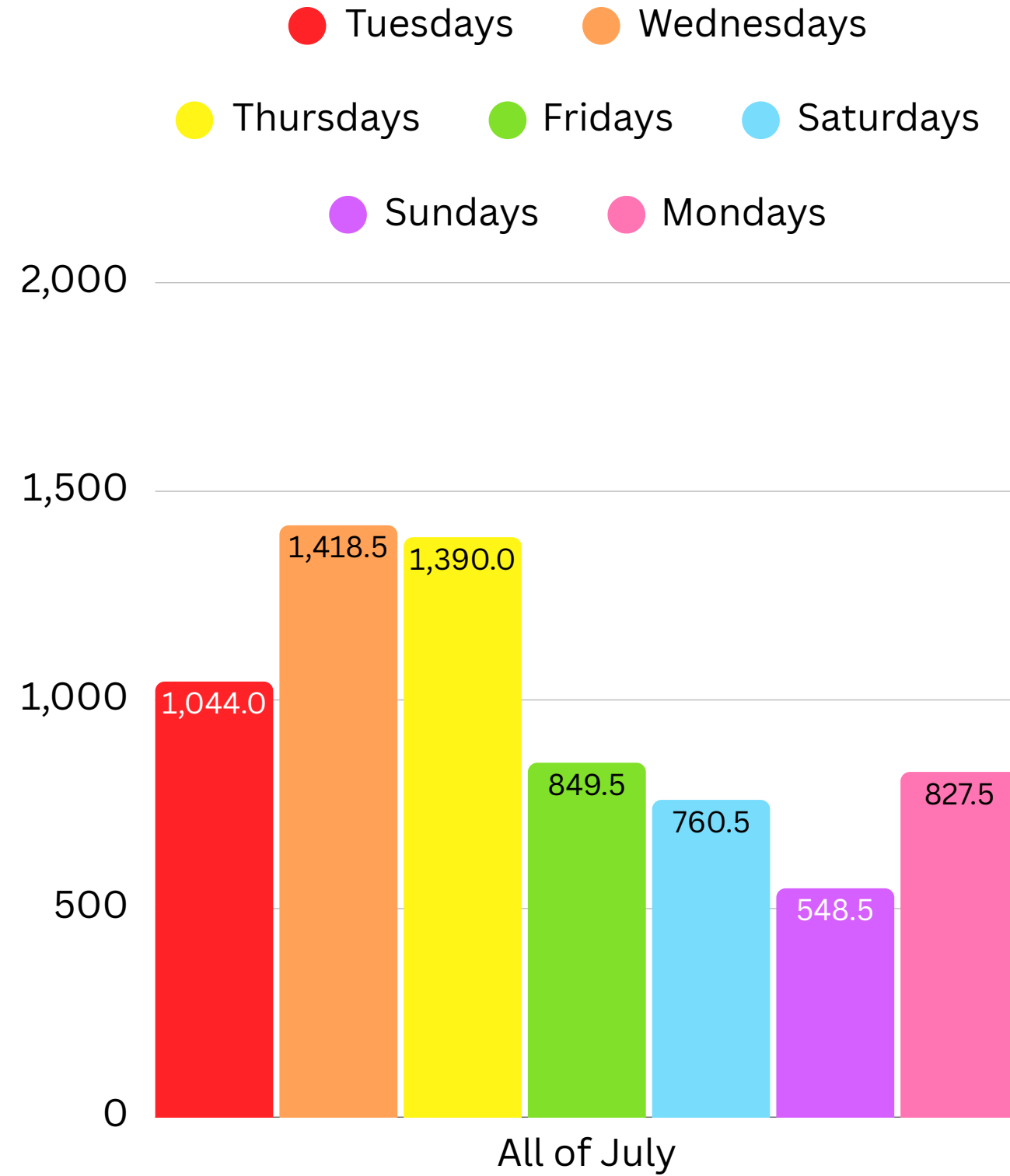
# Total cumulative numbers for weekdays in May 2025 (Both floors)



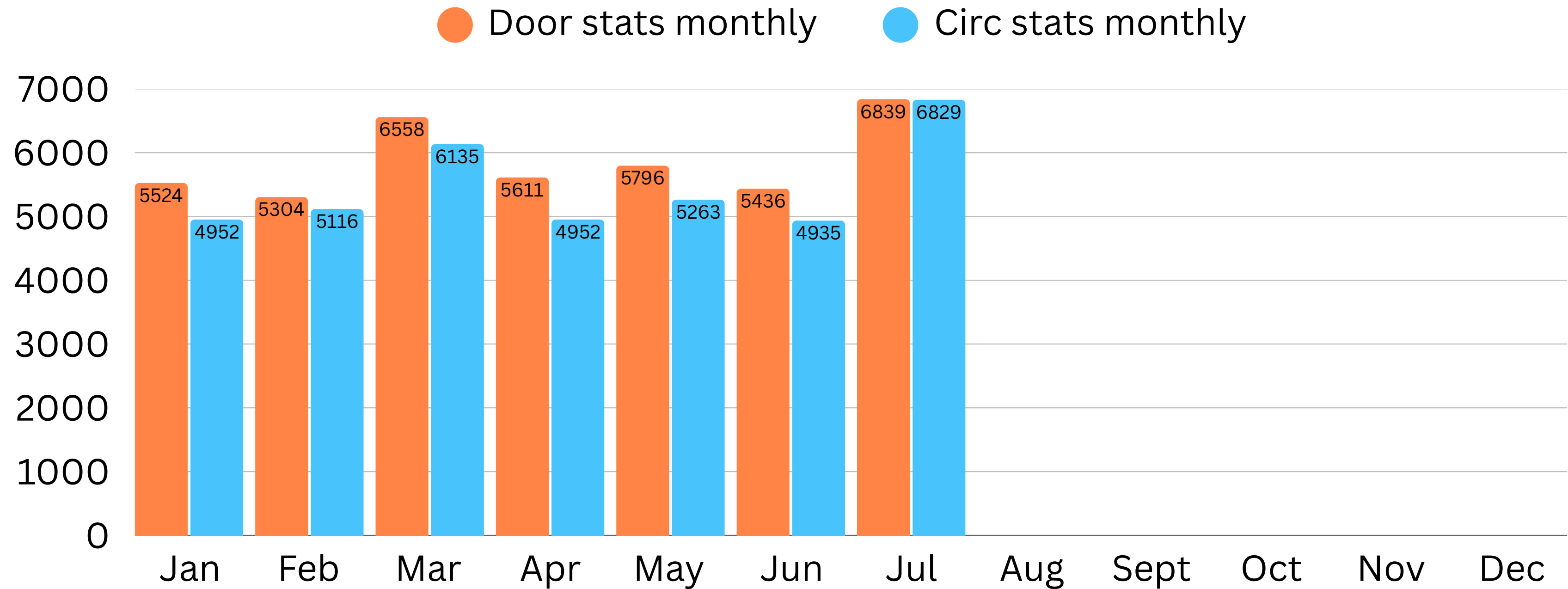
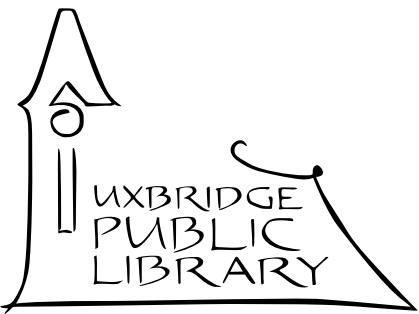
# Total cumulative numbers for weekdays in June 2025 (Both floors)



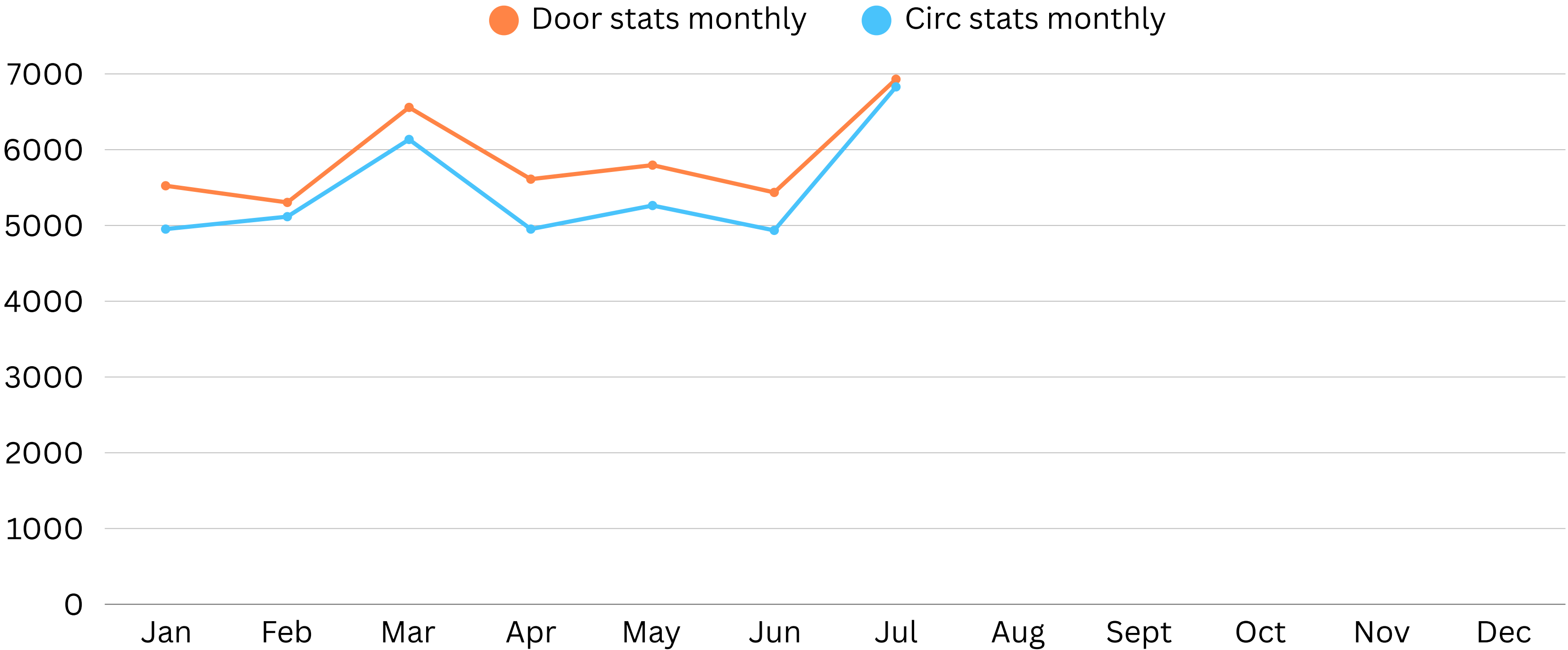
# Total cumulative numbers for weekdays in July 2025 (Both floors)



# Monthly Door & Circulation Stats 2025

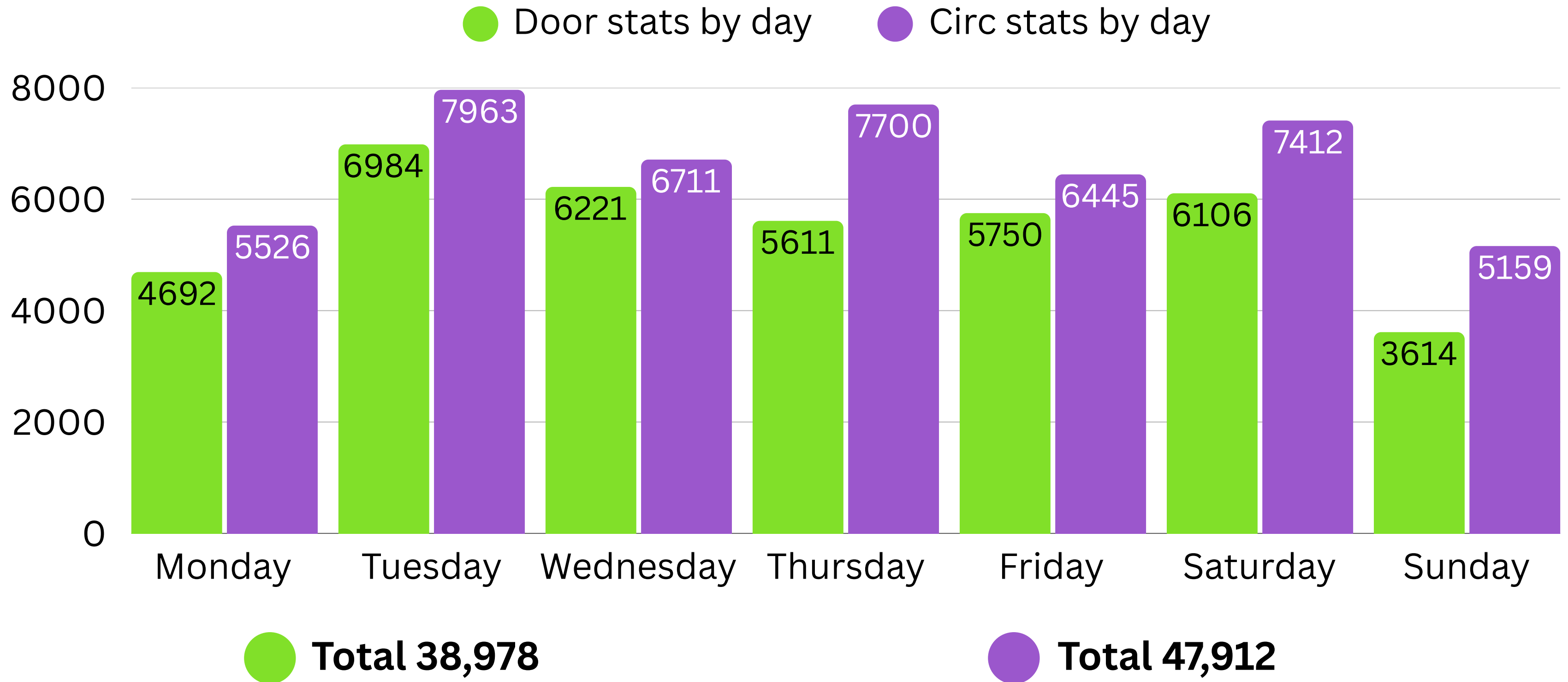
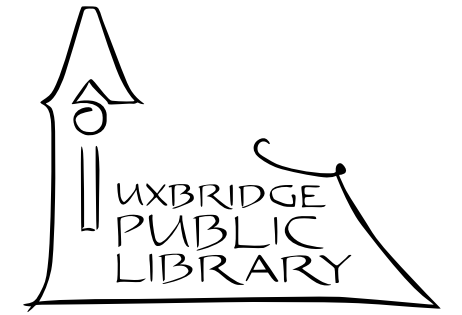


# Monthly Circulation & Door Stats 2025

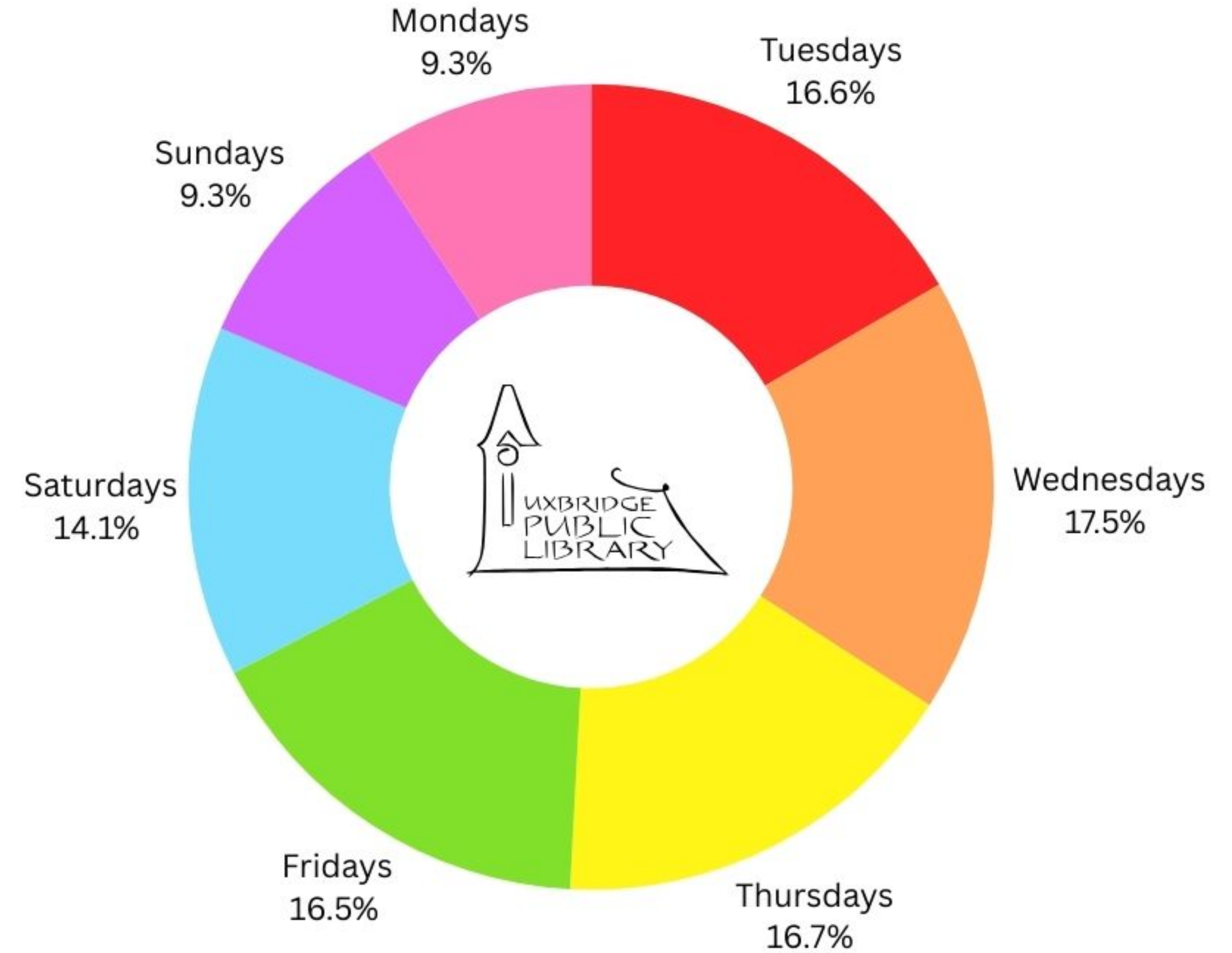
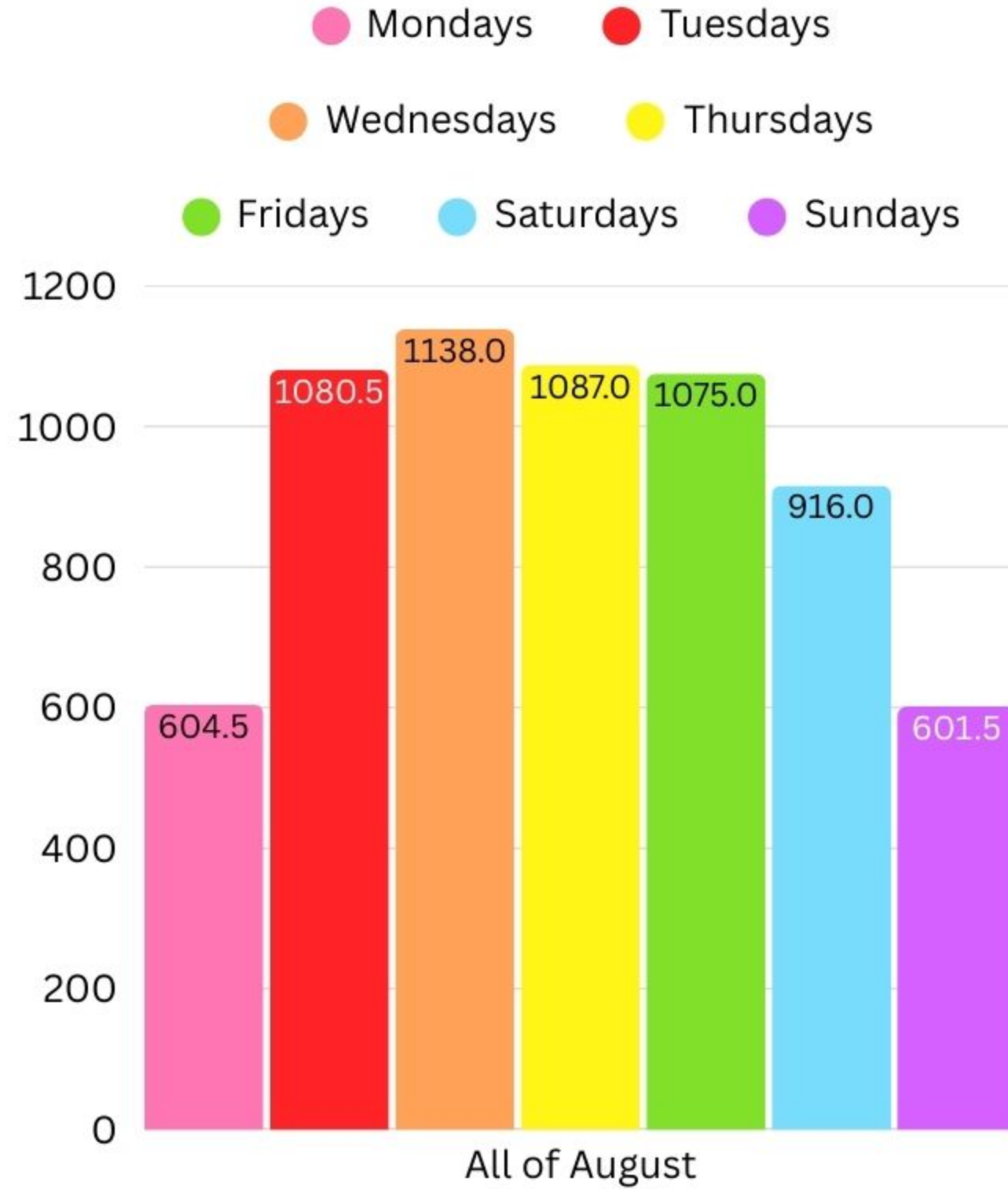


# Daily Door & Circulation Stats

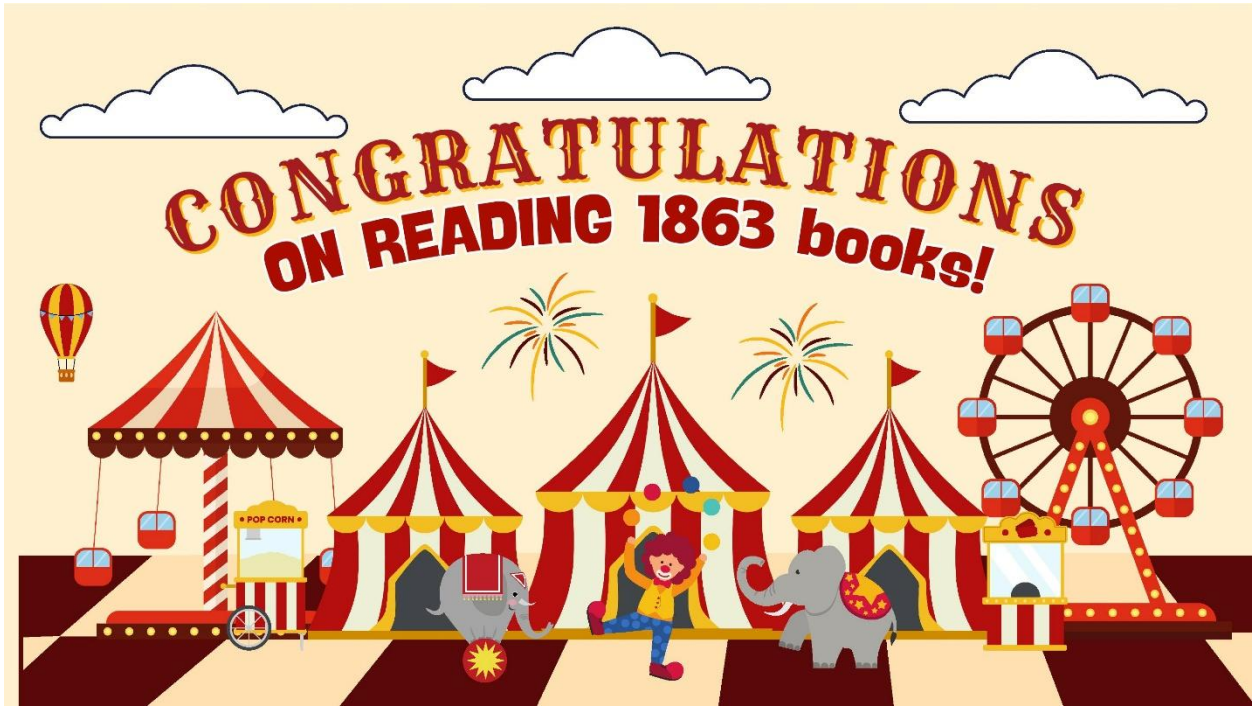
## 01/01/2025 - 31/07/2025



# Total cumulative numbers for weekdays in August 2025 (Both floors)



## Summer Programming Feedback



**Email sent on August 27, 2025**

Dear Ms. Morrison,

I wanted to take a moment to express our sincere appreciation for the incredible work Peyton has done as the Children's Summer Program Coordinator at the Uxbridge Library.

Our family has participated in many of the programs this summer, and we've been consistently impressed by Peyton's professionalism, creativity, and genuine kindness. She has a remarkable ability to engage children of all ages, creating a welcoming and enriching environment that has made our visits to the library a highlight of the season.

It's clear that Peyton brings both heart and skill to her role, and we truly hope she will be invited back next summer. Her presence has made a meaningful difference in our community, and we're grateful for the opportunity to have been part of the programs she led.

Thank you for supporting such wonderful programming and for having someone as talented as Peyton on your team.

All the best and thank you again,

**Verbal comment from a parent, late August, 2025**

"We joined the TD Summer Reading Club last year, and have been coming ever since. It really encourages my kids to read more, and they really enjoy the club. We have found that it has such a positive impact on maintaining their reading skills throughout the summer."