

# Municipality of Lakeshore – Report to Council

## Corporate Services

## Workforce Development



**To:** Mayor and Members of Council

**From:** Lisa Granger, Chief Workforce Development Officer  
Morris Harding, Division Leader – Building/CBO  
Frank Jeney, Corporate Leader – Community Health and Safety Services

**Date:** October 21, 2024

**Subject:** LL-2024-01 Tender Award for Accessibility Compliance, Facility Needs Assessment and Health and Safety Program Audit

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### Recommendation

Award the tender for the project LL-2024-01 Lakeshore 2024 Audit of Health and Safety Program, Accessibility Compliance and Facility Needs Assessment to Accessibility Partners for the amount of \$82,500 including applicable taxes; and,

Approve an additional \$32,500 from the Plans and Studies reserve in 2025, all as presented at the November 19, 2024 Council meeting.

### Strategic Objectives

This report is part of the following strategic objective:

3c) Modernizing and Enhancing Municipal Functions - Continue investment in modernized services, including the integration of current best practices and automation, by engaging in service transformation and process mapping

This audit will identify any gaps in legislative compliance and best practices in the areas of health and safety, accessibility and facilities needs. The outcomes of the audit will provide tools and plans to address the gaps identified and work towards developing and implementing a plan for best practices in each area accordingly including a health and safety program plan, accessibility compliance plan, asset management plan and preventative maintenance program plan.

## Background

Council approved \$50,000 in the 2024 budget for the for a health and safety program audit.

The Municipality of Lakeshore continues to expand the health and safety program to ensure the health and safety of all employees. The minimum requirements of any health and safety program is to ensure compliance to all relevant legislation including the *Occupational Health and Safety Act (OHSA)* of Ontario, *Employment Standards Act, 2000*, and the *Human Rights Code* of Ontario to list a few. A health and safety program audit will identify any gaps in compliance as well as provide information on best practices for procedures to ensure the Municipality has a robust health and safety program.

The Accessibility for Ontarians with Disabilities Act (AODA) requires all employers in Ontario to become compliant with the legislation and regulations within specific deadlines over a 25 year period since the legislation inception. The next target for compliance is January 1, 2025. This audit will identify any gaps in compliance and provide a draft plan to achieve compliance within 2025. There was no specific budget approved in the 2024 budget to complete this audit. To increase efficiency, this audit requirement was added to the health and safety audit project and budget.

As health and safety as well as accessibility are linked to facilities, asset management and preventative maintenance, a facilities needs assessment was also added to the audit project. However, funding for this part of the audit was not included in the 2024 budget. Similar to the accessibility audit, to increase efficiency, this facilities needs assessment was also added to the scope of the health and safety audit project.

## Comments

The request for proposal for the Accessibility Compliance, Facility Needs Assessment and Health and Safety Program audit was posted to Bids and Tenders on September 10, 2024. It closed on October 11, 2024.

There were three proponents who submitted a tender for review. One of the three proponents did not pass the evaluation so their pricing was not opened. Chart A below represents the breakdown of each tender.

Chart A: Proponents and bids

Tenderer	Cost (excluding tax)	Cost with applicable HST tax
Accessibility Partners	\$ 81,000	\$ 82,426
Egis	\$115,000	\$117,024
Advanced Consulting and Training Ltd.	NA	NA

Administration recommends awarding the tender to Accessibility Partners.

### **Financial Impacts**

The 2024 budget included \$50,000 for the health and safety audit. In awarding this project, Administration requires an additional \$32,500 to be approved by Council to fund the project as this additional amount is not currently included in the 2024 budget nor the 2025 draft budget.

### **Report Approval Details**

Document Title:	Tender Award for the Audit of Health and Safety Program, Accessibility Compliance and Facility Needs Assessment .docx
Attachments:	
Final Approval Date:	Nov 8, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Lisa Granger

Submitted by Justin Rousseau

Approved by the Corporate Leadership Team