



Tay Valley Township

**ANNUAL ACCESSIBILITY
STATUS REPORT**

2014

EXECUTIVE SUMMARY

The purpose of the *Ontarians with Disabilities Act, 2001, (ODA)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers. To this end, the ODA mandates that each Municipality prepare an annual accessibility plan.

In 2005, a second piece of legislation, the *Accessibility for Ontarians with Disabilities Act, 2005, (AODA)* was enacted. Through the AODA, Ontario is working to make the province fully accessible for people with disabilities by 2025. Under the Act, standards have been developed that must be followed to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.

The Accessibility Standard for Customer Service was the first standard to become law. The next four standards – Information and Communications, Employment, Transportation and the Built Environment (buildings and outdoor spaces) – have been combined under one regulation, the Integrated Accessibility Standards Regulation (IASR).

The IASR requires the Municipality to develop a multi-year plan every five years and report on an annual basis on the progress towards meeting the requirements of the Integrated Accessibility Standards Regulation.

Statement of Commitment

The Municipality is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and shall do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

STATUS UPDATE

2014 to 2018 ACCESSIBILITY PLAN

| 2014 - ACTION | STATUS | TARGET DATE |
|--|---------------------------|---|
| Multi-Year Accessibility Plan – 2014 to 2018 <ul style="list-style-type: none"> • Develop Plan • Adopt Plan • Post Plan on Website | Completed – December 2013 | January 1, 2014 |
| Establishment of Policies & Procedures <ul style="list-style-type: none"> • Develop consolidated Accessibility Policy & Procedures (Customer Service Standard & Integrated Standards) • Adopt Policy • Implement Procedures • Post Policy on Website | Completed – December 2013 | January 1, 2014 |
| Procuring or Acquiring Goods, Services or Facilities <ul style="list-style-type: none"> • Amend Procurement Policy • Adopt Amended Policy | Completed – December 2013 | January 1, 2014 |
| Recruitment <ul style="list-style-type: none"> • Develop Template for Job Postings • Develop Telephone Script for Scheduling Interviews • Develop a Template for Letters of Offer and Employment Contracts | Completed – December 2013 | January 1, 2014 |
| Multi-Year Accessibility Plan – 2014 to 2018 <ul style="list-style-type: none"> • Develop Annual Status Report Template | Completed – February 2015 | January 31, 2014 |
| Individual Accommodation Plans <ul style="list-style-type: none"> • Develop Policy & Procedures • Adopt Policy • Implement Procedures | In Progress | February 29, 2014 Revised Date 1 st Quarter 2015 |
| Return to Work Process <ul style="list-style-type: none"> • Develop Policy & Procedures • Adopt Policy • Implement Procedures | In Progress | February 29, 2014 Revised Date 1 st Quarter 2015 |

| 2014 – ACTION | STATUS | TARGET DATE |
|---|--|-------------------|
| Accessibility Assessment <ul style="list-style-type: none"> • Municipal Office • Develop Plan for Removing Barriers | Assessment Completed - December 2014 Develop Plan - In Progress | February 29, 2014 |
| Accessibility Assessment <ul style="list-style-type: none"> • Community Hall – Maberly • Develop Plan for Removing Barriers | Assessment Completed - December 2014 Develop Plan - In Progress | April 30, 2014 |
| Accessibility Assessment <ul style="list-style-type: none"> • Community Hall – Burgess • Develop Plan for Removing Barriers | Assessment Completed - September 2014 Develop Plan - In Progress | June 30, 2014 |
| New Municipal Website <ul style="list-style-type: none"> • Develop RFP • Ensure Website and Content meet the WCAG 2.0 requirements at Level AA • Ensure PDF's are accessible | Completed – Launched website July 2014 Trained Staff on Making Documents Accessible | June 30, 2014 |
| Training on Policies and Procedures that relate to Accessibility <ul style="list-style-type: none"> • Develop Training Material • Provide Training | Completed - Council – February 2015 - Staff – January & February 2015 - Volunteers – January, February, March 2015 Training is Ongoing - new employees and volunteers - any changes to or new policies | December 31, 2014 |
| Annual Accessibility Report to Province | Not Required in 2014 | December 31, 2014 |
| Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office | Completed – March 2015 | December 31, 2014 |

PAST ACHIEVEMENTS

This section outlines the Municipality's accomplishments with regards to the measures implemented to identify, remove and prevent barriers.

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| 2004 ACHIEVEMENT <ul style="list-style-type: none">• Reviewed all programs and existing documents to identify potential barriers (systemic and specific) |
| 2005 ACHIEVEMENT <ul style="list-style-type: none">• Educated employees and Council about the barriers and work with the County Committee on the establishment of practices/forms for use in evaluation of buildings |
| 2006 ACHIEVEMENTS <ul style="list-style-type: none">• Worked with County Committee on the establishment of standards and application of those standards during joint site visit of 3 Municipal Halls• Established handicapped parking spaces (line paint/signage) at 3 Municipal Halls• Considered accessibility issues for municipal election – electronic voting |
| 2007 ACHIEVEMENTS <ul style="list-style-type: none">• Improved accessibility to Municipal Halls by implementing corrective actions suggested by the County of Lanark – Inspection Sub-Committee• Established a reserve in anticipation of mandatory standards for accessibility and the cost of implementation over time |
| 2008 ACHIEVEMENTS <ul style="list-style-type: none">• Monitoring of documents and decisions to identify inherent, systemic, culture insensitivities or barriers |
| 2009 ACHIEVEMENTS <ul style="list-style-type: none">• Renovated the BBDE Fire Hall incorporating accessibility features throughout• Hired a full-time in-house Planner to improve education and one-on-one consultation with applicants of development proposals• Provided Customer Service training to all Employees and Members of Council |
| 2010 ACHIEVEMENTS <ul style="list-style-type: none">• Rebuilt Municipal Office, incorporating accessibility features throughout• Revamped Municipal Website using plain language and intuitive design• Designed new South Sherbrooke Fire Hall with accommodations for the mobility challenged• Offered on-line and telephone voting services for the municipal election |
| 2011 ACHIEVEMENTS <ul style="list-style-type: none">• Built new South Sherbrooke Fire Hall and included accessibility features• Increased access to Municipal Information - in addition to the website, developed a Facebook page, developed a "Municipal Matters" bi-weekly newspaper column |
| 2012 ACHIEVEMENTS <ul style="list-style-type: none">• Installed an audio visual system in the Council Chambers at the Municipal Office, consisting of microphones and projector screens• Posted Emergency Plan on Municipal Website |

2013 ACHIEVEMENTS

- Adoption of an “Accessibility Policy” (consolidated Customer Service Standard & Integrated Standards)
- Adoption of a Multi-Year Accessibility Plan
- Amended Procurement Policy to incorporate Accessibility provisions
- Developed Template for Job Postings
- Developed Telephone Script for Scheduling Interviews
- Developed a Template for Letters of Offer and Employment Contracts

2014 ACHIEVEMENTS

- Completed Accessibility Assessments of Municipal Office, Maberly Community Hall and Burgess Community Hall
- Launched an Accessible Website