



Tay Valley Township

# **ANNUAL ACCESSIBILITY STATUS REPORT**

**2017**

## 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 Integrated Accessibility Standard 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

<b>2014 – OUTSTANDING ACTION</b>	<b>STATUS</b>	<b>TARGET DATE</b>
Accessibility Assessment <ul style="list-style-type: none"> <li>• Municipal Office</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Assessment Completed - December 2014  Develop Plan - In Progress	February 29, 2014
Accessibility Assessment <ul style="list-style-type: none"> <li>• Community Hall – Maberly</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Assessment Completed - December 2014  Develop Plan - In Progress	April 30, 2014
Accessibility Assessment <ul style="list-style-type: none"> <li>• Community Hall – Burgess</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Assessment Completed - September 2014  Develop Plan - In Progress	June 30, 2014
Individual Accommodation Plan <ul style="list-style-type: none"> <li>• Training</li> </ul>		February 2014  Revised Date March 2018
Return to Work Process <ul style="list-style-type: none"> <li>• Training</li> </ul>		February 2014  Revised Date March 2018

<b>2015 – OUTSTANDING ACTION</b>	<b>STATUS</b>	<b>TARGET DATE</b>
Accessibility Assessment <ul style="list-style-type: none"> <li>• Outdoor Ice Rink – Glen Tay</li> <li>• Outdoor Ice Rink - Maberly</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Not Completed	February 29, 2015  Revised Date July 2018
Accessibility Assessment <ul style="list-style-type: none"> <li>• Boat Launch – Otty Lake</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Not Completed	April 30, 2015  Revised Date July 2018
Accessibility Assessment <ul style="list-style-type: none"> <li>• Playground/Park – O’Neill Park</li> <li>• Playground/Park – Maberly</li> <li>• Playground/Park – Fallbrook</li> <li>• Tennis Court – Penny Grand Tennis Court</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Not Completed	June 30, 2015  Revised Date July 2018

<b>2016 - ACTION</b>	<b>STATUS</b>	<b>TARGET DATE</b>
Accessibility Assessment <ul style="list-style-type: none"> <li>• Public Access Point – Little Silver Lake</li> <li>• Public Access Point – Noonan</li> <li>• Public Access Point – Mississippi River</li> <li>• Public Access Point – Glen Tay</li> <li>• Public Access Point – Fall River</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Assessment Completed - April 30, 2016  Develop Plan – In Progress	April 30, 2016  Revised Date July 2018

<b>2017 - ACTION</b>	<b>STATUS</b>	<b>TARGET DATE</b>
Accessibility Assessment <ul style="list-style-type: none"> <li>• Ball Park – Burgess</li> <li>• Ball Park – Fallbrook</li> <li>• Develop Plan for Removing Barriers</li> </ul>	Not Completed	April 30, 2016  Revised Date July 2018

## PAST ACHIEVEMENTS

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

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

**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

**2015 ACHIEVEMENTS**

- Developed Annual Status Report Template for Multi-Year Accessibility Plan
- Provided Training to Council, Staff and Volunteers on Policies and Procedures that relate to Accessibility

**2016 ACHIEVEMENTS**

- Reviewed current documents to ensure compliance
- Completed 2014 Annual Status Report and posted it on the Township website and at the Municipal Office

**2017 ACHIEVEMENTS**

- Adoption of Individual Accommodation Plan – Policy
- Developed Individual Accommodation Plan - Functional Abilities Form
- Developed Individual Accommodation Plan - Template
- Adoption of Return to Work – Policy
- Developed Return to Work - Attending Physician's Report
- Developed Return to Work – Meeting Form
- Developed Return to Work - Plan
- Completed 2015 and 2016 Annual Status Reports and posted them on the Township website and at the Municipal Office