



Tay Valley Township

# **MULTI-YEAR ACCESSIBILITY PLAN**

**2019 to 2023**  
(updated September 2020)

## FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's 2019-2023 Accessibility Plan.

### **Contact for Comments and Inquiries**

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## 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 Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

### **Aim**

Through its multi-year accessibility plan, the Municipality aims to become barrier free by 2025. This includes complying with the following accessibility standards:

- Customer Service
- Information and Communication
- Employment
- Transportation
- The Built Environment

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers so that goods, services, facilities, accommodation, employment, buildings, structures and premises are accessible to persons with disabilities.

### **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*.

## **MUNICIPAL HIGHLIGHTS**

### **Township History**

The Corporation of the Township of Bathurst Burgess Sherbrooke was amalgamated on January 1<sup>st</sup>, 1998 from the former municipalities of Bathurst, North Burgess and South Sherbrooke. On July 30<sup>th</sup>, 2002 the Township was renamed to what is currently known as The Corporation of Tay Valley Township.

### **Township Description**

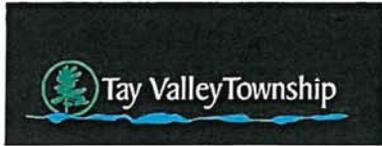
Located in eastern Ontario, Tay Valley Township covers 554 square kilometres of rural countryside with an abundance of rivers and lakes. The Municipality is a permanent home to more than 5,600 people with the population increasing to close to 7,500 in summer months.

### **Township Owned Facilities**

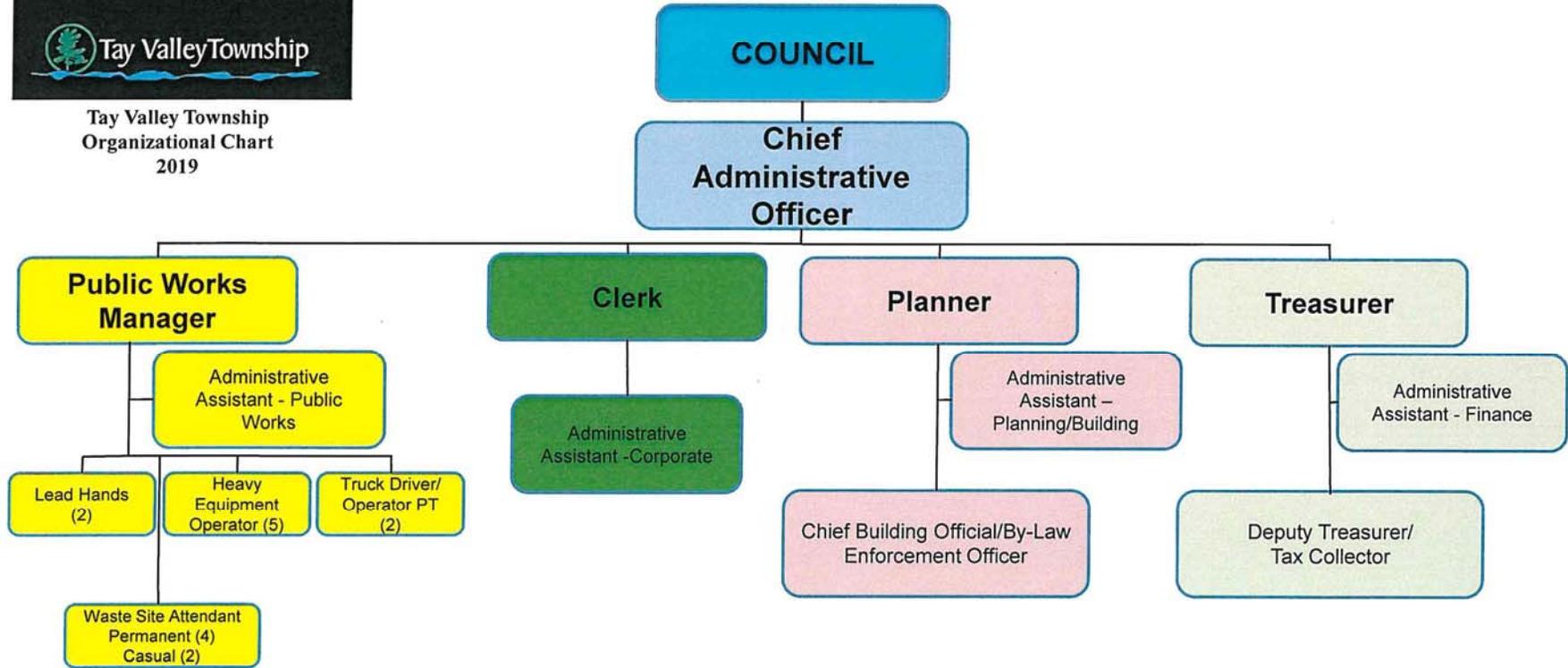
1. Municipal Office
2. Community Hall – Burgess Hall
3. Community Hall – Maberly
  
4. John Millar Park – Tayside Subdivision
5. Playground/Park – Maberly
6. Playground/Park – Fallbrook
7. Playground/Park - O'Neill Park
8. Tennis Court – Penny Grand Tennis Court
9. Ball Park – Burgess
10. Ball Park – Fallbrook (Fallbrook Park)
11. Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
12. Outdoor Ice Rink - Maberly
  
13. Boat Launch - Otty Lake
14. Public Access Point – Fall River
15. Public Access Point – Glen Tay
16. Public Access Point – Little Silver Lake
17. Public Access Point – Mississippi River
18. Public Access Point – Noonan
  
19. Glen Tay ReUse Centre
20. Waste Site – Glen Tay
21. Waste Site - Maberly
22. Waste Site – Stanleyville
23. Waste Site – Christie Lake (Closed)  
*\*not accessed by the public*
24. Waste Site – Noonan (Closed)  
*\*not accessed by the public*

25. Fire Hall – DNETV Fire Rescue (formerly BBDE)  
*\*joint fire hall with Drummond/North Elmsley Township, has own Accessibility Plan*
26. Fire Hall – South Sherbrooke
  
27. Municipal Garage – Bathurst (Municipal Office)  
*\*not accessed by the public*
28. Municipal Garage – Glen Tay  
*\*not accessed by the public*
29. Municipal Garage – Burgess (Community Hall)  
*\*not accessed by the public*
30. Municipal Garage – Maberly  
*\*not accessed by the public*
  
31. Pits & Quarries - McVeigh Pit  
*\*not accessed by the public*

**Organization Chart**



Tay Valley Township  
Organizational Chart  
2019



## **CONSULTATION ACTIVITIES**

### **Council**

The Council of the Corporation of Tay Valley Township is committed to implementing the necessary policies and providing the necessary resources so that goods, services, facilities, accommodation, employment, buildings, structures and premises of the Municipality are accessible to persons with disabilities.

The accessibility plan has been prepared in order to enable Council to meet these commitments.

### **Staff**

Township Staff are encouraged to comment on and recommend improvements to policies and practices with regard to accessibility.

### **Lanark County Accessibility Advisory Sub-Committee**

When practicable, staff attend meetings of the Lanark County Accessibility Advisory Sub-Committee (LCAAC). These meetings provide an opportunity to consult with people with disabilities, to discuss, share and develop accessibility information and to ensure that this plan addresses measures to identify, remove and prevent barriers to people with disabilities.

## **2019 TO 2023 ACCESSIBILITY PLAN**

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with the existing Accessibility Standards for Customer Service, as well as with the new Integrated Accessibility Standards of Information and Communication and Employment. The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

2019 to 2023 Accessibility Plan – See Schedule “A”

Past Achievements – See Schedule “B”

### **BARRIERS IDENTIFIED**

The Senior Management Team will develop a plan to address the barriers that have been identified upon completion of the Accessibility Assessments and will implement such plan, to ensure that every person will have an equal opportunity to access and utilize the Township owned facilities.

Barrier Removal Plan – See Schedule “C”

### **MAINTENANCE**

The Municipality will continue to maintain accessible elements in public spaces through monitoring and regularly planned preventative maintenance of accessible elements.

The Municipality will continue to respond to temporary disruptions when accessible elements in public spaces are not in working order by notifying the public and prioritizing remediation.

### **REVIEW AND MONITORING OF THE PROCESS**

Council is committed to following through with this plan. This plan will be reviewed and updated at least once every five years, allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

An annual status report on the progress on implementing this plan will be available on the Township website as well as at the Municipal Office.

### **COMMUNICATION OF THE PLAN**

This plan will be available on the Township website as well as at the Municipal Office. Every effort will be made to make the plan and annual status report available to those with disabilities for their perusal and review. They will be provided in an accessible format upon request.

**SCHEDULE "A"**

**2019 to 2023 ACCESSIBILITY PLAN**

<b>2019 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Multi-Year Accessibility Plan – 2019 to 2023 <ul style="list-style-type: none"> <li>• Develop Plan</li> <li>• Adopt Plan</li> <li>• Post Plan on Website</li> </ul>	Clerk Council	Staff Time	September 1, 2019
Completion of Outstanding Accessibility Assessments <ul style="list-style-type: none"> <li>• Glen Tay ReUse Centre</li> <li>• Waste Site – Glen Tay</li> <li>• Waste Site - Maberly</li> <li>• Waste Site – Stanleyville</li> <li>• Fire Hall – South Sherbrooke</li> </ul>	Public Works Manager Senior Management	Staff Time	Completed
Updated Training on Policies and Procedures that relate to Accessibility <ul style="list-style-type: none"> <li>• Develop Training Material</li> <li>• Provide Training</li> </ul>	Clerk Summer Student	Staff Time Materials	Completed
File an Accessibility Compliance Report to Province	Clerk	Staff Time	December 31, 2019
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Clerk	Staff Time	December 31, 2019

<b>2020 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Develop Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Municipal Office</li> <li>• Community Hall – Burgess Hall</li> <li>• Community Hall – Maberly</li> <li>• Fire Hall – South Sherbrooke</li> </ul>	Public Works Manager Senior Management	Staff Time	April 30, 2020
Implement Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Municipal Office</li> <li>• Community Hall – Burgess Hall</li> <li>• Community Hall – Maberly</li> <li>• Fire Hall – South Sherbrooke</li> </ul>	Public Works Manager Senior Management	Staff Time	November 1, 2020
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Clerk	Staff Time	December 31, 2020

<b>2021 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Develop Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Waste Site – Glen Tay</li> <li>• Glen Tay ReUse Centre</li> <li>• Waste Site – Maberly</li> <li>• Waste Site – Stanleyville</li> </ul>	Public Works Manager Senior Management	Staff Time	April 30, 2021
Implement Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Waste Site – Glen Tay</li> <li>• Glen Tay ReUse Centre</li> <li>• Waste Site – Maberly</li> <li>• Waste Site – Stanleyville</li> </ul>	Public Works Manager Senior Management	Staff Time	November 1, 2021
File an Accessibility Compliance Report to Province	Clerk	Staff Time	December 31, 2021
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Clerk	Staff Time	December 31, 2021

<b>2022 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Develop Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Playground/Park – Maberly</li> <li>• Playground/Park – Fallbrook</li> <li>• Playground/Park - O'Neill Park</li> <li>• Ball Park – Burgess</li> <li>• Outdoor Ice Rink - Maberly</li> </ul>	Public Works Manager Senior Management	Staff Time	April 30, 2022
Implement Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Playground/Park – Maberly</li> <li>• Playground/Park – Fallbrook</li> <li>• Playground/Park - O'Neill Park</li> <li>• Ball Park – Burgess</li> <li>• Outdoor Ice Rink - Maberly</li> </ul>	Public Works Manager Senior Management	Staff Time	November 1, 2022
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Clerk	Staff Time	December 31, 2022

<b>2023 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Develop Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Public Access Point – Fall River</li> <li>• Public Access Point – Glen Tay</li> <li>• Public Access Point – Little Silver Lake</li> <li>• Public Access Point – Mississippi River</li> <li>• Public Access Point – Noonan</li> </ul>	Public Works Manager Senior Management	Staff Time	April 30, 2023
Implement Plan for Removing Barriers <ul style="list-style-type: none"> <li>• Public Access Point – Fall River</li> <li>• Public Access Point – Glen Tay</li> <li>• Public Access Point – Little Silver Lake</li> <li>• Public Access Point – Mississippi River</li> <li>• Public Access Point – Noonan</li> </ul>	Public Works Manager Senior Management	Staff Time	November 1, 2023
Multi-Year Accessibility Plan – 2024 to 2028 <ul style="list-style-type: none"> <li>• Develop Plan</li> <li>• Adopt Plan</li> <li>• Post Plan on Website</li> </ul>	Clerk Council	Staff Time	September 1, 2019
File an Accessibility Compliance Report to Province	Clerk	Staff Time	December 31, 2023
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Clerk	Staff Time	December 31, 2023

## SCHEDULE “B”

### 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>

<p><b>2013 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Adoption of an “Accessibility Policy” (consolidated Customer Service Standard &amp; Integrated Standards)</li> <li>• Adoption of a Multi-Year Accessibility Plan</li> <li>• Amended Procurement Policy to incorporate Accessibility provisions</li> <li>• Developed Template for Job Postings</li> <li>• Developed Telephone Script for Scheduling Interviews</li> <li>• Developed a Template for Letters of Offer and Employment Contracts</li> </ul>
<p><b>2014 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Completed Accessibility Assessments of Municipal Office, Maberly Community Hall and Burgess Community Hall</li> <li>• Launched an Accessible Website</li> </ul>
<p><b>2015 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Developed Annual Status Report Template for Multi-Year Accessibility Plan</li> <li>• Provided Training to Council, Staff and Volunteers on Policies and Procedures that relate to Accessibility</li> </ul>
<p><b>2016 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Reviewed current documents to ensure compliance</li> <li>• Completed Accessibility Assessments of Little Silver Lake, Noonan, Mississippi, Glen Tay and Fall River public access points.</li> </ul>
<p><b>2017 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Adoption of Individual Accommodation Plan – Policy</li> <li>• Developed Individual Accommodation Plan - Functional Abilities Form</li> <li>• Developed Individual Accommodation Plan - Template</li> <li>• Adoption of Return to Work – Policy</li> <li>• Developed Return to Work - Attending Physician's Report</li> <li>• Developed Return to Work – Meeting Form</li> <li>• Developed Return to Work – Plan</li> <li>• Completed 2015 and 2016 Annual Status Reports and posted them on the Township website and at the Municipal Office</li> </ul>
<p><b>2018 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Completed Accessibility Assessments of Glen Tay Outdoor Ice Rink, Maberly Outdoor Ice Rink, O’Neill Park/Playground, Burgess Ball Park, Fallbrook Ball Park/Playground, Maberly Playground, Maberly Tennis Court and Otty Lake Boat Launch</li> <li>• Completed Annual Status Report and Posted to Website and at the Municipal Office</li> </ul>
<p><b>2019 ACHIEVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Developed and Adopted the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website</li> <li>• Completed the Outstanding Accessibility Assessments for Glen Tay ReUse Centre, Glen Tay Waste Site, Maberly Waste Site, Stanleyville Waste Site, and South Sherbrooke Fire Hall</li> <li>• Updated Training on Policies and Procedures that relate to Accessibility</li> <li>• Filed an Accessibility Compliance Report to Province</li> <li>• Completed Annual Status Report and Posted to Website and at the Municipal Office</li> </ul>

**SCHEDULE "C"**

**TAY VALLEY TOWNSHIP  
BARRIER REMOVAL PLAN**

<b>Barrier Location</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>	<b>Estimated Cost</b>	<b>Status Update</b>
		<b>SUB-TOTAL</b>		
		<b>TOTAL</b>		