



# **MULTI-YEAR ACCESSIBILITY PLAN 2025 TO 2029**

## **FEEDBACK**

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's 2025-2029 Accessibility Plan.

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

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## EXECUTIVE SUMMARY

The [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily 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 continue to identify, remove and prevent barriers for people with disabilities. This includes complying with the following accessibility standards:

- Information and Communications
- Employment
- Transportation
- Customer Service
- Design of Public Spaces (for the Built Environment)
- Customer Service

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers.

### **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.

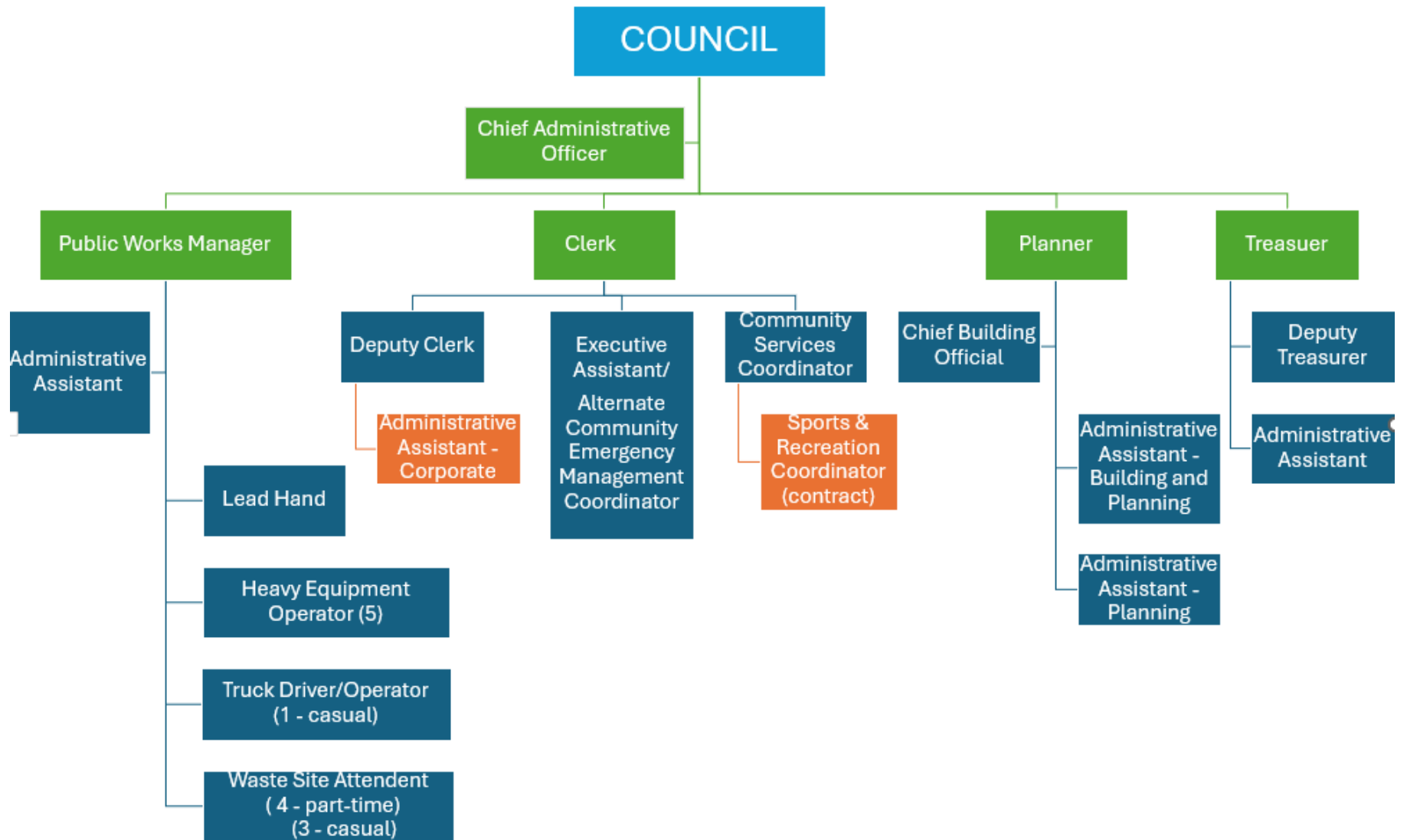
### Township Description

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 5,925 people with the population increasing to close to 11,850 in summer months.

### Township Owned Facilities

- Municipal Office
- Community Hall – Burgess Hall
- Community Hall – Maberly
- Trail/Park/Pavilion - Forest Trail Park
- Park - John Millar Park
- Playground/Park/Tennis Court – Maberly Community Park
- Playground/Park – Fallbrook
- Playground/Park - O'Neill Park
- Ball Park – Burgess
- Ball Park – Fallbrook (Fallbrook Park)
- Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
- Outdoor Ice Rink - Maberly
- Boat Launch - Otty Lake
- Public Access Point – Maberly Fall River Park
- Public Access Point – Glen Tay Swimming Area
- Public Access Point – Little Silver Lake
- Public Access Point – Mississippi River
- Public Access Point – Noonan
- Glen Tay ReUse Centre
- Waste Site – Glen Tay
- Waste Site - Maberly
- Waste Site – Stanleyville
- Waste Site – Christie Lake (Closed)  
*\*not accessed by the public*
- Waste Site – Noonan (Closed)  
*\*not accessed by the public*

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



## **CONSULTATION ACTIVITIES**

### **Public**

The engagement of the public, including persons with disabilities, in the development of this plan was critical to ensuring the plan adequately captures the diverse experiences and addresses the barriers that people with disabilities face in their daily lives.

This plan serves as a multi-year strategy of initiatives that will increase the accessibility of Township programs, facilities and services. People with disabilities, caregivers, friends, family members and the general public were invited to provide feedback.

A survey was conducted to gather feedback.

### **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.



## **2025 TO 2029 ACCESSIBILITY PLAN**

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with the Integrated Accessibility Standards. The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

**2025 to 2029 Accessibility Plan** – See Schedule “A”

**Past Achievements** – See Schedule “B”

### **BARRIERS IDENTIFIED**

The Community Services Coordinator will work with the Senior Management Team 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"

### 2025-2029 ACCESSIBILITY PLAN

2025 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2025-2029 <ul style="list-style-type: none"><li>• Develop Plan (including public outreach)</li><li>• Adopt Plan</li><li>• Post Plan on Website</li></ul>	Clerk and Community Services Coordinator  Council	Staff Time	December 9, 2025
File an Accessibility Compliance Report to Province	Clerk and Community Services Coordinator	Staff Time	December 31, 2025
Annual Status Report <ul style="list-style-type: none"><li>• Complete Form</li><li>• Post on Website and at Municipal Office</li></ul>	Clerk and Community Services Coordinator	Staff Time	December 31, 2025

2026 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
<p>Complete Accessibility Re-Assessments</p> <ul style="list-style-type: none"> <li>• Municipal Office</li> <li>• Community Hall – Burgess Hall</li> <li>• Community Hall – Maberly</li> <li>• Trail/Park/Pavilion - Forest Trail Park</li> <li>• Park - John Millar Park</li> <li>• Playground/Park/Tennis Court – Maberly Community Park</li> <li>• Playground/Park – Fallbrook</li> <li>• Playground/Park - O'Neill Park</li> <li>• Ball Park – Burgess</li> <li>• Ball Park – Fallbrook (Fallbrook Park)</li> <li>• Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)</li> <li>• Outdoor Ice Rink - Maberly</li> <li>• Boat Launch - Otty Lake</li> <li>• Public Access Point – Maberly Fall River Park</li> <li>• Public Access Point – Glen Tay Swimming Area</li> <li>• Public Access Point – Little Silver Lake</li> <li>• Public Access Point – Mississippi River</li> <li>• Public Access Point – Noonan</li> <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>	Clerk and Community Services Coordinator	Staff Time	August 31, 2026
<p>Annual Status Report</p> <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Community Services Coordinator	Staff Time	December 31, 2026

<b>2027 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Develop Plan for Removing Barriers identified in the Re-Assessments	Clerk and Community Services Coordinator	Staff Time	December 31, 2027
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Community Services Coordinator	Staff Time	December 31, 2027

<b>2028 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Implement Plan for Removing Barriers	Clerk and Community Services Coordinator	Staff Time	To be determined
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Community Services Coordinator	Staff Time	December 31, 2028

<b>2029 - ACTION</b>	<b>RESPONSIBILITY</b>	<b>COSTS</b>	<b>TARGET DATE</b>
Multi-Year Accessibility Plan – 2030-2034 <ul style="list-style-type: none"> <li>• Develop Plan (including public outreach)</li> <li>• Adopt Plan</li> <li>• Post Plan on Website</li> </ul>	Community Services Coordinator  Council	Staff Time	December 31, 2034
Annual Status Report <ul style="list-style-type: none"> <li>• Complete Form</li> <li>• Post on Website and at Municipal Office</li> </ul>	Community Services Coordinator	Staff Time	December 31, 2034

## **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>
<b>2013 ACHIEVEMENTS</b> <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>



<b>2014 ACHIEVEMENTS</b> <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>
<b>2015 ACHIEVEMENTS</b> <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>
<b>2016 ACHIEVEMENTS</b> <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>
<b>2017 ACHIEVEMENTS</b> <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>
<b>2018 ACHIEVEMENTS</b> <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>
<b>2019 ACHIEVEMENTS</b> <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>
<b>2020 ACHIEVEMENTS*</b> <ul style="list-style-type: none"> <li>Updated the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website</li> <li>Installed accessible amenities (bench, garbage receptacle) and an accessible picnic table in a newly created park - John Miller Park</li> <li>Completed Annual Status Report and Posted to Website and at the Municipal Office</li> </ul>

<b>2021 ACHIEVEMENTS*</b> <ul style="list-style-type: none"> <li>• Redeveloped Website; more services and available online</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>
<b>2022 ACHIEVEMENTS</b> <ul style="list-style-type: none"> <li>• Installed accessible amenities (bench, picnic table) - Maberly Fall River Park</li> <li>• Installed an accessible swing and accessible amenities (bench, picnic table) – Maberly Community Park</li> <li>• Development of the primary accessible trail, and secondary accessible trail, installation of accessible exercise equipment, accessible amenities (picnic tables, benches) and accessible parking lot - Solar Farm/Forest Trail Park</li> <li>• Completed Annual Status Report and Posted to Website and at the Municipal Office</li> </ul>
<b>2023 ACHIEVEMENTS</b> <ul style="list-style-type: none"> <li>• Implemented MyAccount which allows property owners to view, store and print current and previous tax bills, pay taxes and sign up for pre-authorized payments online</li> <li>• Installed Community Notice Boards at all three waste sites and the Maberly Hall</li> <li>• Redeveloped Glen Tay Swimming Area – seasonal accessible washroom, signage, accessible picnic tables, new pathways</li> <li>• Redeveloped Otty Lake Boat Launch – seasonal accessible washroom, signage, accessible picnic table, dock, parking area</li> <li>• Redeveloped Maberly Hall – accessible ramp, front and washroom doors</li> <li>• Forest Trail Park opened to the public</li> </ul>
<b>2024 ACHIEVEMENTS</b> <ul style="list-style-type: none"> <li>• Established a Satellite Library Location at Maberly Hall for book club, book pick-up and return and story-time</li> <li>• Installed Internet and a Computer at Maberly Hall for public use</li> <li>• Installed a Timber Framed Pavilion at the Forest Trail Park</li> </ul>

\*Pandemic

**SCHEDULE “C”**

**TAY VALLEY TOWNSHIP  
BARRIER REMOVAL PLAN**

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