

What You Need to Know

Ontario Regulation (O. Reg.) 191/11 – Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) requires designated public sector organizations to have a multi-year accessibility plan in place which documents the organization’s strategy to prevent and remove accessibility barriers.

Organizations must establish, review and update these plans in consultation with persons with disabilities and when applicable, with a municipal accessibility advisory committee.

Plans must be updated at least once every five years and a status report must be completed on an annual basis. The plan and status report must be posted on the organization’s website and be available in an accessible format upon request.

This form includes information to help designated public sector organizations comply with section 4 of the Regulation.

General Disclaimer

This document is provided for general information only as a sample reference to assist organizations in meeting their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*. Each organization is responsible for understanding and complying with its legal obligations and developing its own policies, procedures and material based on its particular situation. Users are encouraged to seek independent advice and the Government of Ontario, in providing public information on accessibility is not responsible for its usage.

What should you do once you have developed your multi-year accessibility plan?

| Regulation 191/11 | Requirement | What to do? | In Compliance? |
|----------------------|--|---|---|
| Section 4 (1) | Post plan on website and make it available in an accessible format upon request. | <input checked="" type="checkbox"/> Ensure your organization's plan is posted online Website Link https://www.bracebridge.ca/en/live-here/Accessibility.aspx?_mid_=1491 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Communicate that your plan is available in alternate formats upon request Sample To request an alternate format of this plan, please contact [person/email/phone number] | |
| Section 4 (1) | Review and update the plan at least once every five years. | <input checked="" type="checkbox"/> Determine when your plan was created and/or when was the last time it was updated Date of Plan Creation (yyyy/mm/dd) 2014/11/30 <hr/> Date of Last Review/Update (yyyy/mm/dd) 2019/12/15 <hr/> Date of Next Review/Update (yyyy/mm/dd) 2024/07/15 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Regulation 191/11 | Requirement | What to do? | In Compliance? |
|----------------------|---|--|---|
| Section 4 (2) | Review and update the accessibility plan in consultation with persons with disabilities and an accessibility advisory committee (if one has been established). | <p>Determine if you need to establish an accessibility advisory committee. Is your organization a municipality with 10,000 residents or more?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, All municipalities with 10,000 residents or more must have a local or joint accessibility advisory committee and involve it in your planning process. Most of the committee members have to be people with disabilities.</p> <p><input checked="" type="checkbox"/> Consult with persons with disabilities and an accessibility advisory committee (if applicable) when reviewing and updating your accessibility plan. Consider documenting how you complete your consultations in your accessibility policies or in the annual status report for your multi-year accessibility plan.</p> <p><u>Learn more about how municipalities must work with accessibility advisory committees to identify and break down barriers for people with disabilities in their communities.</u></p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Section 4 (3) | Prepare and post an annual status report on measures taken to implement the plan. Make the annual status report available in an accessible format upon request. | <p><input checked="" type="checkbox"/> Track the organization's progress in implementing the plan annually Last Annual Status Report December 31, 2020</p> <hr/> <p>See Annual Status Report template</p> <p><input checked="" type="checkbox"/> Ensure your organization's annual status report is posted online Website Link https://www.bracebridge.ca/en/live-here/Accessibility.aspx?_mid_=1491</p> <hr/> <p><input checked="" type="checkbox"/> Communicate that the annual status report is available in alternate formats upon request</p> <p>Sample To request an alternate format of this annual status report, please contact [person/email/phone number].</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Designated Public Sector Annual Status Report Template

Town of Bracebridge

Annual Status Report

Name of Organization

Town of Bracebridge

has established a multi-year

Name of Organization

accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards.

This Annual Status Report details the required annual update for (year) 2020 on the progress of measures taken to improve accessibility. The purpose of this report is to track our organization's progress and make the public aware of our initiatives.

This report is available online at https://www.bracebridge.ca/en/live-here/Accessibility.aspx?_mid_=1491

To request an alternate format of this annual status report, please contact:

Name (last name, first name) Cheryl Kelley

Email planning@bracebridge.ca

Telephone number 705-645-6319 ext. 253

Accessibility Accomplishments in (year) 2020

General Accomplishments Applicable Not applicable

Enter in general initiatives related to accessibility that may or may not be directly related to a regulatory requirement or initiatives that don't fall within a particular standard.

There is ongoing general initiatives which the Accessibility Advisory Committee (AAC) continues to work with Town and District Staff to ensure barriers to accessibility are minimized and or eliminated. This includes ongoing provision of feedback to the District with respect to the setting of priorities for the installation of audible signals to meet the deadline of 2025. Additionally, the AAC has been reviewing parking space sizes and accessible parking space locations in preparation of a reconstruction of Manitoba Street expected by 2024.

Through the AAC, the Town continued to recognize National Access Awareness Week through a media release and promotional banner in an effort to increase the awareness of barriers for those with disabilities.

Customer Service Accomplishments Applicable Not applicable

Enter in initiatives implemented related to the Customer Service Standards. For example, this can include training employees, updating/establishing policies, follow up on feedback received.

The Town continues to onboard new staff with training of employees as are bus drivers/contractor staff for the provision of Bracebridge Transit and Bracebridge Mobility services.

Reviewed the Town's online Accessible Customer Service feedback form and updated on the website.

Information and Communications Accomplishments Applicable Not applicable

Enter in initiatives implemented related to the Information and Communications Standards. For example, this can include creating accessible documents, updating websites to meet accessibility requirements, developing new policies to ensure information/documents are provided in alternate formats, follow up on feedback.

Ongoing review and updating of AODA Policies.

Continue to act promptly on requests for creating accessible documents and responding to feedback.

Reviewed the Town's website and document portal to ensure AODA compliance and provide the best service.

As a result COVID-19 with restrictions placed on in-person meetings (Council, Committees), the Town worked quickly to put in Electronic Meeting Protocols for all meetings of Council and Committees. This ensure ongoing access as all meetings are webcast and recorded. All recordings are closed captioned.

Additionally, all business meetings were moved to online platforms to ensure continued access. Where this was not possible outside meetings were arranged with clients.

Employment Accomplishments Applicable Not applicable

Enter in initiatives implemented related to the Employment Standards. This can include, for example, accommodating all candidates during the recruitment process and employment life cycle, steps taken to ensure accommodation plans and ensuring employees have accessible emergency information.

Ensuring ongoing accommodation requests during all recruitments for all job postings.

Transportation Accomplishments Applicable Not applicable

Enter in initiatives implemented related to the Transportation Standards. This can include, for example, installing signage for priority seating, training staff on appropriate use of a vehicle's accessibility features.

Ongoing AODA specific training for staff and service providers for Bracebridge Transit and Bracebridge Mobility. As a result of taxi deregulation in Bracebridge in 2020, the Town's IASR policy has been identified as needing reviewing and updating which will be undertaken in 2022.

Design of Public Spaces Accomplishments Applicable Not applicable

Enter in initiatives implemented related to the Design of Public Spaces Standards. This can include, for example, installing accessible playgrounds, tactile walking surface indicators and establishing design guidelines that take into account accessibility. The planning for the new multi-use community centre (Muskoka Lumber Community Centre) continued in 2020. The facility includes an ice/arena, library and field house along with trails and other public space. It has been developed using the 7 Principles of Universal Design to be fully accessible and inclusive.

The planning and installation of the accessible playground at Kirby's Beach and upgrades to parking at Kirby's Beach Park area.

Final planning and construction for Salmon Avenue (new street) was completed that includes a multi-use trail alongside.

Summary of Consultations Applicable Not applicable

All designated public sector organizations must establish, review and update multi-year accessibility plans in consultation with persons with disabilities and, when applicable, with a municipal accessibility advisory committee. All municipalities with 10,000 and more residents must establish an accessibility advisory committee. Obligated organizations are also required to consult with the public and persons with disabilities when building new trails and outdoor play spaces. Use this section of the report to outline any consultation that took place during the year.

The Town's Accessibility Advisory Committee (AAC) was established many years ago with the current committee appointed for the 2018-2022 term of Council. The committee is consulted with regularly by staff in the development, review and updating of the Multi-year Plan.

In February of 2020, the Town launched the Engage Bracebridge online community engagement tool which will serve as the main community consultation hub for any projects undertaken by the Town where community engagement is required. This site is web-based and is fully accessible.

The first project to be highlighted on Engage Bracebridge was the new Multi Use Community Centre (MUCC - named the Muskoka Lumber Community Centre in 2021). A "in-person" series of consultations on this new facility were undertaken in February 2020 and included meetings with the AAC. A number of design sessions were held with the MUCC Working Group and the AAC that dealt with planning for different aspects of the project (ice arena, library and field house along with the grounds and surrounding public space/trail).

As a result COVID-19 with restrictions placed on in-person meetings (Council, Committees), the Town worked quickly to put in Electronic Meeting Protocols for all meetings of Council and Committees. This ensure ongoing access as all meetings are webcast and recorded. All recordings are closed captioned.

The public and the Town's AAC provided input into a 5 year business plan for the Bracebridge Transit and Bracebridge Mobility services. It is expected the plan and recommendations would be presented to Council in 2021.

The AAC was consulted on a proposed pathway that would be parallel to the water at Annie Williams Park and would link up with the existing parking lot access point; and proposed upgrades to the Wilson's Falls Trail System (wilderness trail) looking at the potential to increase areas of access for those with mobility challenges.

The AAC continued to be heavily involved with the upgrades to Kirby's Beach with the final aspect being the installation of a fully accessible playground. The Committee provided feedback on proposed equipment in the playground and other aspects to the beach that required further attention. The AAC has had a goal that this park be fully accessible and has been working on this since 2016. The playground is the final feature.

Consultations took place with pickleball, basketball and ball hockey users to determine the utilization for court facilities at Kerr Park and Kelvin Grove Park.

Next Steps

What will be the focus of the new year? Highlight key upcoming initiatives.

Installation of the new accessible playground at Kirby's Beach

The AAC will be involved in providing input into the Downtown Master Plan process that is underway as well as the Town's Site Plan Guidelines

The AAC will provide a formal review of the Site Plan Application for the MLCC (Muskoka Lumber Community Centre)

The Town's 5 year business plan for Bracebridge Transit and Mobility will be approved

The Downtown Master Plan will be approved

While upgrading/installing new sidewalks, tactile plates are being installed at pedestrian crossings (2021 work includes Andrea Drive, Morrison Street and Oakwood Heights)

Community Consultation for a Communications Plan for the Town

Community Consultation for a Fire Master Plan

Public Consultation will be undertaken with users of the Strawberry Point Trail network (wilderness trail) to understand the interaction with multi-modal users

Kerr Park and Kelvin Grove Park Court facilities upgraded to reflect input from users/public

Design of accessible access at Bowyer's Beach

Construction of accessible pathway at Annie Williams Park

Design of new playground in new residential development (Clearbrook Phase 10) with accessible playground/fitness features and surfacing

THIS REPORT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

CONTACT: 705-645-6319 Ext. 253 or by email planning@bracebridge.ca