

TOWNSHIP OF
Scugog



2013 – 2017
ACCESSIBILITY
PLAN

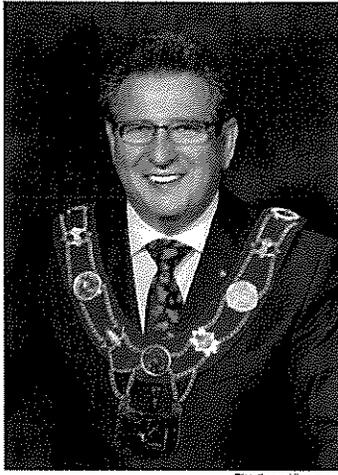
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A Goal From the Township of Scugog's Strategic Plan

A Safe, Healthy & Livable Community

**Make the Community
Accessible & Walkable**



Mayor's Message
Chuck Mercier, Mayor
Township of Scugog

The Multi Year Accessibility Plan is developed in accordance with the *Ontarians with Disabilities Act (ODA)* and the *Accessibility for Ontarians with Disabilities Act of 2005 (AODA)* to highlight the identification, removal and prevention of barriers to persons with disabilities who work, live and visit the Township of Scugog.

About 1.85 million Ontarians have a disability and may face barriers to accessibility. They may find it hard to access local services, enter public buildings or use public transit. While all levels of government are working to change this, municipal governments have a special role to play. Municipalities serve communities and manage many important programs and services, such as libraries, emergency services, and parks and roads.

Given this important role, Ontario law requires municipalities with 10,000 or more residents to create a special committee, the Accessibility Advisory Committee. It also requires that municipalities, regardless of size, prepare an Accessibility Plan each year to report on its efforts to comply with AODA standards.

The Township of Scugog is pleased to present its 2013 - 2017 Accessibility Plan, describing barrier removal initiatives accomplished in 2012 and outlining the measures to be taken to identify, remove and prevent barriers to all citizens when accessing Township of Scugog facilities and services in the future.

The Township of Scugog is committed to taking the necessary steps to increase its accessibility for persons with disabilities. The Township has made some exciting advancements in accessibility and will continue to identify, remove and prevent barriers for persons with disabilities. The Township of Scugog is committed to being fully accessible to persons with disabilities, in accordance with the AODA, by 2025, to ensure all citizens can enjoy the full benefits our community has to offer.

- Mayor Mercier



Message from the Chairperson

Edie Forsyth

Scugog Accessibility Advisory Committee

The Scugog Accessibility Advisory Committee continues to work towards compliance with the Accessibility for Ontarians with Disabilities Act. Our enthusiastic group of volunteers with their knowledgeable background and experience continue to offer support and recommendations to Council and staff. They all give countless hours of their time to a cause that they are truly committed too and passionate about; making Ontario accessible.

Accessibility is important. Accessibility affects each and every one of us on some level. Most of us know of a neighbour, colleague, family member, friend or even ourselves that has a disability. Accessibility no longer becomes just a statistic; it affects all of us all on a personal level.

Across the province of Ontario, organizations including public sector and private, continue to implement the first standard, the "Accessible Customer Service Standard". A new standard has been released called the "Integrated Accessibility Standards Regulation (IASR) "and organizations are busy developing policies and procedures, providing staff training and meeting the many deliverables. That IASR includes the Employment Standard, Transportation Standard, Information and Communications Standard and Public Spaces. We as an Accessibility Advisory Committee continue to review these documents and make recommendations to Council and staff on how to implement the deliverables under these standards.

All of these standards are about improving the life skills of people with disabilities. Everyone will have the same opportunity to gain access to goods and services, become employed, have transportation services, be provided information and communicated to in an accessible manner and be able to utilize the same public spaces as everyone else.

Accessibility is about inclusion. It's about building better communities that are open to everyone.

We have developed an aggressive 2013 Work Plan. The Scugog Accessibility Advisory Committee is a committed team that will work hard to ensure each of our proposed targets are met, as we passionately work towards creating an accessible community.

- *Edie Forsyth*

Introduction

Background

Legislation

Ontarians with Disabilities Act, 2001 (ODA)

People with disabilities have experienced unfairness and inequality in many aspects of their lives. In order to address this injustice within communities, the Ontario Human Rights Code has defined disability and outlines that we cannot discriminate based on a disability. From this, in 2001 the *Ontarians with Disabilities Act, 2001(ODA)* was proclaimed and uses this same definition of disability.

In December 2001, the Ontarians with Disabilities Act (ODA) was passed by the provincial government to improve access and opportunities for persons with disabilities. Under the legislation, all municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability. As a result, the Scugog Accessibility Advisory Committee (SAAC) was created to advise Council about the preparation, implementation and effectiveness of the Township's annual accessibility plan.

The ODA also stipulates other municipal obligations including:

- Municipalities are required to prepare annual accessibility plans;
- Municipalities will be able to stipulate accessibility requirements when granting business licenses;
- Municipalities could make accessibility a consideration when purchasing goods and services;
- In consultation with persons with disabilities, municipalities will develop accessibility plans for municipally-administered, sub-contracted or licensed transit providers;
- Municipalities will improve access to municipal elections by giving greater consideration to accessible voting locations;
- Municipalities will enforce new penalties for counterfeiting and misuse of disability parking permits; and
- Municipalities will increase the minimum penalty for misuse of designated parking, under municipal parking laws, to \$300.00.

In 2003, the government conducted a public consultation on the ODA. The feedback received was as follows:

- There is a need for Government inspections;
- Municipalities were writing plans, but not implementing them;
- ODA had no influence to affect change;
- There is a need for stricter fines for non-compliance; and
- There is a need for provincial standards.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Building on the *Ontarians with Disabilities Act, 2001*, requirements, the AODA will help ensure full accessibility for people with various disabilities. This legislation differs from the ODA in that accessibility standards will be enforced with specific timeframes for implementation. By law, compliance reports will be completed to outline that the necessary requirements are being implanted. The definition of disability under the Act also follows that of the Human Rights legislation. Until AODA is fully enacted, the ODA will also remain in effect.

Based on the public consultation, new legislation was developed. In June 2005, The Accessibility for Ontarians with Disabilities 2005 (AODA) was enacted into law. The Act is more comprehensive and prescriptive than the ODA and its requirements now apply to private, public and not for profit sectors. The Act requires the development of accessibility standards, compliance deadlines, and administrative penalties for non-compliance.

Moreover, the fundamental purpose of the AODA is to ensure that Ontario is universally accessible by 2025. Ontario is the first and only, Canadian jurisdiction to regulate the accessibility standards.

Under the Act, the Minister of Community and Social Services established committees to create provincial accessibility standards. Members of these committees included persons with disabilities or their representatives, and representatives of industry/organizations or ministries to which the standard is intended to apply.

Accessibility Standards

Standards were established in the following areas:

- **Customer Service Standard**

The Customer Service Standard is the first of the five standards to become law. It pertains to the way in which we provide our goods and service to the public. Requirements of this standard involved policy development and extensive training to all employees who deal directly or indirectly with the public. The purpose of training is to make people more aware of various disabilities and learn helpful tips to ensure accessible customer service.

- **Integrated Accessibility Standard**

Areas of information and communication, employment and transportation often have barriers for people with disabilities. In order to address these issues, the Ministry of Community and Social Services have combined accessibility requirements into one regulation.

These integrated standards also apply to the Government of Ontario, the Legislative Assembly, every designated public sector organization and every person or organization that provides goods, services and facilities to the public or other third parties and that has at least one employee in Ontario.

- The Information and Communications Standard focuses on accessible information and communications relating to the provision of goods and services such as websites, brochures, flyers, invoices, order forms etc.
- Requirements for employment prescribe how organizations provide accessibility for people with disabilities across all stages of the employment life cycle; for example, recruitment, retention, performance reviews, etc.
- Requirements for transportation will prevent and remove barriers so that people with disabilities can more easily access transportation services across the province.

▪ Built Environment Standard/Public Spaces

The proposed Built Environment standard is the last of the AODA accessibility standards to be considered. The requirements of the standard include accessibility in areas of buildings, site development, public ways along with parks and trails. The main components look at new construction and extensive renovations. Accessibility in these areas will allow for greater independence for people with disabilities.

Scugog Township shall incorporate accessibility into public spaces that are newly constructed or redeveloped on and after January 1, 2016 and ensure that we follow the existing requirements stated under the Design of Public Spaces Standards (Accessibility Standards for the Built Environment) for recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking, and service related elements. When developing recreational trails we shall consult with the public, persons with disabilities and our municipal Accessibility Advisory Committee. We shall also provide maintenance and restoration of public spaces by ensuring our multi-year accessibility plan includes procedures for preventative and emergency maintenance of accessible elements in public spaces and procedures for dealing with temporary disruptions when accessible elements required under this section are not in working order. Accessibility reports shall be provided every two years as of December 31, 2013.

Each of these provincial standards has established implementation targets and compliance requirements for obligated organizations. In addition, all five standards will be reviewed and updated every five years until 2025.

In May 2010, the first independent review of the AODA was released. Conducted by Charles Beer, the report recommended that in order to meet the 2025 deadline, the province harmonize the standards related to information and communications, employment, and transportation. As a result, on July 1, 2011, the Ontario government enacted the Integrated Accessibility Standard (Ontario Regulation 191/11 under the OADA).

Administrative penalties for non-compliance also play a greater role within the AODA and its standards. Specifically, an organization to whom an accessibility standard applies must comply within the time frame indicated in the standard.

Compliance reports will be required every two years, and must be available to the public. In addition, the compliance branch of the Accessibility Directorate of Ontario (ADO) may conduct a random file audit to determine if the organization has met its compliance requirements. During the audit, an organization will be required to produce, on demand, any documents or reports requested by the auditor.

Non-compliance could result in an organization being asked to comply within a specified timeframe or paying an administrative penalty. Although the AODA is in place, until all accessibility standards have been enacted into law, the ODA will remain in force. Therefore, municipalities will be obligated to comply with two pieces of legislation.

Accessibility Plan

Objectives

Multi Year Accessibility Plan

This report describes the measures that the Township of Scugog has previously taken and the measures to be taken in the next year and the future, to identify, remove and prevent barriers to persons with disabilities who use the facilities and the services of the Township. The 2013-2017 Accessibility Plan has been prepared in accordance with the requirements of the *ODA, 2001* and the *AODA, 2005*.

The 2013-2017 Accessibility Plan includes:

- Actions that the Township of Scugog has taken over the past year to remove barriers
- Processes by which the Township has identified, removed and prevented barriers to persons with disabilities
- Measures the Township will be taking to identify, remove and prevent barriers to persons with disabilities
- The monitoring process for the Accessibility Plan
- Actions to be taken to communicate the Township of Scugog Accessibility Plan to the public

Addressing Accessibility

The Township of Scugog aims to address accessibility through the development of strategies to identify, remove and prevent barriers, taking into account the implementation of AODA legislation to ensure that both public and private businesses, facilities, goods and services are more accessible.

The Scugog Accessibility Advisory Committee advises Council and Staff in the preparation and implementation of the Accessibility Plan, they provide advice and guidance to Council with respect to policies, practices, services and programs as well as provide a forum for persons with disabilities to raise issues and concerns.

Municipal departments examine their own services to assess, plan and remove barriers to ensure accessibility to persons with disabilities. Accessibility achievements for 2012 and future initiatives are outlined by the Accessibility Advisory Committee as well as the various departments within the municipality.

The Scugog Accessibility Advisory Committee

The Scugog Accessibility Advisory Committee's key responsibilities and activities are defined under the *Ontarians with Disabilities Act, 2001* and are replicated in the *Accessibility for Ontarians with Disabilities Act, 2005* as:

- Identifying barriers
- Providing Council and Staff with recommendations for remediation of barriers
- Support the intent and implementation of IAS-related initiatives
- Providing comments on site plans for review
- Work collaboratively, both on an individual and group basis, with the Committee Coordinator and Staff on the development and implementation of compliance requirements to develop policies and procedures and accessibility plans

The Scugog Accessibility Advisory Committee's

VISION

**Scugog Township Will Commit To Be A
Welcoming And Inclusive Community
By Embracing Accessibility And Opportunity For All**

MISSION

**The Scugog Accessibility Advisory Committee Will Work In
Partnership With The Community To Identify And Eliminate
Barriers For People With Disabilities**

The Scugog Accessibility Advisory Committee consists of residents from the Township of Scugog and each member has been appointed by Council for a 4 year term, to act in offering guidance and advice to Council and Township Staff in the development of the Annual Scugog Accessibility Plan. Many hours of service are required in the establishment of the Scugog Accessibility Plan and the community is very fortunate to have such dedicated individuals come forward to volunteer their time and efforts to ensure ...

Accessibility for All



Scugog Accessibility Advisory Committee's **Team of Experts**

Edie Forsyth,

Chair, Trainer & Consultant for AODA, Accessibility Experts Ltd.

Councillor Howard Danson,

Previous Director of Provinces' Mental Health Facilities

Sandra Frey,

Committee Coordinator, Clerks Department

Susan Clearwater,

BIA Representative, Chair of Heritage & Museum Advisory Committee

Diana Fletcher,

Administrative Assistant, DREN

Fiona Hunter,

Long-time resident of Scugog

Cecil Lamrock,

Previous Councillor and Scugog AAC Representative

Marion Lee,

Long-time resident and volunteer of Scugog

Gillian Lewis-Daly,

Great West Life & Former Admin Assistant for CNIB

Pat Longmuir,

Accessibility Consultant, PEL Consulting

Kathy Payne-Mercer,

Occupational Therapist

Kyle Rawn,

Accessibility Pros

SAAC Accessibility Initiatives

The Scugog Accessibility Advisory Committee was established in compliance with the Ontarians with Disabilities Act (ODA) which came into effect on December 14, 2001. A new Provincial Act, the Accessibility for Ontarians with Disabilities Act (AODA), was made law in 2005. The intent of this legislation is to make Ontario fully accessible for people with disabilities by the year 2025 by developing, implementing and enforcing accessibility standards. Provincial standards will be set in both the public and private sectors to address. The Township of Scugog follows the legislation and accessibility standards it sets relating to municipal government.

There will continued focus on the sustainment of the Accessibility Standards for Customer Service, and moving forward, initiatives in response to complying with the Integrated Accessibility Standard Regulation (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

The Scugog Accessibility Advisory Committee continues to:

- Make recommendations to Council to address a range of accessibility matters;
- Keep informed of disability related matters and local community resources through regular educational presentations;
- Train staff on the accessible Customer Service Standard and Integrated Standards, in accordance with provincial legislation;
- Acknowledge accessibility achievements of local business and individuals through monthly "Tip the Hat" award and maintain display in main lobby of municipal building;
- Provide recommendations on Site Plan applications through the Site Plan Sub Committee;
- Attend Accessibility Forums, Regional AAC meetings and information sessions as deemed necessary;
- Develop a response to the Ministry of Community and Social Services regarding accessibility standards as they are released for public review;
- Provide advice to Council and staff regarding the development of policies, procedures and training associated with the developing AODA standards as they evolve;
- Expand and improve content of accessibility information provided on the Township website and ensure accessibility is easy to locate and navigate;
- Promote community awareness

Departmental Accessibility Initiatives

Report of 2012 Accomplishments

Department	Accomplishments
Corporate Service Clerk's	Accessible Customer Service Training continued on an ongoing basis for new staff and volunteers
	Continued to implement Customer Service Standard and development of procedure for Service Notice Disruptions and Feedback Form
	Provided advice to the Working Group in the development of the 2012 Accessibility Plan and the development of Policies, Procedures and Training associated with the Customer Service, Information and Communication, Built Environment, Transportation and Employment Standards as they evolve with AODA legislation
	Responded to public feedback to the Accessibility Directorate of the proposed standards
	Workplace Evacuation Plan notification forwarded to all employees for development of Workplace Emergency Response Plan process
	Encouraged the use of accessible wording statement "Alternate format made available upon request" on the front of all external publications
	Website refreshed and upgraded to ensure W3C (world wide consortium) compliance
	Provided advice to staff about appropriate font sizes and styles to ensure documents are accessible
	Ensured taxis provide fare parity, no extra charges for storage of mobility aids or devices and ensured placement of rear bumper stickers for identification
Corporate Service Human Resources	Reviewed HR practices to ensure they meet the Employment Standard to accommodate individuals with special needs in the areas of recruitment, selection and hiring, and retention
	Development of a documented individual accommodation plan for employees with disabilities upon request

	Established a Return to Work process for employees who have been absent from work due to disability, including accommodations necessary for their return to work
	Where career development and advancement opportunities are available, take into account the accessibility needs of the employees with disabilities
	Offer to develop individualized Workplace Emergency Response information to employees who have a disability
Library	<p>A number of accessibility designs were incorporated into the recent library expansion/renovation:</p> <ul style="list-style-type: none"> • Accessible/family washroom • Installation of automatic door openers at main entrance, accessible washroom and exit to reading terrace • Adult size change table in accessible/family washroom • Circulation desk with adjustable counter • Ramp access from north parking area to entrance and from walkway to reading terrace • Accessible computer workstation/desk • Accessible computer terminal with large screen monitor and accessibility software • Signage enhancements
	Currently pursuing becoming a CNIB partner library which would give us better access to their resources
	Arranged for provision of access to accessible materials where they exist and with communication supports
Fire Department & Emergency Management	Continued to maintain database of residents with special needs in the event of a fire or other emergency; aim to increase database
	Ensuring response times meet acceptable standards; per resource list
	Ensured the Township's Emergency Plan is available in an accessible format
	Reviewing and maintaining municipal Emergency Plan
	Ensured new volunteer firefighters receive Accessible Customer Service Training
	Inspecting and preplanning major occupancies
Public Works & Parks	Promoted trail system, parks, waterfront pathways and boardwalks through the trails brochure
	Continued winter maintenance program

	Continued sidewalk repair with attention to reducing trip ledges occurrences
	Implemented built environment standard provisions of <i>Accessibility for Ontarians Disability Act</i>
	Ensured accessible sidewalk and requested ramp installation at new Smart Centre to comply with plans
Community Services	Continued to seek input from Scugog Accessibility Advisory Committee on site plan applications to provide recommendations on Site Plan Applications through the Site Plan Review Sub-Committee in partnership with the Township Planning Technician and the Public Works & Parks Department
	Continued to develop and revise a Site Plan Audit Checklist and brochure to become more detailed and in line with Draft Built Environment
	Implemented built environment standard provisions of <i>Accessibility of Ontarians Disability Act</i>

Departmental Accessibility Initiatives

2013-2017 Initiatives

Department	Brief Description of Initiative
Corporate Service -Clerk's	Redevelop accessibility training program to incorporate accessibility policy and procedures, as well as the Ontario Human Rights Code
	Determine training needs of employees, contract workers and volunteers and provide training as required
	Expansion and easier navigation of contents of accessibility web page
	Establish, maintain and implement Policies and Procedures governing implementation of the IARS
	Re-evaluate Workplace Emergency Response Plan
	Research availability of Sign Language Interpreters, associated costs and timelines should they be required
	Review the Township's website for meeting IASR compliance for 2014
	Arrange staff accessibility training for producing accessible documents and develop potential training program
	Consult with public to determine on-demand accessible taxicabs required in the community
	Requiring taxis have registration and licensing information available to passengers with disabilities in accessible format; to be placed on rear bumper
	Will ensure we are able to provide documents in an accessible manner upon request
	Ensure accessibility feedback process is working to identify and prevent accessibility barriers
	Ensure training for all employees and volunteers, policy developers and those providing goods and services on behalf of the Township of Scugog regarding the Integrated Accessibility Standards and Human Rights Code
	Develop a response to the Ministry of Community and Social Services regarding the Accessibility Standards as they are released for public review

Corporate Service Human Resources	Work on updating emergency information protocols and processes to ensure accessibility requirements are factored into public safety communications activities
	Preparation of Procurement Accessibility Checklist to help assess for accessibility in all Township procurement practices
	Inclusion of the statement: "If you require this information in an accessible format, please contact..."
	Develop policies, procedures and practices where required to ensure accessibility to employees with disabilities in the areas of: <ul style="list-style-type: none"> ▪ Recruitment ▪ Employees returning to work ▪ Employees and accommodation ▪ Performance management, career development and redeployment ▪ Notice to successful applicant with notification of policies for accommodation
	Arrange for suitable accommodation, if required
	Document Individual Accessibility Plan
Public Works and Parks	Continue sidewalk repair (wider and more accessible); continue to reduce trip ledges occurrences
	Continue to seek input from Scugog Accessibility Advisory Committee on sidewalk and road reconstruction projects
	Continue with winter maintenance programs
Library	Arrange for provision of access to accessible materials where they exist
	Improve the website to ensure it is accessible
	Provide accessible formats and communication supports upon request and in a timely manner at no cost to other persons
Fire Department & Emergency Management	Continue to maintain database of residents with special needs in the event of a fire or other emergency; aim to increase database
	Ensure response times meet acceptable standards; per resource list
	Ensure the Township's Emergency Plan is available in an accessible format
	Reviewing and maintaining municipal Emergency Plan
	Ensure new volunteer firefighters receive Accessible Customer Service Training

Community Services	<p>Implementation for built environment will be:</p> <ul style="list-style-type: none"> ▪ Audit of Township facilities ▪ Determination of accessibility needs ▪ Sharing of information with Staff ▪ Review of site plans with SAAC <p>These standards will be directly related to Township owned or operated buildings, site development, public ways, traffic intersections, and public parks, trails and playgrounds.</p>
	<p>Incorporate the Design of Public Spaces on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements</p>
	<p>When developing recreational trails, consult with public, persons with disabilities and municipal AAC</p>
	<p>Provide maintenance and restoration of public spaces</p>
	<p>Develop procedures for preventative and emergency maintenance of accessible elements in public spaces</p>
	<p>Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working</p>
	<p>Four Year Forecast to include accessibility upgrades and/or rebuilds for:</p> <ul style="list-style-type: none"> ▪ Dressing Room Pad #1 ▪ Seagrave Hall ▪ Caesarea Hall ▪ Birdseye Pool House ▪ SCRC Front Office ▪ Utica Hall ▪ Scugog Island Hall
	<p>Accessible upgrades to Blackstock Recreational Complex to include new accessible washroom, lowered counters and entrance way</p>
	<p>Consult with SAAC regarding accessibility of Phase II Waterfront Revitalization</p>

2013 to 2017 Multi-Year Accessibility Plan Integrated Accessibility Standards Regulation (IASR)

General Deliverables	Proposed Implementation Date	Completion Date	Legislated Date for Large Public Sector (January)	Legislated Date for Small Public Sector (January)
Policies & Procedures			2013	2014
Create Policies with Statement of Organizational Commitment in written form			2013	2014
Approval and Sign off			2013	2014
Make available to the Public			2013	2014
Available in Alternative Formats - upon request			2013	2014
Accessibility Plan - Multi Year			2013	2014
Accessibility Plans in Consultation with person with a disability and AAC (Accessibility Advisory Committee) if established			2013	2014
Accessibility Plans - Post to web			2013	2014
Prepare an Annual Status Report and post			2013	2014
Provide in alternative format			2013	2014
Review every 5 years			2013	2014
Procuring or Acquiring Goods or Services - develop procedure for this			2013	2014
If not practicable provide an explanation - create template			2013	2014
Accessibility Self Service Kiosk - incorporate			2013	2014
Accessibility Self Service Kiosk - have regard for			2013	2014
Training - All employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IRS and Human Rights Code				
Decide on training delivery				
Create schedule for current staff and new				
Training completed			2014	2014

2013 to 2017 Multi-Year Accessibility Plan Integrated Accessibility Standards Regulation (IASR)

Information & Communications	Proposed Date for Implementation	Date of Completion	Legislated Date for Large Public Sector (January)	Legislated Date for Small Public Sector (January)
Emergency Procedure Plans or Public Safety Information - Make available to public			2012	2012
Feedback - accessible upon request			2014	2015
Accessible formats and communication supports upon request (timely manner, no cost charged to other persons)			2015	2016
Create inventory of current documents				
Create document renewal plan				
Create Strategic Communication Plan -create processes for flow of documents, who creates source documents, who ensures pdf's are accessible, who checks for accessibility before posting to website, decide on corporate wide fonts, staff training on accessible document creation, analysis of website content and new content				
Website New Internet WCAG 2.0 Level AA (other then closed caption Live pre-recorded audio)			2014	2014
All internet websites and web content WCAG 2.0 Level AA			2021	2021
Educational or Training Institutes (notification of need) provide educational or training resources or materials in accessible format			2013	2015
Provide student records and information on program requirements in accessible format			2013	2015
Educational Institutes - Train Educators			2013	2015
Producers of - Conversion ready Text Books			2015	2015
Producers -Conversion ready Printed Materials			2020	2020
Libraries of Educational Institutes - Print based upon request			2015	2015
Libraries of Educational Institutes - Digital - Upon request			2020	2020

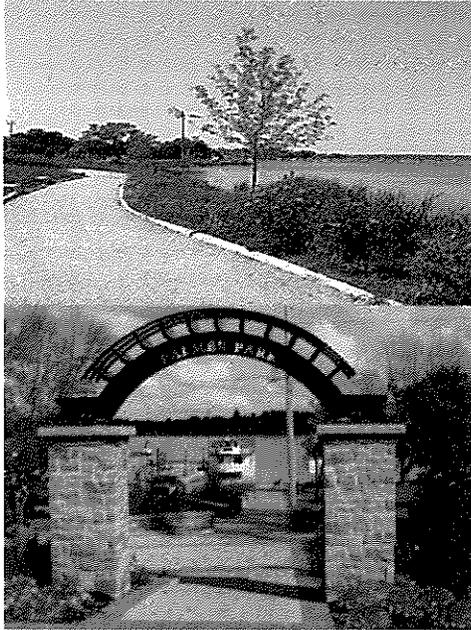
2013 to 2017 Multi-Year Accessibility Plan Integrated Accessibility Standards Regulation (IASR)

Employment	Proposed Date for Implementation	Date of Completion	Legislated Date for Public Sector (January)	Legislated Date for Small Public Sector (January)
HR Staff to develop deliverables and processes for below:				
Workplace Emergency Response Process			2012	2012
Recruitment - notify employees and public regarding availability of accommodation			2014	2015
Notify applicant - availability of accommodation upon request for assessments or selection process			2014	2015
Inform employees of policies regarding job accommodations			2014	2015
Accessible formats and communication supports available to perform job			2014	2015
Have a Documented Individual Accessibility Plan			2014	2015
Have a Return to Work Process			2014	2015
Performance Management takes into account accessibility needs			2014	2015
Career Development and Advancement Process takes into account accessibility needs			2014	2015
Redeployment process takes into account accessibility needs			2014	2015

2013 to 2017 Multi-Year Accessibility Plan

Integrated Accessibility Standards Regulation (IASR)

Public Spaces	Proposed Date for Implementation	Date of Completion	Legislated Date for Public Sector (January)	Legislated Date for Small Public Sector (January)
Incorporate the Design of Public Spaces on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements			2016	2016
If developing recreational trails consult with public, persons with disabilities and municipal AAC if there is one			2016	2016
Provide maintenance and restoration of public spaces			2016	2016
Develop procedures for preventative and emergency maintenance of accessible elements in public spaces			2016	2016
Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working			2016	2016
Report every three years as of December 31, 2013			2016	2016

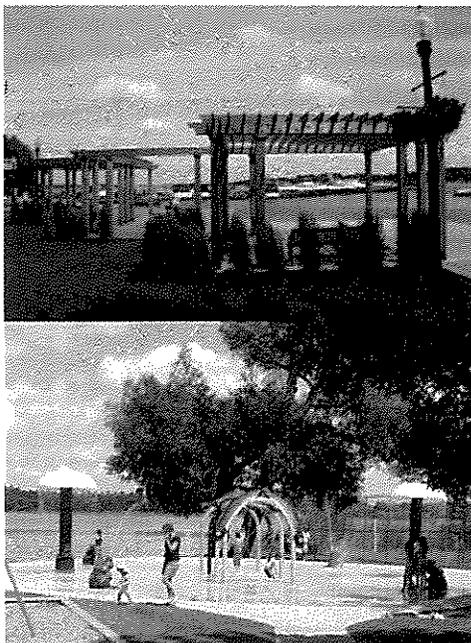


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ACCESSIBILITY PLAN 2013-2017



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Committee Coordinator**
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