

**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**BY-LAW NO. 2024-08**

**Being a By-law to Amend By-law 2018-20 Being a By-law to Adopt an Accessibility Plan**

**WHEREAS** the Ontario Integrated Accessibility Standards Regulation (hereinafter referred to as the IASR) established under the *Accessibility for Ontarians Act, 2005*, provides requirements for businesses in Ontario in order that they may be fully accessible by 2025; and


**WHEREAS** the IASR requires that municipalities create accessibility policies and multi-year plans to help municipalities achieve Ontario's accessibility goals;

**NOW THEREFORE** the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** the Township of McKellar Multi-Year Accessibility Plan 2024-2028 be adopted as attached;
2. **THAT** the Policy (2018-20) and Plan be posted on the Municipal website and made available in the office to any member of the public who requests a copy;
3. **THAT** this By-law come into force and effect upon its passage by Council.


**READ** a **FIRST** and **SECOND** time this 9<sup>th</sup> day of January, 2024.

  
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David Moore, Mayor

  
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Ina Watkinson, Clerk/Administrator  
Karlee Britton, Deputy Clerk

**READ** a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9<sup>th</sup> day of January, 2024.

  
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David Moore, Mayor

  
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Ina Watkinson, Clerk/Administrator  
Karlee Britton, Deputy Clerk

# 2024-2028 Multi-Year Accessibility Plan

## Introduction

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It is known that everyone is likely to be affected by disability at one point in their lives – whether personally or indirectly through the experiences of family, friends or co-workers. Better access helps everyone. It improves the quality of life for our entire community.

This 2024-2028 Accessibility Plan outlines the strategies and actions to be implemented in order to improve access and opportunities for people of all abilities, and help Ontario become an accessible province for all.

## Accessibility Requirements

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### Ontario Human Rights Code

The Ontario Human Rights Code (OHRC) ensures that all individuals have access to equal opportunities and rights. It prevents discrimination and unequal treatment against persons with disabilities.

### Ontarians with Disabilities Act

The Ontarians with Disabilities Act (ODA) received Royal Assent on December 14, 2001. The purpose of the ODA is to improve the quality of life and experiences of person with disabilities by identifying, preventing, and removing any barriers that may limit opportunities for individuals with disabilities to fully participate in society. The ODA requires all municipalities to prepare annual accessibility plans, which outline their commitment for accessible communities.

### Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act (AODA) became law on June 13<sup>th</sup>, 2005. The AODA advances the goals of the ODA by requiring public, private and non-profit organizations to identify, remove and prevent barriers to accessibility in order to make the Province of Ontario fully accessible for all persons with disabilities by 2025. The AODA represents collaboration between various representatives of the private and public sectors and person with disabilities to develop accessibility standards. The AODA creates mandatory accessibility standards that will identify, prevent and remove barriers for persons with disabilities in key areas of daily living.

### Integrated Accessibility Standards (O.Reg. 191/11)

The Integrated Accessibility Standards Regulation (IASR) has identified key area for the development of common accessibility standards that are intended to ensure all sectors and organizations can provide fully accessible services and environments for Ontarians. The goal of these standards is to facilitate the full participation of persons with disabilities in society.

The standards are:

- Customer Service Standard
- Information and Communication Standard
- Employment Standard
- Design of Public Spaces Standard
- Transportation Standard

## Township of McKellar – Statement of Commitment

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The Township of McKellar is committed to ensuring equal access and participation for people with disabilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will achieve the above by removing and preventing barriers to accessibility and meeting our accessibility requirements under the AODA and Ontario's accessibility laws.

The Township of McKellar is committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

The Township of McKellar will provide training to employees, volunteers and other staff members on Ontario's Accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers and other staff members.

# 2024-2028 Multi-Year Accessibility Plan

## Barrier Identification

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The goal of the Multi-Year Accessibility Plan is to prevent, identify and remove barriers or obstacles that limit or prevent people with disabilities from engaging in day-to-day activities that are taken for granted by people without disabilities.

A barrier may be defined as anything that inhibits or prevents a person with a disability from full participation in all aspects of society due to his or her disability.

There are several types of barriers to be considered:

- **Environmental Barriers:** features, buildings or spaces that restrict or impede physical access.
- **Communications Barriers:** obstacles that restrict or impede the processing, transmission and interpretation of information.
- **Attitudinal Barriers:** prejudgments or assumptions that directly discriminate against a person with a disability.
- **Technological Barriers:** when technology cannot be or is not modified to support various assistive devices and or software.
- **Systemic Barriers:** policies, practices and procedures within an organization that do not take accessibility into consideration.

## Past Achievements

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- Audio Visual System in the Community Centre with closed captioning and hearing devices
- Upgraded audio visual system in Council chambers to include closed captioning and improved audio
- Redesigned Reception area to accommodate wheel chair access.

## Accessibility Initiatives and Priorities 2024-2028

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The Township of McKellar is committed to a high standard of accessibility for residents and visitors. Our primary focus is to ensure that we are meeting the requirements of AODA and the ISAR. This multi-year plan represents the Township's response to the requirements of the legislation and our commitment to providing public service in an accessible manner.

### General

- Ensure that the Township is compliant with Provincial Accessibility Legislation. Township staff will continue to monitor and follow amendments to accessibility legislation and report to Council as necessary.
- Complete compliance reports for the Province as required.
- Accessibility Plan Status Report – Township Staff will report to Council annually on the status of this Multi-Year Accessibility Plan.

### Customer Service Standard

This standard helps remove barriers for people with disabilities so they can access good, services or facilities, with the same high quality and timeliness as others.

- Continue to incorporate accessibility and the needs of people with disabilities when procuring or acquiring goods, services and facilities.
- Continue to provide and maintain records of relevant training for staff, Council and Township volunteers on the requirements of the AODA, IASR and OHRC.
- Provide feedback and complaint process in an alternate format, upon request. Provide an electronic option compliant with WCAG 2.0 to provide feedback on accessibility within the Township.
- Provide notice of any temporary disruptions to accessible features/facilities.
- Permit support persons and service animals in Township facilities, unless prohibited by law.
- Provide accessible Elections. Plan for the identification, removal and prevention of barriers that affect electors and candidates during Municipal Elections – for 2026 Election.
- Staff will formalize a training policy for new employees that includes accessibility training.

# 2024-2028 Multi-Year Accessibility Plan

## Information and Communication Standard

These standards ensure that all communication and information distributed by the Township of McKellar is accessible to persons of all abilities.

- Continue to implement best practices for creating accessible documents and continue to create web-ready, accessible documents for public use.
- Continue to respond to feedback with respect to accessibility through accessible feedback processes.
- Continue to ensure website accessibility for persons with disabilities. Ensure the website meets WCAG2.0 Level AA Standards, and will be updated to continue meeting accessibility requirements, as needed.
- Provide public emergency information in an accessible format upon request, and strive to create any new public safety information in accessible document formats.

## Employment Standards

These standards provide fair and accessible employment practices during the recruitment process and throughout the duration of employment at the Township of McKellar.

Continue to ensure that recruitment, hiring, promotion and retention processes are inclusive and accommodating.

Continue to develop, document and maintain individual accommodations plans for employees with disabilities.

## Design of Public Spaces Standards

These standards address accessibility planning in a range of public spaces, including trail/beach access routes, outdoor public eating areas, play spaces, accessible parking, service counters, fixed queuing lines, waiting areas and the emergency and preventative maintenance of accessible elements in public spaces. These standards only apply to new construction or the redevelopment of existing public spaces and buildings.

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- Continue to incorporate public consultations into existing processes wherever possible.
- Acquire updated Accessibility Assessments of municipal buildings.
- Identify and plan for the removal of barriers in Township owned spaces, when possible.
- Adhere to accessibility regulations when designing, implementing, or re-developing spaces.
- Incorporate accessible features and designs in accordance with AODA and Ontario Building Code regulations on any current or future construction of, or renovation/expansion to municipally owned buildings and facilities.
- Ensure the accessibility of new and redeveloped play spaces, such as including an area with equipment to enhance play opportunities and experiences for children and caregivers of all abilities.
- Ensure best practices in the preventative maintenance of accessible elements of existing public spaces, with periodic checks, such as annual inspections, or more frequently if needed as part of any reports of vandalism or complaints.
- Ensure the best practices in the emergency maintenance of accessible elements when notified.
- Identify and plan for temporary disruptions when accessible elements required are not in working order. Procedures for when disruptions occur that will impact the accessibility of goods, services or facilities provided by the Township will involve notice being given to the public indicating:
  1. Description of the service disruption
  2. Reason for the disruption
  3. Anticipated duration of the disruption
  4. Alternate routes, facilities or services, if any, that are available
  5. Contact information
- Notice will be given by posting the information at public entry points, key locations around the service disruption, posted on the Township website and Facebook, the electronic signboard, or any other method that is reasonable.

## Transportation Standards

The Township of McKellar does not currently provide conventional transportation services (bus, taxi-cab services, etc.). Therefore, this section of the IASR does not apply.

# 2024-2028 Multi-Year Accessibility Plan

## Procurement Standards

The Township of McKellar is committed to accessible procurement processes. Staff will review and update the procurement policy in 2024, and will ensure that accessibility guidelines are included in the updated policy and in all future procurement activities, where possible

## Communication of the Plan

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The Municipal Accessibility Plan will be available upon request at the Administration Building, on the Township website at [www.mckellar.ca](http://www.mckellar.ca) . Standard and accessible formats of this document are free on request from:

McKellar Township Office  
701 Highway 124  
McKellar, ON P0G 1C0  
705-389-2842

## Conclusion

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The Township of McKellar has adopted policies and practices that aim to ensure accessibility for all persons with a disability. Accessibility considerations should always be at the forefront of Municipal planning and the continued development of best business practices, whether it be through improvements to by-laws, policies, work procedures, facilities, services, or programs.

The Township of McKellar will continue its commitment to the removal of accessibility barriers and to the improvement of overall accessibility in the community. The Multi-Year Accessibility Plan will be updated again in 2027/2028 for another five-year period, as per the AODA and IASR Regulation.

Members of the public are encouraged to provide comments on the Township of McKellar's Multi-Year Accessibility Plan, the Multi-Year Accessibility Plan Status Report and any other accessibility related matter. To provide feedback, please visit the Township's website or contact:

Ina Watkinson, Clerk/Administrator  
Email: [clerk@mckellar.ca](mailto:clerk@mckellar.ca)  
Phone: 705-389-2842 Ext. 4

or

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