

# **Village of Newbury Accessibility Plan 2013 – 2015**

## **Introduction**

### **Accessibility for Ontarians with Disabilities Act**

In June 2005, the Accessibility for Ontarians with Disabilities Act 2005 (AODA) was enacted into law. The AODA is more comprehensive and prescriptive than the Ontarians with Disabilities Act from 2001 and applies to the public sector, as well as private and non-profit organizations. The AODA requires the development of accessibility standards, compliance deadlines, and administrative penalties for non-compliance.

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

Standards Development Committees were established in the following areas:

- Customer Service
- Information and Communications
- Employment
- Transportation
- Built Environment

Each standard has established implementation targets and compliance requirements for obligated organizations.

The AODA requires accessibility of goods, services, facilities, accommodation, employment as well as information and communications.

### **Implementation Strategy**

The Village of Newbury supports the spirit and goals of the AODA to make the Province of Ontario accessible by 2025. The Village is striving to become more accessible and inclusive to people with disabilities by ensuring accessibility is a reality throughout all facilities and business operations. Ensuring accessibility is integrated into all Village initiatives, business practices, boards, committees departments and divisions. The Village and as well the County and all other

Middlesex participating municipalities are committed to fulfilling the requirements.

### **Participating Municipalities**

This multi-year accessibility plan is prepared jointly between the County of Middlesex and participating municipalities. The participating municipalities include:

- County of Middlesex
- Township of Adelaide Metcalfe
- Township of Lucan Biddulph
- Municipality of Middlesex Centre
- Municipality of North Middlesex
- Municipality of Southwest Middlesex
- Municipality of Strathroy-Caradoc
- Municipality of Thames Centre
- Village of Newbury

### **Statement of Commitment**

Middlesex County and the participating municipalities are committed to eliminating barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The Village of Newbury recognizes the diverse needs of all our residents and customers and will respond by striving to provide services and facilities that are accessible to all. The Village of Newbury is committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

### **Middlesex Accessibility Advisory Committee**

The AODA requires municipalities to establish an Accessibility Advisory Committee, where the population exceeds 10,000.

The Middlesex Accessibility Advisory Committee is a public committee that is comprised of people with disabilities and staff members from the County and local

municipalities. The purpose of the committee is to provide advice to Councils on the removal and prevention of barriers.

### **Monitor and Review**

This Multi-Year Accessibility Plan will be reviewed and updated at least once every five years. An annual status report will be completed to document the progress and measures taken to implement the Village of Newbury's strategy and meet the requirements under the Integrated Accessibility Standards Regulation.

### **Plan coordination**

The County's Accessibility Coordinator is responsible for the development of this plan, in consultation with the participating municipalities and the Accessibility Advisory Committee.

### Municipal Contact Information

<b>Municipality</b>	<b>Contact</b>
<b>County of Middlesex</b> 399 Ridout Street North London ON N6A 2P1	Jennifer Cowan, Accessibility Coordinator Kathy Bunting, County Clerk
<b>Township of Adelaide Metcalfe</b> 2340 Egremont Drive, R.R.#5 Strathroy, ON N7G 3H6	Fran Urbshott, Administrator-Clerk- Treasurer
<b>Township of Lucan Biddulph</b> 33351 Richmond St., P.O. Box 190 Lucan, ON N0M 2J0	Ron Reymer, CAO Lisa deBoer, Clerk
<b>Municipality of Middlesex Centre</b> 10227 Ilderton Road, R.R. #2 Ilderton, ON N0M 2A0	Michelle Smibert, CAO Stephanie Troyer-Boyd, Clerk
<b>Municipality of North Middlesex</b> 229 Main Street, P.O. Box 9 Parkhill ON N0M 2K0	Jackie Tiedeman, Clerk
<b>Municipality of Southwest Middlesex</b> 153 McKellar Street, P.O. Box 218 Glencoe, ON N0L 1M0	Janneke Newitt, Administrator-Clerk
<b>Municipality of Strathroy-Caradoc</b> 52 Frank Street Strathroy, ON N7G 2R4	Ralph Coe, CAO Angela Toth, Director of Corporate Services/Clerk
<b>Municipality of Thames Centre</b> 4305 Hamilton Road, Dorchester ON N0L 1G3	Margaret Lewis, Clerk Greg Borduas, CAO
<b>Village of Newbury</b> 22910 Hagerty Road, Newbury, ON N0L 1Z0	Betty D. Gordon, Clerk-Treasurer

## **Timelines and Deliverables**

### **Outcomes**

- People with disabilities will have access to accessible services
- People with disabilities will have access to alternate formats and communication supports for any information that the Village produces
- A barrier-free recruitment process
- Greater accessibility in Village -owned facilities
- Village staff able to identify barriers to accessibility and actively seek solutions to prevent and remove barriers

### **Approach**

- Develop policies and procedures
- Incorporate accessibility into planning processes
- Train staff
- Engage the public in feedback
- Work to remove barriers to employment
- Continue to make facilities accessible
- Ensure there is access to information and communications

### **Timelines**

#### **2012- 2013**

The Village of Newbury will ensure compliance is met in relation to:

- The development of policies and commitment statement
- Developing a multi-year accessibility plan
- Emergency information (public and workplace)

#### **2014-2016**

The Village of Newbury will ensure compliance is met in relation to:

- Employment (recruitment, assessment, selection, return to work, accommodation plans, performance management, etc.)
- Training
- Feedback process
- Accessible formats and communication supports
- Accessible websites and web content

## Village of Newbury

Requirement	Compliance	Actions Taken To Date	Goals
Establish, maintain and implement accessibility policies outlining how the organization will achieve accessibility through meeting the requirements referred to in the Regulation	Large: January 1, 2013	<ul style="list-style-type: none"> <li>• Developed Accessibility Policy (Nov. 2013)</li> <li>• Developed Accommodations and Emergency Response Workplace Policy (Nov. 2013)</li> </ul>	<ol style="list-style-type: none"> <li>1. Review existing policies to ensure they are consistent with the four principles of accessibility.</li> <li>2. To have Policy 1.1 Accessibility and Policy 1.2 Accommodations approved by Council on Dec. 9<sup>th</sup>, 2013.</li> <li>3. To have Newbury's Plan approved by Council on Dec. 9<sup>th</sup>, 2013.</li> </ol>
Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organizations strategies to prevent and remove barriers to accessibility.	Large: January 1, 2013	<ul style="list-style-type: none"> <li>• Plan will be taken to Council in November 2013.</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop a plan</li> <li>2. Consult with the public</li> <li>3. Consult with the Accessibility Advisory Committee</li> <li>4. Post the plan on the website.</li> </ol>
Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it's not practicable to do so.	Large: January 1, 2013	<ul style="list-style-type: none"> <li>• Developed accessible procurement guideline</li> <li>• Updated purchasing policy (October 2013)</li> <li>• Sign off sheet developed for all Contracted Services</li> </ul>	<ol style="list-style-type: none"> <li>1. Amend Purchasing policy and procedures to include statement.</li> <li>2. Develop purchasing resource for staff.</li> <li>3. Train staff on making accessible purchases.</li> </ol>

<p>Ensure that training is provided on the requirements of the accessibility standard and on the Ontario Human Rights Code as it pertains to people with disabilities.</p> <ul style="list-style-type: none"> <li>• Training is required for:</li> <li>• All employees and volunteers</li> <li>• Persons providing goods or services on behalf of the organization and;</li> <li>• All persons involved in developing the organizations policies.</li> </ul>	<p>Large: January 1, 2014</p>	<ul style="list-style-type: none"> <li>• Training will be ready in early 2014 for staff.</li> <li>• Training will be provided on the regulations and the OHRC</li> </ul>	<p>Develop and train staff accordingly.</p>
<p>Ensure processes for receiving and responding to feedback take into account the needs of people with disabilities.</p> <p>This requirement is in addition to the requirements made under Ontario Regulation 429/07 (Accessibility Standards for Customer Service)</p>	<p>Large: January 1, 2014</p>		<ol style="list-style-type: none"> <li>1. Review current processes</li> <li>2. Work with Accessibility Coordinator to determine next steps.</li> </ol>
<p>Develop (or expand upon) a procedure to accept requests from the public regarding accessible formats or communication supports.</p>	<p>Large: January 1, 2015 Small: January 1, 2016</p>		<ol style="list-style-type: none"> <li>1. Review and amend existing procedure</li> <li>2. Communicate procedure to staff</li> </ol>

Ensure that the Emergency Plan is available in accessible formats, upon request.	January 1, 2012	<ul style="list-style-type: none"> <li>• Included blurb on website indicating that the emergency plan is available upon request. (August 2013)</li> </ul>	1. Include a statement in the Emergency Plan outlining this.
Ensure websites and web content is compliant with the Web Content Accessibility Guidelines.	Level A – January 1, 2014 Level AA – January 1, 2021	<ul style="list-style-type: none"> <li>• Working with IT to ensure website update is WCAG accessible.</li> <li>• Anticipate training staff on accessible documents in 2014.</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop a procedure to assess existing web content.</li> <li>2. Develop a training program for staff to understand how to create accessible web documents.</li> <li>3. Work with IT to ensure new website is accessible</li> <li>4. Audit website and content on a regular basis to ensure the website/content is still compliant.</li> </ol>
All employment requirements	January 1, 2014		<ol style="list-style-type: none"> <li>1. Assess current employment processes to determine gaps related to compliance</li> <li>2. Develop resources, policies and materials as necessary to ensure compliance</li> </ol>
All design of public spaces requirements	January 1, 2016		