



County of Peterborough

Policy Manual

Department:	Clerks-Administration	Approved Management Team:	June 17, 2013
Policy #:	CA-18		
Subject:	Integrated Accessibility Standards Policy – Schedule B – Annual Work Plan – ODA Requirements	Approved Council:	October 2, 2013
Related By-Laws:	2013-60	Page:	1 of 3

The joint Township of Selwyn and County of Peterborough Accessibility Advisory Committee will prepare an annual work plan to meet the requirements of the ODA. The annual work plan will identify specific tasks to that address:

- **Policy Development** - includes By-law and policy review, purchase of goods and services, IASR Multi-Year plan requirements
- **Site Plan Review and Project Review of County/Township Initiated Projects** – includes review of site plans filed in accordance with Section 41 of the Planning Act as well as reviewing any major construction/renovation projects being undertaken by the Township or County
- **Community Outreach Efforts** – includes consulting with stakeholders who support persons with disabilities, raising awareness to remove barriers for persons with disabilities, explore partnerships with organizations that advocate and support accessibility initiatives

Reporting

Annually the Committee will prepare a Work Plan that addresses the requirements of the ODA and AODA for the Councils of the Township of Selwyn and County of Peterborough. In addition to the Annual Work Plan, a report on the status of the IASR Multi-Year Plan and the previous year's Annual Work Plan will be provided.

The Minister responsible for administering the ODA and AODA will be advised of the annual report.

Reports will be posted on the websites of the respective municipalities.



County of Peterborough

Policy Manual

Accessibility Advisory Committee

In accordance with the ODA, an Accessibility Advisory Committee (AAC) will be formed and the majority of the members will be comprised of persons with disabilities. An elected representative from each Council will be appointed to the Committee. The Committee will be supported by designated County and Township staff.

The AAC will operate in accordance with the Council approved Terms of Reference.

Municipal Responsibilities under the Ontarians with Disabilities Act, 2001 (ODA)

In addition to the Accessibility for Ontarians with Disabilities Act, 2001, the County of Peterborough is required to meet the relevant requirements of the ODA. The ODA, Sections 11, 12 and 13, state that:

- “11.(1) Each year the Council of every municipality shall prepare an accessibility plan; and either,
- (i) seek advice from the accessibility advisory committee that it establishes or continues under subsection 12(1), or
 - (ii) consult with persons with disabilities and others; if the Council has not established or continued an accessibility advisory committee under subsection 12 (1).
- (2) The accessibility plans shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality’s by-laws and in its policies, programs, practices and services.
- (3) The accessibility plan shall include,
- (a) a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;
 - (b) the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
 - (c) a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities;
 - (d) the measures that the municipality intends to take in the coming year to identify, remove, and prevent barriers to persons with disabilities; and
 - (e) all other information that the regulations prescribe for the purpose of the plan.



County of Peterborough

Policy Manual

- (4) A municipality shall make its accessibility plan available to the public.
- 12.(1) The Council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee and the council of every municipality having a population less than 10,000 may establish or continue an accessibility advisory committee.
 - (2) The committee shall advise the Council in each year about the preparation, implementation, and effectiveness of its accessibility plan.
 - (3) A majority of the members of the committee shall include persons with disabilities.
 - (4) The Council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure, or premises, or part of a building, structure or premises,
 - (a) that the council purchases, constructs or significantly renovates;
 - (b) for which the council enters into a new lease; or
 - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 210.1 of the Municipal Act.
 - (5) The Committee shall,
 - (a) perform the functions set out in this section, including reviewing in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the committee selects; and
 - (b) perform all other functions that are specified in the regulations.
 - (6) If the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review.
13. In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.”