



## Staff Report

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**Report To:** Rebekah Msuya-Collison, Chief Administrative Officer/Deputy Clerk

**From:** **Alex Wolfe, Acting Clerk**  
**Stacey Jeffery, Community Relations Manager**

**Date:** December 4 2023

**Report:** CL22-2023

**Subject:** Annual Accessibility Report

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### **Recommendations:**

**That South Huron Council receive the report of Alex Wolfe, Acting Clerk, and Stacey Jeffery, Community Relations Manager re: Annual Accessibility Report.**

### **Purpose:**

Information.

### **Background and Analysis:**

As required under the Accessibility for Ontarians with Disabilities Act (AODA), section 4(1) of O. Reg. 191/11 municipalities shall establish, implement, maintain and document a multi-year accessibility plan that outlines an organization's strategy to prevent and remove barriers and meet its requirements under the Act and regulations. Additionally, section 4(3) states that municipalities shall prepare annual status reports on the progress measures taken to implement the multi-year accessibility plan.

The AODA requires all Ontario municipalities to:

- Develop an Annual Accessibility Plan, in consultation with people with disabilities

- Appoint an Accessibility Advisory Committee if over 10,000 in population
- Make the Accessibility Plan available to the public

### **Huron County Accessibility Advisory Committee**

The Huron County Accessibility Advisory Committee (HCACC) was established in 2005 with the purpose of assisting the County of Huron and all lower tier municipalities in fulfilling their legislative mandates. South Huron participates in the HCACC working group and assists the Committee in identifying issues that need review.

South Huron exceeds 10,000 in population and would qualify to have our own Accessibility Advisory Committee, the legislation however provides a Municipality to continue on a joint Accessibility Advisory Committee if the committee was established prior to the legislation coming into force. South Huron qualifies and has remained a member of the Huron County Accessibility Advisory Committee.

### **Joint Accessibility Plan and Annual Huron County Update**

The Joint Accessibility Plan and Multi-year Update is a comprehensive plan outlining accomplishments and goals established by Huron County and each of the member municipalities to meet the requirements of the AODA and is attached as Appendix 1 to this report.

### **Municipality of South Huron Update**

The Municipality, along with Council's leadership and the assistance of municipal staff work together to understand the broad range of disabilities that exist. Making South Huron accessible is an on-going process and the Municipality works within its resources and priorities to eliminate or identify accessibility barriers in municipal facilities and amenities. The 2023 Update attached as Appendix 2 to this report outlines South Huron's specific measures and efforts towards the commitment to accessibility and removing barriers for persons with disabilities moving towards a barrier-free Municipality.

The AODA requires all public sector organizations to file an accessibility compliance report. The next accessibility report deadline for public-sector organizations is December 31, 2023. I would note compliance with the AODA does not conclude with the submission of the report as the corporation is required to comply with regulations on an ongoing basis.

## Website Compliance

Under section 14 of the Integrated Accessibility Standards Regulation (IASR), organizations must meet their website requirements, except where meeting the requirement is not practicable. Under this requirement, practicability refers to the organization's ability given all of the circumstances to modify their websites and web content. Organizations are to determine whether it is practicable to do so. Each document needs to be assessed for its level of accessibility and whether or not it can be made accessible through existing software or tools.

In some instances, an organization may determine that it is not practicable to make a document accessible before posting it to its website. If that information is publicly available, it must be made available to a person with a disability, in another format, in a timely manner at no additional cost, should the request be made (per Section 12 of the IASR). Appendix 3 to this report contains the updated "Not Accessible Document List".

### **Operational Considerations:**

As this is a legislative requirement, no other operational considerations were examined. To ensure the Municipality remains in compliance with accessibility regulations moving forward, the Municipality has operationalized ongoing work on website management to maintain compliance and incorporating compliance as part of normal policy review.

### **Financial Impact:**

There are no financial implications as a result of the recommendation in this report. There is a potential for financial implications for a corporation if found in noncompliance with the *Accessibility for Ontario with Disabilities Act* (AODA) (2005).

### **Legal Impact:**

There are no legal implications as a result of the recommendation in this report.

### **Staffing Impact:**

There are no staffing implications as a result of the recommendation in this report.

### **Communication Actions:**

The Multi 5-Year Accessibility Plan and updates, not practicable listing and election accessibility report will be posted on the municipal website and will be implemented as per legislative requirements.

**Policies/Legislation:**

*Ontarians with Disabilities Act, 2001 (ODA, 2001)*

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA, 2005)*

**Consultation:**

Senior Management Team

Huron County Accessibility Advisory Committee

Huron County Lower Tier Working Group

**Related Documents:**

Appendix 1 – Huron County Accessibility Advisory Committee’s 2023  
Accessibility Plan Updates

Appendix 2 – Municipality of South Huron 2023 Accessibility Update and  
Progress

Appendix 3 – Document List – Not Accessible – updated December 2023

Respectfully submitted,

**Alex Wolfe, Acting Clerk**

**Stacey Jeffery, Community Relations Manager**

**Report Approval Details**

Document Title:	CL22-2023 - Annual Accessibility Report.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix 1 - Huron County Accessibility Advisory Committee's 2023 Accessibility Plan Updates.pdf</li><li>- Appendix 2 - 2023 Annual Accessibility Report for South Huron CL22-2023.docx</li><li>- Appendix 3 - Document List - Not Accessible - updated December 2023.docx</li></ul>
Final Approval Date:	Dec 11, 2023

This report and all of its attachments were approved and signed as outlined below:

**Julia Warwick - Dec 8, 2023 - 3:57 PM**

**Rebekah Msuya-Collison - Dec 11, 2023 - 3:16 PM**