Annual Accessibility Status Report
2023

SECTION A - General

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
1	Statement of organizational commitment.	Admin	Corporate Services	Capture statement of organizational commitment to accessibility in Oxford County Strategic Plan.	None.	Staff time.	January 1st, 2013	Director of Corporate Services	Compliant – updated in 2023-2026 County Strategic Plan and captured in Multi-Year Plan update in 2023.
2	Establish, implement and maintain a multi- year accessibility plan outlining the County's strategy to prevent and remove barriers.	Admin	Corporate Services	Review accessibility plan with staff and AAC. Seek Council approval. Communicate to public/ post on website and provide the plan in an accessible format upon request.	None.	Staff time.	January 1st, 2013, and review every 5 years.	Director of Corporate Services	Compliant - Multi-Year Plan posted on website in accessible format. Five-year review and update in 2023 in consultation with AAC.
3	Prepare annual status report on progress of measures taken to implement strategy in Multi-Year Plan.	Admin	Corporate Services	Review and update status report during annual business plan/budget process. Post on website and provide in an accessible format upon request.	None.	Staff time.	January 1st, 2013. Annual requirement.	Director of Corporate Services	Annual requirement - complete to 2023.
4	Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities.	Admin	Corporate Services	Include accessibility criteria and features in Oxford County purchasing policy.	To be determined.	Staff time.	January 1st, 2013	Director of Corporate Services	Compliant - Purchasing Policy No. 6.07 updated May 14, 2014 to include accessibility; and updated in April 2023.
5	Incorporate accessibility features when designing, procuring or acquiring self-service kiosks.	Physical	All levels.	Ensure self-serve kiosks are accessible in accordance with the IASR.	Department operating budget.	Staff time.	January 1st, 2013	Senior Management	Compliant. Coin laundry in housing facilities have Braille. Library kiosks accessible.
6	Provide training on the requirements of the accessibility standards and Human Rights Code.	Educational	All levels.	Provide ongoing training re accessibility standards to all employees, volunteers, policy developers and anyone who provides goods and services on behalf of the organization. Training must be appropriate to employee work duties and must be updated as required to incorporate any changes to County accessibility policies.	To be determined.	Staff time.	January 1st, 2014	Senior Management	Compliant - incorporated into orientation sessions for new employees.
7	Keep a record of training provided including dates and number of individuals.	Admin	Human Resources	Manage, maintain and monitor all accessible training records.	None.	Staff time.	January 1st, 2014	Director of Human Resources	Compliant
8	Revise and update the County's Multi-Year Accessibility Plan policy	Admin		Meeting the IASR general requirement of developing, implementing and maintaining the accessibility policies.	None	Staff time		Director of Corporate Services	Compliant

SECTION B - Information & Communications

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
1	Feedback processes must be available in an accessible format and with communication supports upon request.	Admin	All levels.	Develop feedback process and communicate to staff.	Minimal funding.	Staff time.	January 1st, 2014	Senior Management	Compliant
2	Upon request, provide information in accessible formats and with communication supports at the same cost charged to others.	Educational	All levels.	Publicize the availability of accessible formats and communication supports.	N/A.	Staff time.	January 1st, 2015	Senior Management	Compliant
3	Emergency procedures, plans and public safety information must be made available to the public in an accessible manner upon request.	Educational	Public Health and Emergency Services	Ensure plans and public safety information available to the public can be accessed by persons with disabilities (e.g. website).	Department operating budget.	Department operating budget.	January 1st, 2012	Chief Administrative Officer	Compliant
4	New Internet websites and web content must conform to WCAG 2.0 at Level A.	Admin	Corporate Services	In-house development of system.	IT budget.	Staff time.	January 1st, 2014	Director of Corporate Services	Compliant
5	Internet websites and web content must conform to WCAG 2.0 at Level AA.	Admin	Corporate Services	In-house development of system.	IT budget.	Staff time.	January 1st, 2021	Director of Corporate Services	96% Compliant (according to the monitoring tool: monsido.com used to monitor the County's websites)
6	County By-Law templates for Council reports should be updated to ensure digital content	Admin	Corporate Services	In-house development of system.	IT budget.	Staff time.		Director of Corporate Services	Compliant
7	Accessible Library materials	Physical	Library	Oxford County Libraries to provide access to accessible formats where available such as large print, audio books etc.	N/A	Staff time.		Director of Corporate Services	Oxford County Libraries also has various outreach initiatives which has made programming more accessible.

SECTION C - Employment Standards

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
1	Provide and publicize the availability of accommodation in the recruitment and hiring process.	Admin	Human Resources	Develop and implement AODA action plan.	No funding.	Staff time.	January 1st, 2014	Director of Human Resources	Compliant - wording included in Recruitment Policy and job postings. Council has adopted temporary and permanent accommodation policies. Also included in offer letters.
2	Provide individualized workplace emergency response information to employees with a disability.	Admin	Human Resources	Develop and implement workplace emergency response plan.	No funding.	Staff time.	January 1st, 2012	Director of Human Resources	Compliant

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
3	Provide documented individual job accommodation plans and return to work processes for employees with disabilities.	Admin	Human Resources	Develop and implement AODA action plan.	No funding.	Staff time.	January 1st, 2014	Director of Human Resources	Compliant
4	Accessibility needs of employees considered during performance management, career development and redeployment processes.	Admin	Human Resources	Develop and implement AODA action plan.	No funding.	Staff time.	January 1st, 2014	Director of Human Resources	Compliant – wording included in Performance Management Policy; and considerations given in career development and redeployment processes as they occur.

SECTION D - Design of Public Spaces

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
1	Exterior paths of travel, like sidewalks, ramps, stairs, curbs, accessible pedestrian signals, and rest areas must meet accessible design requirements.	Physical	Public Works	Incorporate integrated accessible standard requirements for all new construction and redevelopment.	Public Works budget.	Staff time.	January 1st, 2016	Director of Public Works	Incorporated in all reconstruction and new construction projects. Some building sites that are not AODA compliant will be considered in future business plans and budgets to the degree that is reasonable and realistically implementable.
2	Accessible parking (e.g. employee parking spaces, etc.)	Physical	Public Works	Incorporate integrated accessible standard requirements when constructing all new or redeveloped parking lots/ spaces.	Public Works budget.	Staff time.	January 1st, 2016	Director of Public Works	Complete - Parking lots that are reconstructed or newly constructed incorporate accessible parking to the degree that is reasonably implementable. Parking by-law identifies Accessible Parking locations for property owned by the County.
3	Accessible parking signage.	Physical	Public Works	Identify signage deficiencies and ensure compliance with Highway Traffic Act and IASR.	Public Works budget.	Staff time.	January 1st, 2016	Director of Public Works	All accessible parking spots are signed. Facilities conducted an audit in 2019 with plans to begin to address deficiencies to the degree that is reasonably and realistically implementable.
4	Service related elements like service counters, fixed queuing lines and waiting areas (reception and/or waiting rooms).	Physical	Public Works	Incorporate integrated accessible requirements to ensure compliance with IASR.	Public Works budget.	Staff time.	January 1st, 2016	Director of Public Works	Accessibility requirements have been incorporated into construction and renovations, locations that have not been renovated will be addressed in future business plans and budgets to the degree that is reasonably and realistically implementable.

	Barrier or Accessibility Issue	Type of Barrier	Section/Area	Recommended Solution	Funding Recommendation	Resources	AODA Deadline	Responsibility	Status
5	Area zoning by-laws to be updated to incorporate O.Reg.413/12.	Admin	Community Planning	Review and amend zoning by-laws to include accessibility standards in accordance with AODA, O.Reg.191/11 as amended by O.Reg.413/12.	Community & Strategic Planning budget.	Staff time.	January 1st, 2016	Director of Community Planning	Compliant - all Area Municipal By-laws, except EZT, have been modified to incorporate the required accessible standards into their zoning by-laws. Note: approval of zoning by-laws are a lower tier function.