



Township of Zorra Accessibility Annual Status Report

December 2021

Ontario Regulation 191/11 entitled *Integrated Accessibility Standards Regulation* states:

4. (3) The government of Ontario, Legislative Assembly and designated public sector organizations shall,
 - (a) Prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause (1) (a) (multi-year accessibility plan), including steps taken to comply with this Regulation; and
 - (b) Post the status report on their website, if any, and provide the report in an accessible format upon request. O. Reg. 191/11, s. 4 (3); O. Reg. 413/12, s. 3 (1).

This document shall serve as the Township of Zorra's annual status report on the progress of the Township's Multi-Year Accessibility Plan. The Township's Multi-Year Accessibility Plan outlines the goals and objectives of the Township for improving accessibility throughout the community. The goals and actions taken for each goal over the course of 2021 are listed on the following pages.

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Standard	Goal	Action(s) Taken
Information and Communication Standards	The Township shall meet Web Content Accessibility Guidelines Level AA for the Township website.	<p>Oxford County has transitioned to using Monsido, a web-based program that uses automated scans and error detection to enhance accessibility on the Township website. Township staff have regularly been checking Zorra's website for accessibility errors.</p> <p>The County is also continuing their work from last year by reviewing and updating the Township's website accessibility compliance with WCAG Level AA.</p>
Information and Communication Standards	Accessible documents	<p>In 2020, the Township purchased iCompass, an agenda-setting and meeting management software, that publishes all Council and committee agendas and minutes in accessible formats. iCompass also has a feature that will convert documents into accessible PDFs. The Township used this feature to convert all agendas and minutes that were posted on the Township website.</p> <p>The Corporate Services Intern converted all Township corporate documents on Zorra's website into accessible formats. All Zorra documents uploaded onto the website are converted into accessible formats first. Township staff also developed an internal procedure for converting documents into accessible documents.</p> <p>The Township's municipal publication, Zorra Now, is available online in an accessible PDF format.</p>
Information and Communication Standards	To provide alternative methods to convey and communicate information to residents based on their abilities.	<p>The Township continues to include an accessibility clause in all Township policies and corporate documents. The Township also continues to provide documents in accessible format upon request.</p> <p>The Township of Zorra has continued to livestream the Township Council meetings onto YouTube. Township staff have updated the sound system in the Council chambers, which provides a clearer sound for those listening. This provides an alternative method to convey information to residents about the Township of Zorra Council's decision-making.</p>
Design of Public Spaces	Develop a set of intrapark trails providing accessible links to park amenities.	<p>The Township of Zorra Recreation Department has plans to begin the intrapark trails project in 2022. The Accessibility Coordinator for Oxford County as well as Oxford County's Joint Accessibility Advisory Committee shall be consulted on this project.</p>

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Standard	Goal	Action(s) Taken
Design of Public Spaces	Council chambers accessibility update	The Township purchased cameras and an updated audio system for live-streaming Zorra Council meetings in 2020. Throughout 2021, Township staff have continued to work on improving the sound and image quality for residents watching Council meetings.
Design of Public Spaces	Incorporate accessible features into the Township's recreation retrofit and replacement program	<p>The Township replaced the play structures at Wallace Park in Embro in 2020 and the Lions South Park in Thamesford in 2021 with AODA compliant play structures and surfacing. The play structures now comply with Annex H of the CSA Standard Z614-14.</p> <p>The Recreation Department has plans in place to continue to replace the remaining playgrounds in Zorra (that are inaccessible) at a rate of one per year.</p>
Design of Public Spaces	Accessible washrooms for Township facilities.	The South Lions Park washroom was renovated in May 2020. The washroom is now barrier-free and serves the Thamesford Splash Pad along with the playground and baseball field. The coaches' room at the Thamesford District Recreation Centre was renovated into an AODA compliant universal washroom in June 2021.
Customer Service	Enhancements to physical wayfinding, including improved signage throughout all buildings and increasing font size on posted signs.	The Township install new facility signs in 2021. The signs have a large font size, and the colour contrast of the signs meets AODA standards.
Other		
<ul style="list-style-type: none"> - Township staff participated in the annual Oxford County Joint Accessibility Advisory Committee meeting. - Township staff attended the "Accessibility and Year End Deadlines Webinar" hosted by the Association of Municipalities of Ontario. - Township staff attended the "Accessibility & Your Municipality: Meeting your Legal & Ethical Obligations" hosted by the Association of Municipalities of Ontario. 		