

**Town of Oakville**

**Accessibility**  
**Annual Status**  
**Update — 2018**

DRAFT

# General Requirements

Applies to all four standards of the Integrated Accessibility Standards Regulation (IASR)

## Accessibility policies

January 1, 2013

Develop policies, including a statement of organizational commitment, on how to meet the integrated standards requirements, make them available to the public, and provide them in an accessible format, upon request.

### 2018 key actions

- ✓ Accessibility policies and procedures posted on website and provided in an accessible format, upon request
- ✓ Implemented amended Customer Service Standard requirements

## Accessibility plans

January 1, 2013

Develop multi-year accessibility plan that outlines what will be done to implement IASR requirements. Post multi-year accessibility plan on website and provide in an accessible format, upon request. Report to the province every two years and review plan every five years. Consult with persons with disabilities and Accessibility Advisory Committee.

### 2018 key actions

- ✓ Implemented Multi-Year Accessibility Plan, 2018-2023 town-wide
- ✓ Posted multi-year accessibility plan in an accessible format on town's website
- ✓ Staff Accessibility Steering Committee worked through legislated requirements to ensure full compliance with AODA standards
- ✓ Filed 2017 compliance report with the province, meeting all requirements

## Annual Status Report

January 1, 2013

Prepare annual status report on progress of measures set out in the multi-year accessibility plan, post on website and provide it in an accessible format, upon request

### 2018 key actions

- ✓ 2018 status update presented to AAC in September 2018 and Council in December 2018
- ✓ Status update posted in an accessible format on the town's website

## Procuring or acquiring goods, services or facilities

January 1, 2013

Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not possible to do so.

### **2018 key actions**

- ✓ Continued to implement purchasing by-law, which requires suppliers and their staff to comply with the AODA when acquiring goods, services and facilities
- ✓ Updated procurement policy by-law in 2017 to reflect amended requirements to the Accessible Customer Service Standard and the Integrated Accessibility Standards Regulation
- ✓ Corporate Information System includes mandatory field related to accessibility
- ✓ Town purchasing reference guide outlining accessibility requirements and considerations available on intranet
- ✓ Accessible purchasing requirement incorporated in training for staff

### **Training**

January 1, 2014

Ensure training on the integrated standards and the Human Rights Code is provided to employees, volunteers, persons who participate in developing policies and others who provide goods, services or facilities on behalf of the organization.

### **2018 key actions**

- ✓ Training materials on the integrated standards and Human Rights Code rolled out to new staff, Council, volunteers and those who provide goods, services or facilities on town's behalf on an ongoing basis

## **Customer Service**

Outlines how the town will make it easier for everyone to use its goods, services and facilities.

### **Policies**

January 1, 2010

Develop policies on the provision of goods, services and facilities, that are consistent with the principles of dignity, independence, integration and equality, make them available to the public, and provide them in an accessible format, upon request.

### **2018 key actions**

- ✓ Accessibility Policy and Accessible Customer Service procedure posted on town website and provided in an accessible format, upon request
- ✓ Implemented policy and procedure corporate-wide

### **Service animals**

January 1, 2010

Ensure guide dogs and other service animals are permitted to be used in all town areas/premises that are open to the public unless otherwise prohibited by law. If a service

animal is prohibited by law from the premises, ensure other measures are available to enable the individual the ability to obtain, use or benefit town goods, services or facilities.

### **2018 key actions**

- ✓ Accessibility Policy and Accessible Customer Service procedure posted on town website and provided in an accessible format, upon request
- ✓ Implemented policy and procedure corporate-wide

### **Support persons**

January 1, 2010

Ensure people with disabilities can access their support persons when using goods, services or facilities provided by the town. Provide advance notice when a fee for the support person may be applicable. Consult the person with a disability if the town requires a support person to accompany them to protect the individual's health and safety or of others on the premises.

### **2018 key actions**

- ✓ Accessibility Policy and Accessible Customer Service procedure posted on town website and provided in an accessible format, upon request
- ✓ Consulted with individuals when a support person was required to protect the health and safety of the individual or others on the premises
- ✓ Implemented policy and procedure corporate-wide

### **Temporary disruptions**

January 1, 2010

Provide notice of a service disruption to any service or facility, including the reason for the disruption, its anticipated duration and a description of alternative facilities or services that may be available, on a website and posted at the location, where possible. Prepare a document setting out the steps taken during a temporary disruption and make that document available, upon request.

### **2018 key actions**

- ✓ Accessibility Policy and Accessible Customer Service procedure posted on town website and provided in an accessible format, upon request
- ✓ Service Disruption Guidelines, posted on town website and provided in an accessible format, upon request
- ✓ Implemented policy and procedure corporate-wide
- ✓ Posted service disruption information on town website, RSS feed and communicated through social media
- ✓ Provided alternative facilities or services where possible

## **Training**

January 1, 2010

Ensure training is provided to employees, volunteers and those who act on behalf of the town on the purpose of the AODA, requirements of the Customer Service Standard, and the town's Accessible Customer Service Procedure including how to interact and communicate with people with various types of disabilities in accessing town goods, services or facilities.

### **2018 key actions**

- ✓ Training materials on the integrated standards and Human Rights Code rolled out to new staff, Council, volunteers and those who provide goods, services or facilities on town's behalf on an ongoing basis

## **Feedback process**

January 1, 2010

Establish a process for receiving and responding to feedback about the manner in which goods, services and facilities are provided to persons with disabilities, the actions taken if a complaint is received, ensure the process is accessible for persons with disabilities by providing/arranging for accessible formats and communications supports, upon request. Prepare a document about the feedback process and notify the public about availability of the document and post it on the town's website.

### **2018 key actions**

- ✓ Multi-channel options for providing and responding to feedback including accessible online customer service feedback form
- ✓ Statement about availability of accessible formats and communication supports posted on town website
- ✓ Statement about availability of accessibility supports for town meetings, events, surveys and any instance when feedback is requested by the town posted on website
- ✓ Accessibility supports offered when providing feedback online or in person
- ✓ Vendor of record for communication supports available on intranet

## **Format of documents**

January 1, 2010

Provide or arrange for the provision of a document, or the information contained in a document, in a timely manner after consulting with the individual, taking into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons, upon request.

### **2018 key actions**

- ✓ Town-wide process for responding to requests for accessible documents and communications supports

- ✓ Support on creating accessible documents provided to staff
- ✓ Tutorial and reference guide on creating accessible documents available on intranet
- ✓ Statement about availability of accessible formats and communication supports maintained on website and key documents posted on website in accessible format including Council's Strategic Plan, Multi-Year Accessibility Plan, Accessibility Annual Status Update, Inclusion Actions, Transit Accessibility Plan, Accessibility Advisory Committee brochure, 2017 Annual Report
- ✓ Accessibility supports offered when providing feedback online or in person

## Information and Communications

Outlines how the town will create, provide and receive information and communications in ways that are accessible for people with disabilities.

### Feedback

January 1, 2014

Ensure processes for receiving and responding to feedback are accessible for persons with disabilities by providing/arranging for accessible formats and communications supports, upon request. Notify the public about availability of accessible formats and communication supports.

#### 2018 key actions

- ✓ Multi-channel options for providing and responding to feedback including accessible online customer service feedback form
- ✓ Statement about availability of accessible formats and communication supports posted on website
- ✓ Statement about availability of accessibility supports for town meetings, events, surveys and any instance when feedback is requested by the town posted on website
- ✓ Accessibility supports offered when providing feedback online or in person
- ✓ Vendor of record for communication supports available on intranet

### Accessible formats and communication supports

January 1, 2015

Provide accessible formats and communications supports for persons with disabilities in a timely manner and cost that is no more than the regular cost charged to other persons, upon request. Notify the public about availability of accessible formats and communication supports.

#### 2018 key actions

- ✓ Town-wide process for responding to requests for accessible documents and communications supports
- ✓ Support on creating accessible documents provided to staff
- ✓ Tutorial and reference guide on creating accessible documents available on intranet
- ✓ Statement about availability of accessible formats and communication supports

- maintained on website and key documents posted on website in accessible format including Council's Strategic Plan, Multi-Year Accessibility Plan, Accessibility Annual Status Update, Accessibility Actions, Transit Accessibility Plan, 2017 Annual Report
- ✓ Accessibility supports offered when providing feedback online or in person

## **Emergency procedure, plans or public safety information**

January 1, 2012

Provide emergency procedures, plans or public safety information that is publicly available in an accessible format or with appropriate communication supports, upon request.

### **2018 key actions**

- ✓ Annual town emergency plan posted to website in an accessible format
- ✓ Statement about availability of accessible formats and communication supports posted on website

## **Accessible websites and web content, WCAG level A and AA**

January 1, 2014 (applies to web content published on websites after January 1, 2012)

Ensure new internet websites and web content conforms to WCAG 2.0 Level A.

January 1, 2021

Ensure internet websites and web content conforms to WCAG 2.0 Level AA, other than success criteria 1.2.4 captions (live) and success criteria 1.2.5 audio descriptions (pre-recorded).

### **2018 key actions**

- ✓ Hired vendor to conduct automatic and manual/in-person web accessibility audit and testing
- ✓ Reviewed additional success criteria in June 2018 WCAG 2.1 release
- ✓ Ongoing web content accessibility compliance monitoring with automated checker
- ✓ Continue work to meet WCAG 2.0 Level A and AA requirements
- ✓ Key documents posted on website in accessible format including Council's Strategic Plan, Multi-Year Accessibility Plan, Accessibility Annual Status Update, Inclusion Actions, Transit Accessibility Plan, Accessibility Advisory Committee brochure, 2017 Annual Report
- ✓ Continued to support and provide web content accessibility training to team of 50 web publishers
- ✓ Support provided to web publishers on creating accessible documents
- ✓ Core web communications staff further developed knowledge on digital accessibility and web accessibility auditing through certificate courses
- ✓ Maintained statements on town website about availability of information in accessible formats, and availability of accessibility supports for town meetings, events, surveys and any instance when feedback is requested by the town

## **Public libraries**

January 1, 2013

Provide access to, or arrange for, accessible materials where they exist. Make information about accessible materials publicly available and provide in an accessible format or with appropriate communication supports, upon request. Provide accessible formats for archival materials, special collections, rare books and donations.

### **2018 key actions**

- ✓ Content provided in a variety of formats in all branches; customers can request alternate formats through online and print forms
- ✓ Increased digital content offered
- ✓ Specialized reading aids offered, including SmartView, Zoom Text in five of six branches and Kurzweil Reading Machines in three of six branches

## **Employment**

Outlines how the town will make employment practices and its workplace more accessible to potential and existing employees with disabilities.

### **Recruitment**

January 1, 2014

Notify employees and the public about availability of accommodation for applicants with disabilities in the recruitment processes.

### **2018 key actions**

- ✓ Employment opportunities web page includes statement of availability of accessibility accommodations in recruitment process
- ✓ Acknowledgement statement on job applications includes statement of availability of accessibility accommodations in recruitment process

### **Recruitment, assessment or selection process**

January 1, 2014

Notify job applicants that accommodations are available in relation to the materials or processes used during the recruitment process, upon request.

### **2018 key actions**

- ✓ Notify candidates for employment of the availability of accessibility accommodations when contacted for an interview or assessment

### **Notice to successful applicants**

January 1, 2014

Notify successful applicants of policies for accommodating employees with disabilities, when making offers of employment.



### **2018 key actions**

- ✓ Offered support to employees who require temporary or permanent work accommodation as part of Respectful Conduct policy
- ✓ Ensure new employees are made aware of town's Accommodation procedure through town's online on-boarding process
- ✓ Surveyed new employees need for work accommodation and need for assistance during an emergency

### **Informing employees of supports**

January 1, 2014

Inform employees of policies to support employees with disabilities.

### **2018 key actions**

- ✓ Offered support to employees who require temporary or permanent work accommodation as part of Respectful Conduct policy
- ✓ Informed new employees of policies and procedures to support employees with disabilities during on-boarding and orientation

### **Accessible formats and communication supports for employees**

January 1, 2014

Provide or arrange for accessible formats and communication supports for information needed to perform job duties and information generally available to employees in the workplace, upon request.

### **2018 key actions**

- ✓ Accessible formats and communication supports provided to employees ongoing

### **Workplace emergency response information**

January 1, 2012

Provide individual workplace emergency response information to employees who have a disability, as required.

### **2018 key actions**

- ✓ Individual accommodation plans created for employees requesting assistance; process in place to review individual accommodation plans annually

### **Documented individual accommodation plans**

January 1, 2014

Develop and implement a written process for documentation of individual accommodation plans for employees with disabilities.

### **2018 key actions**

- ✓ Offered support to employees who require temporary or permanent work accommodation as part of Respectful Conduct policy

## **Return to work process**

January 1, 2014

Develop a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.

### **2018 key actions**

- ✓ Maintain return to work and employment accommodation program
- ✓ Work with employees returning to work who require accessibility accommodations

## **Performance management and career development and advancement**

January 1, 2014

Consider accessibility needs of employees with disabilities and individual accommodation plans during the performance management process and when providing career development and advancement.

### **2018 key actions**

- ✓ Implement Accessible Employment procedure corporate-wide

# **Transportation**

Outlines how the town will make it easier for anyone to use its public transportation services.

## **Availability of information on accessibility equipment, etc.**

January 1, 2012

Make available to the public current information on accessibility equipment and features of vehicles, routes and services, and provide in an accessible format, upon request.

### **2018 key actions**

- ✓ Accessible, responsive and mobile friendly oakvilletransit.ca includes accessible online customer service feedback form for transit
- ✓ Information on transit schedules and services posted to transit website ongoing
- ✓ Information on accessibility equipment and features of vehicle provided on request
- ✓ Review and update printed transit material

## **Non-functioning accessibility equipment**

July 1, 2011

Take reasonable steps to accommodate persons with disabilities who would use the equipment and repair equipment as soon as possible, if accessibility equipment in a vehicle is not functioning and equivalent service cannot be provided.

### **2018 key actions**

- ✓ Take steps to accommodate persons with disabilities if accessibility equipment is not functioning
- ✓ Ongoing maintenance process for vehicles and equipment

### **Accessibility training**

January 1, 2014

Conduct employee and volunteer accessibility training as prescribed, in addition to training requirements under the General Requirements section.

### **2018 key actions**

- ✓ Conducted accessibility training for transit drivers on safe use of accessibility equipment and features, acceptable modifications and emergency preparedness

### **Emergency preparedness and response policies**

January 1, 2012

Establish emergency preparedness and response policies that provide for the safety of persons with disabilities, make policies available to the public and provide in an accessible format, upon request.

### **2018 key actions**

- ✓ Provide emergency preparedness and response policies that provide for the safety of persons with disabilities, in an accessible format, on request

### **Fares, support persons**

January 1, 2014

Provide no-charge fare to a support person who is accompanying a person with a disability where a support person is needed.

### **2018 key actions**

- ✓ Provide no-charge fare on both Oakville Transit and care-A-van to a support person who is accompanying a person with a disability

### **Transition existing contracts and vehicles**

Dates as prescribed

Transition conventional vehicles existing as of June 30, 2011, to meet requirements. Meet technical requirements to retrofit as required. Meet accessibility requirements when modifying or upgrading a portion of a vehicle after July 1, 2011.

### **2018 key actions**

- ✓ Have no existing or outstanding contracts to purchase vehicles as per the prescribed dates
- ✓ Provide 100 per cent low floor on Oakville Transit bus fleet
- ✓ Review any required modifications to ensure compliance

## **Accessibility plans, conventional transportation services**

January 1, 2013

Establish a transit accessibility plan that identifies conventional and specialized transportation services, in addition to the multi-year accessibility plan. Hold one annual public meeting involving persons with disabilities to review the plan. Identify process for managing, evaluating and taking action on customer feedback.

### **2018 key actions**

- ✓ 2018 Oakville Transit Accessibility Plan created which includes both Oakville Transit conventional and care-A-van services
- ✓ Feedback on plan received through annual AAC consultation in April 2018

## **Accessibility plans, specialized transportation services**

January 1, 2013

Identify process for estimating demand for specialized transportation services. Develop steps to reduce wait times for specialized transportation services.

### **2018 key actions**

- ✓ 2018 Oakville Transit Accessibility Plan created which includes both Oakville Transit conventional and care-A-van services.
- ✓ Feedback on plan received through annual AAC consultation in April 2018

## **Accessibility plans, conventional and specialized transportation services**

January 1, 2013

Describe procedures for dealing with accessibility equipment failures on both types of transportation vehicles in transit accessibility plan.

### **2018 key actions**

- ✓ Procedures for dealing with accessibility equipment failures included in 2018 Transit Accessibility Plan
- ✓ 2018 Oakville Transit Accessibility Plan created which includes both Oakville Transit conventional and care-A-van services
- ✓ Feedback on plan received through annual AAC consultation in April 2018

## **General responsibilities**

January 1, 2012

Deploy lifting devices, ramps or portable bridge plates, upon request. Ensure adequate time is provided to safely board, be secured and deboard transportation vehicles with assistance, upon request. Assist with safe and careful storage of mobility aids or assistive devices. Allow persons with disabilities to travel with medical aid. Make information available in an accessible format, upon request.

### **2018 key actions**

- ✓ Assist persons with disabilities by complying with all requirements
- ✓ Accessibility training for transit drivers provided

### **Alternative accessible method of transportation**

January 1, 2013

Provide specialized transportation services to persons with disabilities who are unable to use conventional transportation services.

### **2018 key actions**

- ✓ Provide care-A-van as an alternate accessible method of transportation to Oakville Transit

### **Fares**

July 1, 2011

Provide same fare structure to persons with disabilities.

### **2018 key actions**

- ✓ Offer the same fare structure to persons with disabilities on Oakville Transit and care-A-van

### **Transit stops**

January 1, 2012

Allow persons with disabilities to board/deboard at a safe location if an official stop is not accessible.

### **2018 key actions**

- ✓ Allow non-official, safe location transit stops
- ✓ Audit of all transit stop locations to identify and prioritize opportunities to improve accessibility ongoing

### **Storage of mobility aids, etc.**

January 1, 2012

Safely store and secure mobility aids and assistive devices at no charge (July 1, 2011).

### **2018 key actions**

- ✓ Store and secure mobility aids and assistive devices in all transportation vehicles
- ✓ Train transit and taxicab drivers on the safe securement of mobility aids and devices
- ✓ Provide this service at no charge

## **Priority and Courtesy seating**

January 1, 2012

Clearly mark priority seating for persons with disabilities, located as close as possible to the vehicle entrance. Provide signs to indicate that other passengers vacate seating if required by a person with a disability. Develop communications strategy.

### **2018 key actions**

- ✓ Courtesy and priority seating for persons with disabilities on all Oakville Transit buses
- ✓ Information regarding priority and courtesy seating provided on transit website and available in alternate formats upon request

## **Service disruptions**

July 1, 2013

Make available alternate accessible arrangements to transfer persons with disabilities to their route destination where a route or scheduled service is temporarily changed and known in advance of the trip.

### **2018 key actions**

- ✓ Known service disruption information posted on Oakville Transit website, RSS feed and communicated through social media
- ✓ Alternate accessible arrangements made to transfer persons with disabilities to their route destination where a route or scheduled service is temporarily changed and known in advance of the trip

## **Pre-boarding announcements**

July 1, 2011

Provide pre-boarding verbal announcements of the route, direction, destination or next major stop, upon request.

### **2018 key actions**

- ✓ Intelligent Transportation System provides electronic pre-boarding and on-board visual and verbal announcements of route, direction, destination or next major stop

## **Electronic pre-boarding announcements**

January 1, 2017

Provide electronic pre-boarding announcements of route, direction, destination or next major stop and ensure announcements satisfy signage requirements.

### **2018 key actions**

- ✓ Intelligent Transportation System provides electronic pre-boarding and on-board visual and verbal announcements of route, direction, destination or next major stop

## **On-board announcements**

July 1, 2011

Provide audible verbal announcements of all destination points or available route stops.

### **2018 key actions**

- ✓ Intelligent Transportation System provides electronic pre-boarding and on-board visual and verbal announcements of route, direction, destination or next major stop

## **On-board announcements–visual and audible transmission of information**

January 1, 2017

Provide destination points or available route stops by announcing and legibly and visually displaying through electronic means; and visually displaying destination points or stop information to satisfy signage requirements.

### **2018 key actions**

- ✓ Intelligent Transportation System provides electronic pre-boarding and on-board visual and verbal announcements of route, direction, destination or next major stop

## **Requirements re: grab bars, etc.**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Equip vehicles with grab bars, handholds, handrails or stanchions, as prescribed.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Floors and carpeted surfaces**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Have minimal glare and slip resistant floors. Ensure any carpeted surfaces have a low, firm and level pile or loop, and are securely fastened.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Allocated mobility aid spaces**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Have two or more mobility aid spaces that meet space requirements and are equipped with securement devices.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Stop-requests**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Equip vehicles with accessible stop-requests that meet the prescribed standards.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Lighting features**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Equip passenger access door area with lights that are constantly lit when the door is open, and that illuminate the lifting device, ramp, portable bridge plate or step nosings, and meet the prescribed light standards.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications



## **Signage**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Have signs that identify routes, directions, destinations or next major stops displayed in a manner that meet prescribed requirements (shape, colour, placement).

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Lifting devices, etc.**

Applies to conventional transportation vehicles manufactured on or after January 1, 2013

Equip vehicles with lifting devices, ramps or portable bridge plates that meet the prescribed requirements.

### **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Steps**

Applies to conventional and specialized transportation vehicles manufactured on or after January 1, 2013

Equip vehicles with steps that meet the prescribed requirements (colour, surface, dimension).

### **2018 key actions**

- ✓ Provide 100 percent low floor, ramp-equipped bus fleet

## **Indicators and alarms**

Applies to conventional and specialized transportation vehicles manufactured on or after January 1, 2013

Equip vehicles with a ramp, lifting device or kneeling function with appropriate visual and audible warning indicators and alarms.

## **2018 key actions**

- ✓ Meet all requirements for equipping vehicles with grab bars, handholds, handrails, stanchions, minimal glare and slip resistant floors, allocated mobility aid spaces equipped with securement devices, accessible stop-requests, lightning features, signage, lifting devices, steps, indicators and alarms, as prescribed
- ✓ Procurement process to ensure all future vehicle purchases adhere to specifications

## **Categories of eligibility**

January 1, 2017

Establish three categories of eligibility to qualify for specialized transportation services: unconditional, temporary and conditional eligibility.

## **2018 key actions**

- ✓ Unconditional, temporary and conditional categories of eligibility implemented January 1, 2017
- ✓ Provide care-A-van services based on town's eligibility criteria

## **Eligibility application process**

January 1, 2014

Provide temporary specialized transportation services (within 14 calendar days) after completed application is received at no charge until a decision on eligibility is made and provide in an accessible format, upon request.

## **2018 key actions**

- ✓ Maintain joint application process with Oakville, Milton and Burlington
- ✓ Application for specialized transit services provided at no-charge

## **Eligibility appeal process**

January 1, 2014

Establish independent appeal process to review decisions respecting eligibility, make decision within 30 calendar days, grant temporary eligibility until final decision is made and provide in accessible format, upon request.

## **2018 key actions**

- ✓ Maintain joint independent appeal process for specialized transit eligibility with Oakville, Milton and Burlington

## **Emergency or compassionate grounds**

January 1, 2014

Develop procedures for temporary specialized transportation services earlier than 14 calendar days where services are required because of an emergency or on compassionate grounds, and where there are no other accessible transportation services to meet the person's needs.

### **2018 key actions**

- ✓ Documented procedure for temporary specialized transportation services earlier than 14 calendar days where services are required because of an emergency or on compassionate grounds

### **Fare parity**

January 1, 2013

Provide fare parity, same fare structure and fare payment options on conventional and specialized transportation services.

### **2018 key actions**

- ✓ Offer fare parity, same fare structure and payment options on both Oakville Transit and care-A-van; introduced in 2008
- ✓ Provide alternate fare payments to persons with disabilities
- ✓ Continue to work with Metrolinx to investigate PRESTO solution for taxicabs that are used to supplement care-A-van services to comply with same fare payment options requirement

### **Visitors**

January 1, 2013

Make specialized transportation services available to visitors with disabilities who meet eligibility criteria.

### **2018 key actions**

- ✓ Procedure to make care-A-van available to visitors with disabilities who meet eligibility criteria implemented

### **Origin to destination services**

July 1, 2011

Provide origin to destination services that meet the needs of persons with disabilities.

### **2018 key actions**

- ✓ Origin to destination services provided on care-A-van ongoing
- ✓ Provide Home to Hub, on-request transit service which delivers convenient transit services to designated neighbourhoods in north Oakville through co-mingling specialized and conventional transit trips

### **Co-ordinated service**

January 1, 2013

Facilitate connections between specialized transportation services, when provided in adjacent municipalities with contiguous urban areas, and determine the accessible stops and drop off locations.

### **2018 key actions**

- ✓ Transfers between adjacent municipalities provided with contiguous urban areas (currently located at Sheridan College, Oakville GO station and Lakeshore Place in Burlington) ongoing
- ✓ Participate on Metrolinx cross boundary travel improvement project to help facilitate cross boundary travel

### **Hours of service**

January 1, 2013

Provide same hours and days of service on both conventional and special transportation services.

### **2018 key actions**

- ✓ Provide same hours and days of services on both Oakville Transit and care-A-van

### **Booking**

January 1, 2014

Provide same-day service to extent that it is available. When not available, accept booking requests up to three hours prior to the intended day of travel. Provide accessible means to accept reservations.

### **2018 key actions**

- ✓ Accept reservations via phone (Bell Relay service is available) and online, automated phone and through mobile app

### **Trip restrictions**

January 1, 2014

Provide unlimited number of trips for persons with disabilities.

### **2018 key actions**

- ✓ Provide unlimited number of trips for persons with disabilities on care-A-van

### **Service delays**

January 1, 2013

Provide information on duration of service delays on specialized transportation to affected passengers. A service delay is a delay of 30 minutes or more after the scheduled pick-up time.

### **2018 key actions**

- ✓ Service disruption information provided to impacted customers when a service delay of 30 minutes or more is known

## **Companions and children**

January 1, 2012

Allow companions and dependent children to travel with persons with disabilities when possible.

### **2018 key actions**

- ✓ Allow companions and dependent children to travel with persons with disabilities when possible

## **Duties of municipalities, general**

January 1, 2013

Consult with AAC, persons with disabilities and the public in development of accessible design criteria for accessible bus stops and shelters, and incorporate steps to be taken in accessibility plan.

### **2018 key actions**

- ✓ Accessibility audit of bus stops and shelters completed in 2014. Accessibility improvements of bus stops ongoing
- ✓ Staff consulted with AAC on accessible design criteria for accessible bus stops and shelters in 2012

## **Duties of municipalities, accessible taxicabs**

January 1, 2013

Consult with AAC, persons with disabilities and the public to determine the proportion of on-demand accessible taxicabs required in the community. Identify progress made toward meeting the need for on-demand accessible taxicabs in accessibility plan.

### **2018 key actions**

- ✓ Staff consulted with AAC on the town's Taxicab By-law review in February 2018
- ✓ Staff consulted with AAC on a taxi regulation review in November 2017
- ✓ Staff consulted with AAC on accessibility for alternative ground transportation services in May 2016
- ✓ Staff consulted with AAC on accessible taxicab service in 2015
- ✓ Six accessible taxicabs maintained

## **Duties of municipalities, taxicabs – fares**

July 1, 2011

Provide fare parity and store mobility aids or assistive devices at no charge

### **2018 key actions**

- ✓ Provide fare parity and store mobility aids and devices at no charge ongoing

## **Vehicle registration and identification**

January 1, 2012

Place vehicle registration and identification information on the rear bumper of the taxicab and provide in an accessible format, upon request.

### **2018 key actions**

- ✓ Display vehicle identification on rear bumper and door in colour contrast ongoing
- ✓ Affix taxi plate with vehicle identification to rear bumper ongoing
- ✓ Vehicle registration and identification information provided in an accessible format, upon request, ongoing
- ✓ Provide accessibility training to new taxi drivers
- ✓ Include accessibility training as a portion of renewal process for existing drivers

## **Design of Public Spaces**

Outlines how the town will make it easier for everyone to use its public spaces. This standard only applies to new construction and major changes to existing features of facilities owned, leased or operated by the town.

### **Consultation, recreational trails**

January 1, 2016

Consult with AAC, persons with disabilities and the public on the following design elements that may be part of a trail:

- Slope of the trail (e.g. appropriate cross slope, running slope or both)
- Need for, and location of, ramps on the trail
- Need for, location and design of:
  - rest areas
  - passing areas
  - viewing areas
  - amenities on the trail
  - any other accessibility feature

### **2018 key actions**

- ✓ Completed accessibility audit of town's recreational trail network for design elements
- ✓ Parks and Open Space staff consulted with AAC, persons with disabilities and the public on design elements of town trails in December 2015

### **Technical requirements for trails, general**

January 1, 2016

Construct or redevelop trails with the width, height, surface and surface openings, edge protection, entrance and signage features that meet the prescribed standards.

### **2018 key actions**

- ✓ Completed accessibility audit of town's recreational trail network for design elements
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Technical requirements for beach access routes, general**

January 1, 2016

Construct or redevelop beach access routes with the width, height, surface and surface area, surface openings, changes in level, cross slope, running slope and entrance features that meet the prescribed standards.

### **2018 key actions**

- ✓ Completed accessibility audit of town's recreational trail network for design elements
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Common technical requirements for trails and beach access routes, general**

January 1, 2016

Construct or redevelop boardwalks with the width, height, surface and surface openings, edge protection and running slope features that meet the prescribed standards. Construct or redevelop ramps with the width, height, surface and surface openings, running slope, landings, handrails, wall or guard and edge protection that meet the prescribed standards.

### **2018 key actions**

- ✓ Completed accessibility audit of town's recreational trail network for design elements
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Outdoor public use eating areas, general requirements**

January 1, 2016

Construct or redevelop public use eating areas that include the minimum number of accessible tables and have a firm, stable and level surface.

### **2018 key actions**

- ✓ Updated Oakville Universal Design Standards for town facilities which addresses these requirements and its use is mandatory for all construction projects at town facilities including new construction, additions, renovations and capital replacements

## **Outdoor play spaces, consultation requirements**

January 1, 2016

Consult with AAC, persons with disabilities and the public on the needs of children and caregivers with various disabilities when constructing new or redeveloping existing outdoor play spaces.

### **2018 key actions**

- ✓ Parks and Open Space staff consulted with AAC, persons with disabilities and the public on design elements of outdoor play spaces in October 2015

## **Outdoor play spaces, accessibility in design**

January 1, 2016

Design outdoor play spaces with accessibility features, such as sensory and active play components, and have a ground surface that is firm, stable, has impact attenuating properties and sufficient clearance for people with disabilities to move through, in and around the play space.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

## **Exterior paths of travel, technical requirements**

January 1, 2016

Construct or redevelop exterior paths of travel with the width, height, surface and surface area, surface opening, changes in level, running and cross slope features that meet the prescribed standards.

### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

## **Exterior paths of travel, ramps**

January 1, 2016

Construct or redevelop ramps for exterior paths of travel with the width, surface, running slope, landings, openings in the surface, handrails, edge protection and wall and guard rail features that meet the prescribed standards.

### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017



- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Exterior paths of travel, stairs**

January 1, 2016

Construct or redevelop stairs for exterior paths of travel with the tread, rise, run, tonal contrast, tactile walking surface indicator, handrail and guardrail features that meet the prescribed standards.

#### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Exterior paths of travel, curb ramps**

January 1, 2016

Construct or redevelop curb ramps for exterior paths of travel with the width, running/cross slope and tactile walking surface indicator features that meet the prescribed standards.

#### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Exterior paths of travel, depressed curbs**

January 1, 2016

Construct or redevelop depressed curbs on exterior paths of travel with the running slope, direction of travel and tactile walking surface indicator features that meet the prescribed standards.

#### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017
- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Exterior paths of travel, accessible pedestrian signals**

January 1, 2016

Install or replace pedestrian signals at pedestrian crossovers with the tone, tactile arrows, activation features, travel indicators and mounting height and distance features that meet the prescribed standards.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Exterior paths of travel, rest areas**

January 1, 2016

Consult with AAC, persons with disabilities and the public on design and placement of rest areas along exterior paths of travel.

### **2018 key actions**

- ✓ Staff consulted with AAC on the 2017 Active Transportation Capital Program in April 2017
- ✓ Staff consulted with AAC, persons with disabilities and the public on design elements of rest areas in January 2016

### **Types of accessible parking spaces**

January 1, 2016

Construct or redevelop off-street parking facilities with parking spaces that meet the type, width and signage features that meet the prescribed standards.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Access aisles**

January 1, 2016

Construct or redevelop access aisles for all parking spaces for the use of persons with disabilities in off-street parking facilities with the width, length, surface and marking features that meet the prescribed standards.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

### **Minimum number and type of accessible parking spaces**

January 1, 2016

Construct or redevelop off-street parking facilities with a minimum number and type of accessible parking spaces that meet the prescribed standards.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

## **Signage**

January 1, 2016

Identify newly constructed or redeveloped accessible parking spaces with signage features that meet the prescribed standards.

### **2018 key actions**

- ✓ Incorporate technical requirements in new construction or redevelopment plans as prescribed. Ensure ongoing compliance

## **On-street parking spaces**

January 1, 2016

Consult with AAC, persons with disabilities and the public on the need, location and design of accessible on-street parking spaces when constructing or redeveloping existing on-street parking spaces.

### **2018 key actions**

- ✓ Staff consulted with AAC, persons with disabilities and the public on design elements of accessible on-street parking spaces in 2015

## **Service counters**

January 1, 2016

Construct or redevelop service counters with the minimum number of accessible service counters, height, knee clearance, floor space and signage, as prescribed.

### **2018 key actions**

- ✓ Updated Oakville Universal Design Standards for town facilities which addresses these requirements and its use is mandatory for all construction projects at town facilities including new construction, additions, renovations and capital replacements

## **Fixed queuing guides**

January 1, 2016

Construct or redevelop fixed queuing guides with the width, clear floor area and cane detectable elements, as prescribed.

### **2018 key actions**

- ✓ Updated Oakville Universal Design Standards for town facilities which addresses these requirements and its use is mandatory for all construction projects at town facilities including new construction, additions, renovations and capital replacements

## **Waiting areas**

January 1, 2016

Construct or redevelop waiting areas with the minimum number of accessible seating, as prescribed.

**2018 key actions**

- ✓ Updated Oakville Universal Design Standards for town facilities which addresses these requirements and its use is mandatory for all construction projects at town facilities including new construction, additions, renovations and capital replacements

**Maintenance of accessible elements**

January 1, 2016

Include procedures for preventative and emergency maintenance of accessible elements and temporary disruptions to accessible public spaces that meet the prescribed standards.

**2018 key actions**

- ✓ Incorporate maintenance requirements as prescribed. Ensure ongoing compliance