

**GRCA Accessibility Plan – 2020/21  
Annual Status Update 2021**

The information in this document identifies action items from the 2020/21 GRCA Accessibility Plan and status updates for actions taken in 2021.

**Corporate Policies, Procedure & Processes**

<b>Action Items for 2020/2021</b>	<b>2021 Status Update</b>
The accessibility working group will continue to meet at regular intervals.	Bi-annual meetings occurred
Continue to build elements of accessibility into all practices, procedures and policies.	Ongoing work completed
Ensure advance consultation on proposed projects by posting project details on the website and circulating to consulting partner agencies to invite feedback on accessibility	Consultation built into processes where required. Posting project details on website has not yet occurred and will be considered for future projects.
Continue to review procurement and purchasing practices to incorporate accessibility criteria and requirements. Educate staff on these requirements. Identify priority projects for 2020 and beyond.	Procurement documents are posted on biddingo as applicable which is an accessible website. Construction projects are designed in compliance with building code, and accessibility requirements as applicable.
The corporate signage strategy will be finalized in 2020 and an implementation plan will be developed and followed.	Due to COVID-19, the signage strategy was not completed in 2020. Work continued in 2021 with a signage strategy framework approved. The framework will be implemented in a phased-in approach going forward.
Develop procedures for preventative and emergency maintenance of the accessible elements in public spaces and for dealing with temporary disruptions when accessible elements required are not in working order	Temporary disruption notices are posted as applicable.

**Administration Centre**

<b>Action Items for 2020/2021</b>	<b>2021 Status Update</b>
Signage - Post universal signage where it remains outstanding.	Due to COVID-19, a needs assessment was not conducted in 2020 and will continue to be deferred until at least 2022.
Main lobby – accessible layout e.g. seating, phone - Conduct an updated needs assessment and incorporate into any renovation plans in 2020.	Due to COVID-19, a needs assessment was not conducted in 2020 and will continue to be deferred until at least 2022.
Accessibility throughout building - The feasibility of installing an elevator to provide access to all levels in the building will be evaluated. Additional signage requirements and other improvements to reduce accessibility barriers will also be documented and incorporated into future capital plans.	Due to COVID-19, a needs assessment was not conducted on 2020 and will continue to be deferred until at least 2022.  Accessibility improvements have been incorporated into a Fire and Life Safety system upgrade which will be started prior to year end.

## Information Systems, Technology and Communications

Action Items for 2020/2021	2021 Status Update
<p>GRCA Website – Ensure all new documents posted are in an accessible format.</p> <p>Refresher training for staff about posting on the website will be provided.</p>	<p>All new documents posted to the website are accessible. Older documents have been updated to conform with accessibility requirements or removed from the website</p> <p>AODA training for the web was provided to all website editors and approvers in January 2021.</p>
<p>Readability of printed materials (e.g. brochures, tabloids, minutes, forms) - Accessible document creation training for applicable staff will be conducted in 2020.</p> <p>Consider transition of escribe to updated platform to provide accessible board meeting agendas and minutes</p>	<p>Accessible document training was held in 2021.</p> <p>Escribe update implemented in 2021 to accessible platform.</p>

## Conservation Areas and Other Recreational Properties

Action Items for 2020/2021	2021 Status Update
<p>Gatehouses - Accessible customer service training is provided to all staff. An updated accessibility assessment will be conducted in 2020 and remediation of barriers will be incorporated into plans.</p>	<p>Due to COVID-19, the updated accessibility assessment was not conducted in 2020 but will be reviewed in 2021 during capital discussions.</p> <p>Accessibility compliance is built into capital projects when they occur.</p>
<p>Washrooms and Changerooms - Universal signage installation will continue. Continue to implement accessible washroom upgrades in line with the five year forecast.</p>	<p>Due to COVID-19, the updated accessibility assessment was not conducted in 2020 but will be reviewed in 2021 and as new capital projects occur.</p> <p>Accessible washrooms have signage posted.</p>
<p>Picnic areas - Implement accessibility upgrades to picnic areas, including trail access, as identified in the five year forecast. Ensure that 20% of new outdoor public use tables are accessible and the area around the accessible tables are level, firm and stable.</p>	<p>Accessible picnic tables are built as part of the annual replacement program (20% of new tables).</p> <p>As part of ongoing reviews, accessible picnic areas are identified that are level, firm and stable as appropriate locations for accessible picnic tables and they are signed accordingly.</p> <p>The trail/path access to accessible picnic areas will also be reviewed as part of the accessibility assessment in 2021 – deferred to 2022</p>
<p>Parking - Any new parking areas created will include designated accessible parking spots and related signage.</p>	<p>No new parking lots were created in 2020. Current parking lots in all Conservation Areas have designated spots. As new parking lots are developed, barrier free spots are designated and signed.</p>
<p>Campsites - Design criteria for accessible campsites will be finalized and a plan for implementation will be developed in 2020 and a plan to identify barrier-free campsites will be discussed.</p>	<p>No plan for implementation has been developed to date. Options for adding accessible sites will be developed in 2022-2023.</p>

## Conservation Areas and Other Recreational Properties continued

Action Items for 2020/2021	2021 Status Update
<p>Trails – Where practicable, newly developed recreational trails will be as accessible as possible. Public consultation will be conducted.</p> <p>Assess all existing trails based on level of accessibility and include this information in signage and on the website</p> <p>Investigate the feasibility of a loaner program for off-road wheelchairs and accessible beach/flotation chairs at some Conservation Areas.</p>	<p>Design of the City Link Trail is ongoing and will improve the accessibility of this trail. Public consultation will be conducted.</p> <p>Assessment of existing trails within CAs will occur in 2022-2023 and incorporated into signage strategy.</p> <p>This did not occur in 2020 and is deferred until 2022 as a result of COVID.</p>
<p>Outdoor Play Spaces - New outdoor play spaces will be designed to be as accessible as possible and public consultation will be conducted as required.</p>	<p>No new play spaces were constructed in 2020. We will incorporate accessible upgrades and public consultation when new play spaces are constructed.</p>

## Nature Centres

Action Items for 2020/2021	2021 Status Update
<p>Entrances, doors and walkways – nothing planned at this time</p>	<p>No additional work completed in 2021</p>
<p>Parking – nothing planned at this time</p>	<p>N/A</p>
<p>Washrooms – no action scheduled in this area for this time period</p>	<p>N/A</p>
<p>Programs - Ongoing review of programs and activities for accessibility; determine ways to improve accessibility.</p> <p>Discuss accessibility at every staff meeting to highlight the importance and to share accommodation ideas</p>	<p>Due to COVID-19, nature centre program did not operate for part of 2020. Deferred at this time.</p> <p>Regular agenda item at staff meetings.</p>
<p>Emergency Procedures – nothing planned at this time</p>	<p>N/A</p>
<p>New Guelph Lake Nature Centre - A new building is planned to be constructed in 2020 and it will be built in accordance with AODA requirements.</p>	<p>Due to COVID-19 and other factors, the new NC was not constructed in 2020. The preliminary design of the building is being reviewed and will be designed in accordance with AODA requirements.</p>