

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

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

Corporate Policies, Procedure & Processes

Action Items for 2020/2021	2020 Status Update
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
Conduct AODA refresher training for all staff	Completed by January 31, 2020
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 will continue in 2021, with accessible signage design specific training for staff as applicable.
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. Further potential improvements will be discussed in 2021.

Administration Centre

Action Items for 2020/2021	2020 Status Update
Signage - Post universal signage where it remains outstanding.	Due to COVID-19, a needs assessment was not conducted on 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 on 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 are being incorporated into a Fire and Life Safety system upgrade.

Information Systems, Technology and Communications

Action Items for 2020/2021	2020 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>Website updates will be done to ensure ongoing accessibility.</p>	<p>Due to COVID-19, accessible document training was deferred to 2021. AODA training for the web was completed in 2020 and again in 2021.</p> <p>AODA training for the web was provided to all website editors and approvers in January 2020 and January 2021.</p> <p>Website upgrade was completed in 2020 for accessibility.</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>Due to COVID-19, this training was not done in 2020 and was deferred to 2021.</p> <p>Deferred to 2021.</p>

Conservation Areas and Other Recreational Properties

Action Items for 2020/2021	2020 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.</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.</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). As part of ongoing reviews, accessible picnic areas will be identified that are level, firm and stable. As part of this review, we will locate accessible picnic tables and sign accessible picnic areas accordingly. The trail/path access to accessible picnic areas will also be reviewed as part of the accessibility assessment in 2021</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. As new parking lots are developed, barrier free spots will be 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>As part of the Elora Pines construction project, some accessible campsites were constructed. We will continue to review options for adding accessible sites as opportunities arise.</p>

Conservation Areas and Other Recreational Properties continued

Action Items for 2020/2021	2020 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>Accessibility improvements were made to the Rotary Trail at Guelph Lake and the Rockwood pothole trail in 2020. Design of the City Link Trail is ongoing and will improve the accessibility of this trail. Public consultation will be conducted.</p> <p>This did not occur in 2020 and will be considered as part of the 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 if we construct new play spaces in the future.</p>

Nature Centres

Action Items for 2020/2021	2020 Status Update
<p>Entrances, doors and walkways – nothing planned at this time</p>	<p>Laurel Creek NC - front door replaced with a fully accessible automatic door. Building – stairway visibility strips were installed at LCNC</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 current version of the building has been designed in accordance with AODA requirements.</p>