



Staff Report

To: Committee of the Whole

Department: Corporate Services

Report Number: **CS - 2026-026**

Meeting Date: **March 11, 2026**

Subject: 2025 Annual Accessibility Compliance Report

Recommendation

That Item CS-2026-026, dated March 11, 2026, regarding the 2025 Annual Accessibility Compliance Report, be received.

Executive Summary

Tay Township is a member of the Joint Accessibility Advisory Committee ("JAAC") which consists of membership from the County of Simcoe, Town of Midland, Townships of Tay, Springwater, Oro-Medonte and Adjala-Tosorontio.

Section 4(1) of the *Accessibility for Ontarians with Disabilities Act* ("AODA"), requires that municipalities establish, implement, maintain, and document a Multi-Year Accessibility Plan ("MYAP") that is reviewed at minimum every five (5) years. This plan is reviewed by the JAAC, approved by the Council, and made publicly available through the Township's website and alternate formats upon request.

Annually, Tay Township drafts an Accessibility Compliance Report that highlights the Township's progress and compliance with the MYAP, which is then presented to the JAAC for feedback and brought forward to Council for consideration.

Background/Analysis/Options

Background

In 2005, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), was passed by the Provincial Government with the intent of achieving accessibility

with respect to goods, services, facilities, employment, buildings, structures and premises by January 1, 2025.

The AODA is supported by the Integrated Accessibility Standard Regulation O. Reg. 191/11 (IASR) which consists of standards addressing Customer Service, Information and Communication, Employment, Design of Public Spaces, Built Environment, and Transportation.

Per Section 4 of the IASR:

“The Government of Ontario, Legislative Assembly and designated public sector organizations shall:

4.(1)(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;

(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and

(c) review and update the accessibility plan at least once every five years.

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), 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.”

In compliance with legislation, the Township’s 2023-2027 MYAP details the Township’s commitment to accessibility planning. A direct quote from the MYAP:

“The Township of Tay is committed to increasing and enhancing accessibility to its programs, services, and facilities. The Township has moved steadily towards providing a higher level of accessibility to its services, programs and infrastructures. The goal is to incorporate accessibility as a part of everyday life and maintain it as a core element to Township services.”

The Township reviews its MYAP annually to assist in promoting and facilitating a barrier-free municipality for citizens of all abilities (universal accessibility),

including persons with disabilities. The MYAP describes the measures the Township has taken in the past and will take in the future to identify, remove, and prevent barriers to people with disabilities who use the facilities and services of the Township.

The JAAC consists of membership from the County of Simcoe, Town of Midland, Townships of Tay, Springwater, Oro-Medonte and Adjala-Tosorontio. As the Township is part of the JAAC the annual compliance report is brought forward to the JAAC for review prior to being delivered to Council for consideration.

The following information highlights the Township's progress and compliance with the MYAP for 2025:

Training

Tay Township provides training on the AODA and its regulations, the Ontario Human Rights Code, and general accessibility awareness to new employees. Records are kept on the completion of the training as per the legislative requirements.

In 2025, 41 employees received AODA, generic and workplace-specific training. In addition, 2 staff completed and received a certificate through the Ontario Human Rights Commission, the course was titled "Working Together - The Ontario Human Rights Code and the AODA".

Customer Service

The Township maintained its compliance with the Customer Service Standards, including the legislative requirements for use of service animals, support persons, and assistive devices.

A resident made the request for the Township to have a mobility assistance device for use at the Township office. The idea was brought forward to the Seniors Advisory Committee who recommended to Council the purchase of a walker through their Committee budget. Council approved the request and a universal community walker was made available in the lobby of the Tay Township Municipal Office in December of 2025.

As part of the Township's ongoing commitment to accessibility and inclusive communication, the Township's communication team continues to take practical steps to improve how residents and visitors access municipal information.

A new TV monitor was installed in the lobby of the Township office. The upgraded screen features a larger format and improved display quality, making digital

information easier to view and read. The monitor is used to share Township news, upcoming events, and other important information with residents and visitors who are attending or visiting the office.

In early 2025, Tay Township released the 2024 Digital Year in Review, ensuring residents could access the publication in a format that best suited their needs. The Year in Review was available online for viewing across personal devices, including laptops, tablets, and smartphones, with printed copies also offered upon request. Providing the publication in both digital and print formats supported greater accessibility and enhanced convenience for residents and community partners.

All Council and Committee of the Whole meetings, whether held in-person or virtually, have been live-streamed to the Tay Township YouTube channel. This allows members of our community who are not able to attend Council meetings in-person at the Township office, to view the meetings from the comfort of their own home. These recordings will remain accessible to the public for one year after each meeting on the Township YouTube channel.

Facilities

Throughout 2025, the Township completed facility upgrades to increase accessibility across the Township. A summary of these upgrades are listed below:

- Municipal office back walkway - removed interlock and poured concrete for greater accessibility
- Building Condition Assessments - were completed on seven (7) municipal buildings which will help shape decision making on future replacement needs (keeping accessibility in mind)
 - 145 Albert Street (Victoria Harbour Library, Post-Office)
 - Municipal Office
 - Oakwood Community Centre
 - Port McNicoll Fire Hall
 - Victoria Harbour Fire Hall
 - Waubaushene Fire Hall
 - Waverley Church
- Staff desk updates – six (6) staff desks were replaced with accessible height adjustment options
- Parking -
 - two (2) accessible parking spaces were created at the Tay Community Rink (Talbot Park)
 - across the Township, accessible parking spaces were repainted and signage was improved, as they are reviewed annually by staff

Conclusion

Tay Staff continue to identify and rectify accessibility challenges throughout the Township to remove barriers for members of our community, as well as visitors, with a goal of continually increasing the accessibility of our Township.

This Item was presented to the Joint Accessibility Advisory Committee on January 20, 2026, and received the Committee's approval without recommendations or revisions.

Financial and Resource Implications

Funds associated with the various upgrades referenced above were included within the 2025 budget.

Relationship to Strategic Plan

Not Strategic Plan Specific - Regulatory Compliance

Reference Documents

There are no reference documents associated with this Item.

Attachments

There are no attachments to this Item.

Prepared By

Lacey McKay, Legislative Coordinator

Approvals

Katelyn Johns, Municipal Clerk/Library CEO
January 9, 2026

Andrea Fay, Chief Administrative Officer/Deputy Clerk
January 12, 2026