



Accessibility Plan



December 2024



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Introduction:

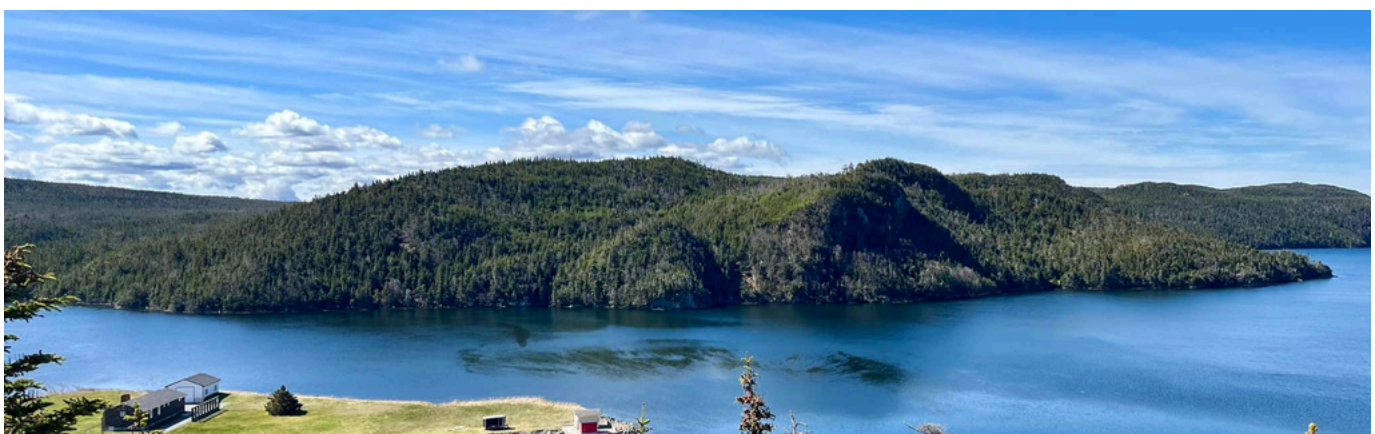
Municipal governments play a crucial role in shaping the planning and development of communities, influencing aspects such as roads, parks, trails, programs, meeting spaces, services, public buildings, and elections. The Province of Newfoundland and Labrador acknowledges that accessibility is a shared responsibility and enacted the Accessibility Act NL (The Act) on December 3, 2021. The Act requires municipalities and other public bodies to create and implement accessibility plans, ensure the plans are made public, update them every three years, and establish an Accessibility Advisory Committee. This Accessibility Plan has been developed by the an Accessibility Advisory Committee.

The Accessibility Advisory Committee has provided guidance to the Municipal Council on identifying, preventing, and eliminating barriers faced by individuals with disabilities in municipal programs, services, initiatives, and facilities. The committee also collaborates with staff in the creation and oversight of this plan.

Purpose

The purpose of the Act is to enhance accessibility by identifying, preventing, and removing barriers that hinder individuals with disabilities from fully participating in society, specifically in relation to:

1. Programs and Services
2. Built Environment
3. Information and Communication
4. Procurement of Goods, Services, and Facilities
5. Accommodations
6. Education
7. Health
8. Employment
9. Any activity or undertaking prescribed in the regulations



Welcome Message

The Town of Placentia remains dedicated to fostering inclusivity and accessibility in our recreation facilities and municipal buildings. We currently offer safe and accessible green spaces, as well as special swings and picnic tables designed to accommodate wheelchair access. Whenever we identify opportunities to improve accessibility, whether by providing new spaces, creating spaces, or upgrading existing ones—we take action to ensure that people of all abilities can participate in play, share in learning, and feel welcomed.

We take pride in being a community that looks out for one another, working diligently to meet the needs of all residents and visitors, regardless of age, ability, or gender. Our goal is to provide equitable access to our buildings, programs, and services for everyone.

Our long-standing commitment to a barrier-free society has led to numerous improvements in our community over the years. With the introduction of the new Newfoundland and Labrador Accessibility Act, we recognize that accessibility is a human right, and we are committed to making Newfoundland and Labrador a fully accessible province. This document serves to establish an Accessibility Advisory Committee, which will develop a strategy to support and guide our efforts in becoming a more accessible community.

We view this plan as a "living document," one that will evolve and improve with the valuable feedback we receive from groups and individuals working alongside us to make Placentia more accessible. We welcome comments and suggestions from the public at any time.

Sincerely,

Accessibility Advisory Committee



Statement of Commitment

The Town of Placentia recognizes that accessibility barriers exist and is committed to ensuring equal access and participation for all residents and visitors, regardless of their abilities.

To address this, an Accessibility Advisory Committee has been established to develop an Accessibility Plan. The committee will focus on identifying, preventing, and eliminating accessibility barriers within municipal programs, services, communication, and infrastructure.

The Town of Placentia fully supports the goals of the Newfoundland and Labrador Accessibility Act and is dedicated to ensuring that its policies, practices, and procedures align with the following core principles to create an inclusive environment that accommodates all individuals:

- Dignity – Goods and services will be provided in a manner that respects individuals with disabilities, upholding their dignity and ensuring they are not made to feel less important.
- Independence – We respect the right of individuals with disabilities to make their own choices and to have the autonomy to receive goods and services in the way that best suits their needs.
- Integration – Whenever possible, services will be delivered in a manner that enables individuals with disabilities to fully benefit from the same services, in the same locations, and in similar ways as other customers. This may involve providing alternative formats and flexible approaches to ensure inclusiveness and full participation, which is a fundamental human right.
- Equal Opportunity – Services will be provided in a way that ensures individuals with disabilities have equal access to goods and services, providing them with the same opportunities as others.



Definitions

- **Accessibility Act NL (2021):** The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The Accessibility Act defines the role and responsibilities of the Disability Policy Office and the Accessibility Standards Advisory Board, and addresses standards, compliance, and enforcement.
- **Accessibility Advisory Committee (AAC):** A volunteer committee established by a municipality to advise municipal council about identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with the Accessibility Act NL (2021). At least one half of the members of the advisory committee has a disability or represent an organization that represents people with disabilities.
- **Accessibility Co-ordinator –** A person appointed by Municipal Council to support the work of the Accessibility Advisory Committee in developing and implementing the Municipal Accessibility Plan. The Accessibility Co-ordinator also liaises with the Municipal Council, Municipality’s management and provides consultation services to staff.
- **Accessibility Lens:** An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to assess and address the impact of all initiatives (policies, programs, or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities. An “accessibility lens” means that pertinent decisions made by Council will be looked at from the viewpoint of those with disabilities, to build accessibility or equity through those decisions.
- **Accessibility Plan:** A plan developed to address the prevention, identification, and removal of barriers in the policies, programs, practices, and services of a public body.
- **Accessibility Standards:** Accessibility standards establish clear, specific, and achievable goals to identify, prevent, and remove barriers. Each standard will be introduced in stages with a timeframe for implementation. The standards and timelines would consider all sectors such as government, business, municipalities, and community organizations.
- **Accessibility Standards Advisory Board:** The Board shall consist of a minimum of seven (7) members and a maximum of nine (9) members appointed by the Lieutenant-Governor in Council on the recommendations of the Minister. The composition of this board states that at least one-half of the members are either persons with disabilities, or representatives from organizations of or for persons with disabilities, and at least one member shall be an Indigenous person.

Definitions

- **Accommodation (or disability related support):** Any technical aid or device, personal support or disability-related support or other accommodation a person may require. This can include but is not limited to: accessible meeting rooms; accessible formats such as Braille, American Sign Language (ASL), and plain language; mobility supports to attend meeting; and, sign language interpreters, captioning or ensuring space has sensory sensitive features.
- **American Sign Language (ASL):** A form of sign language developed for and by those who are deaf or hearing impaired in the US and also used in English-speaking parts of Canada.
- **Auditory:** Related to the sense of hearing.
- **Barrier:** Something that makes it harder for some people to participate. The Accessibility Act defines a barrier as “anything that prevents a person with a disability from fully participating in society, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, or a barrier established or perpetuated by an Act, regulations, a policy, or a practice.
- **Braille:** A form of written language for people who are blind or have a visual impairment, in which characters are represented by patterns of raised dots that are felt with the fingertips.
- **Built Environment:** Man-made structures, features, and facilities viewed collectively as an environment where people live and/or work.
- **Canadian Standard Association (CSA):** The CSA is a standards organization that develops standards in 57 areas. CSA publishes standards in print and electronic form and provides training and advisory services.
- **Communication Access Realtime Translation (CART):** CART is the live, word-for-word transcription of speech to text so that individuals can read what is being said.
- **Disability:** As defined in the Accessibility Act: “disability includes a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation that is permanent, temporary or episodic in nature, that, in interaction with a barrier, prevents a person from fully participating in society”.
- **Disability Policy Office:** The Disability Policy Office is a division of government that works with all government departments and agencies to assist in the development of policies.
- **Emergency Services Office (ESO):** The Emergency Service Office is responsible for emergency planning and coordinating emergency responses. There are regional Emergency Services Offices that are responsible for providing a prompt and coordinated response to emergencies that occur in their jurisdiction.

Definitions

- **Enabling Legislation:** Enabling legislation allows for further development of associated regulations and policies rather than prescribing specific requirements in legislation. Enabling legislation provides a broad focus on areas of authority that the government can act on in the future. These standards will be developed with the engagement of associated stakeholders including the persons with lived experience, business community, Public Bodies, and government departments.
- **Equitable/equity:** This term refers to a commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities.
- **Government of Newfoundland and Labrador Accessibility Plan:** A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Newfoundland and Labrador. Currently, an interdepartmental accessibility team is being identified to work on the development of one comprehensive Accessibility Plan for all Provincial government departments.
- **Infrastructure:** Infrastructure is the basic physical and organizational structures and facilities (i.e. buildings, roads, power supplies) needed for the operation of a society or enterprise.
- **Living document:** a Living Document is a document that is continually edited and updated. The Accessibility Advisory Committee is a fluid group and will change with time; needs with regard to accessibility in the Town will also change and evolve. There is a regular timeline for the document to be updated.
- **Meaningful:** In the context of our accessibility work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.
- **Municipalities Newfoundland and Labrador (MNL):** Municipalities Newfoundland and Labrador (MNL) formed in 1951 to represent the interests of the growing number of municipal councils in the province. At that time, there were approximately 50 incorporated municipalities in the province. Today there are 276 incorporated municipalities representing 89 percent of the provincial population. Over 97 percent of these councils are paying members of MNL and drive the considerable advocacy and policy efforts. MNL is governed by a twelve-member Board of Directors representing seven regions as well as small town and urban constituencies. MNL activities are coordinated by a staff of seven professionals. From this office economic development workshops are developed and delivered, cutting edge research and facilitation of inter-municipal cooperation is conducted, and sector leading membership services are coordinated. These services include a province-wide municipal general insurance program, a free legal telephone referral program, an air travel discount program, and an exclusive debt collection service.

Definitions

- **Pedestrian:** A pedestrian is a person traveling by foot and is inclusive of those using assistive devices (tricycle, quadricycle, or wheelchair).
- **Plain Language:** Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly the intended audience can easily find what they need, understand what they find, and use the information. There are helpful resources available online, including the Plain Language Action and Information Network.
- **Prescribed:** Means “prescribed in the Accessibility Act General Regulations.” The Accessibility Act enables the government to use the regulations to identify which organizations must comply with certain requirements. These requirements include forming an Accessibility Advisory Committee and developing an accessibility plan by December 31, 2023. The use of the word “prescribed” in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.
- **Professional Municipal Administrator (PMA):** Professional Municipal Administrators (PMA) is a professional organization composed of Town/City Managers, Town/City Clerks, Chief Administrative Officers, and Department Heads who are committed to preserving and advancing excellence in municipal administration in Newfoundland and Labrador. The organization is run by a dedicated staff that help municipalities with training, information and services. They represent the members on a provincial and federal level.
- **Public Body:** As defined in the Accessibility Act, public bodies include all provincial government, agencies, boards, commissions and committees, municipalities, public educational institutions, and private educational institutions. Part I (o.) of the Accessibility Act includes the full list.
- **Retrofit:** to retrofit is to add a component or accessory to something that it did not have originally.
- **Standard Development Committee:** Where it is determined that an accessibility standard is to be developed, the Accessibility Standards Advisory Board is to establish a Standard Development Committee to assist the Board in developing the content and implementation of the standard. There will be terms of reference for the committee which will identify the criteria for any technical experts and timelines. Committee members will consist of persons with disabilities or organizations representing them; representatives from departments that have responsibilities related to the standard under development and representatives of organizations and public bodies that may be affected by the standard.
- **Tactile:** Relates to anything designed to be perceived by sense of touch.
- **Web Content Accessibility Guidelines (WCAG):** The Web Content Accessibility Guidelines are part of a series of web accessibility guidelines published by the Web Accessibility Initiative of the World Wide Web Consortium, the main international standards organization for the Internet. These guidelines are fluid, and new guidelines are set or occasionally updated. They can be found at <https://www.w3.org/WAI/standardsguidelines/wcag/>

Community Feedback

The Age Friendly Committee was involved early in our process, assisting in gathering valuable input from individuals directly affected by accessibility barriers in our community. This included identifying specific areas of concern and setting priorities for action.

In the spring of 2024, the Accessibility Advisory Committee was formed to collect information on what is needed, where it is needed, and how best to communicate this message to the public. These insights will be integrated into the Accessibility Plan for action. Additionally, the Placentia Lions Club and Special Olympics Placentia were engaged early in the process, helping gather crucial information from people affected by accessibility barriers within our municipality.

The Accessibility Advisory Committee encourages public feedback. Participants will be informed about the municipality's work and its responsibilities under the Accessibility Act. The feedback gathered will be used to shape and enhance the Accessibility Plan.



Areas of Focus

The Government of Newfoundland Accessibility Act identified nine (9) focus areas.

1. Design and delivery of programs and services.
2. Built environment.
3. Information and Communication
4. Procurement of goods, services and facilities.
5. Accommodations.
6. Education.
7. Health.
8. Employment.
9. An activity or undertaking prescribed in the regulations.

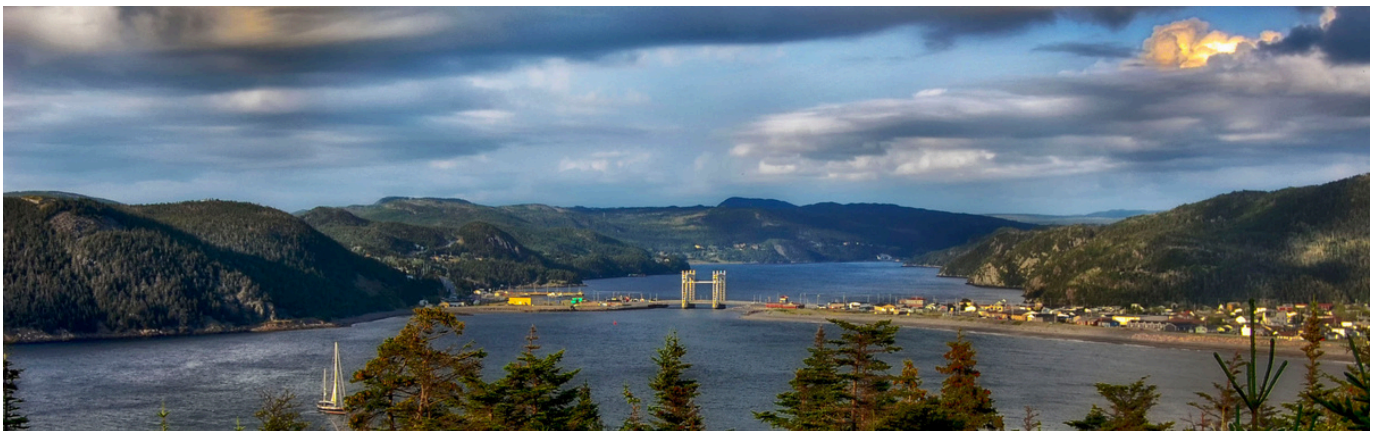
Consistent with government's guidelines, we have identified commitments to improving accessibility with five areas of focus.

1. Programs and Services
2. Built Environment
3. Information and Communication
4. Procurement of Goods, Services, and Facilities
5. Employment.

We will work towards equitable access in each of these areas of focus to help identify, prevent, and eliminate barriers for persons with disabilities. This Accessibility Plan is a united plan based on universal standards. During the development of our plan, we considered all areas of accessibility.

For each area of focus we considered:

- What is the vision or commitment?
- What is the starting point – the current situation?
- What policies are already in place or under development?
- What actions will the municipality take to remove accessibility barriers?



1. Programs and Services

The Commitment

We are committed to ensuring that residents and visitors of all ages and abilities have equitable access to programs and services delivered by the Municipality of Placentia. We will strive to ensure that there are policies, procedures and tools to promote the accessible delivery of programs and services.

Our Starting Point

- Since 2017 we have made strives to have programs and services that allow persons with disabilities to share and participate in the programs we offer and to make some services more accessible.
- Accessible equipment is available for those who wish to attend events but must deal with mobility issues.
- Most events and programming are free or low cost to the public thereby eliminating the financial barriers to participate.
- Ramps and accessible walkways have been installed for ease of access to venues to participate in events and programs.
- The front counter at the Town Hall was retrofitted for wheelchair accessibility.

Policies

- Terms of Reference Policy
- Community Service Grants Program Policy
- Electronic Signatures
- E-mail Voting/Polling
- Health and Safety
- Healthy Eating
- Mental Health Policy
- Playground Equipment
- Remote Meeting Attendance
- Student Employment
- Working from Home
- Working Alone

Action Plan

- We will continue to evaluate programs and services related to accessible needs.
- More signage may be required in certain areas which would include pictures.
- We will strive to have all communications in multiply formats and explore any new ones that we may avail ourselves of.
- We will continue to seek funding to add features that are accessible for people of all abilities.
- We will continue to hire people with disabilities to run or assist with programs and services.
- We will seek funding to replace all doors with automatic doors.

2. Built Environment

The Commitment

Our buildings and outdoor spaces within the municipalities provide meaningful and equitable access for persons with disabilities.

Our Starting Point

- Town buildings have been updated with ramps, accessible washrooms, and wider doorways.
- The playground was updated to have a pathway to the wheelchair swing, U-swing, full-body accessible swing, accessible digger and sensory boards and other sensory equipment.
- Hiking Trails are being upgraded/improved to be a walking trail.

Policies

Recreation Equipment

Action Plan

- Improve and maintain the accessibility of municipal buildings and outdoor spaces to provincial standards and aim to exceed them when possible.
- Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, diversifying recreation equipment and creating accessible parks, playgrounds, and trails.
- Look for opportunities to construct and maintain more accessible public washrooms.
- Establish and implement processes to ensure accessibility is maintained during temporary disruptions, including emergencies, evacuations and/or special events.
- Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
- The Town should, when possible, ensure accessible detours are available when construction occurs.
- Seek funding for the installation of accessible picnic tables in our parks.



3. Information and Communication

The Commitment

We will ensure that all information and communications delivered by the municipalities will be timely, clear, and accessible for people of all ages and abilities. We are committed to ensuring that all residents and visitors have equitable access to information and communications by using inclusive language. We want to ensure that all people can receive, understand, and share the information provided by the municipalities.

Our Starting Point

The municipalities deliver information to the public in several ways, which include: - by mail, social media, website, phone, in-person, at the office, public meetings, and presentations (virtual and in-person).

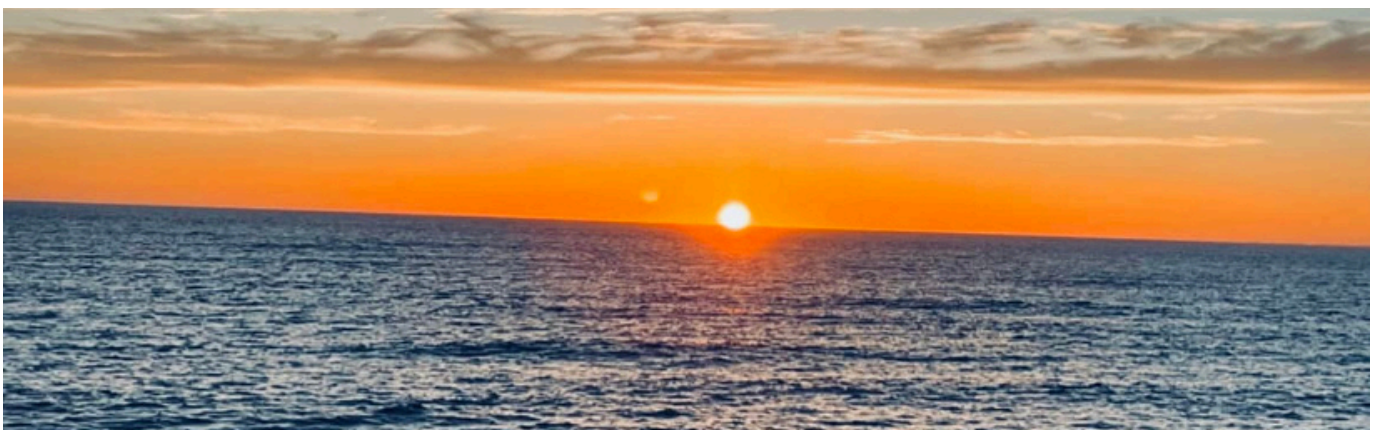
- All council meeting minutes are available on the website.
- Council meetings are open to the public.
- We use Everbridge to send text messages and phone calls to all residents to share information regarding boil orders, outages, events, and office closures.
- A municipal newsletter is prepared, not less than semi-annually, and circulated by way of Canada Post.

Policies

- E-mail Voting/Polling
- Remote Meeting Attendance

Action Plan

- Update policies to include more ways to communicate with and share information to persons with disabilities.
- Seek funding to obtain various types of communication aids.
- Create a Public Awareness Brochure to encourage and build more awareness around barriers to accessibility.
- Identify other organizations who can provide services and support relating to accessibility for municipal staff and the public.
- Finding a source to make documents more accessible on the webpage.
- Seek funding for signage that includes braille and ASL.



4. Procurement of Goods, Services and Facilities

The Commitment

We will ensure that the procurement of goods and services is equitable for all persons.

Our Starting Point

The following are some of the many services the municipalities deliver to the public:

- Emergency services
- Wastewater disposal
- Potable water
- Recreational facilities
- Public infrastructure such as buildings, parks, and trails
- Snow removal and maintenance of roadways
- All infrastructure built since 2018 is accessible and follows the regulations of ServiceNL.

Policies

- Health and Safety
- Public Procurement Act of NL and Procurement Policy

Action Plan

- Where applicable, include an “Accessibility Lens’/Impact Analysis in reports to town Council.
- To provide equitable opportunities for the purchase of goods and services.
- To ensure all future infrastructure meets all standards set by the Province of NL.



5. Employment

The Commitment

We are committed to making our Municipality an accessible and equitable employers. We support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities. We will remove barriers to employment for people of all ages and abilities who seek careers with the Municipality. We will make our employment practices and workplaces more accessible for new and existing employees of all ages and abilities.

Our Starting Point

- The Municipality of Placentia Town Hall which is wheelchair accessible.
- There is a sit/stand desk available for persons with disabilities.
- A computer is available with all accessibility features.
- Flexible hours have been established.
- Task have been adapted.
- Tools, materials and equipment purchased to accommodate needs and allow for successful completion of their job.
- Reserved parking
- Service animals welcome
- Educate the public that not all disabilities are visible.
- Removal of distractions in the work environment.
- Add aids to allow those with disabilities to be able to overcome obstacles.

Policies

Health and Safety

Healthy Eating

Mental Health Policy

Student Employment

Working from Home

Working Alone

Action Plan

- To make all workspaces accessible.
- To note in job postings that we can accommodate persons with disabilities and to have advertisements done in accessible formats.
- Build capacity among staff, management, and council to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities.
- Actively recruit people with disabilities on all municipal committees and working groups.
- Discuss special accommodations with all job applicants.
- A flexible work environment such as the ability to work from home.

Implementing the Plan

Responsibilities

The Municipality is responsible for creating operational plans and implementing those plans.

Accessibility Advisory Committee

- The Accessibility Advisory Committee will meet approximately three times per year to communicate about accessibility achievements, concerns, and issues.
- The committee will make recommendations to the councils.
- Review Municipal Accessibility Report Cards annually and report on progress toward meeting the commitments outlined in this Plan.
- The committee will review and update the Accessibility Plan every three years as required by the Act.

Accessibility Coordinator(s)

- Guide the work by the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, and assist the chairperson in leading the meetings.
- Manage recruitment for the committee when necessary.
- Accept complaints, questions, and concerns submitted by the public.
- Provide a summary of questions, concerns, and complaints to the Accessibility Advisory Committee.
- Act as liaison between the committee and the Municipality.

Council

- Recognize the importance of implementing this plan.
- Responsible for approving the Accessibility Plan.
- Recognize the significant cost and value of implementing this plan and the municipal operational plans and seek adequate funding and resources to allow the municipality to meet the requirements under the Newfoundland and Labrador Accessibility Act.

CAO

- The CAO must ensure that the commitments outlined in the Accessibility Plan are reflected and operationalized in the municipal Accessibility Action Plans required as public sector bodies under the Accessibility Act of Newfoundland and Labrador.
- These staff will ensure that complaints, questions, comments, or concerns submitted to them are relayed to the Accessibility Advisory Committee and the Accessibility Coordinator.

Timeline

The province's accessibility legislation does not have a date for 'full accessibility'. As technology, culture and society changes, the identification, prevention, and removal of barriers may change as well. The goal is to have full inclusion and accessibility for all. As a result, this legislation has clearly outlined a statutory review of not more than five years however, public bodies are required, under section 22. (1) of the legislation to update their Accessibility Plan every three (3) years. As new standards are set by the Lieutenant-Governor in Council and become regulations they will be incorporated into this Plan and actioned.

Monitoring and Evaluating

Each municipal unit will be responsible for submitting an Accessibility Report Card to the Accessibility Advisory Committee by November 30 each year. This report card will track and report on the progress made towards the commitments in the plan, and performance of the policies and actions in the Accessibility Action Plan. The Accessibility Advisory Committee may also make recommendations to improve this plan.

The Accessibility Report Cards of each municipal unit will be public documents, posted on our individual website. The Accessibility Advisory Committee will review new directives, guidelines, and updates from the province as they are released, and determine if updates to this Accessibility Plan are required based on those updates. The Accessibility Advisory Committee will make recommendations to each municipal unit on the need for updates to the Accessibility Action Plan.

Responding to Questions and Complaints

Any individual can file a complaint, ask a question, or raise a concern about accessibility. These should go to the relevant municipal unit. A staff member may consult with the Accessibility Coordinator for guidance and will respond promptly with an explanation. If the person still has concerns, they can reach out to the Chair of the Accessibility Advisory Committee.

If someone is not satisfied with the response from the staff, Coordinator, or Committee, they can appeal to the Council for further review and recommendations. The Accessibility Coordinator keeps a record of all feedback and provides regular updates to the Accessibility Advisory Committee. These updates help inform future changes to the Accessibility Plan.

Members of the public can also request to present to the Accessibility Advisory Committee or submit materials for their review.

Action Checklist

Suggested Actions: Programs and Services

- We will continue to evaluate programs and services related to accessible needs.
- More signage may be required in certain areas which would include pictures.
- We will strive to have all communications in multiply formats and explore any new ones that we may avail ourselves of.
- We will continue to seek funding to add features that are accessible for people of all abilities.
- We will continue to hire people with disabilities to run or assist with programs and services.
- We will seek funding to replace all doors with automatic doors.
- Explore different ways to promote town events/activities.
- Portion of quiet spaces and accessibility needs in marketing for events.
- Events planned will have an accessibility lens applied during the planning process.
- Waiving of entrance fee for individuals whose role is to support a person with a disability. This is a common courtesy and ensures full participation of a person with a disability who requires an aide, without undue financial hardship.

Suggested Actions: Built Environment

- Improve and maintain the accessibility of municipal buildings and outdoor spaces to the provincial standards and aim to exceed them when possible.
- Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, diversifying recreation equipment and creating accessible parks, playgrounds and trails.
- Look for opportunities to construct and maintain more accessible public washrooms.
- Establish and implement processes to ensure accessibility is maintained during temporary disruptions, including emergencies, evacuations and/or special events.
- Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
- The Town should, when possible, ensure accessible detours are available when construction occurs.
- Seek funding for the installation of accessible picnic tables in our parks.

Suggested Actions: Information and Communication

- Update policies to include more ways to communicate with and share information to persons with disabilities.
- Seek funding to obtain various types of communication aids.
- Create a Public Awareness Brochure to encourage and build more awareness around barriers to accessibility.
- Identify other organizations who can provide services and support relating to accessibility for municipal staff and the public.
- Finding a source to make documents more accessible on the webpage.
- Seek funding for signage that includes braille, ASL and high contrast lettering.

Action Checklist

Suggested Actions: Procurement of Goods, Services and Facilities

- Where applicable, include an “Accessibility Lens’/Impact Analysis in reports to Town Council.
- To provide equitable opportunities for the purchase of goods and services.
- To ensure all future infrastructure meets all standards set by the Province of NL.

Suggested Actions: Employment

- To make all workspaces accessible.
- To note in job postings that we can accommodate persons with disabilities and to have advertisements done in accessible formats.
- Build capacity among staff, management, and council to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities.
- Actively recruit people with disabilities on all municipal committees and working groups.
- Discuss special accommodations with all job applicants.
- A flexible work environment such as the ability to work from home.
- Attempt to secure grants necessary to provide any assistive devices necessary.

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Resources

For tips on hosting a welcoming meeting for people of all abilities, please refer to the Government of Newfoundland and Labrador Public Engagement Policy and the Accessible Communications

Policy at Inclusion and Accessibility Policies - Children, Seniors, and Social Development (gov.nl.ca)
Plain Language guide: <https://www.plainlanguage.gov/guidelines/words/use-simple-words-phrases/>

How to use Alt Text

<https://www.gov.nl.ca/cssd/disabilities/inclusion-accessibility/>

Words with Dignity

<https://www.gov.nl.ca/cssd/files/disabilities-pdf-words-with-dignity.pdf>

Government of NL

- Centre of Learning and Development provides internal learning and external learning opportunities for public service employees.

Public Service Access portal for online courses for the public service employees.

- Accessible Communications Policy and Inclusive Public Engagement Policy
<https://www.gov.nl.ca/cssd/disabilities/inclusion-accessibility/>
Accessible Documents, Meetings, etc. Tutorials | Accessibility Hub (queensu.ca)
Accessible Virtual Meetings:

Free tools

- Color contrast checker <https://contrastchecker.com/>
- Microsoft Word Accessibility checker (built into program)

<https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

- PowerPoint Accessibility Checker (built into program)
<https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#:~:text=To%20manually%20launch%20the%20Accessibility,accessibility%20with%20the%20Accessibility%20Checker.>

- PDF Accessibility Checker <https://www.adobe.com/accessibility/pdf/pdf-accessibilityoverview.html>
Inclusion NL <https://inclusionnl.ca/>
International Website standards <https://www.w3.org/WAI/standards-guidelines/>

Mental Health First Aid

- <https://www.sja.ca/en/first-aid-training/mental-health-first-aid-basic>
- <https://mhfa.ca/>

Social Media Resources

- CNIB
- Facebook Accessibility - Help Center
- Accessibility - Instagram Help Center
- Accessibility features supported on Instagram
- Twitter Accessibility - picture description
- How to Tweet pictures or GIFs
- You Tube Accessibility
- Universal Design NL <https://universaldesignnl.ca/>

Network of Organizations

- Autism Society of Newfoundland and Labrador
- Avalon Employment Inc. (Supportive Employment)
- Canadian Hard of Hearing Association Newfoundland and Labrador (CHHA-NL)
- Canadian Mental Health Association NL (CMHA NL)
- Cerebral Palsy Association of Newfoundland and Labrador
- Lifewise
- CNIB
- Easter Seals Newfoundland and Labrador
- Empower NL
- Epilepsy Newfoundland and Labrador
- Learning Disabilities Association of Newfoundland and Labrador
- Multiple Sclerosis Society of Canada
- Newfoundland and Labrador Brain Injury Association
- Inclusion Canada NL (ICNL)
- Newfoundland and Labrador Down Syndrome Society
- NL Association of the Deaf
- People First of Newfoundland and Labrador
- Schizophrenia Society of Canada
- Spinal Cord Injury Newfoundland and Labrador

