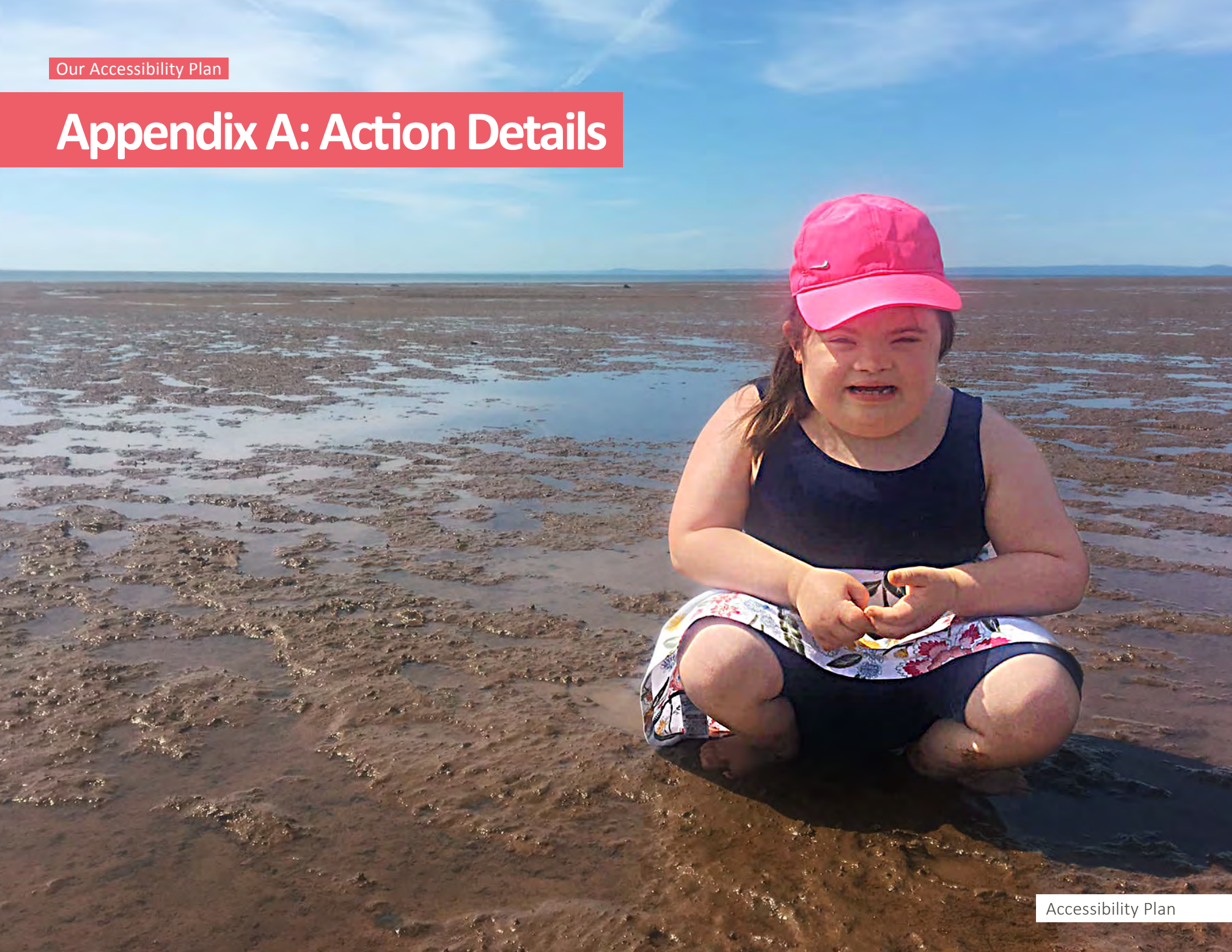


# Appendix A: Action Details



## Action 1

# Investigate and create a designated Accessibility Coordinator Position.



To complete an assessment of the accessibility coordinator position and determine whether there is a need to promote a full or part-time position designated to making the Municipality and Villages accessible. This position has potential to continue with the needs of the plan and to implement change as the parties continue toward the 2030 accessibility initiative and beyond.

## Why this action matters

Accessibility and inclusive communities are important now and in the future to ensure the Municipality and the Villages remain welcoming for all. An Accessibility Coordinator would continue to implement the plan and ensure that accessibility barriers are removed.

This position will greatly impact the communities and public the Municipality & Villages serve.

## Plan goals supported with this action

- Built Environment
- Information & Communications
- Awareness
- Goods & Services
- Transportation
- Employment
- Recreation

## Key steps in the process & timeline

- Create a job description for the Accessibility Coordinator's Role
- Include funding for a dedicated Accessibility Coordinator in the Municipal and Village budgets

- Coordinate hiring with the JAAC and Municipal partners.

### Estimated resources required

Staff resourcing: 1 staff member, part-time effort.

Additional funding: \$25,001-\$75,000

### Departmental Responsibilities

Lead department: Land Use Planning and Inspections

Contributing departments: Administration/Council & Finance

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: The Municipality directly delivers programs, services and facilities
- Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals
- Supporter: The Municipality assists and builds capacity for other organizations
- Storyteller: The Municipality shares stories that build an inclusive narrative

### Potential Community Partners

- Stakeholders identified in Appendix C

### Measure of success

- The Accessibility Plan has been completed, and implementation on actions for the first three years have been coordinated
- If enough evidence is available to support a full or part-time position, a presentation will be provided to Council
- Council approval
- Accessibility coordinator hired, or another department appointed Accessibility Coordinator duties

### Other Notes

- Further investigation and consideration should be given for someone in this position being hired with a disability
- Consider hiring a person with American Sign Language [ASL] training for this position so they can help facilitate requirements

## Action 2

# Individual accessibility audits of Village & Municipal buildings, parks, pathways, beaches, playgrounds and public areas.



Each party shall conduct individual accessibility audits of Municipal and Village buildings, parks, pathways, beaches, playgrounds and any other public area. There are multiple responsible parties in Kings County and individual audits will clarify what can be impacted by local governments.

## Why this action matters

To improve on the accessibility areas identified in this plan, the Municipality and the Villages need to understand the status of each individual asset to understand where they need to go.

Once individual assessments are completed, then individual facility plans and budgets can be implemented.

## Plan goals supported with this action

- Built Environment
- Goods & Services
- Employment
- Recreation

## Key steps in the process & timeline

- Identify a list of the individual properties and assets owned by the Municipality and the Villages
- Use the Priority upgrade matrix (see Action 9) to identify the updates that need to be prioritized first

- Once evaluated, identify a budget and implementation plan for the Municipality and the Villages

### Estimated resources required

Staff resourcing: Multiple staff members, full-time effort

Additional funding: \$75,000 + (for capital implementation after audits)

### Department Responsibilities

Lead department: Engineering and public works

Contributing departments: Building Inspections, Recreation, finance, lands and parks

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

Role of The KTA:

- Leader/Owner: The KTA embodies the accessibility goals through their internal policies and actions

- Broker: The KTA acts as a facilitator and connector to bring together organizations and individuals

### Measure of success

- Individual assessments have been completed on all publicly owned buildings

### Other Notes

- Individual inspections will take a lot of time as the Municipality of the County of Kings has over 50 parkland parcels alone
- Future upgrades include most facilities mentioned in the built environment and recreation sections, including: sidewalks, pathways, playgrounds, government building entrances, washrooms, and Council chambers

Action 3

# Develop and administer new training offerings for staff, Commissions, & Council on accessibility & disability.



Develop and administer new training offerings for staff, Municipal Council and Village Commissions specific to accessibility and disability issues.

- Transportation
- Employment
- Recreation

### Why this action matters

To ensure the best experience for residents and tax payers of all abilities through all Municipal, Village and transit programming.

### Key steps in the process & timeline

The Accessibility Coordinator, with consultation with the Municipality’s Diversity Specialist, will consider the specific needs for the accessibility training, including:

### Plan goals supported with this action

- Built Environment
- Information & Communications
- Awareness
- Goods & Services

- Will it be blanket training for all staff or specific to certain roles and/or departments?
- What type of training should be prioritized?
- How much budget is required for



each type of training?

Once these specifics have been determined, the Accessibility Coordinator will proceed to:

- Establish a timeline for all staff training modules to be completed
- Establish and approve the required budget for training
- Based on above, identify if training will be facilitated by an internal or an external instructor
- Hire the trainer or prepare training module (by end of 2022)
- All staff to complete by mid 2023 (as budget allows)
- Establish baseline for ongoing training beyond 2024

### Estimated resources required

Staff resourcing:

- Internal training: 1 staff member, time to research and prepare training, present to groups, part-time effort
- External training: 1 staff member to book trainer and schedule staff for workshops, part-time effort

Additional funding: \$0- \$25,000

### Departmental Responsibilities

Lead: Accessibility Coordinator and the JAAC

Contributing Departments: Administration - Human Resources; Finance; Community Development (Diversity Specialist); Each department will contribute by sending staff members to training

### Government Roles

Role of The Municipality:

- Leader/owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Internal training: Provider: The Municipality directly delivers programs, services and facilities
- External training: Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals- finds trainer and shares the information

Role of The Villages:

- Leader/owner: The Villages embody the accessibility goals through their internal policies and actions- commitment to ongoing education for all staff

Role of The KTA:

- Leader/owner: KTA embodies the accessibility goals through their internal policies and actions- commitment to ongoing education for all staff

### Potential Community Partners

- Accessibility Services Canada
- Provincial Government
- Educational partners listed in Appendix C

### Measure of success

- 100% of staff complete accessibility training module

### Other Notes

- This action will also influence and be influenced by Action 7, as new accessible customer service policies come from the province in spring 2022

## Action 4

# Review maintenance procedures for sidewalks and bus shelters.



Review maintenance procedures in places with sidewalks and bus shelters (owned by one of the eight parties). This includes reviewing snow maintenance contracts to ensure that accessibility considerations are implemented by:

- Ensuring sidewalks are cleared, particularly in commercial and recreational areas, to ensure those using scooters, canes, or other mobility devices able to access essential and Municipal goods and services.
- Ensuring commonly used multi-use trails are cleared for access
- Ensuring that bus shelters remain accessible throughout the winter months

## Why this action matters

Able bodied and non-able bodied persons need to be able to access essential, Municipal and Village owned goods and services at all times of year.

## Plan goals supported with this action

- Built Environment
- Goods & Services
- Transportation
- Recreation

## Key steps in the process & timeline

- Evaluate the sidewalk policy for response times
- Communicate the Accessibility Plan requirements with the awarded contractors



- Consult with the Active Transportation Master Plan and Transportation Department about the deployment of a winter maintenance strategy and identify a budget
- Adjust the Winter Maintenance Contract and budget if changes to scope are discovered

### Estimated resources required

Staff resourcing:

- Multiple staff members, part-time effort.
- Contractors, part-time effort

Additional funding: \$25,001-\$75,000

### Departmental Responsibilities

Lead department: Engineering and Public Works

Contributing departments: Lands and Parks, Finance, Administration, Transportation

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

### Potential Community Partners

- ATCOM Outdoor Advertising Inc., a local sign company specializing in transit shelters and signs
- Kings Transit Authority
- Service providing contractors

### Measure of success

- Increased amount of snow cleared, and easy to access sidewalk and trail space

### Additional Notes

The Municipality of the County of Kings' snow contracts are for 3-year terms and are due for renewal next year. The Municipality currently mirrors the Provincial policy for snow clearing, with updated times for sidewalks that lead to schools.

The KTA will need to involve ATCOM as they only own one shelter in New Minas, the rest of the shelters are ATCOM, and as their signs are basically on the shoulder of the road way otherwise and plan for safe shelters for those locations.

Establish a winter maintenance strategy is also an action also proposed in the Active Transportation Master Plan, which considers accessibility as one of its components. Those pursuing this action should also look to this plan.

Action 5

# Review communications policies, procedures and practices to remove barriers and include accessible design.



Complete a review of communications policies, procedures and practices to remove barriers and include accessible design in strategies & guidelines.

This action aims to improve barriers making Municipal, Village, and KTA communications materials and events inaccessible. It will establish accessible communications guidelines based on proven best practices to eliminate barriers limiting access to information and events.

This action will update policies, procedures and practices to provide staff with a framework promoting the consistent use of inclusive and accessible communications strategies. It will also rework brand guidelines that do not meet accessibility standards.

## Why this action matters

The Municipality and Villages values diversity, respect and transparency, and strives to be a “community of communities where all people belong.”

The above actions would eliminate communications barriers impacting citizens of the Municipality and Villages, and foster a greater sense of inclusion.

## Plan goals supported with this action

- Information & Communications



## Key steps in the process & timeline

- Compile a list of action items that will address barriers impeding the accessibility of Municipal, Village, and KTA information
- Research, draft and propose accessible communications standards and guidelines
- Consult with villages to explore partnership opportunities
- Update all policies, procedures and practices once standards are approved
- Partner with organizations who promote ASL use
- This work could all be undertaken by the Communications Specialist in 2022

## Estimated resources required

Staff resourcing: 1 staff member, part-time effort.

Additional funding: None

## Department Responsibilities

Lead department: Communications Specialist

Contributing Departments: Support from Administration and Information Technology

## Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility

goals through their internal policies and actions

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

Role of The KTA:

- Leader/Owner: The KTA embodies the accessibility goals through their internal policies and actions

## Measure of success

- Accessible communications standards adopted
- Related policies, procedures and practices updated to remove barriers
- Increased number of tools available to individuals with a range of communications needs
- Increased number of individuals reporting that they feel Municipal, Village, and KTA communications materials and forums are more accessible

## Additional Notes

The Municipality of the County of Kings, and the Kings Transit Authority are currently planning to revisit and develop revised communications plans and branding guidelines. The inclusion of accessibility into these documents can be built into a part of these processes can be seamlessly integrated if made a priority before the completion of these documents.

## Action 6

# Review hiring, funding evaluation, and procurement policies and procedures to prioritize accessibility.



Review and modify hiring, funding evaluation, and procurement policies and procedures to prioritize accessibility and equitable opportunities for persons with disabilities. Ensure the process grants meaningful access, and is inclusive to all persons with disabilities.

## Why this action matters

Updating practices ensures that governing bodies are providing meaningful access to persons of all abilities for employment. The execution of this action demonstrates that the Municipality, Villages and our partners value all people and taxpayers within our community, and that employment opportunities are available to all abilities.

## Plan goals supported with this action

- Goods & Services
- Employment

## Key steps in the process & timeline

- Identify and review current hiring practices, funding evaluation, and procurement policies and procedures
- Establish minimum, moderate and high level criteria for funding
- Propose changes and present to approving body
- Implement changes to evaluation procedures

- Communicate approved changes publicly and to applicants
- Assign future evaluation dates

### Estimated resources required

Staff resourcing: 1 staff member, part-time effort

Additional funding: None

### Department Responsibilities

Lead Department: Human Resources

Contributing Departments: Administration, Finance

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: The Municipality directly delivers programs, services and facilities

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions
- Provider: The Villages directly deliver programs, services and facilities

Role of The KTA:

- Leader/Owner: The KTA embodies the accessibility goals through their internal policies and actions
- Provider: The KTA directly delivers programs, services and facilities

### Potential Community Partners

- Accessibility employment agencies

### Measure of success

- Hiring and procurement practices updated
- Removal of government-implemented barriers to employment in documentation for persons with disabilities

## Action 7

# Review provincial customer service policy and adopt an Accessible Customer Service Policy.



Review provincial customer service policy and further adopt an Accessible Customer Service Policy for the Municipality and the Villages.

To evaluate the Provincial Customer Service Policy (2022 release), and compare any current Municipal and Village Customer Service operating policy. Assess and implement customer service policy changes at all levels of responsibility.

## Why this action matters

Including accessibility in customer service policies ensures that citizens with disabilities in the Municipality and Villages have access to channels that provide them with the right information on programing, funding and support channels.

## Plan goals supported with this action

- Information & Communications
- Goods & Services

## Key steps in the process & timeline

- Municipality reviews policy provided by the Provincial and Municipal levels of government by end of year, 2022
- Municipality identifies inaccessible customer service policy areas that do not comply with the provincial customer service policy
- Municipality to consult with the JAAC to identify shortcomings and key insights of current

policies. Have meetings with appropriate staff to assist with policy writing

- Municipality to develop accessible policies that consolidate findings identified through the process
- Request for Council approval by year end of 2024
- Municipality to draft template for Accessible Customer Service Policy for Villages to reference and modify for their own geographies. This policy can be referenced to the KTA for information sharing
- Villages to review and modify Policy to their local needs
- Villages to seek commission approval by the end of 2024

### Estimated resources required

Staff resourcing: 2 Part-time staff members

Additional funding: None

### Departmental Responsibilities

Lead Department: Administration- Human Resources

Contributing departments: Recreation; Finance; Land Use Planning and Inspections

### Government Roles

Role of the Municipality:

- Provider: The Municipality directly delivers programs, services and facilities
- Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals
- Supporter: The Municipality assists and builds capacity for other organizations

Role of The Villages:

- Provider: The Villages directly deliver programs, services and facilities

Role of The KTA:

- Provider: The KTA directly delivers programs, services and facilities

### Potential Community Partners

- JAAC and it's members
- Community groups who work directly in providing services to persons with disabilities or family/friends who support persons with disabilities (Appendix C)

### Measure of success

- Completion of Customer Service Review

- Consultation with staff and external customers
- An informed customer service policy that is implemented throughout the Municipality of the County of Kings and its respective villages

### Additional Notes

The policies implemented for this action will affect the accessibility training offered through Action 3.

## Action 8

# Deliver public-facing accessibility workshops for accessible employment and awareness building.



Deliver public-facing accessibility workshops in partnership with the Villages and private entities committed to employment and awareness building.

Partner with the community to provide workshops to educate the public on accessibility and disabilities. This is an opportunity to educate the public on accessibility in general but also employment needs, built environment needs, a day-in-the-life, and more.

## Why this action matters

Delivering public-facing accessibility workshops helps to create awareness of the accessibility needs in the community. By leading these workshops, local governments help to open conversations

about accessibility, and provides resources for those who want to learn more on their own disabilities and needs. These workshops would be an opportunity to educate the private sector on making their business more accessible, and further the reach of accessibility implementation in Kings' communities.

## Plan goals supported with this action

- Information & Communications
- Awareness

## Key steps in the process & timeline

- Consultations with private entities



and the villages on types of workshops they'd be interested in hosting

- Agreement with organization leading the workshop on when, where, and who will present
- Consider locations, frequency of workshops- East, West, Central, each Village
- Provide information sessions for employers about the benefits of hiring someone with a disability

### Estimated resources required

Staff resourcing:

- 1 staff member, part-time to get the project started, make connections with private entities, and provide ongoing communication to ensure workshops continue

Additional funding:

- None- cost of workshops could be on public entity
- \$0- \$25,000- partially funded by the Municipality or the Villages for space rental or perhaps refreshments

### Department Responsibilities

Lead department: Communications and/or Accessibility Coordinator

Contributing departments: Finance

### Government Roles

Role of The Municipality:

- Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals

### Potential Community Partners

- Flower Cart
- Community Inc
- JAAC
- Additional Stakeholders listed in Appendix C

### Measure of success

- Completion of workshops, determined by finding and availability

## Action 9

# Review transit stops, signage & access to determine roles & responsibilities.



Review all transit stops, signage and pedestrian access elements to determine roles and responsibilities.

Transit stops and shelters are owned and operated by a series of different parties. This action involves identifying the owner or responsible party for all transit stops, wayfinding and pedestrian access to transit stops within the Municipality and Villages. The responsible party for each will complete an individual accessibility evaluation on each of all the above, and determine what changes that need to be made, a timeline for completion, and the associated cost.

## Why this action matters

Barrier free access should be available for all residents and visitors of the Municipality and the Villages. By determining who is responsible

for fixing these issues and setting a timeline, the responsible party can be held accountable by the other parties to fix the issues.

## Plan goals supported with this action

- Built Environment
- Transportation

## Key steps in the process & timeline

- Create a list of all transit stops, signs, and shelters that fall within Municipality or Village lines
- Establish the responsible party for each transit stop, and it's respective signage, shelter, and pedestrian access or sidewalk space
- Establish a timeline as a group for when the projects will be complete, to make a commitment

to one another and the communities being served

- Responsible party will have staff/contractors fix the issues

### Estimated resources required

Staff resourcing:

- Multiple staff members: part-time effort.
- Village/KTA staff: part-time effort
- Other (please describe): contractors

Additional funding: None

### Department Responsibilities

Lead department: Engineering/Public Works

Contributing departments: None provided

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

### Potential Community Partners

- Department of Transportation
- Individual bus shelter owners (KTA and external contractor)

### Measure of success

- Creation of a timeline for completion
- Percentage of transit stop upgrade completion, reported in an annual check-in to the JAAC

## Action 10

# Update Committee, Council and Village Commission procedures, policies to provide accessible options.



These accessible resources could include:

- Oral or electronic descriptions or maps of meeting room layouts, emergency exits, and amenities
- Aids for hearing impairment
- ASL interpreter list
- Closed captioning
- Braille print house list and/or screen reader compatible materials
- Offer to make available reports, agendas, slides, or other materials in alternative formats if requested. Check for adjustable lighting in the meeting rooms.

## Why this action matters

It is important for all residents to understand there are no barriers to participation and should one exist, there will be clear direction of how to communicate this so it can be addressed.

## Plan goals supported with this action

- Information & Communications
- Awareness

## Key steps in the process & timeline

- Investigate for existing guidelines.
- Review existing guidelines

- Develop a template that can be easily viewed, used, and understood by all
- Provide draft/red line changes to approving body including a future review date
- Identify budgets for the Municipality and the Villages
- Once approved, provide training to those involved
- Partner with organizations who promote ASL use
- Create communication for the public to be aware of available resources

### Estimated resources required

Staff resourcing: 1 staff member, full-time

Additional funding: \$0 to \$50,000

### Department Responsibilities

Lead department: Administration

Potential Lead: Policy Analyst

Contributing departments: Administration

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: The Municipality directly delivers programs, services and facilities

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions
- Provider: The Villages directly deliver programs, services and facilities

Role of The KTA:

- Leader/Owner: The KTA embodies the accessibility goals through their internal policies and actions
- Provider: The KTA directly delivers programs, services and facilities

### Measure of success

- All existing guidelines have been reviewed and assigned a future review date
- If no existing guideline exists; the creation of an approved guideline with a future date for review assigned

### Other information

- Guidelines could be in the form of Policy, Standard operating Procedure, By-Law

## Action 11

# Review current recreational programming to identify and propose accessible options.



Review current recreational programming and funding to programming to identify and propose accessible recreational programming options.

Look at recreation programming being offered in the Municipality and Villages and try to improve options to ensure everyone can participate.

## Why this action matters

Recreation is an essential part of life and affects the health and well being of all. It is important that the benefits of recreation are available to everyone in our community regardless of ability.

## Plan goals supported with this action

- Recreation

## Key steps in the process & timeline

- Provide a workshop to all Municipal Recreation staff on accessibility and what accessible programming looks like
- Review all current programming with an accessibility lens to decide which programs The Municipality and the Villages offer are currently accessible
- Examine why some are not accessible and make recommendations to improve the accessibility in those programs
- Identify recreational programming budgets for the Municipality and the Villages
- Purchase equipment, if possible, to

enhance accessibility of programs

- Create a checklist to guide future programming to ensure accessibility is not an issue

## Estimated resources required

Staff resourcing: Current Staff

Additional funding: \$0-\$25,000

## Departmental Responsibilities

Lead department: Recreation Team- Office of the Deputy CAO

## Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: The Municipality directly delivers programs, services and facilities

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions
- Provider: The Villages directly deliver programs, services and facilities

## Potential Community Partners

- Stakeholders in Appendix C
- All other municipalities in the County (Kentville, Wolfville, etc.)
- Communities, Culture, Tourism, and Heritage for possible funding through grants

## Measure of success

- Completed policy and procedures that are utilized across all municipalities in Kings County
- Number of accessible programs offered
- Number of participants in programs having a self-identified disability. Compare each year

## Action 12

# Create a plan to help non-profits reach the agreed plan goals.



Create a plan to help non-profits (particularly those responsible for playgrounds and public spaces, like community halls) reach the Accessibility Plan's goals to become more accessible in their operations and capital projects.

## Why this action matters

Nonprofits and community organizations own the majority of playground equipment on Municipal and Village lands. This plan would help to identify the best way to make these properties accessible.

The plan to help non-profit organizations improve accessibility will empower parties outside of the government context to make our community more accessible overall.

## Plan goals supported with this action

- Built Environment
- Goods & Services
- Recreation

## Key steps in the process & timeline

- Consult with local non-profits, including groups leasing land for playgrounds, to identify concerns and where the municipalities can assist
- Examine funding sources for nonprofits to assist with meeting accessibility goals, and identify budgets for the Municipality and the Villages
- Look at whether The Municipality of Kings can develop new parameters for current grants to meet the need for non-profits to become more accessible



- Develop a draft plan based on the findings from information gathering listed above
- Have the plan approved by key groups and council if needed
- Promote new opportunities for funding if that is the result of the plan

### Estimated resources required

Staff resourcing: Current staff

Additional funding: \$75,000 + (Funding could be huge if money is offered to non-profits or none if only providing information on accessing other grants to these agencies).

### Departmental Responsibilities

Lead department: Finance

Contributing departments: Recreation and Engineering

### Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: The Municipality directly delivers programs, services and facilities

Role of The Villages:

- Broker: The Villages act as a facilitator and connector to bring together organizations and individuals

### Potential Community Partners

- Non-Profit groups, Community Halls, communities that have a lease for playgrounds

### Measure of success

- Completion of a plan to assist non-profits become more accessible
- Number of non-profit groups that improve accessibility through their programming or spaces
- Number of applicants for grants if applicable

## Action 13

# Review and amend all by-laws to include accessibility.



Review and amend all by-laws to include accessibility. An example could include the Vendor by-law. The Municipality and the Village have many By-laws that may need to be rewritten to reflect inclusiveness and the needs of the communities they serve.

## Why this action matters

It's important to evaluate the By-laws in order to ensure a more inclusive community and that no one feels left out. An example is the Taxi By-law. Although currently unable to enforce a private company to include an accessible taxi, an amendment to govern this is a way to ensure an accessible taxi is included in a private fleet.

## Plan goals supported with this action

- Built Environment
- Transportation

## Key steps in the process & timeline

- Review of By-laws by 2022-year end
- Recommended amendments made in the first quarter of 2023
- Identify budgets for the Municipality and the Villages
- Presented before Council by year end of 2023
- Possible extension beyond 2024

## Estimated resources required

Staff resourcing:

Multiple staff members, part-time effort

Possible need for legal input

Additional funding: \$0-\$25,000

## Departmental Responsibilities

Lead department: Land use Planning and Inspections. Enforcement Division

Contributing departments: Administration

## Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Provider: Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals
- Supporter: The Municipality assists and builds capacity for other organizations

## Potential Community Partners

Buy-in from the private sector (i.e. Taxi companies)

## Measure of success

- Completion of the Bylaw's review
- Inclusion of amendments to By-laws
- Recommendation to Council
- By-laws approved and enacted
- Links to other and FUTURE actions, if applicable
- This includes continued improvements to the land use bylaw, and taxi-bylaw as new legislation is made available in the spring of 2022

## Action 14

# Create priority upgrade matrix for Municipal and Village projects.



Create priority upgrade matrix for Municipal and Village projects, including capital project spending, physical infrastructure, communications and information, awareness building, and more.

This action can be more simply described as a listing of criteria used to evaluate assets; each criteria is assigned a score. Upon completion of an asset review, its total score is calculated which decides where in a priority list it falls.

## Why this action matters

Assets are regularly evaluated for upgrades, it is important accessibility is a factor that is included to ensure meaningful access to all residents.

## Plan goals supported with this action

- Built Environment

## Key steps in the process & timeline

- Review current upgrade review matrix
- Insert accessibility considerations into matrix formula

## Estimated resources required

Staff resourcing: One staff member, part-time

Additional funding: None

## Departmental Responsibilities

Lead Department: Planning and development

Contributing Departments: Engineering and Public Works

## Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions

Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

## Potential Community Partners

None

## Measure of success

Updated matrix with Accessibility Considerations

## Action 15

# Update websites to be accessible.



Review the current website based on proven accessibility standards, and introduce new accessibility tools that address existing communication barriers.

## Why this action matters

The website is a primary point of contact for people wanting to learn more about the Municipality/Village, or access Municipal/Village services. The Municipality and the Villages are here to welcome and serve them all, and want our communications materials to reflect that commitment by eliminating barriers impeding inclusion.

## Plan goals supported with this action

- Information & Communications

## Key steps in the process & timeline

- Complete website review evaluating website's accessibility

- Identify service gaps impeding accessibility
- Identify website development budgets for the Municipality and the Villages
- Draft a plan for introducing new tools and design changes that will make the website more accessible

## Estimated resources required

Staff resourcing: Multiple staff members, part-time effort

Additional funding: \$25,001- \$75,000

## Departmental Responsibilities

Lead department: Communications

Contributing departments: Information Technology

## Government Roles

### Role of The Municipality:

- Provider: The Municipality directly delivers programs, services and facilities

### Role of The Villages:

- Provider: The Villages directly deliver programs, services and facilities

\*Only for Villages with websites

### Role of The KTA:

- Provider: The KTA directly delivers programs, services and facilities

## Measure of success

- Improved accessibility standards and rankings for the Municipal website, the KTA's website, and websites of participating villages

## Action 16

# Create an online and physical accessibility information resource



Create an online and physical accessibility information resource to help people with disabilities access information in the Municipality, Village, and other partnering organizations' programs and services.

## Why this action matters

If citizens with a disability are not aware of the programs and services that are available to them, they will have a difficult time feeling included, informed, and will lack a sense of belonging.

## Plan goals supported with this action

- Information & Communications
- Awareness

## Key steps in the process & timeline

- Examine what online resources the Municipality and Villages currently has available and develop a list of gaps
- Outreach to stakeholders identified in Appendix C to amalgamate a variety of accessibility resources
- Using this information to develop a convenient web page off that could provide this information and ensure that each municipality has been included and involved in the process
- Identify budgets for the Municipality and the Villages
- Advertise the creation of this new tool

## Estimated resources required

Staff resourcing: 1 staff member, part-time effort



Additional funding: \$0- \$25,000

## Departmental Responsibilities

Lead department: Information Technology

Contributing departments: Communications and Recreation

## Government Roles

Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals

Role of The Villages:

- Provider: The Villages directly deliver programs, services and facilities

## Potential Community Partners

- Community groups who work directly in providing services to persons with disabilities or family / friends who support persons with disabilities (Appendix C)

## Measure of success

- A developed web page that highlights resources and services provided by partnering accessibility organizations
- Village web pages linked to the centralized accessibility page for accessibility resources
- Number of hits on webpage
- Feedback from persons with disabilities on whether the page is meeting their informational needs

## Action 17

# Standardize Municipal and Village Signs



Standardize Municipal and Village signage to include braille and design elements for those with invisible or cognitive disabilities.

## Why this action matters

Clear signage is necessary for Accessibility and safety.

## Plan goals supported with this action

- Built Environment
- Information & Communications
- Goods & Services
- Employment
- Recreation

## Key steps in the process & timeline

- Create a design that meets 911 needs and accessibility requirements
- Create a plan for priority of what signage

gets improved, and standardized first

- Budget for signage upgrades for the Municipality and the Villages
- Signs should include: two tone colours, braille, 911 info, universal symbols, raised numbering, follow CSA standards where applicable, and be visible and readable from a distance

## Estimated resources required

Staff resourcing: Multiple staff members, part-time effort

Additional funding: \$25,001-\$75,000

## Departmental Responsibilities

Lead department: Engineering and Public Works

Contributing departments: Communications, Lands and Parks, Development Control, Finance

## Government Roles

### Role of The Municipality:

- Leader/Owner: The Municipality embodies the accessibility goals through their internal policies and actions
- Broker: The Municipality acts as a facilitator and connector to bring together organizations and individuals

### Role of The Villages:

- Leader/Owner: The Villages embody the accessibility goals through their internal policies and actions

### Role of The KTA:

- Leader/Owner: The KTA embodies the accessibility goals through their internal policies and actions

## Potential Community Partners

- Signage providers

## Measure of success

- Number of complaints received on the new signs
- Number of parking, entry, transit, and wayfinding signs installed with two tone colours, braille, 911 info, universal symbols, raised numbering, follow CSA standards where applicable, and be visible and readable from a distance.

Spring 2022

# Our Joint Accessibility Plan



The Municipality of the County of Kings, and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams

