

Summary of 2016 through 2019 Multi Year Accessibility Plan Implementation

Throughout 2016 to 2019 the City of Guelph Accessibility Services Department focused on advising the Corporation on ways to meet the Accessibility for Disabilities Act (AODA) 2015 requirements. In many cases the Corporation exceeded the requirements and often developed tools that became the basis of tools developed by other municipalities.

The Corporation continued to be compliant with all AODA requirements by engaging with the public and the Accessibility Advisory Committee as outlined in the legislation. A significant focus included employee training through in-class and online materials on how to comply with the legislation in their everyday work.

The City is currently focused on ensuring that its websites and content are accessible as outlined in the legislation.

In 2016, in preparation for the launch of the Accessible Document training for employees, Accessibility Services developed the Corporate Accessible document guidelines. The training was divided into five modules in an effort to group content and also provide employees an opportunity to apply what they have learned.

Employees have learned techniques for preparing accessible documents using new software. The focus of the training continues to be public-facing document and web content and includes the following topics:

Level 1:	Level 2:	Level 3:	Level 4:
Legislated and other responsibilities	Table of contents	Lists	Readability
File format	Images, maps, charts, graphics	Data tables	Making your document web-ready (Word to PDF)
Notice statement	Accessibility checker	Document layout	PowerPoint
Styles	The screen reader	Old document to accessible	
	Hyperlinks		

A fifth level of training, that is an additional 1.5 hours, is offered to employees who will create PDF forms.

Employee training for accessible documents continues throughout 2019 and into 2020. Implementing the Accessible Web Project Plan will also continue into 2020 with Accessibility Services guiding departments through the process of updating their web content to be compliant with the AODA regulations.

For an accessible version of this report or to ask questions, please contact Leanne Warren, Accessibility Project Specialist at Leanne.warren@guelph.ca or 519-822-1260 extension 2670; TTY 519-826-9771; Text 226-821-2132.