

December 16, 2021 at 12:29pm

Thank you for submitting your accessibility compliance report.

Your submission is #ACR-83211. Please save this number for your records.

An email containing a PDF copy of your report will be sent to the contact(s) provided on the form.

## Instructions

All information you provide is subject to the *Freedom of Information and Protection of Privacy Act*.

If you are a public sector organization with **20 or more employees** that is not designated under the [Integrated Accessibility Standards Regulation \(IASR\)](#) you are to comply with the IASR as a private/not-for-profit organization and complete the appropriate Accessibility Compliance Report. If you are a public sector organization with **fewer than 20 employees** that is not designated under the [IASR](#), you are to comply with the IASR as a small business/non-profit organization and are exempt from the requirement to submit a report.

Fields marked with an asterisk (\*) are mandatory.

### A. Organization information

Organization category *	Number of employees range *	Reporting year
Designated Public Sector	50+ employees	2021

### Business details

Organization legal name *	Number of employees in Ontario * <a href="#">Help</a>
Corporation of the Town of Bradford West Gwillimbury	435

Business number (BN9) \* [Help](#)  Check this box if you have received an AODA identifier  
106984446 from the Ministry for Seniors and Accessibility

Check if operating/business name is same as legal name

Organization operating/business name

Corporation of the Town of Bradford West Gwillimbury

Sector that best describes your organization's principal business activity \* [Help](#)  
91 - Public administration

Subsector (if possible) [913 - Local, municipal and regional public administration](#) Industry group (if possible) [9139 - Other local, municipal and regional public administration](#)

### Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

Country \*

The fields below will change based on your selection.

Canada  USA  International

Type of address \*  Street address  Street address served by route  Other

Unit number 7 & 8	Street number * 100	Street name * Dissette	
Street type Street	Street direction	City * Bradford	Province * ON (Ontario)

Postal code (e.g. A1A 1A1) \*

L3Z 3G8

### Business address

(Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.)

Check if business address is same as mailing address

Country \*

The fields below will change based on your selection.

Canada  USA  International

Type of address \*  Street address  Street address served by route  Other

Unit number <b>7 &amp; 8</b>	Street number * <b>100</b>	Street name * <b>Dissette</b>	Street type <b>Street</b>	Street direction
City * <b>Bradford</b>		Province * <b>ON (Ontario)</b>	Postal code (e.g. A1A 1A1) * <b>L3Z 3G8</b>	

Use the "Add new organization" button to add additional organizations to which this accessibility report is to be applied (maximum 20).

**Note:** All organizations must have the same organization category, number of employees range, compliance answers and certifier, and have different business numbers, in order to file under the same form.

Organization category **Designated Public Sector**Number of employees range **50+**Filing organization legal name **Corporation of the Town of Bradford West Gwillimbu**Filing organization business number (BN9) **106984446**

Fields marked with an asterisk (\*) are mandatory.

**B. Understand your accessibility requirements**Before you begin your report, you can learn about your accessibility requirements at [ontario.ca/accessibility](http://ontario.ca/accessibility)

Additional accessibility requirements apply if you are:

- [a library board](#)
- [a producer of education material \(e.g. textbooks\)](#)
- [an education institution \(e.g. school board, college, university or school\)](#)
- [a municipality](#)

If you are a municipality submitting this report, and submitting on behalf of local boards, please indicate which boards below.

**C. Accessibility compliance report certification**

Section 15 of the *Accessibility for Ontarians with Disabilities Act, 2005* requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

**Note:** It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise the certifier will be the main contact.

**Certifier:** Someone who can legally bind the organization(s).

**Primary Contact:** The person who will be the main contact for accessibility issues.

**Acknowledgement**

I certify that all the information is accurate and I have the authority to bind the organization \*

Certification date (yyyy-mm-dd) \* **2021-12-15****Certifier information**

Last name *	First name *			
<b>Reynolds</b>	<b>Tara</b>			
Position title *	Position title other *	Business phone number *	Extension	<input type="checkbox"/> Check here if TTY
<b>Other</b>	<b>Deputy Clerk</b>	<b>905-775-5366</b>	<b>1104</b>	
Email *	Alternate phone number	Extension	Fax number	
<b>treynolds@townofbwg.com</b>			<b>905-775-0153</b>	

## Primary contact for the organization(s)

Check if the primary contact is same as the certifier

Last name \*

Reynolds

First name \*

Tara

Position title \*

Other

Position title other \*

Deputy Clerk

Business phone number \*

905-775-5366

Extension

1104

Check here  
if TTY

Email \*

treynolds@townofbwg.com

Alternate phone number

Extension

Fax number  
905-775-0153

## D. Accessibility compliance report questions

### Instructions

Please answer each of the following compliance questions. Use the Comments box if you wish to comment on any response.

If you need help with a specific question, click the help links which will open in a new browser window. Use the link on the left to view the relevant AODA regulations and the link on the right to view relevant accessibility information resources.

### Municipal Accessibility Advisory Committees

1. Is your organization a municipality with a population of 10,000 or more? \*

(If Yes, you will be required to answer additional questions.)

Yes  No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 1](#)

1.a. Has your organization established an accessibility advisory committee as outlined in section 29 of the AODA? \*

(If Yes, you will be required to answer additional questions.)

Yes  No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 1.a](#)

Comments for  
question 1.a

2. Are the majority of the members of the committee persons with disabilities? \*

Yes  No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29 \(3\): Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 2](#)

Comments for  
question 2

3. Has the committee provided advice to council about site plans and drawings (as described in S.41 of the *Planning Act*) as well as advice on the requirements and implementation of accessibility standards? \*

Yes  No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29 \(4\): Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 3](#)

Comments for  
question 3

### Foundational requirements

4. Does your organization have written accessibility policies that include a statement of commitment? \*

Yes  No

[Read O.Reg. 191/11 s. 3: Establishment of accessibility policies](#)

[Learn more about your requirements for question 4](#)

Comments for  
question 4

5. Does your organization have a document or documents of your accessibility policies publicly available and, on request, provide them in an accessible format? \*

Yes  No

[Read O. Reg. 191/11 s. 3 \(3\): Establishment of accessibility policies](#)

[Learn more about your requirements for question 5](#)

Comments for question 5

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6. Has your organization established, implemented, maintained and posted a multi-year accessibility plan on your organization's website? \*

Yes  No

[Read O. Reg. 191/11 s. 4: Accessibility plans](#)

[Learn more about your requirements for question 6](#)

Comments for question 6

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7. Has your organization completed a review of its progress implementing the strategy outlined in its accessibility plan and documented the results in an annual status report posted on the organization's website? \*

Yes  No

[Read O. Reg. 191/11 s. 4 \(1\), 4\(3\): Accessibility plans](#)

[Learn more about your requirements for question 7](#)

Comments for question 7

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8. Did your organization consult with people with disabilities when establishing, reviewing and updating its multi-year accessibility plan? \*

Yes  No

[Read O. Reg. 191/11 s. 4 \(2\): Accessibility plans](#)

[Learn more about your requirements for question 8](#)

Comments for question 8

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9. Does your organization provide the appropriate training on the Integrated Accessibility Standards Regulation and the Human Rights Code as it pertains to persons with disabilities? \*

Yes  No

[Read O. Reg. 191/11 s. 7: Training](#)

[Learn more about your requirements for question 9](#)

Comments for question 9

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10. Were all persons that require training trained as soon as practicable? Under Section 7(1) of the Integrated Accessibility Standards Regulation, the following persons require training: (a) all persons who are an employee of, or a volunteer with, the organization; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization. \*

Yes  No

[Read O. Reg. 191/11 s. 7 \(3\): Training](#)

[Learn more about your requirements for question 10](#)

Comments for question 10

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11. Does your organization provide training in respect of any changes to your accessibility policies on an ongoing basis? \*

Yes  No

[Read O. Reg. 191/11 s. 7 \(4\): Training](#)

[Learn more about your requirements for question 11](#)

Comments for question 11

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12. Does your organization keep a record of the training provided, including the dates on which the training is provided and the number of individuals to whom it is provided? \*

Yes  No

[Read O. Reg. 191/11 s. 7 \(5\): Training](#)

[Learn more about your requirements for question 12](#)

Comments for question 12

13. Does your organization ensure that its public feedback processes are accessible to persons with disabilities by providing or arranging accessible formats or communication supports, upon request, and do you notify the public of this accessible feedback policy? Note: "public" can include customers, clients, third parties, or businesses. \*

Yes  No

[Read O. Reg. 191/11 s. 11: Feedback](#)

[Learn more about your requirements for question 13](#)

Comments for question 13

## Information and communications

14. As of January 1, 2021, do all your organization's internet websites conform to World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level AA (except for live captions and pre-recorded audio descriptions)? Please indicate in the comment box provided the complete names and addresses of your publicly available web content, including websites, social media pages, and apps. \*

Yes  No

[Read O. Reg. 191/11 s. 14 \(4\): Accessible websites and web content](#) [Learn more about your requirements for question 14](#)

Publicly available web content and comments for question 14

Supporting comments and a list of publicly available web content will be emailed directly to AODA Assistance at [aoda.assistance@ontario.ca](mailto:aoda.assistance@ontario.ca).

## Employment

15. Does your organization notify successful applicants of its policies for accommodating employees with disabilities during offers of employment? \*

Yes  No

[Read O. Reg. 191/11 s. 24: Notice to successful applicants](#) [Learn more about your requirements for question 15](#)

Comments for question 15

16. Does your organization develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities? \*

Yes  No

[Read O. Reg. 191/11 s. 28: Documented individual accommodation plans](#) [Learn more about your requirements for question 16](#)

Comments for question 16

## Transportation

17. Does your organization provide transportation services? \*  
(If Yes, you will be required to answer an additional question.)

Yes  No

[Read O. Reg. 191/11 Part IV: Transportation standards](#) [Learn more about your requirements for question 17](#)

17.a. Does your organization conduct employee and volunteer accessibility training on the safe use of accessibility equipment and features of your transportation vehicles? \*

Yes  No

[Read O. Reg. 191/11 s. 36: Accessibility training](#) [Learn more about your requirements for question 17.a](#)

Comments for question 17.a

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## Design of public spaces

18. Since your organization last reported on its accessibility compliance, has your organization constructed new or redeveloped existing off-street parking facilities that it intends to maintain? \*

(If Yes, you will be required to answer an additional question.)

Yes  No

[Read O. Reg. 191/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 18](#)

18.a. When constructing new or redeveloping off-street parking facilities that your organization intends to maintain, does it ensure that the off-street parking facilities meet the accessibility requirements as outlined in the Design of Public Spaces standards? \*

Yes  No

[Read O. Reg. 80.32-37: Accessible parking](#)

[Learn more about your requirements for question 18.a](#)

Comments for question 18.a

19. Since your organization last reported on accessibility compliance, has your organization constructed new or redeveloped existing outdoor play spaces that it intends to maintain? \*

(If Yes, you will be required to answer an additional question.)

Yes  No

[Read O. Reg. 191/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 19](#)

19.a. When constructing new or redeveloping existing outdoor play spaces, did your organization consult with the public and persons with disabilities on the needs of children and caregivers, and if you represent a municipality did your organization consult with the municipal advisory committee where one was established as outlined in s. 80.19 of the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11 s. 80.19: Outdoor play spaces](#)

[Learn more about your requirements for question 19.a](#)

Comments for question 19.a

20. Does your organization's multi-year accessibility plan include procedures for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements required under the Integrated Accessibility Standards Regulations Part IV are not in working order? \*

Yes  No

[Read O. Reg. 191/11 s. 80.44: Maintenance of accessible elements](#)

[Learn more about your requirements for question 20](#)

Comments for question 20

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## Confirmation questions

21. Other than the requirements cited in the above questions, is your organization complying with all other requirements for the **Information and Communications Standards** under the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11 Part II: Information and communications standards](#)

[Learn more about your requirements for question 21](#)

Comments for question 21

22. Other than the requirements cited in the above questions, is your organization complying with all other requirements for the **Employment Standards** under the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11 Part III: Employment standards](#)

[Learn more about your requirements for question 22](#)

Comments for question 22

23. Other than the requirements cited in the above questions, is your organization complying with all other requirements for **Transportation Standards** under the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11 Part IV: Transportation standards](#)

[Learn more about your requirements for question 23](#)

Comments for  
question 23

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24. Other than the requirements cited in the above questions, is your organization complying with all other requirements for the **Customer Service Standards** under the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11 Part IV.2: Customer service standards](#)

[Learn more about your requirements for question 24](#)

Comments for  
question 24

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25. Other than the requirements cited in the above questions, is your organization complying with all other requirements for the **Design of Public Spaces Standards** under the Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 101/11 Part IV.1: Design of Public Spaces standards](#)

[Learn more about your requirements for question 25](#)

Comments for  
question 25

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Organization category **Designated Public Sector** | Number of employees range **50+**

Filing organization legal name **Corporation of the Town of Bradford West Gwillimbu**

Filing organization business number (BN9) **106984446**

Fields marked with an asterisk (\*) are mandatory.

### **E. Accessibility compliance report summary**

Your response to the questions on your accessibility report indicate that your organization is not in compliance with AODA standards. You have responded 'No' to the question(s) below:

14. As of January 1, 2021, do all your organization's internet websites conform to World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level AA (except for live captions and pre-recorded audio descriptions)?

This means that your organization is not in full compliance with the requirements of the AODA. If your compliance status changes, you will need to submit an updated report.

Your organization may be audited to verify compliance.

## Valerie Vicary

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**From:** Valerie Vicary  
**Sent:** December 16, 2021 12:45 PM  
**To:** 'AODA Assistance (MSAA)'  
**Cc:** Tara Reynolds  
**Subject:** 2021 Accessibility Compliance Report #ACR-83211 - Supporting Documentation  
**Attachments:** Town of BWG Online Web Assets - December 2021.pdf

Good afternoon,

The Town of Bradford West Gwillimbury has filed their *2021 Accessibility Compliance Report* on December 16, 2021 at 12:27pm. The corresponding reference number is ACR-83211.

As indicated within our submission, please see our attached supporting documentation and listed web assets.

Please contact me with any questions, concerns and/or if additional information is required.

Kind regards,

**Valerie Vicary**

Committee Coordinator & Accessibility Coordinator



A Growing Tradition

### **Town of Bradford West Gwillimbury**

100 Dissette Street, 7 & 8, PO Box 100 | Bradford, ON | L3Z 2A7  
Phone: 905-775-5366 ext. 1105

[vVicary@townofbwg.com](mailto:vVicary@townofbwg.com)

[www.townofbwg.com](http://www.townofbwg.com)

### **PLEASE NOTE:**

Town of BWG administrative offices are open, but some staff will continue to work remotely and virtual services are still available. If you require an in-person appointment, we encourage you to call or email before visiting. See: [www.townofbwg.com/contact](http://www.townofbwg.com/contact)

## The Town of Bradford West Gwillimbury's web assets

Below is a detailed list of web assets currently being operated and/or content maintained by the Town of Bradford West Gwillimbury.

Town-operated websites:

- Town of BWG: <https://www.townofbwg.com/>
- Office of Economic Development: <https://www.gotobwg.ca/>
- BWG Leisure Centre: <https://bwgleisurecentre.ca/>
- BWG Public Library <http://bradford.library.on.ca>
- Carrot Fest: <http://www.carrotfest.ca/>

Town-operated Facebook pages:

- Town of BWG: <https://www.facebook.com/townofbwg/>
- BWG Transit: <https://www.facebook.com/betterwaytogo/>
- Animal Services: <https://www.facebook.com/bwganimalservices/>
- BWG Leisure Centre: <https://www.facebook.com/bwgleisurecentre/>
- BWG Economic Development: <https://www.facebook.com/bwgoed>
- BWG Public Library: <https://www.facebook.com/bwglibrary>
- Carrot Fest: <https://www.facebook.com/CarrotFest>

Town-operated Twitter pages:

- Town of BWG: <https://twitter.com/TownofBWG>
- BWG Fire & Emergency Services: [https://twitter.com/BWG\\_Fire](https://twitter.com/BWG_Fire)
- BWG Fire Education: [https://twitter.com/BWGFES\\_PrevEdu](https://twitter.com/BWGFES_PrevEdu)
- Office of Community Planning: <https://twitter.com/planBWG>
- BWG Economic Development: [https://twitter.com/bwg\\_oed](https://twitter.com/bwg_oed)
- BWG Public Library (inactive): <https://twitter.com/bwglibrary?lang=en>
- BWG Leisure Centre: (inactive) <https://twitter.com/BWGLeisure>
- BWG Transit: (inactive) <https://twitter.com/BWGTransit>

Town-operated Instagram pages:

- Town of BWG: <https://www.instagram.com/townofbwg/>
- BWG Leisure Centre: <https://www.instagram.com/bwgleisurecentre/>
- BWG Economic Development: <https://www.instagram.com/bwgoed/>
- BWG Public Library: <https://www.instagram.com/bwglibrary/?hl=en>
- BWG Carrot Fest: <https://www.instagram.com/townofbwg/>

Other Town-operated social media:

- Town of BWG LinkedIn page: <https://www.linkedin.com/company/town-of-bradford-west-gwillimbury/>
- Town of BWG YouTube channel: <https://www.youtube.com/c/TownofBradfordWestGwillimbury>
- BWG Economic Development YouTube channel: <https://www.youtube.com/channel/UCIHBByw76njIP62OUWq7q1ZQ>
- myBWG app: <https://www.townofbwg.com/mybwg>
- BWG Public Library TikTok Account (inactive): <https://www.tiktok.com/@bwglibrary?>
- BWG Leisure Centre TikTok Account: <https://www.tiktok.com/@bwgleisurecentre>
- BWG Leisure Centre Spotify: <https://open.spotify.com/user/6jzpkkj5vzokkpmesy8lmxrf>

Third-party public services:

- CivicWeb: <https://bradfordwestgwillimbury.civicweb.net/Portal/>
- Virtual Town Hall: <https://eservices.townofbwg.com/vth/>
- PayTickets: <https://parking.townofbwg.com/>
- Bids&Tenders: <https://townofbwg.bidsandtenders.ca/>
- BWG Public Library Beanstack: <https://bwglibrary.beanstack.org/reader365>
- BWG Public Library Event Brite: <https://www.eventbrite.ca/o/bradford-west-gwillimbury-public-library-17698161952>
- BWG Leisure Centre Active Net <https://ca.apm.activecommunities.com/townofbwg/>
- BWG Leisure Centre Clear Event <https://app.clearevent.com/register?form=4b7acdd9-8295-454d-a7fc-80fc4e7fe48e>

## **Town of BWG Website**

The Town of Bradford West Gwillimbury (BWG) is working towards website compliance targeting a deadline of late Q3 for implementation. Since the Town's last report, we have been successful in securing funding for a complete redesign of our website platform.

Due to the limitations of the Town's current website platform, we were required to complete a full redesign. The tendering request for proposals (RFP) will be published by the end of the calendar year and awarded in early 2022. We anticipate approximately 4-5 months to launch. Upon the launch date, the new Town of BWG's website will adhere to the current level of WCAG.

At the current time, efforts are being made to ensure notices and forms are being revised for accessibility compliance. As well, an accessibility disclaimer has been added to the website allowing for the provisions of available formatting and communication supports.