

**Corporate and Finance Services  
Innovation and Transformation**

**OAAC-23-08**

**Date:** February 16, 2023

**To:** Members of the Oshawa Accessibility Advisory Committee

**From:** Lynda Lawson, Accessibility Program Coordinator

**Re:** **2023 Accessibility Awards**

Nomination forms for the 2023 Business/Community and Resident Accessibility Awards are now available on-line until March 3, 2023 at 4:30 p.m.

The following timeline includes the dates of tasks that must be completed in order to be ready for presentation at the Special Council Meeting for Accessibility and Inclusion. This meeting has been traditionally been held during National AccessAbility Awareness Week (May 28-June 3, 2023). The 2023 date is yet to be confirmed.

- February 8 - March 3 – nominations are received
- March 6-14 – Site visits are completed by OAAC Chair with the Accessibility Program Coordinator
- March 21 – Nominations approved through OAAC (Agenda deadline - March 16)
- April 17 – Corporate and Finance Services Committee receives recommendation from OAAC on nominees.
- May 1 – City Council meeting to approve recommendation from Corporate and Finance Services Committee
- May 2-25 - Notification to recipients
- Special Council Meeting on Accessibility and Inclusion (date to be confirmed) – Award recipients receive their awards.

Attachment 1 is a copy of a checklist designed to highlight the steps that have been taken to improve accessibility. It is not necessary for the nominees to meet all requirements on the checklist, as the award was developed to recognize the steps a business/community organization has taken to improve accessibility.

Recommendation:

That Report OAAC-23-08, 2023 Accessibility Awards, dated February 16, 2023, be received for information.

## **Business/Organization Accessibility Award Checklist**

for verification of the nomination to recognize steps taken to improve accessibility in Oshawa

**Business/Organization Nominee Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/Email/Website:** \_\_\_\_\_

**Reason for Nomination:** \_\_\_\_\_

**Inspection Date/Time:** \_\_\_\_\_

### **1. Entrances**

<b>Features</b>	<b>Yes</b>	<b>No</b>
Accessible door hardware		
Good lighting		
Free from steps or use of secondary entrance if more accessible		
Doorbell if assistance is required for service		
Unobstructed paths of travel		
Smooth, non-slip paths		

### **2. Signage**

<b>Features</b>	<b>Yes</b>	<b>No</b>
Plain language		
Clearly visible		
Not blocking path of travel		
Use of pictograms		

### 3. Building Interior

Features	Yes	No
Sufficient and well placed lighting		
Good visual contrast		
Paths of travel free from obstacles		
Price tags in large font		
Accessible signage and wayfinding information		

### 4. Websites/Documents

Features	Yes	No
Avoid putting text over images		
Include ALT text to describe pictures		
Plain language, sans serif font and clear contrast between text and background.		
Use of images or pictograms to support text		

### 5. Customer Service

Features	Yes	No
Staff trained on accessible customer service		
Multiple ways for customers to give feedback		
Appropriate and respectful language		
Let customers know that they can ask for assistance		
Electronic payment devices with accessible features		
Variety of shopping options i.e. in home, delivery		

**Feature(s) for which the accessibility improvement award is recommended:** \_\_\_\_\_

**Recommendation for Award:** Yes \_\_\_\_ Not at this time \_\_\_\_

**Chair/Coordinator Signatures:** \_\_\_\_\_