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Memorandum
OAAC-24-03

Corporate and Finance Services
Innovation and Transformation

Date: February 15, 2024

To: Members of the Oshawa Accessibility Advisory Committee

From: Julie MacIsaac, Director – Innovation & Transformation

Re: **2024 Accessibility Awards**

Nomination forms for the 2024 Business/Community and Resident Accessibility Awards are now available on-line until March 1, 2024 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. The 2024 date is yet to be confirmed.

- February 8 - March 1 – nominations are received
- March 4-13 – Site visits are completed by OAAC Chair with the Accessibility Program Coordinator
- March 19 – Nominations approved through OAAC (Agenda deadline - March 14)
- April 8 – Corporate and Finance Services Committee receives recommendation from OAAC on nominees.
- April 29 – City Council meeting to approve recommendation from Corporate and Finance Services Committee
- April 30-May 17 - 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-24-03, dated February 15, 2024 concerning the 2024 Accessibility Awards be received for information.

97007-0610

OAAC
Oshawa Accessibility
Advisory Committee

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

Features	Yes	No
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

Features	Yes	No
Plain language		
Clearly visible		
Not blocking path of travel		
Use of pictograms		

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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: _____