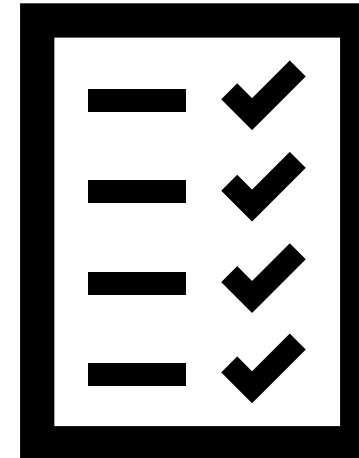


Developing an Accessibility Plan

Accessibility Directorate, 2021

Overview

- Key Requirements
- Planning Process
- Gather Information
- Draft and Approve the Plan
- Implement and Maintain the Plan
- Examples
- Resources



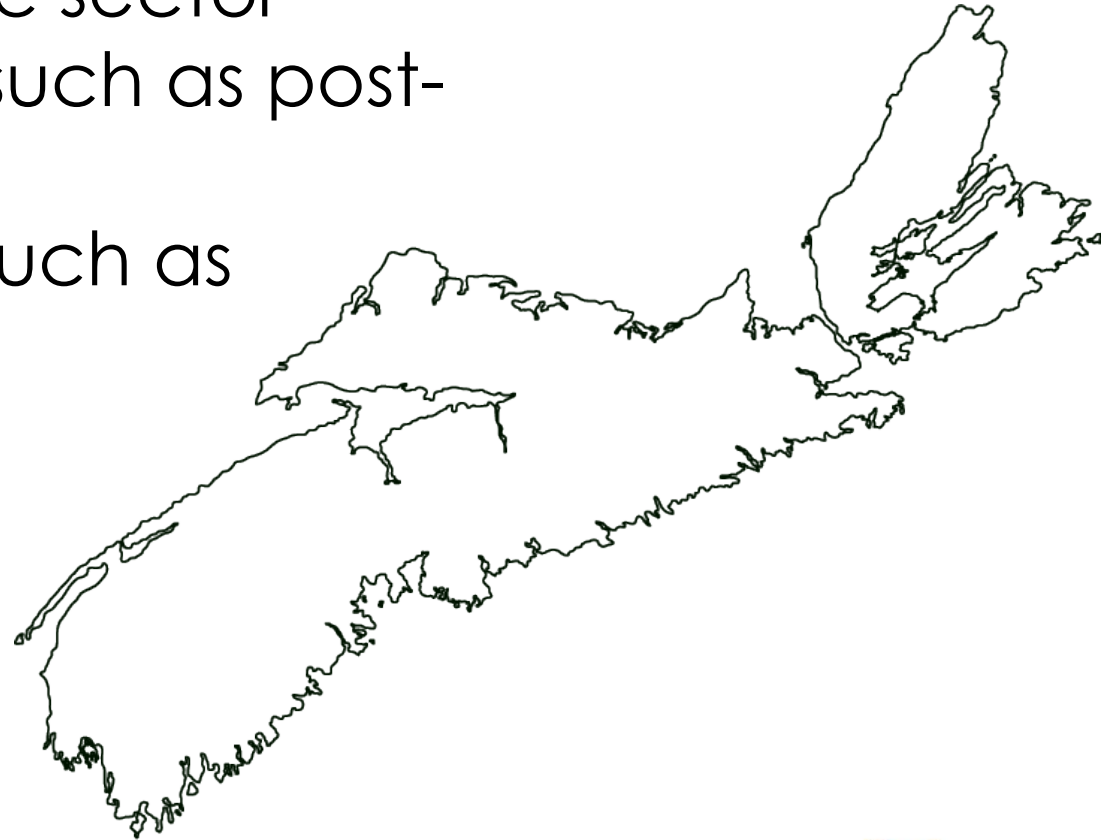
Key Requirements

Under Nova Scotia's Accessibility Act there are key requirements for prescribed Public Sector Bodies. The act states that these organizations must do the following:

- ▶ Establish an Accessibility Advisory Committee
- ▶ Develop an Accessibility Plan within one year

Accessibility Act Essentials

- Accessibility standards will apply to the Government of Nova Scotia, public sector bodies prescribed under the Act (such as post-secondary education institutions, municipalities) and other entities, such as private businesses.



Key Requirements

Under Nova Scotia's Accessibility Act prescribed public sector bodies are required to develop an Accessibility Plan which must include the following:

- ▶ How you will identify, remove, and prevent barriers in policies, programs, practices, and services and achievements to date
- ▶ Processes in place to assess the effect of your policies, programs, practices, and services on accessibility

Planning Process

- Gather information
- Draft and approve the plan
- Implement the plan



Gather Information

1. Consult with the disability community

- Required under the act
- Essential to collecting important information from people who are directly affected
- Consider what questions you are seeking input on



Gather Information

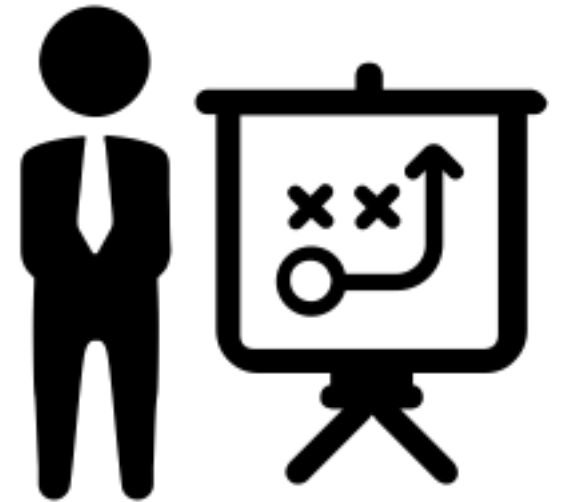
2. Ensure you review all areas of accessibility in your organization

- Identify strengths and achievements
- Identify weaknesses and barriers



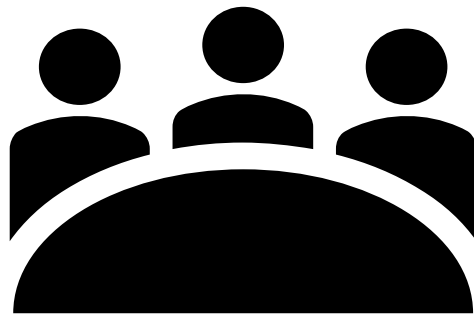
Draft and Approve the Plan

- **Establish Priorities** for action
- **Draft** the accessibility plan,
- **Invite** stakeholders to give feedback on the draft plan
- **Revise** the plan based on feedback
- **Ensure** that the Accessibility Advisory Committee approves the revised plan
- **Approve** the plan



Communicate the Plan

- Host a town hall meeting
- Post the plan on your organization's social media
- Issue a media release
- Plan must be posted online and made available in accessible formats



Implement and Maintain the Plan

- Develop implementation plans for actions
- Establish monitoring and reporting processes to evaluate progress
- Identify budget requirements
- Ensure regular communication between staff and accessibility committee
- Share progress updates with staff and the community
- Plans must be reviewed and updated at least every 3 years

Accessibility Plan Examples

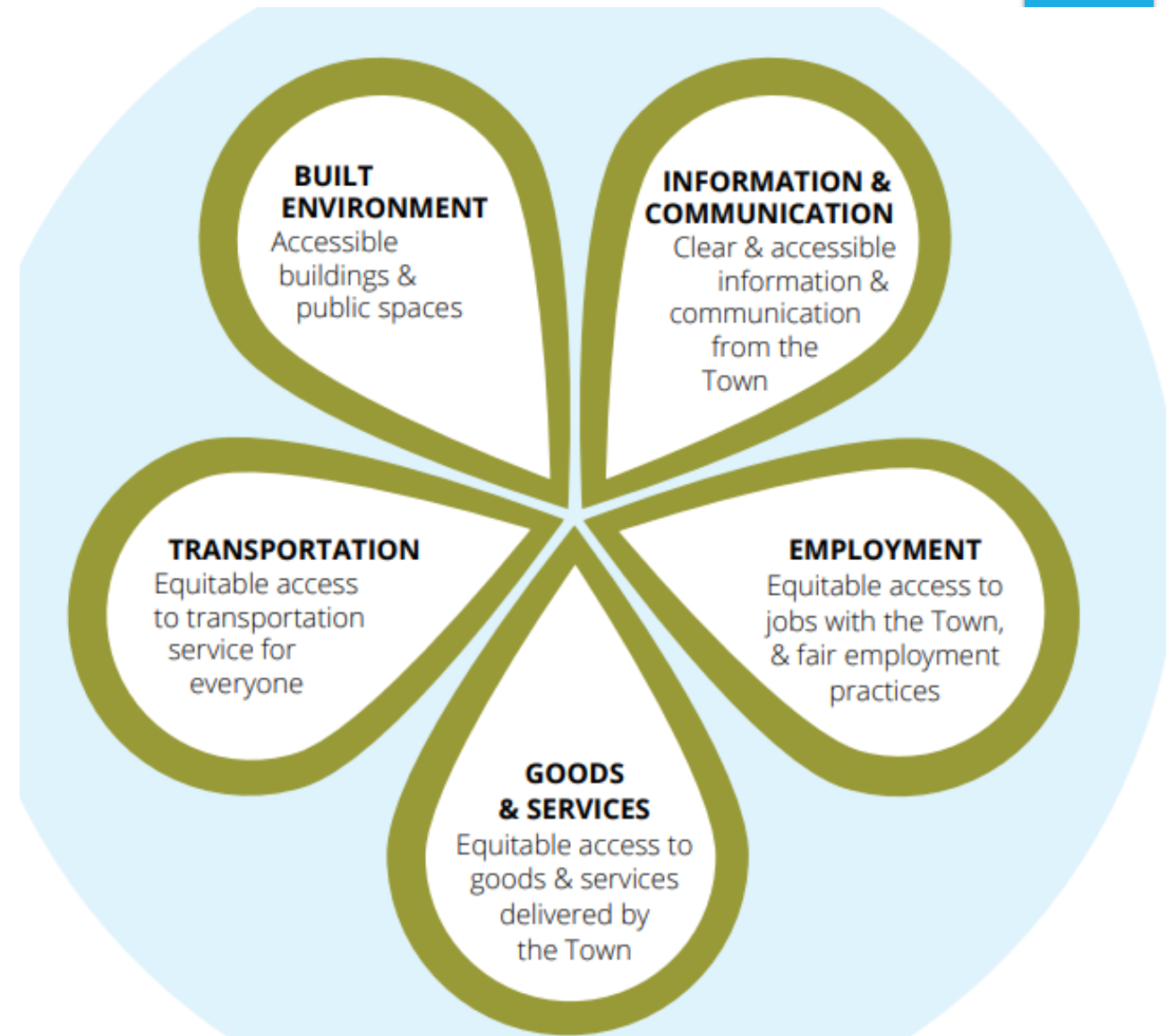
Government of Nova Scotia (GNS) Plan

- First Prescribed Public Sector Body (2017) - Inaugural plan for 2018-2021
- Outlined existing barriers and accessibility achievements
- Provided long-term outcomes for being an accessible organization
- Included commitments from multiple departments in these priority areas:
 - Awareness and capacity building
 - Information and communications
 - Buildings, infrastructure, and public spaces
 - Employment
 - Delivery of goods and services

Accessibility Plan Examples

Wolfville Accessibility Plan

- First Prescribed Public Sector Body to produce an accessibility plan
- Areas of focus include: (see image)



Accessibility Plan Examples cont'd

Wolfville Accessibility Plan

- The following is outlined under each area:
 - The commitment
 - The starting point
 - Barriers
 - Policies
 - Actions

Accessibility Plan Examples cont'd

Wolfville Accessibility Plan

- Also included in the plan is a section on implementing the plan which outlines:
 - Responsibilities
 - Schedule
 - Information on monitoring and evaluation
 - Information on responding to questions and complaints

Accessibility Plan Examples cont'd

Lunenburg County Accessibility Plan

- Developed by a joint Accessibility Advisory Committee consisting of five municipalities/towns. Overarching goals for Lunenburg County
- individual municipal units will be releasing local Accessibility Action Plans which will provide more details on action items, associated timelines, and budgets.



Want more info?

Other resources:

- Presentation: Accessibility Act Essentials
- Presentation: Establishing Your Advisory Committee
- Accessibility Plan Examples
 - Government of Nova Scotia Plan
 - Town of Wolfville Plan
- **The Accessibility Planning Toolkit for Prescribed Public Sector Bodies**
- **The Accessibility Planning Toolkit for Municipalities**
- **Interim Accessibility Guidelines for Indoor and Outdoor Spaces**
- **Guide to Planning Accessible Meetings and Events**



Contact Us:

<https://novascotia.ca/accessibility/>

Email: accessibility@novascotia.ca

Phone: 902-424-8280

Toll free within NS: 1-800-565-8280

TTY: 902-424-2667

Toll free within NS: 1-877-996-9954

