



THE CORPORATION OF THE TOWN OF LASALLE
Minutes of a Meeting of the Accessibility Advisory Committee

February 24, 2021
4:00 p.m.
Meeting Held Virtually

Members of Committee Present: Councillor Sue Desjarlais, Councillor Mark Carrick, Councillor Anita Riccio-Spagnuolo, Michael Gerard, Jason Thibodeau, Cynthia Butcher

Members of Committee Absent: Keren Escobar

Administration Present: P. Marra, Deputy CAO, K. Miller, Director of Special Projects, P. Funaro, Director of Parks and Recreation, D. Hadre, Corporate Communications and Promotions Officer, L. Jean, Deputy Clerk, T.Coke, Council Coordinator

Delegate Present: M. Beaulieu, Architect JP Thomson

Clerks Note:

Kevin Miller, Director of Special Projects, Peter Marra, Deputy CAO, Dawn Hadre, Corporate Communications and Promotions Officer and Mark Beaulieu, Architect from JP Thomson leave the meeting at 4:40 p.m. after the Waterfront Small Coastal Experience Project Presentation.

A. CALL TO ORDER

Councillor Desjarlais calls the meeting to order at 4:00 p.m.

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

C. ADOPTION OF MINUTES

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Jason Thibodeau

That the minutes of the meeting of the Accessibility Advisory Committee dated February 3, 2021 be adopted as presented.

Carried.

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. Waterfront Small Coastal Experience Project Presentation

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Cynthia Butcher

That the presentation from the Director of Special Projects & the Deputy CAO regarding the Small Coastal Waterfront Experience be received.

Carried.

2. Website Compliance – Annual Scan

Moved By: Councillor Carrick

Seconded By: Councillor Riccio-Spagnuolo

That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town's website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for Abledocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee Budget; and that a scan be completed annually to ensure continued compliance.

E. NEXT MEETING

The next scheduled meeting will be held on Tuesday April 6, 2021 at 4:00 p.m.

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 4:55 p.m.

Chair

Council Co-ordinator



COMMITTEE MATTERS
Accessibility Advisory Committee

February 24, 2021

Clerk's Note: The Accessibility Advisory Committee met on February 24, 2021. A copy of the Administrative report is attached for reference as part of the corresponding Minutes.

1. **Subject: Website Compliance**

Motion: That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town's website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for Abledocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee and that a scan be completed annually to ensure continued compliance.

See Report on today's Agenda.

Committee Matter - #1

Website Compliance



The Corporation of the Town of LaSalle

To: Members of the Accessibility Advisory Committee

Prepared by: Linda Jean, Deputy Clerk

Department: Council Services

Date of Report: February 17, 2021

Report Number: CL-03-21

Subject: Website Compliance – Annual Scan

Recommendation

That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town's website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for Abledocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee Budget; and that a scan be completed annually to ensure continued compliance.

Report

The Accessibility for Ontarians with Disabilities Act (AODA) has a January 1, 2021 deadline for public sector organizations to have all web content be compliant with Web Content Accessibility Guidelines (WCAG 2.0 AA).

Measures have been taken to ensure documents are made accessible by using Adobe Pro and by adding standard language to documents. Using Adobe Pro to meet AODA website compliance has been found to be a very time consuming and arduous process in both repairing and creating accessible documents.

As a solution, Administration is in the process of securing licenses with Abledocs, an industry leader in PDF accessibility software. Abledocs provides full content accessible solutions which meet Provincial Standards. Products and services provided by Abledocs help eliminate barriers for individuals that cannot access traditional print documents due to various print disabilities including vision limitations such as low vision or blindness or cognitive disabilities such as dyslexia.

The one time setup and training cost is \$3000 for this software. The annual cost for licences will be approximately \$6,960 funded through the accessibility reserve fund.

Abledocs also provides a feature called ADScan. ADScan is an automated tool that will scan our website and report on the accessibility of the website's documents (PDF, Word, PowerPoint, Excel etc.). For \$1500.00, this feature will scan our website and provide a report outlining which documents are in need of repair. Repairing these documents using the Abledocs software will help us move to the next level of compliance towards an accessible website.

The Accessibility Committee is provided with a an annual budget of \$5000.00. Currently an annual fee of approximately \$1650.00 is paid through this account for Browsealoud, the assistive technology software that adds text to speech functionality on our website, leaving a balance to be used towards accessible initiatives.

As it is important for our website to be continually monitored to ensure compliance with AODA requirements, it is proposed that Abledocs software solutions provide an annual scan of our website at the cost of \$1500.00 per scan, and that the cost be funded through the Accessibility Committee Budget with a portion of the remaining funds.

Consultations

A. Robertson, Director of Council Services/Clerk

Financial Implications

Annual fee of \$1500.00 to scan the website and provide report.

Prepared By:



Deputy Clerk

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Not Applicable

Communications

Not available.

Notifications

Not available.

Report Approval Details

Document Title:	Accessible Website Compliance.docx
Attachments:	
Final Approval Date:	Feb 19, 2021

This report and all of its attachments were approved and signed as outlined below:


Director, Council Services/Clerk

Agatha Robertson