

Accessibility Advisory Committee (Russell Township)

2025 Annual Report on Key Performance Indicator (KPI)



Strategic Objective (Terms of Reference)	KPI	2024	2025	Additional Information	Challenges and Barriers	Next Steps and Opportunities
1. As it relates to the Accessibility for Ontarians with Disabilities Act (AODA) or other Federal or Provincial legislation, and with regard to municipal infrastructure or premises, provide advice and specific recommendations to Council regarding the Township's accessibility plans, measures, policies, practices or programs.	1A - Number of recommendations or motions submitted to Council per year.	2	3	2024-01 - New Frontiers Program 2024-02 - Accessibility Plan 2025-01 - Revised KPIs 2025-02 - Budget Allocation for the Committee 2025-03 - Accessible Portable Washrooms	Follow-up reporting on the tangible outcomes following the adoption of recommendations.	1A - Work with Staff to collect this information and report back to the Committee (annually). - Opportunity to invite staff to present at committee meetings.
1. As it relates to the Accessibility for Ontarians with Disabilities Act (AODA) or other Federal or Provincial legislation, and with regard to municipal infrastructure or premises, provide advice and specific recommendations to Council regarding the Township's accessibility plans, measures, policies, practices or programs.	1B - Number of site plan reviews conducted annually.	29	33	- In 2025, the Committee reviewed the definition and criteria of the applications which would be reviewed by the members in the future. - The committee will focus its efforts to reviewing submissions for projects in the villages of Embrun and Russell. - Site plans for projects in the 417 Industrial Park will no longer be reviewed.	1) The high volume of site plans and other applications to be reviewed. 2) The deadlines by which each review must be completed. 3) The lack of interpretation training opportunities for new members. 4) It is not clear to what extent the comments have been reflected in the applications.	1B - Assemble a guide outlining the legislated responsibilities of the Committee. - Opportunity to including training opportunities for members.
1. As it relates to the Accessibility for Ontarians with Disabilities Act (AODA) or other Federal or Provincial legislation, and with regard to municipal infrastructure or premises, provide advice and specific recommendations to Council regarding the Township's accessibility plans, measures, policies, practices or programs.	1C - % of municipal projects reviewed by the Committee for AODA compliance.	N/A	1	- This KPI was adopted by the Committee in 2025, but the committee has conducted accessibility reviews of the Town Hall in the past. The last review occurred in 2015. - Highlight: At the request of a highschool student and for a class project, a guided tour or review of the Town Hall occurred on January 27, 2025.	Schedulling. Explanation: Our Committee typically meets in the evenings (6:00 p.m.) and our members have daytime obligations (jobs).	1C - Accessibility Review of the Recreation Complex and Town Hall. - Opportunity for reviews of all municipal facilities to be conducted over the course of the committee's mandate and also jointly with other committees.

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1. As it relates to the Accessibility for Ontarians with Disabilities Act (AODA) or other Federal or Provincial legislation, and with regard to municipal infrastructure or premises, provide advice and specific recommendations to Council regarding the Township's accessibility plans, measures, policies, practices or programs.	1D - Number of municipal policies, plans, or procedures reviewed with accessibility feedback provided.	2	2	• 2024 : Accessibility Plan and Municipal Elections Plan. • 2025 (Ongoing): Accessibility Policy and Accessibility Barrier Feedback Procedure.	1) Staff resources 2) Currently no tool to document or track municipal documents that should be or have been reviewed by the Committee.	• 1D - Develop a tracking tool to cover the committee's activities over the four-year mandat. • Opportunity to align with KPIs.
2. Provide a forum for persons with disabilities to raise issues and concerns relating to accessibility within the Township, and where possible, consult with other stakeholders to capture and communicate emerging issues to Township Council and Administration.	2A - Number of identified barriers addressed annually (physical, neurological, psychological, technological, informational).	1	0	• This KPI was adopted by the Committee in 2025 which means that any barriers addressed in previous years would have been through recommendations to Council (Organizational Barrier addressed with recommendation 2024-01 - New Frontier Program). • Discussions to determine the types of barriers that will be reviewed by this Committee every mandate are ongoing, but could be adopted at the next meeting (November 12, 2025).	Public Engagement Explanation: Discussions regarding not only how or where to reach residents, but also what the most effective or impactful outreach method might be.	• 2A - Meet with seniors, persons with disabilities, or relevant community groups to obtain first person accounts and reports (photos, videos, PowerPoint or other presentation formats). • Opportunity to annually host a public consultation on this topic (Barriers encountered by residents).
3. Advise Council and coordinate the dissemination of information to residents regarding the work of the Advisory Committee and support the enhancement of community awareness regarding issues affecting persons with disabilities.	3A - Number of public awareness campaigns or events supported per year; participation rates or reach (e.g., social media metrics, event attendance).	2	1	• In 2024, the Committee took part in two events in the Township: An exhibition hockey tournament with the Capital City Condors and a wheelchair rugby demonstration. • In 2025, the Committee was represented at the Township's Meet Me on Main Street Event that occurred on July 15, 2025.	Momentum and engagement with staff and Community Organizations.	• 3A_1 - Initiate meetings with staff to plan recurring accessible events in the Township. • 3A_2 - Initiate meetings with Community Organizations. • Opportunities for collaboration.

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4. Communicate, coordinate deconflict as required with other committees to ensure integration of effort across committee mandates.	4A - Number of joint meetings or consultations held with seniors, persons with disabilities, or relevant community groups.	0	1	• A joint meeting was held with the Seniors Advisory Committee on March 2026, 2025. • Another joint meeting with both the Seniors and Teens Advisory Committees was proposed in August, but did not occur as no quorum could be met on the proposed dates.	Schedulling. Clarification: The more committees or members are involved, the more difficult it becomes to find a date and time that enable a quorum of members to attend.	• 4A - Joint Meeting Dates could be set the previous year.
5. Develop Key Performance Indicators (KPIs) which both measure and evaluate the success of the committee's efforts as they relate to residents and the wider community.	5A - Review at least once per mandate	0	1	• The current KPIs of the committee were adopted on June 4, 2025. • Previous KPIs were adopted on May 17, 2023.	1) Reporting requirements tied to the Township's Accessibility Plan. 2) Reporting format still in development.	• 5A - KPIs should be reviewed at least once every committee mandate. • Opportunity : Year over year improvement.