



# Corporation of the Town of Cobourg

**Division: Legislative Services**

**Effective Date:** March 25, 2026

**Department: Clerks**

**Approval Level: Administrative**

**Policy Title: Accessibility Awards Program**

**Policy #** LS-034

## 1.0 Purpose

- 1.1 The Annual Town of Cobourg Accessibility Awards Program “Awards Program” will recognize a community member, youth, business and/or organization committed to accessibility by presenting them with an Accessibility Award.
- 1.2 The purpose of this Program is to recognize and celebrate the contributions of those in the community championing initiatives that make for a more accessible and inclusive community for Town residents of all abilities.
- 1.3 The nomination period for the Awards Program will be determined by Staff. Nominations will generally be accepted in Winter/Spring with the winners being announced during National Accessibility Week. Individuals are welcome to submit applications for multiple nominees.

## 2.0 Program

### 2.1 Award Criteria

- (1) The Town of Cobourg’s Accessibility Advisory Committee, Legislative Coordinator – Records and Accessibility, and the Clerk (or designate) will select the winner based on one (or more) of the following criteria:
  - a) Built environment – a building, interior, or outdoor space purposefully designed, modified or renovated to eliminate barriers and/or enhance access for people with disabilities
  - b) Customer service – breaking down barriers that prevent customers with disabilities from accessing the services they need. Barriers include physical/architectural, technological, information or communication, organizational and attitudinal
  - c) Education – identifying and removing barriers to student participation in learning at all levels from kindergarten through to post-secondary and adult education
  - d) Employment – employers making their workplace practices accessible to potential or current workers with disabilities



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- e) Information and communication – creating, providing, and receiving information and communications that people with disabilities can access. Accessible information and communication provide all people an equal chance to learn and be active in their communities.

## 2.2 Nominees must:

- (1) Be a Cobourg resident, organization or business
- (2) Have demonstrated positive accessibility contributions in the past three years
- (3) Not have accessibility-related roles in their paid work, unless they demonstrate an exceptional accomplishment

## 2.3 Award Categories

- (1) Awards (one per category) will be given out in the following four categories:
  - a) Community member
  - b) Youth (under the age of 18)
  - c) Community organization
  - d) Community business

## 2.4 Key Dates

- (1) Nomination period: Winter/Spring
- (2) Review period: April
- (3) Accessibility Awards presented: National AccessAbility Awareness Week

## 2.5 Important Links

- (1) Town of Cobourg's Multi-Year Accessibility Plan 2020 – 2025: [Multi-Year Accessibility Plan • Multi-Year Accessibility Plan 2020-2025](#)



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(2) Accessibility for Ontarians with Disabilities Act, 2005: [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 | ontario.ca](http://www.ontario.ca)

### 3.0 Scope

3.1 This Program applies to all Town of Cobourg staff administering the terms of this Program and residents of the Town of Cobourg.


### 4.0 Administration

4.1 The Legislative Services Department is responsible for administering the terms of this program.

### Cross Reference

Policy # (related policy)

Procedure # (related procedure)

Division Director / Resolution #	Revision Purpose/Description:	Municipal Clerk/Approved by CAO  <hr/> Signature	Council/Division Director Approval Date:  March 25, 2026
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