

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MULTI YEAR ACCESSIBILITY POLICY
2018

In accordance with the Accessibility for Ontarians with Disabilities Act.

PREAMBLE:

The Corporation of the Township of Assiginack acknowledges the legislative requirements for a multi year accessibility policy under the Integrated Accessibility Standards regulations O Reg. 191/11.

The Township of Assiginack is committed to improving access and opportunities for people with disabilities. The accessibility policy outlines how the Township of Assiginack will achieve compliance with the IASR Standards and our ongoing commitment to the independence and inclusion of people with disabilities.

This plan will be reviewed and updated every five years with an annual report being posted on the Municipality's website.

POLICY STATEMENT:

This policy is intended to fulfill the requirements of the IASR as set out in Regulation 191/11 of the Accessibility for Ontarians with disabilities Act, 2005, to establish a multi year accessibility policy for the Township of Assiginack governing the accessibility standards information and communications, employment transportation and design of public spaces.

The Accessibility for Ontarians with Disabilities Act., 2005 is a Provincial Act with the purpose of developing, implementing and enforcing Accessibility Standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodations, employment, building, structures and premises.

The Policy is prepared in accordance with the Integrated Accessibility Standard (O. Reg 191/11) and addresses the following:

- The provision of accessible information and communications to persons with disabilities upon request.
- Accessible employment and recruitment policy and practice to ensure inclusion of person with disabilities.
- Return to Work Policy/Plan/Practice.
- Workplace Accommodations for employees with disabilities.
- Individualized Workplace Emergency response information to employees who have a disability.
- Accessibility considerations when procuring or acquiring goods, services or facilities.
- Notice of availability and accessible formats of documents.
- IASR Training Requirements
- Web Content Accessibility Guidelines
- Transportation Standard booking requirements.

DEFINITIONS:

'Accessible Formats' may include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

'Corporation' means the Corporation of the Township of Assiginack.

'Council' means the Council of the Corporation of the Township of Assiginack.

'Communication Supports' may include but are not limited to captioning, alternative and augmented communication supports, plain language, sign language and other supports that facilitate effective communications.

'Disability' means:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation,

lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

- b) A condition of mental impairment or developmental disability
- c) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d) A mental disorder
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

'Mobility Aid' means a device used to facilitate the transport, in a seated posture of a person with a disability.

'Mobility Assistive Device' means a cane, walker or similar aid.

'Municipality' means the Corporation of the Township of Assiginack.

APPLICATION AND SCOPE:

This policy applies to all employees and volunteers, all persons who participate in developing the Municipality's policies and all other persons who provide goods, services or facilities on behalf of the Municipality.

This policy is created in accordance with the Regulation and states how the Corporation achieves accessibility and meets the Requirements of the Regulation. It provides the direction that will be followed to meet the needs of persons with disabilities in the provision of goods, services and facilities. We are committed to doing so in a manner that respects the dignity, independence and inclusion of persons with disabilities. We will do so in a timely manner and by preventing or removing barriers to accessibility in the areas of customer service, information and communication, employment, transportation and our facilities.

We are committed to meeting the requirements of the applicable legislation and regulation, including the AODA and OHRC.

PROVISIONS:

Multi Year Plan:

This plan will be maintained and updated to outline our strategy and goals to prevent and remove barriers and comply with the requirements of the Integrated Accessibility Standards. The multi year plan and annual status reports will be posted on the Municipality's website and made available in an accessible format upon request. The multi year plan will be reviewed in 2019 and updated every five years thereafter.

Procurement:

The Municipality incorporates accessibility criteria and features when procuring goods, services or facilities, except when it is not practicable to do so. In such an event, an explanation will be provided upon request.

The Municipality does not have self serve kiosks at this time. Should this change, accessibility features will be incorporated into such facilities.

Training:

The Municipality will ensure that training is provided as required by the Integrated Accessibility Standards and will be appropriate to the duties of those receiving training.

Training will be provided on the Ontario Human Rights Code.

Training is provided as soon as is practicable for employees and volunteers. Training records will include the date of training, names of individuals receiving training and will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

The Municipality is also committed to meeting the communication needs of people with disabilities in accordance with the Integrated Accessibility Standards and will notify the public about the availability of accessible formats and communication supports as required.

Alternative formats such as large print, electronic copies of documents, braille documents are available upon request and at a cost that is no more than the regular cost charged to other persons.

The Municipality will consult with the person making a request for an alternative format. In situations where the information or communication are unconvertible, the Municipality will provide the person requesting the information or communication with an explanation as to why the information or communication are unconvertible along with a summary of the unconvertible information or communications.

The Municipality has a process in place for receiving and responding to feedback provided about accessibility and access that are provided in an accessible manner and with communication supports upon request.

Information about the feedback process will be readily available to the public and notice of the process will be posted on the municipality's website (Assiginack.ca) and other appropriate locations.

Emergency procedures, plans and public safety information that is prepared by the Municipality and available to the public, will be in an accessible format or with appropriate communication supports as soon as practicable, upon request.

The Municipality will make its internet website and web content conform to the world Wide Web Consortium Web Content Accessibility Guidelines (WCAG 2.0).

Accessible Employment:

The Municipality is committed to fair and inclusive employment practices, as required in the Integrated Accessibility Employment Standards.

Accommodations for persons with disabilities are available throughout the cycle of recruitment and employment.

The Municipality will notify all employees and the public about the availability of accommodations for applicants with disabilities in the recruitment process and for all existing employees.

Advertisements will include the following statement: *'The Township of Assiginack welcomes and encourages applications from individuals with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.'*

Candidates will be advised upon selection to participate in an interview that accommodations are available upon request.

Successful candidates will be notified of the policies for accommodating employees with disabilities with an offer of employment.

The Municipality will inform its current employees of updates to its policies used to accommodate employees with disabilities. This information will be provided to all new employees as part of new employee orientation and as part of a Municipal Return To Work Policy.

Upon request of the employee, the Municipality will consult with an employee with a disability to provide or arrange for accessible formats or communication supports for information or communication that is generally available to employees in the workplace.

The Municipality provides individualized workplace emergency response information to employees who have a disability as required when made aware of the disability, as soon as practicable.

As part of the Return to Work Policy and Program for employees who are returning to work after injury or illness the Municipality will work with the employee to develop a written Individual Accommodation Plan.

The Return to Work Policy and Program:

- outlines how an employee requests accommodation and participates in developing the plan.
- is available in an accessible format that takes into account the employee's disability and accommodation needs.
- accommodation plans are individualized plans, developed with the employee's supervisor or other support person (if so requested) and medical expert such as physician or Occupational Therapist.
- How and when requests for third party medical assessments are requested to assist in determining appropriate accommodations, costs for same to be covered by the Municipality.
- the frequency, manner and timelines for reviewing individual accommodation plans.

In a situation where an Individual accommodation plan is denied, the employee will be provided for the reason for the denial in writing, in a format that takes into account the employee's disability and accommodation needs.

The Municipality will consider the accessibility needs and supports and individual accommodation plans in employee performance management, career development and redeployment.

Design of Public Spaces:

The Municipality is committed to designing public spaces that are free from barriers and accessible to all users. The Municipality will comply with the Design of Public spaces Standards with respect to public spaces that are newly constructed or redeveloped including:

Trails and beaches, exterior paths of travel, accessible parking, outdoor play areas, outdoor eating areas.

Modifications to This or Other Policies:

The Municipality is committed to developing accessibility policies that respect and promote the dignity, independence and inclusion of people with disabilities. Any impact or potential impact to persons with disabilities will be considered prior to amending this or any other municipal policy.

Any existing policy of the Municipality that does not do so shall be modified or repealed.

Copies of This Policy:

Any questions, concerns or comments, or requests for copies of this policy will be provided or referred to the Chief Administrative Officer or designate of the Municipality.