

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR
ACCESSIBILITY POLICY

POLICY STATEMENT:

It is the policy of the Township of O'Connor that citizens with disabilities achieve accessibility in the provision of goods and services provided by the Township and that the Township provide workplaces that are accessible to employees that are consistent with the principles of independence, dignity, integration and equality of opportunity as set out in the regulations of the Accessibility for Ontarians With Disabilities Act, 2005.

PURPOSE:

Is to recognize the Township's obligation to facilitate the implementation of the Accessibility for Ontarians With Disabilities Act, 2005 (AODA), and all regulations pursuant to the Act.

IMPLEMENTATION:

Accessibility Plan

Township shall develop, implement and document a multi-year accessibility plan outlining the strategy for identifying, removing and preventing barriers, and meeting the requirements of the Standards set out in the Accessibility for Ontarians With Disabilities Act, 2005. The plan will outline provisions put in place to comply with the customer service standards, information and communications standards, employment standards and built environment standards. The plan will be reviewed at least once every five years, with an annual report to be prepared on the progress of the multi-year accessibility plan. The plan and annual reports will be posted on the Township's website and provided in an accessible format upon request.

Procuring or Acquiring Good, Services or Facilities

When procuring or acquiring goods, services or facilities, the Township shall incorporate accessibility guidelines or standards into relevant policies, procedures and by-laws.

Accessible Formats and Communication Supports

The Township shall be obligated to provide or arrange for accessible formats and communication supports for persons with disabilities:

- a) Upon request, in a timely manner, that takes into account the person's accessibility needs due to a disability.
- b) At a cost that is no more than the regular cost charged to other persons.
- c) Consult with the person making the request and determine suitability of an accessible format or communication support.
- d) Notify the public about the availability of accessible formats and communication supports using various communications tools such as, but not limited to, the monthly newsletter, website and community bulletin board.

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR ACCESSIBILITY POLICY (con't)

Emergency Procedure, Plans or Public Safety Information – The Township shall provide emergency procedures, plans or public safety information that are available to the public in an accessible format upon request.

Feedback Process - The Township will have a mechanism to allow the public to provide feedback on the accessibility of the provision of goods and services. The mechanism shall be outlined in the Township's Accessibility Plan.

Training – The Township of O'Connor shall ensure that training is provided on the requirements of the Integrated Accessibility Standards Regulation, on the Human Rights Code and on Accessible Customer Service as it pertains to persons with disabilities to,

- all employees and volunteers;
- all persons who participate in developing the organization's policies; and
- all other persons who provide goods, services or facilities on behalf of the organization.

The training on the requirements shall be appropriate to the duties of the employees, volunteers and other persons and training will be done as soon as practicable. Training shall also be provided on an ongoing bases to reflect changes to accessibility policies, plans and procedures and to accommodate new employees joining the Township.

The Township shall keep a record of training provided, including dates on which the training was provided and the individuals to whom it was provided.

Employment Standard

The Township of O'Connor's Accessible Employment Policy shall outline the requirements established under the Integrated Accessibility Standards, Ontario Regulation 191/11 of the Accessibility for Ontarians with Disabilities Act, 2005, as they relate to Employment Standards.

EFFECTIVE DATE:

January 1, 2010

Reference: Council Resolution # 7 - November 23, 2009
Revised – Council Resolution # 4 - June 27, 2016