

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE ALVINSTON



<b>SUBJECT</b>	<b>Integrated Accessibility Standards Policy</b>	Section:	Policy:
<b>EFFECTIVE DATE</b>		Approved by: Council	
<b>REVISION DATE</b>			

## Integrated Accessibility Standards Policy

### PURPOSE:

The Municipality of Brooke-Alvinston is committed to the promotion of an accessible municipality, compliant with the Accessibility for Ontarians with Disabilities Act (AODA). This policy will establish the Integrated Accessibility Standards (IAS) in the areas of Information and Communication, Employment and Design of Public Spaces in accordance with Ontario Regulation 191/11.

### SCOPE & RESPONSIBILITIES:

This policy has been drafted in accordance with the IAS Regulations and addresses how the Municipality of Brooke-Alvinston achieves accessibility through meeting the Regulation's requirements. It provides the overall strategic direction that we will follow to provide accessibility supports to Ontarians with disabilities.

The requirements of the Regulation include:

- i) Establishment, implementation, maintenance and documentation of a multi-year accessibility plan
- ii) Incorporation of accessibility criteria and features when procuring or acquiring goods, services or facilities
- iii) Training
- iv) Other specific requirements under the Employment, Information and Communications and Built Environment Standards

## GENERAL PROVISIONS:

### a) Procuring or Acquiring Goods, Services or Facilities

The Municipality will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so.

### b) Training

The Municipality will ensure that training is provided as required by the IAS. The content of the training will include the requirements of the accessibility standard referred to in Ontario Regulation 191/11 and the *Human Rights Code* as it pertains to persons with disabilities. The training shall be appropriate to the duties of those being trained. Records of the training will be kept.

### c) Multi-Year Accessibility Plan

In consultation with persons with disabilities, the Municipality will establish, implement, maintain and update a multi-year Accessibility Plan which outlines the organizations' strategy to prevent and remove barriers and meet requirements under the Integrated Accessibility Standards.

## DEFINITIONS:

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

**Accommodation** means the special arrangement made or assistance provided so persons with disabilities can participate in the experience available to persons without disabilities. Accommodation will vary depending on the person's unique needs

**Communications** means the interaction between two or more persons or entities or any combination of them where information is provided, sent or received.

**Disability** means any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness; a condition of mental impairment or a developmental disability; a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language; a mental disorder or an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*

## INFORMATION AND COMMUNICATIONS STANDARD

Brooke-Alvinston is committed to meeting the communication needs of persons with disabilities in accordance with the Integrated Accessibility Standards. Upon request, the Municipality will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner. In determining the suitability of an accessible format or communication support, the Municipality will consult with the person making the request.

Where the Municipality prepares emergency procedures, plans or public safety information and makes the information available to the public, the Municipality will provide the information in an accessible format or with appropriate communication supports as soon as practicable, upon request.

The Municipality will provide or arrange for accessible formats and communication supports for persons with disabilities upon request in a timely manner, that takes into account the person's accessibility needs due to the disability.

Brooke-Alvinston will make its internet website accessible and web content conform with the world wide web consortium Web Content Accessibility Guidelines (WCAG) 2.0 level AA.

### EMPLOYMENT STANDARD

The Municipality is committed to fair and accessible employment practices. The Employment Standards outlines requirements for the accommodation of persons with disabilities during the recruitment process and throughout employment with the Municipality.

#### i) Recruitment

Brooke-Alvinston will notify employees and the public about the availability of accommodations for applicants with disabilities. Specifically, during the recruitment process, when job applicants are individually selected to participate in an assessment or selection process; if the selected applicant requests accommodation, Brooke-Alvinston will consult with the applicant and provide and/or arrange for the provision of a suitable accommodation that takes into account the applicant's disability. Successful applicants will be notified of the policies for accommodating employees with disabilities when making offers of employment.

#### ii) Informing Employees of Supports

The Municipality will inform its employees of its policies used to support its employees with disabilities including, but not limited to policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

#### iii) Accessible Formats and Communication Supports for Employees

Upon request by an employee with a disability, the Municipality will consult with the employee to provide or arrange for the provision of suitable accessible formats and communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.

#### iv) Workplace Emergency Response Information

Brooke-Alvinston will provide individualized workplace emergency response information to employees who have a disability as soon as practicable after becoming aware of the need for accommodation due to the employee's disability.

v) Individual Accommodation Plans

The Municipality will have in place a written process for developing a documented individual accommodation plan (IAP) for employees with a disability. The process will include:

- The employee's participation in the development of the IAP
- Assessment on an individual basis
- Identification of accommodations to be provided
- Timelines for the provision of accommodations
- Steps to be taken to protect the privacy of the employee's personal information
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done
- Identification of any other accommodation that is to be provided

vi) Return to Work

The Municipality will develop a return to work process for employees who have been absent from work due to a disability and require disability related accommodation in order to return to work.

vii) Performance Management, Career Development and Advancement, Redeployment

The Municipality will take into account the accessibility needs and/or individual accommodation plans of employees when using performance management processes, providing career development and advancement and using redeployment.

#### DESIGN OF PUBLIC SPACES

The Municipality is committed to designing public spaces that are free from barriers and accessible to all persons we serve in accordance with Regulation 413/12. The standards will apply to:

- i) Recreational trails and access routes
- ii) Outdoor public eating areas
- iii) Outdoor play spaces
- iv) Accessible parking
- v) Obtaining services (counters, waiting areas etc.)

The Municipality will also provide maintenance and restoration of public spaces by ensuring our multi-year plan includes procedures for preventative and emergency maintenance of accessible elements in public spaces and procedures for dealing with temporary disruptions.