

THE CORPORATION OF THE TOWNSHIP OF LAVALLEE

INTEGRATED ACCESSIBILITY STANDARDS POLICY

POLICY STATEMENT AND PURPOSE

The Corporation of the Township of La Vallee is committed to the promotion of an accessible municipality, compliance with the Accessibility for Ontarians with Disabilities Act and to meeting the accessibility needs of persons with a disability in a timely manner. The purpose of the Integrated Accessibility Standards Policy is to develop, implement and maintain policies which govern how the municipality will achieve accessibility measures as required through the AODA.

APPLICATION

This Policy applies to Council, staff, all committees and boards of Council, and to all persons who are authorized to deal with members of the public or other third parties on behalf of the Township.

SCOPE AND RESPONSIBILITIES

This policy has been drafted in accordance with the Integrated Accessibility Standard Regulation to guide the Township's accessibility program. This policy gives overall strategic direction to provide accessibility support to all residents and visitors who have a disability.

GENERAL

Through the *Integrated Accessibility Standards Policy*, the Township will develop, implement and maintain policies which govern how the municipality will achieve accessibility measures as required through the AODA. The Township is committed to meeting the accessibility needs of persons with a disability in a timely manner.

The Township's *Multi-Year Accessibility Plan* (current version 2018-2022) establishes, implements, maintains and documents the phased-in strategy to prevent and remove barriers and to address current and future requirements of the AODA. It also identifies steps taken during the prior term (s) of the Plan.

The *Accessibility Plan* is reviewed by Council at least once every five years. Members of the public, including those who have a disability, are encouraged to provide input into the development and update of the Plan.

An *Annual Status Report* will be created which will be made available to the public through the municipal website and at the municipal office. The *Annual Status Report* will be presented to requestors in an accessible format.

PROCUREMENT

The Township will consider and/or integrate accessibility criteria and features when procuring or acquiring goods, services or construction of facilities. If the Township determines that it is not practical to incorporate accessibility criteria or features when procuring or acquiring goods, services or facilities, an explanation will be provided by Council.

TRAINING

The Township is committed to ensuring training is provided on the requirements of the *Integrated Accessibility Standards (Ontario Regulation 191/11)* and the *Human Rights Code* as it pertains to persons with disabilities to all employees, appointed volunteers, persons who participate in the development of Township policies, and persons who provide goods and services on behalf of the municipality. The training provided shall be appropriate to the duties of the employees, volunteer or third party.

Every person will be trained on the said requirements as soon as it is practical. Training will also be provided with regard to changes in this policy which are applicable to them and/or their responsibilities as soon as it is practical after the same are approved.

Records of the training will be maintained by the Administrative Assistant. Training records will include the date and number of individuals participating in training.

INFORMATION AND COMMUNICATIONS

The Township of La Vallee strives to create, provide and receive information and communications in ways that are accessible to people with disabilities, including the following:

Feedback

The Township will ensure that feedback processes are accessible to person with disabilities by providing or arranging for the provision of accessible communications and supports, upon request. Feedback can be received online (email, web etc.), in writing (letter or fax) or verbally (in person or telephone)

Accessible Formats and Communication Supports

Except as otherwise provided by the AODA, the Township shall, upon request, and in consultation with the person making the request, provide or make arrangements to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs. There will be no additional charge by the Township for accessible formats.

Through its regular communication channels, the Township will notify the public about the availability of accessible formats of communication supports.

Websites and Web Content

Internet websites and web content controlled directly by the Township will conform to the World Wide Web Content Accessibility Guidelines (WCAG) 2.0, Level A, at a minimum. Except where meeting this requirement is not practical, this conformity applies to websites, web content and web based applications that are controlled directly by the Township staff or through a contractual relationship that allows for modification of the product and web content.

New documents posted to the municipal website will be presented in an accessible format as defined by the WCAG 2.0 standards. Website users are encouraged to contact the municipal office if they are unable to access a document posted on the municipal website.

Emergency Procedure, Plans or Public Safety Information

The Township has in place emergency procedures, plan and public safety information to promote the safety of the community. Upon request, public information regarding the Township's emergency procedures will be provided in an accessible format. This information will be made available as soon as is practical taking into consideration the Township's resources.

Accessible Customer Service

The Township adopted an *Accessible Customer Service Policy* on November 17, 2009 to facilitate implementation of the AODA and related regulations, which specifically address: Guide dogs and service animals, Support persons, disruption of services, feedback process, assistive devices and training of Township staff and volunteers.

EMPLOYMENT

The Corporation of the Township of La Vallee is committed to creating an inclusive work environment for all and providing accessibility for people with disabilities throughout the employment life cycle in accordance with the requirements and timelines set out in the Employment Standards of the Integrated Accessibility Standards Regulation. Employment standards apply to paid employees and not to volunteers and other unpaid individuals.

Part III of O. Reg. 191/11, Employment Standards, requires that all obligated organizations shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. If a selected applicant requests accommodation, the Township shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs. Successful applicants shall be notified of the Township's policies for accommodating employees with disabilities.

The Corporation of the Township of La Vallee shall inform its employees of its policies used to support its employees with disabilities, including job accommodations. The Township shall provide such information to its employees as soon as practicable after they are employed and the Township shall provide updated information to employees whenever there is a change to existing policies.

The *Accommodation Plan for Employees with Disabilities Policy* was adopted June 16, 2021 which outlines the development process for an Individual Accommodation Plan for an employee who requests accommodation due to a disability.

The *Return to Work Disability-Related Policy (Non-occupational)* was adopted on June 16, 2021 which outlines the Township's commitment to make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who has been absent for work due to a disability and require accommodations in order to return to work.

The *Workplace Emergency Response Plan for Employees with Disabilities Policy* was adopted on June 16, 2021 which provides individualized workplace emergency response information to employees with disabilities.

Performance Management-The Township will take into account the accessibility needs of an employee with a disability and the documented Individual Accommodation Plan during all performance management processes.

Career development and Advancement- The Township will take into consideration the accessibility needs of an employee as well as the Individual Accommodation Plan implemented for that person, when providing career development and advancement.

TRANSPORTATION

The Corporation of the Township of La Vallee does not provide public transportation or transit in any form.

REVIEW

This policy shall be reviewed not less than once during each term of Council, in conjunction with the Township's multi-year Accessibility Plan.