

Corporation of the Township of
Algonquin Highlands

BY-LAW 2015-49

BEING A BY-LAW TO ADOPT AN INTEGRATED ACCESSIBILITY POLICY.

WHEREAS Section 2 the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, provides that municipalities are created to be responsible and accountable governments with respect to matters within their jurisdiction and each municipality is given powers and duties under this Act and many other Acts for the purpose of providing good government with respect to those matters;

AND WHEREAS Section 11(2) provides that a lower-tier municipality may pass by-laws respecting governance structure of the municipality, accountability and transparency of the municipality and its operations, financial management of the municipality, public assets of the municipality acquired for the purpose of exercising its authority under this or any other Act, economic, social and environmental well-being of the municipality, health, safety and well-being of persons, services and things that the municipality is authorized to provide and protection of persons and property, including consumer protection;

AND WHEREAS the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) provides that every provider of goods and services shall establish and maintain accessibility policies, practices and procedures related to the following:

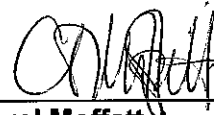
1. Customer Service
2. Employment Standards
3. Information and Communication Standards
4. Transportation Standards
5. Built Environment

AND WHEREAS O. Reg. 191/11 made under the *Accessibility for Ontarians with Disabilities Act, 2005* establishes accessibility standards for public sector organizations in the areas of Information and Communication, Employment and Transportation to facilitate the removal and prevention of barriers to people with disabilities to enable better access to municipal goods, services and facilities;

AND WHEREAS Council has deemed it appropriate to establish an Integrated Accessibility Policy and guiding principles;

NOW THEREFORE the Council of the Corporation of the Township of Algonquin Highlands hereby adopts an Integrated Accessibility Policy in accordance with Schedule "A" attached hereto;

READ A FIRST, Second and Third time, finally passed, signed and sealed this 16th day of July 2015.



Reeve Carol Moffatt

Seal



CAO/Clerk Angie Bird



Township of Algonquin Highlands Policies and Procedures Manual

Integrated Accessibility Policy

Schedule "A"

Approved by By-Law Number: 2015-49

PURPOSE

To fulfill the requirements set out in Ontario Regulation 191/11 and to establish a policy for the Township of Algonquin Highlands on how the municipality will achieve accessibility through meeting the requirements of Ontario Regulation 191/11.

APPLICATION

This Policy and its related procedures apply to the following, unless otherwise stated:

- all Township employees, volunteers, and to any individual or organization that provides goods, services or facilities to the public or other third parties on behalf of the Township, in accordance with the legislation.

COMMITMENT

The Township of Algonquin Highlands will use every reasonable effort to develop, implement and maintain policies governing how the Township will achieve accessibility and meet the requirements set out in the Integrated Accessibility Standards. The Township will ensure that its policies, practices and procedures are consistent with the specific requirements of the *Accessibility for Ontarians with Disabilities Act* (AODA) and its regulations.

DEFINITIONS

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

Disability, as defined in the Human Rights Code, 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 coordination, 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 a development 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; or

- (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*.

Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning

Municipal Goods, Services or Facilities means goods, services or facilities provided by the Township of Algonquin Highlands or an agent on behalf of the Township of Algonquin Highlands.

Persons with Disabilities means those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code as defined above.

Third Party means a representative of a business or organization who is receiving Township of Algonquin Highlands goods or services or acting in an official capacity.

Township means the Corporation of the Township of Algonquin Highlands.

STANDARDS

1.0 Employment Standards

- 1.1 The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies in respect to employees and does not apply to volunteers and other non-paid individuals.
- 1.2 The Township shall notify employees and the public about the availability of accommodations for applicants with disabilities in its recruitment processes; will consult with selected applicants to provide and arrange for provision of a suitable accommodation, if required; and when making offers of employment, shall notify the successful applicant of its policies for accommodating employees with disabilities.
- 1.3 The Township shall inform employees of the policies used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability, and shall provide this information to new employees as soon as practicable after they begin their employment.
- 1.4 The Township will provide updated information to all employees whenever there is a change to existing policies on the provision of job accommodation that takes into account an employee's accessibility needs due to disability.
- 1.5 A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities. If requested, these plans shall include information regarding accessible formats and communication supports. If requested, the plans shall include individualized workplace emergency response information.
- 1.6 The Township shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

- 1.7 The Township shall develop a Return to Work Policy for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. This return to work process shall outline the steps that the Township shall take to facilitate the return to work.
- 1.8 The Township shall provide in individualized workplace emergency response information to employees who have a disability, if necessary and if the municipality is aware of the need.

2.0 Information and Communication Standards

- 2.1 The Township has established a process for receiving and responding to feedback on the manner in which the Township provides good and services to persons with disabilities and will ensure that these processes are provided in accessible formats and with communication supports upon request. Members of the public may provide feedback through the Township's website, through the info@algonquinhighlands.ca email address, by telephone at 705-489-2379 and in person.
- 2.2 The Township shall ensure that the municipal website and web content conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 as set out in the Integrated Accessibility Standards timelines and requirements.
- 2.3 The Township will provide or arrange for the provision of accessible formats and communication supports for any established process for receiving and responding to feedback, upon request and shall ensure that the processes are accessible to persons with disabilities.
- 2.4 The Township, upon request, will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to the disability and at a cost that is no more that the regular cost charged to other persons.
- 2.5 The Township shall provide information on municipal emergency procedures, plans or public safety information that is available to the public in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

3.0 Transportation Standards

- 3.1 The Township currently does not provide public transportation.
- 3.2 The Township does not licence taxi cabs.

PROCURING OR ACQUIRING GOODS, SERVICES OR FACILITIES

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

TRAINING

The Township shall ensure that the continuation of appropriate training is provided to all employees, volunteers, all persons participating in developing the Township's policies, all other persons who provide goods, services or facilities on behalf of the Township on the requirements under the AODA as it pertains to persons with disabilities. The Township shall keep a record of the training provided.

GUIDING PRINCIPLES

To implement this policy, Senior Management shall:

- (a) Establish practices and procedures;
- (b) Evaluate and review practices and procedures annually; and
- (c) Revise practices and procedures as required.

OTHER

The Township shall, upon request, provide a copy of the policies, practices and procedures required under the Integrated Accessibility Standards Regulation 191/11 to any person, and shall make every reasonable effort to provide said documents in an accessible format.