# THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Session Date: December 9, 2020

Resolution No.: 2020 - 270

Moved By: N. McIntosh

Seconded By:

**BE IT RESOLVED THAT:**

A By-Law to adopt an *Integrated Accessibility Standards Policy*, a copy of which is attached hereto, be introduced and read a first, second and third time, passed and numbered as By-Law #33/20, and that said By-Law be signed by the Reeve or alternate, and the Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law book.

| Pecuniary Interest | Recorded Vote | Council Member | Nay | Yea |
|---|---|---|---|---|
| | | FORD, Mike | | |
| | | GLOWASKY, Diane | | |
| | | JOHNSON, Jennifer | | |
| | | SPENCE, Shawn | | |
| | | SPUZAK, Peter | | |

REEVE

CARRIED: ☑

DEFEATED: ☐

# Corporation of the Township of Alberton

# CORPORATE POLICY

| POLICY NAME: | COUNCIL APPROVAL: |
|---|---|
| Integrated Accessibility Standards Policy | DATE OF ADOPTION:<br>RESOLUTION: #2020-_____<br>BY-LAW: #_____/20 |

## 1. Policy Statement and Purpose:

The Corporation of the Township of Alberton 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*.

## 2. 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.

## 3. 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:

## 4. General:

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

### (a) Multi-Year Accessibility Plan

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. Member 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 Alberton municipal office. The *Annual Status Report* will be presented to requestors in an accessible format.

(b) **Procurement or Acquisition of Goods, Services or Facilities**

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 practicable to incorporate accessibility criteria or features when procuring or acquiring goods, services or facilities, an explanation will be provided to Council.

(c) **Training**

The Township is committed to ensuring training is provided on the requirements of the *Integrated Accessibility Standard* 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.

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

## 5. Information and Communication

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

(a) **Feedback**

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

(b) **Accessible Formats and Communication Support**

Upon request, the Township will provide or arrange for the provision of information in accessible formats or with communication supports for persons with a disability. The formats or supports will be provided in a timely manner which is reasonable which takes into consideration Township resources and the person's disability. There will be no additional charge by the Township for accessible formats.

The Township will consult with the person making the request to determine the suitability of an accessible format or communication support. Final determination as to which accessible format or communication support is to be used resides with the Town.

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

(c) **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 practicable taking into consideration Township resources.

(d) **Accessible Websites and Web Content**

The Township will ensure that the municipal website and web content conforms to the World Wide Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A, at a minimum. Except where meeting this requirement is not practicable, this conformity applies to websites, web content and web-



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based applications that are controlled directly by Township staff or through a contractual relationship that allows for the modification of the product and web content.

New documents, (PDF, Word, PowerPoint etc.) 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 municipality if they are unable to access a document posted on the municipal website.

**(e) Accessible Customer Service**

The Township adopted an *Accessible Customer Service Policy* on September 9, 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.

**(f) Public Libraries**

The Township contracts with the Fort Frances Library Board for public library services through the Fort Frances Public Library & Technology Centre. The Board is responsible for compliance of the library facility and operations with the *AODA* and related regulations.

6. Employment

Employment standards apply to paid employees and not to volunteers and other unpaid individuals.

**(a) Recruitment**

Through the Township's recruitment process, all applicants are notified of the availability of accommodations for persons with a disability. A standard statement that "*The Township will provide accommodations for disabilities during the recruitment and selection process upon request, and will work with Applicants requesting same to ensure that arrangements are in place for their needs to be met during the process*" is provided in all job advertisements and postings.

If an applicant requests an accommodation, the Township will arrange for a suitable accommodation in a manner that takes into account the applicant's accessibility needs. The decision as to which accommodation is to be provided is that of the Township.

At any time during the selection process, any applicant may request information on the Township's policies and practices for accommodating employees with a disability.

**(b) Accessible Formats and Communication Support for Employees**

The Township will inform its employees of policies developed for persons with a disability. This information will be provided to new employees as soon as practicable after they commence employment.

Any employee may obtain electronic or hard copies of Township policies and/or plans relating to all employees on request, including those concerning accommodation of disabilities. A copy of an individual accommodation plan related to a specific employee will be provided to that employee.

Any changes to policies will be communicated to employees through normal communication channels or through formats that take into account an employee's disability.

**(c) Workplace Emergency Response Information**

At the request of an employee with a disability, the Township will create an *Individualized Workplace Emergency Response Plan* and provide a copy of same to such employee. If an employee who requests an *Individualized Workplace Emergency Response Plan* identifies there is a need for assistance to such employee from a colleague(s), the Township also will provide a copy of the said *Plan* to a designated colleague(s) as soon as is reasonably practicable after it is notified of the need for such accommodation.



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An employee's *Individualized Workplace Emergency Response Plan* will be reviewed when:

- the employee moves to a different location in the organization,
- the employee notifies the Township that the employee's overall accommodation needs have changed, and/or
- the Township's general emergency response plan or policies are reviewed and amended.

### (d) Individual Accommodation Plans

The *Individual Accommodation Policy* adopted by By-Law #2015-242 outlines the development process for an *Individual Accommodation Plan* for an employee who requests accommodation due to disability. The following will be included in the template:

- recognition of the need for accommodation
- requirement to gather relevant information and assess needs
- development of a formal *Individual Accommodation Plan*
- implementation, monitoring and review of the *Individual Accommodation Plan*

An *Individual Accommodation Plan* will, if requested by the employee for whom same is created, include information regarding accessible formats and communication supports. If required, information regarding any *Individualized Workplace Emergency Response Plan* created for the employee may be included.

### (e) Return to Work Process

The Township has in place an *Early and Safe Return to Work Policy* (health and safety) which outlines its commitment to make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who had been absent from work due to a disability.

The *Early and Safe Return to Work Policy* outlines the steps the Township will take to facilitate the return of an employee who was absent due to disability. An *Individual Accommodation Plan* is to be developed to complement this process in that, when an employee is re-deployed into the workplace, the Township will take into account the accessibility needs of the employee as well as the accommodations identified within the *Individual Accommodation Plan*.

### (f) Performance Management

The Township will take into account the accessibility needs of an employee with disabilities and the documented *Individual Accommodation Plan* during all performance management processes.

### (g) 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.

7. Transportation:

No public or private transportation services are offered in the Township of Alberton.

8. 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* and the *Individual Accommodation Policy*.

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