

**THE CORPORATION OF THE TOWNSHIP OF PERRY**

**BY-LAW NO. 2013-49**

Being a By-law to Provide for a Corporate Accessibility Policy for the Township of Perry

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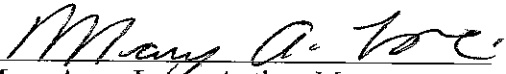
**WHEREAS** the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* states that all public sector organizations must meet the requirements of accessibility standards established by regulation;


**AND WHEREAS** the Council of the Corporation of the Township of Perry deems it expedient to enact a By-law to provide for a Corporate Accessibility Policy;

**NOW THEREFORE** the Council of the Corporation of the Township of Perry enacts as follows:

1. **THAT** Schedule "A", being the Corporate Accessibility Policy, shall form part of this By-law.
2. **THAT** the Corporate Accessibility Policy will be amended by Administration as needed and/or required by Provincial Legislation.
3. **THAT** This By-law shall be deemed effective as of the 18<sup>th</sup> day of December, 2013.


READ a First and Second Time this 18<sup>th</sup> day of December, 2013.

  
Mary Anne Love, Acting Mayor

  
Beth Morton, Clerk-Administrator

READ a Third and Final Time and enacted in Open Council this 18<sup>th</sup> day of December, 2013.

  
Mary Anne Love, Acting Mayor

  
Beth Morton, Clerk-Administrator



## Corporation of the Township of Perry

### Corporate Accessibility Policy

(December 18, 2013)

#### **Integrated Accessibility Standards Regulation (IASR)**

##### **1. Purpose:**

Under the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards Regulation in the areas of Information and Communication, Employment and Transportation for the Township of Perry in accordance with Ontario Regulation 191/11 and with the Ministry of Community and Social Services intent to “streamline, align and phase-in accessibility requirements and allow for progress on accessibility and reduce the regulatory burden for obligated organizations”. This regulation came into force July 1, 2011.

##### **2. Scope and Responsibilities**

This policy has been drafted in accordance with the Regulation and addresses how the Township of Perry 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:

- Establishment, implementation, maintenance and documentation of a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under the Regulation;
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services, or facilities;
- Training; and
- Other specific requirements under the Information and Communication, Employment and Transportation Standards.

##### **3. Policy Statement and Organizational Commitment**

The Township of Perry is committed and guided by the four core principles of Dignity, Equal Opportunity, Integration and Full Inclusion and supports the needs of disabled persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, (AODA) 2005. The Township of Perry shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

## **4. General Provisions**

### **Multi-Year Accessibility Plan**

The Township of Perry Multi-Year Accessibility Plan will outline a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA.

We will report annually on the progress and implementation of the Plan and will post the information on our website and will provide the plan in alternative formats upon request. The plan will be reviewed and updated at least once every five years.

### **Procuring or Acquiring Goods, Services or Facilities**

The Township of Perry will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. In which case, if required, we will provide an explanation.

### **Training**

We will ensure that training is provided to employees on the requirements of the accessibility standards referred to in the regulation and in the Human Rights Code as it pertains to persons with a disability.

Training will be provided as soon as is practicable. If any changes to this policy occur, training will be provided. We will maintain a record of dates when training is provided and the number of individuals.

## **5. Information and Communications Standard**

Our organization will create, provide and receive information and communications in ways that are accessible to people with disabilities.

If our organization determines that it is not technically feasible to convert the information or communications or the technology to convert the information or communication is not readily available, we will be obligated to provide the person that requires the information with:

- a) An explanation as to why information or communication is unconvertible
- b) Include a summary of inconvertible information or communication

## **6. Emergency Information**

If our organization prepares emergency procedures, plans or public safety information and makes the information available to the public, we shall provide the information in an accessible format or with appropriate communication support, as soon as practicable, upon request.

## **7. Feedback**

The Township will have a process in place for receiving and responding to feedback and will ensure that those processes are provided in an accessible manner and with communication supports, upon request. We will notify the public about the availability of accessible formats and communication supports.

## **8. Accessible Formats and Communication Supports**

The Township of Perry 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.
- b) Costs no more than regular costs charged to others.
- c) Consult with person making the request and determine suitability of an accessible format or communication supports.
- d) Notify the public about the availability of accessible formats and communication supports.

## **9. Employment Standard**

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 full time employees. The requirements of the Employment Standard shall be met by the Township of Perry by January 1, 2014 unless otherwise specified.

## **10. Recruitment and Retention**

We shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, we shall consult with applicant and provide or arrange for provision of accommodation that takes into account the applicants disability;
- Notify successful applicants of the policies for accommodating employees with disabilities.

## **11. Employee Notification**

The Township shall 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:

- As required to new employees as soon as practicable after they begin their employment;
- Whenever there is a change in policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

## **12. Accessible Formats**

In addition and where an employee with a disability requests it, we will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform employees job
- Information that is generally available to employees in workplace and
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

## **13. Individual Accommodation Plan**

The Township shall have in place a written process for developing a documented individual accommodation plan (IAP) for employees with a disability as soon as is practicable. Process to include:

- The manner in which employee participates in the development of the IAP
- Assessment on an individual basis;
- Identification of accommodations to be provided;
- Timelines for the provision of accommodations;
- We may request an evaluation by medical or other expert at our expense, to assist with determining and how to achieve accommodation;
- Employee may request the participation of a representative from the workplace where employee is not represented by a bargaining agent, in the development of the accommodation plan
- Steps 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;
- If denied, the reasons for denial are to be provided to the employee;
- A format that takes into account the employee's disability;
- If requested, any information regarding accessible formats and communication supports provided;
- Identification of any other accommodations that is to be provided.

#### **14. Return to Work**

The Township of Perry will have in place 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. Such processes must be documented and must outline steps the Township of Perry will take to facilitate the return to work and include an individual accommodation plan.

#### **15. Performance Management, Career Development and Advancement, Redeployment**

We will take into account the accessibility needs of employees with disabilities, and/or individual accommodation plans of employees when:

- Using performance management processes;
- Providing career development and advancement information;
- Using redeployment procedures.

#### **16. Workplace Emergency Response**

The Township of Perry shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of needs for accommodation due to the employee's disability;
- If the employee who receives an individual workplace emergency response information requires assistance and with the employees consent we shall provide the workplace emergency information to the person designated by the Township of Perry to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when the employer reviews its general emergency response policies.

#### **17. Transportation Standard**

The Township of Perry does not provide public transportation.

#### **18. Modifications to this Policy**

Any of our policies that do not respect and promote the dignity and independence of people with disabilities will be modified or removed. This policy will be amended by staff on a continual basis to ensure compliance with provincial legislation.