



## Town of Atikokan

<b>Policy Title:</b> <b>Integrated Accessibility Standards Policy</b>	<b>Date Issued:</b> November 12, 2013 (52-13 – repealed)	<b>By-Law Number:</b> 24-21
<b>Review Date:</b>	<b>Revised Date:</b> May 25, 2021	<b>Resolution #</b> 110/21
<b>Related Policies:</b>		

### 1. Purpose

Under the *Accessibility for Ontarians with Disabilities Act, 2005* all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards in the areas of Employment, Information and Communication and Transportation for the Town of Atikokan 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.

The requirements set out in this policy and the Integrated Accessibility Regulation are not a replacement or a substitution for the requirements established under the *Human Rights Code* nor do the standards or policy limit any obligations owed to persons with disabilities under any other legislation.

### 2. Scope and Responsibilities

This policy has been drafted in accordance with the Regulation and addresses how the Town of Atikokan will achieve accessibility through meeting the Regulation’s requirements. It provides the overall strategic direction that the Town of Atikokan 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 Town of Atikokan’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;

- Other specific requirements under the Information and Communication, Employment and Transportation Standards.

### 3. Policy Statement and Organizational Commitment

The Town of Atikokan is committed and guided by the four core principles of Dignity, Independence, Integration and Equal Opportunity and supports the full inclusion of persons as set out in the *Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005*.

The Town of Atikokan 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. Definitions

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

**“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 unique needs.

**“Communication Supports”** may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

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

**“Conversion Ready”** means an electronic or digital format that facilitates conversion into an accessible format.

**“Designated Public Sector Organization”** means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the *Public Service of Ontario Act, 2006*.

**“IAP”** means Individualized Accommodation Plan.

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

**“Internet Website”** means a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI) and is accessible to the public.

**“Mobility Aid”** means a device used to facilitate the transport, in a seated posture, of a person with a disability.

**“Mobility Assistive Device”** means a cane, walker, wheelchair, scooter or similar aid.

**“New Internet Website”** means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.

**“Redeployment”** means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated.

**“Unconvertible”** means:

- (a) If it is not technically feasible to convert the information or communications.
- (b) The technology to convert the information or communications is not readily available.

**“Web Content Accessibility Guidelines”** means the world-wide-web consortium recommendation, dated December 2008, entitled “Web Content Accessibility Guidelines (WCAG) 2.0.

## **5. General Provisions**

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

The Town of Atikokan’s Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA. The Town of Atikokan will report annually on the progress and implementation of the plan, post the information on the Town website and will provide it 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 Town of Atikokan will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practical to do so (in which case, if requested, will provide an explanation).

### **Training**

The Town of Atikokan will ensure that training is provided to all employees on the requirements of the accessibility standards referred to in the Regulation and on the *Human Rights Code* as it pertains to persons with disabilities. Training will be provided as soon as practicable. The training will include a review of the purposes of the Act and the requirements of this Part and instruction about the following matters:

1. How to interact and communicate with persons with various types of disability;
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person;
3. How to use equipment or devices available on the provider’s premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability;

4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities.

If any changes are made to this policy or the requirements training will be provided. The Town of Atikokan shall maintain a record of the dates when training is provided and the number of individuals to whom it was provided.

## **6. Information and Communication Standard**

The Town of Atikokan will create, provide and receive information and communications in ways that are accessible to people with disabilities.

If the Town of Atikokan 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 the information or communications are unconvertible.
- b) A summary of the unconvertible information or communications.

## **7. Emergency Information**

If the Town of Atikokan 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 supports, as soon as practicable, upon request.

## **8. Feedback**

The Town of Atikokan has a process in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports upon request. The Town of Atikokan will notify the public about the availability of accessible formats and communication supports.

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

The Town of Atikokan 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 persons' accessibility needs due to a disability.
- b) At a cost that is no more than the regular cost charged to other persons.
- c) Consult with the person making the request and determine suitability of an accessible format or communication support.
- d) Notify the public about the availability of accessible formats and communication supports.

## **10. Website Accessibility**

The Town of Atikokan shall make their internet website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2021 all internet website and web content will conform to WCAG 2.0 Level AA.

## **11. Education, Training and Materials**

This section applies to public libraries.

### **Public Libraries**

- Public Libraries shall provide access to or arrange for the provision of access to accessible materials where they exist.
- Public Libraries shall make information about the availability of accessible materials publicly available and shall provide information in accessible format or with appropriate communication supports, upon request.
- Public Library Boards may provide accessible formats for archival materials, special collections and rare books.

## **12. 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 employees and does not apply to volunteers and other non-paid individuals. The requirements of the Employment Standard shall be met by the Town of Atikokan by January 1, 2014 unless otherwise specified.

## **13. Recruitment**

The Town of Atikokan 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, the Town of Atikokan shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability.
- Notify successful applicants of the policies for accommodating employees with disabilities.

## **14. Employee Notification**

The Town of Atikokan 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 to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

## **15. Accessible Formats**

In addition and where an employee with a disability requests it, the Town of Atikokan 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 the employee's job.
- Information that is generally available to employees in the workplace.
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

## **16. Individual Accommodation Plan (IAP)**

The Town of Atikokan shall have in place a written process for the development of a documented individual accommodation plan for employees with a disability. Process to 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.
- Employee may request the participation of a representative from their bargaining agent, where represented, or otherwise a representative from the workplace not from a bargaining agent.
- 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 needs.
- If requested, any information regarding accessible formats and communication supports provided.
- Identification of any other accommodation that is to be provided.

## **17. Return to Work**

The Town of Atikokan will have in place a return to work (appendix a) process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. Such processes must be documented and must outline the steps that the Town of Atikokan will take to facilitate the return to work and include an individual accommodation plan.

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

The Town of Atikokan will take into account the accommodation needs and/or individual accommodation plans of employees when:

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

## **19. Workplace Emergency Response Information Plan**

The Town of Atikokan shall provide individualized workplace emergency response information plans to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.
- If the employee who receives a workplace emergency response information plan requires assistance and with the employee's consent, the Town of Atikokan shall provide the workplace emergency information plan to the person designated by the Town of Atikokan to provide assistance to the employee.
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability.
- And will review the individualized workplace emergency response information plan 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.

## **20. Transportation Standard**

We meet accessibility laws when making our transportation services accessible. Our accessible transportation services include:

- the Specialized Transit Vehicle service

## **21. Design of Public Spaces**

We will meet accessibility laws when building or making major changes to public spaces. Our public spaces include:

- Recreational trails
- Outdoor public eating areas, such as rest stops or picnic areas
- Outdoor play spaces, such as playgrounds
- Accessible on-street parking
- Accessible off-street parking
- Service-related elements like service counters, fixed queueing lines and waiting areas

We put procedures in place to prevent service disruptions to the accessible parts of our public spaces.

## **22. Changes to Existing Policies**

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

This document is publicly available. Accessible formats are available upon request.

Approved this \_\_\_\_ day of May, 2021.

## Appendix A: Return to Work process

The Town of Atikokan is committed to supporting employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work.

### **Step 1. Initiate the leave and stay in contact with the employee**

If an employee needs to take a disability leave, s/he will inform his/her Department Head. The employee and Department Head or supervisor will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return to work process.

### **Step 2. Gather relevant information and assess individual needs**

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

#### Department Head

- Provides the employee with return to work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

#### Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return to work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

### **Step 3. Develop a return to work plan**

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return to work plan should be attached to the employee's individual accommodation plan.

### **Step 4. Implement, monitor and update the plan**

After implementing the return to work plan, the employee and Department Head will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.