



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

MULTI-YEAR ACCESSIBILITY PLAN

THE TOWNSHIP OF BRUDENELL, LYNDOKH AND RAGLAN

ACCESSIBILITY POLICY

Integrated Accessibility Standards (IASR) Regulation Policy

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 Information and Communication, Employment and Transportation for the municipality.

The Township of Brudenell, Lyndoch and Raglan 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 Township of Brudenell, Lyndoch and Raglan 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.

Multi-Year Accessibility Plan

The Township of Brudenell, Lyndoch and Raglan will establish and maintain a multi-year accessibility plan in accordance with the requirements of the Integrated Accessibility Standards Regulation (IASR). This plan will outline the Municipality's strategy to prevent and remove barriers for people with disabilities and will be reviewed and updated at least once every five years. The municipality will report annually on the status of the plan.

Procuring or Acquiring Goods, Services or Facilities

The Township of Brudenell, Lyndoch and Raglan will use accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks, except where it is not practical to do so (in which case, if requested, we will provide an explanation).

Training

The Township of Brudenell, Lyndoch and Raglan will ensure that training is provided to all employees and volunteers on the requirements of the accessibility standards and on the *Ontario Rights Code* as it pertains to persons with disabilities. Training will be provided as soon as practicable following the acquisition of new staff and following any amendments or additions to this policy. A record of when training was provided and the names of the individuals in attendance will be kept.

Information and Communication

The Township of Brudenell, Lyndoch and Raglan will create, provide and receive information and communications in ways that are accessible to people with disabilities.

If the Township of Brudenell, Lyndoch and Raglan 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, the Township of Brudenell, Lyndoch and Raglan will be obligated to provide the person that requires the information with:

- a) an explanation as to why the information/communication is unconvertible and;
- b) a summary of unconvertible information/communication upon request.

The costs for accessible formats and communication supports will be no more than the regular cost for documents charged for other people. All other costs will be borne by the municipality.

The municipality shall notify the public about the availability of accessible formats and communications supports in all municipal communications.

Feedback

The Township of Brudenell, Lyndoch and Raglan has processes in place for receiving and responding to feedback and will ensure that those processes are provided in an accessible manner and with communication support, upon request. The public will be notified about the availability of accessible formats and communication supports.

Website Accessibility

Upon the development of the municipal website, the Web Content Accessibility Guidelines (WGAG) 2.0 Level A will be met and regularly maintained, except where meeting the requirement is not practicable. To determine practicability, the municipality may consider the availability of commercial software and tools.

Employment Standards

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.

- a) To comply with the Employment Standard requirements of the IASR the municipality will identify, prevent and remove barriers across the employment life cycle for people with disabilities and will provide accommodation where required short of undue hardship.
- b) Employees and the public shall be notified of the availability of accommodations for applicants with disabilities in the recruitment process.

- c) Consultation with an applicant shall be made to arrange for or provide for the provision of suitable accommodation in a manner that takes into consideration the applicant's accessibility needs due to disability.
- d) Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.
- e) Workplace emergency response information will be provided to individual employees, as necessary. If assistance is necessary in the event of an emergency it will be arranged.
- f) Emergency response information and plans will reviewed on a regular basis and as needs change.
- g) As required, the employer will develop and have in place a documented return to work process for employees with disabilities.
- h) During performance appraisals, the employer shall take into consideration the accessibility needs of the employee and individual accommodation plans.
- i) The municipality does not provide Career Development, Advancement or Redeployment programs due to the size of the organization.

Transportation

The municipality does not have a requirement to comply with the Transportation Standard requirements of the IARS as it does not have any transit services or licence taxicabs.