

	Township of Ryerson Accessibility Plan
	INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) POLICY
	Schedule C to By-law # 60- 21
	Effective Date: November 20, 2012
	Revised: February 6, 2018 Reviewed & Adopted December 2021

1.0 GENERAL REQUIREMENTS

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 Ryerson 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.

1.1 Scope and Responsibilities

This policy has been drafted in accordance with the Regulation and addresses how the Township of Ryerson achieves accessibility through meeting the Regulation’s requirements. It provides the overall strategic direction 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.

1.2 Policy Statement and Organization Commitment

The Township of Ryerson 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 Ryerson 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.

1.3. Multi-Year Accessibility Plan

The Township of Ryerson'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.

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

1.4 Procuring or Acquiring Goods, Services or Facilities

The Township of Ryerson uses 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, an explanation will be provided.

1.5 Training

We ensure that training is provided to employees and regular fee for service staff 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 is provided as soon as practicable. If any changes to this policy occur, training will be provided. We maintain a record of dates when training is provided and the number of individuals.

2.0 INFORMATION AND COMMUNICATIONS STANDARD

Our organization strives to 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

2.1 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.

The Township of Ryerson has consulted with its Community Emergency Management Coordinator (CEMC), and determined that the Emergency Plan is available on the website and font size can be made any size available. In addition, any request for the information will be made available by the required means, as soon as practicable.

2.2. Feedback

Our organization has 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 notify the public about the availability of accessible formats and communication supports.

2.3 Accessible Formats and Communication Supports

The Township of Ryerson 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.

3.0 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 Ryerson by January 1, 2014 unless otherwise specified.

3.1 Workplace Emergency Response

The Township of Ryerson 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 individual workplace emergency response information requires assistance; and with the employee's consent we shall provide the workplace emergency information to the person designated by the Township of Ryerson 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.

The township has available to all employees: the township's emergency plan sketch of the building; and the accessibility standard for employment – providing emergency response information for employees with disabilities.

During accessibility employee training (or for new hires) this information is reviewed.

3.2 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.

3.3 Employee Notification

The municipality 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.

3.4 Accessible Formats

In addition and where an employee with a disability requests it, we 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 employee's 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.

3.5 Individual Accommodation Plan

The written process for the development of a documented individual accommodation plan (IAP) for employees with a disability includes:

- 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 accommodation 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 are to be provided.

3.6 Return to Work

When required, a return to work process is developed on a case-by-case basis 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 Ryerson will take to facilitate the return to work and include an individual accommodation plan.

3.7 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.

4.0 TRANSPORTATION STANDARD

The Township of Ryerson does not provide public transportation, or licence taxi cabs, at this time.

5.0 DESIGN OF PUBLIC SPACES STANDARDS (ACCESSIBILITY STANDARDS FOR THE BUILT ENVIRONMENT)

Public Spaces that are newly constructed or re-developed after January 1, 2016 will meet the requirements of the current Integrated Accessibility Standards.

6.0 ONTARIO HUMAN RIGHTS CODE

The Township of Ryerson trains staff/volunteers and Council on the Ontario Human Rights Code (OHRC), as it relates to people with disabilities.

This Plan has been up-dated, Reviewed adopted by By-law 9-18, February 6, 2018.

Reviewed February 17, 2019

Reviewed, Adopted December 21, 2021