

Township of St. Clair Multi-Year Accessibility Plan 2016-2020



This plan is available in alternative formats to best suit people with all types of disabilities upon request to the Clerk's Department [jbaranek@twp.stclair.on.ca or 519-867-2021].

Table of Contents

Section 1.0 Executive Summary.....	3
Section 2.0 Accessibility Advisory Committee (AAC).....	3
2.1 Future Goals of the AAC.....	4
Section 3.0 Integrated Accessibility Standards and Compliance.....	5
3.1 Multi Year Accessibility Plan.....	5
<u>General Requirements</u>	5
Accessibility Policies.....	5
Accessibility Planning.....	5
Procuring or Acquiring Goods, Services, of Facilities.....	6
<u>Information and Communications</u>	6
Accessible Formats and Communications Supports.....	7
<u>Employment</u>	7
Recruitment.....	8
Hiring.....	8
Individualized Workplace Emergency Response Information.....	8
Documents Individualized Accommodation Plans.....	9
<u>Transportation</u>	10
Duties of Municipalities, Taxicabs.....	10
<u>Barrier-Free Facilities</u>	10
<u>Commitment</u>	10

1.0 Executive Summary

The Township of St. Clair is committed to the continual improvement of access to all municipal premises and documents, facilities, and services for all residents, staff and visitors with disabilities.

The Township of St. Clair was created on January 1, 2001 by virtue of the Minister's Order dated February 2000, thereby amalgamating the Township of Moore with the Township of Sombra.

The Township's Accessibility Advisory Committee is comprised of residents of the Township with varying disabilities and they will be involved in the continued development and improvement of the accessibility plan annually.

This plan identifies measures already taken to ensure accessibility within the Township and prioritizes necessary next steps to continue to eliminate all barriers for staff, visitors, and residents with disabilities.

The Township of St. Clair will provide, on request, information in an accessible format or with communication supports to people with disabilities, in a manner that takes into account their disability.

The Integrated Accessibility Standards (Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005), stipulates the Township is required to develop a multi-year accessibility plan. This plan is to provide a status update on current corporate accessibility initiatives as well as measures to take place over the next five years that will successful comply with the standards set out in the Regulation.

2.0 Accessibility Advisory Committee

The AODA and the ODA require all municipalities with a population greater than 10,000 to appoint an Accessibility Advisory Committee (AAC). A majority of the members on the Committee must include individuals who have a disability or an interest in issues surrounding accessibility.

The Town's Accessibility Advisory Committee has been a Committee of Council since 2010. The Committee is presently made up of 4 members of the community, 2 representatives from Council and 1 member of staff and meets quarterly.

As defined by the Accessibility for Ontarians with Disabilities Act, 2005 the Accessibility Advisory Committee is responsible for the following:

- Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which Council may seek its advice;
- Review in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the committee selects;
- Assist in the development of the Township's accessibility plan;
- Performs all other functions that are specified in the regulations; and
- Advise Council on buildings, structures or premises or part of a building, structure or premise, that the Council purchases, constructs, renovates; for which the Council enters into a new lease; or that a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with section 110 of the Municipal Act, 2001.

2.1 Future Goals of the Accessibility Advisory Committee

In addition to the above noted functions of the AAC, the committee is dedicated to examine the below items to continue pursuit of a barrier free township:

- Research opportunities for grants or incentive programs for local businesses to help increase accessibility;
- Where applicable, assess and identify the need for accessibility provisions to Town services with the goal of increasing participation and opportunities for persons with disabilities;
- Research opportunities to build on Emergency Response for Vulnerable Persons in Township of St. Clair; and
- Review and update the multi-year accessibility plan at least once every five years.

3.0 Integrated Accessibility Standards and Compliance

3.1 Multi Year Accessibility Plan

General Requirements

Accessibility Policies

Develop policies, including a statement of organizational commitment, on how to meet the integrated standards requirements, make them available to the public, and provide them in an accessible format, upon request.

2016-2017

1. Expand the scope of the current accessibility policy and present to Council; and
2. Post Policy and Procedures on Township's website.

Accessibility Planning

Develop a multi-year accessibility plan that outlines the Township's strategy to prevent and remove barriers for persons with disabilities and meet the requirements under the IASR. Further, prepare an annual status report on progress of measures set out within the multi-year accessibility plan.

2016

1. Develop a multi-year accessibility plan
2. Consult with the ACC
3. Present multi-year accessibility plan to Council
4. Post approved plan on township's website

2017-2020

1. Implement the plan
2. Complete and submit annual accessibility reports to the Province
3. Review and update plan annually in consultation with the ACC

Procuring or Acquiring Goods, Services, of Facilities

Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not possible to do so.

2017

1. Develop, review and update purchasing templates to include accessibility language; and
2. Develop accessibility procurement resources.

2017 – 2020

1. Perform ongoing review of purchasing templates
2. Continue to review and incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities

Information and Communications

Determine how the Township will develop, provide and receive information and communication in ways that are accessible for persons with disabilities.

2016 – 2017

1. Ensure options for providing and receiving feedback are readily available.
2. Create an accessible feedback form to post on the Township website and to be made available at the Civic Centre and the Sports Complex.

2017 – 2020

1. Review and ensure communications systems are operating efficiently and in a barrier-free capacity.

Accessible Formats and Communications Supports

Provide, upon request, and at no extra cost than the regular cost charged to other persons, and at no cost to all employees, accessible formats and communications supports for persons with disabilities in a timely manner, upon request. Notify all employees and the public about the availability of accessible formats and communication supports.

2016

Ensure statement is on Township website to alert the public that alternative formats are available for all documents

2016 – 2020

Ensure all communications released to employees and the public are available in alternative formats and clearly advertise their availability

Emergency Procedures, Plans and Public Safety Information

Provide emergency procedures, plans or public safety information that is publicly available in an accessible format or with appropriate communication supports, upon request. Ensure the Township website meets the minimum standard of WCAG 2.0.

2016 – 2017

1. Provide Township's emergency plan in an accessible format or with communication support upon request

2017 – 2020

1. Ensure all amendments, revisions or updates are reflected on the Township's website in accessible formats.

Employment

Outlines how the Township will make employment practices and its workplace more accessible for potential and existing employees with disabilities.

Recruitment

Notify employees and the public about the availability of accommodation for any applicants with disabilities during the recruitment process by adding the following phrase to all job advertisements:

“Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require an accommodation, please contact the Clerk’s office and we will make all necessary arrangements to meet your needs.”

2016

1. Create and incorporate an Accessible Employment Procedure to current practices to ensure requirements of the Employment Standard are implemented
2. Implement the procedure for all departments within the Township

2017 – 2020

1. Review and Update Employment Procedures to ensure ongoing compliance is maintained

Hiring

Notify successful applicants, through the offer process, of Township policies for accommodating employees with disabilities. Notify all employees of policies to accommodate and support employees with disabilities.

2016 - 2017

1. Update recruitment process to ensure applicants are notified, if selected for an interview or assessment, that accommodations are available, upon request
2. Develop and implement Accommodation Procedure
3. Update offer letter template
4. Update orientation materials

2017-2020

1. Review and Update Accommodation Procedure to ensure ongoing compliance is maintained

Individualized Workplace Emergency Response Information

Provide individual workplace emergency response information to employees who have a disability, as required.

2016 – 2017

1. Develop individual emergency plans for employees that require assistance during an emergency
2. Develop and implement Workplace Emergency Response Procedure

Documented Individualized Accommodation Plans

Develop and implement a written process for documentation of individual accommodation plans for employees with disabilities to be reviewed annually during Job Performance Reviews

2016

1. Create and implement Individual Accommodation Procedure

2017 – 2020

1. Review and Update Accommodation Procedure to ensure ongoing compliance is maintained

Transportation

Duties of Municipalities, Taxicabs

Provide fare parity and store mobility aids or assistive devices at no charge.

2016

1. Amend the taxi bylaw 52 of 2011 to include provisions to ensure fare parity for storage of mobility aids or assistive devices.

Barrier-Free Facilities

Ensure all barriers identified by staff, the public or the ACC are removed in a reasonable time to ensure compliance with the AODA and IASR.

2016 – 2020

1. Identify barriers at all Township owned facilities as identified by Schedule “A” Attached hereto.
2. Develop and record a plan for barrier removal for all public facilities.
3. Ensure all new builds, additions, or retrofits, achieve 100% compliance with AODA and IASR Standards.
4. Identify barriers at publicly owned businesses within the Township and work with owners to achieve fully accessible landscapes.

Commitment

Significant steps have been taken to ensure Ontario is fully accessible by 2025. Requirements through the various Regulations and Standards within the Accessibility for Ontarians with Disabilities Act, 2005 will improve access for persons with disabilities.

In accordance with the legislation and as outlined in this Plan, the Township will ensure compliance is met and maintained through the development and implementation of policies, programs, services and initiatives that work towards a fully accessible and inclusive community.

In addition to this Plan, the Township will continue to identify and remove barriers that prevent access for persons with disabilities and work with the Accessibility Advisory Committee to make this happen.

We welcome and encourage the public to provide feedback on our programs, services and facilities. For more information, please contact the Clerk's Department at:

Phone: 519-867-2021

Email: jbaranek@twp.stclair.on.ca

Fax: 519-867-5509

Address: 1155 Emily Street
 Mooretown, Ontario
 N0N1M0

Schedule "A"

Township of St. Clair Multi - Year Accessibility Plan 2016 - 2020

Township Facilities:

- Brigden Community Hall 3016 Brigden Road, Brigden
- Civic Centre 1155 Emily Street, Mooretown
- Corunna Library 417 Lyndoch Street, Corunna
- Courtright Community Hall 1596 Third Street, Courtright
- Emergency Services Building 392 Lyndoch Street, Corunna
- Health Centre 233 Cameron Street, Corunna
- Mooretown Arena 1166 Emily Street, Mooretown
- Municipal Building 3536 St. Clair Parkway, Sombra
- Port Lambton Community Hall 507 Stoddard Street, Port Lambton
- Sombra Community Hall 152 Smith Street, Sombra
- Sombra Library 3464 St. Clair Parkway, Sombra
- St. Clair Parkway Golf Course 132 Moore Line, Mooretown
- Wilkesport Community Hall 3134 Baby Road, Wilkesport
- Wilkesport Library 1349 Wilkesport Line, Wilkesport