



JOINT ACCESSIBILITY
ADVISORY
COMMITTEE

LINCOLN, WEST LINCOLN, PELHAM, THOROLD, NIAGARA-ON-THE-LAKE & GRIMSBY

Township of West Lincoln
2018-2022 Multi-Year Accessibility Plan


DATE: October 23, 2017

**Joint Accessibility Advisory Committee of
Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby
Township of West Lincoln
Multi-Year Accessibility Plan 2018-2022**

Introduction

Respectfully submitted by:

*Ms. Sharon Cook
Chairperson*

A handwritten signature in black ink that reads "Donna L. Herrington". The signature is written in a cursive style with a large, looped 'D' and 'H'.

*Ms. Donna L. Herrington, Consultant to the JAAC
The Herrington Group Ltd*

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Integrated Accessibility Standard Regulation: General Regulations

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11- 13 (1-2)</i> Organizations that prepare organizational emergency procedures, plans and public safety information and make that information available to the public, shall provide this information in an accessible format or via accessible communication supports as soon as practicable upon request</p>	<ol style="list-style-type: none"> 1. <u>Communication Plan:</u> <ol style="list-style-type: none"> 1.1. Annual review of communication plan for informing public of alternate format availability. Ensure notice is posted on website, provided in printed materials and in all other corporate communications. 2. <u>Establish Alternate Format Service Provider - Vendor of Record:</u> <ol style="list-style-type: none"> 2.1. Review Vendor of Record agreement. Draft Request for Proposals (RFP) for Alternate Format Service Provider - Vendor of Record if needed 2.2. Review of RFP responses; selection of Vendor of Record 2.3. Review internal procedures for processing requests for alternate formats 	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018</p> <p>January 1, 2018</p>	

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Integrated Accessibility Standard Regulation: General Regulations

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11- 27 (1-4)</i> Individualized workplace emergency response information must be provided upon request and in accessible formats when need is articulated. Individualized workplace emergency response information shall be reviewed when: employee moves to different location in organization, employee’s overall accommodation needs or plans are reviewed and when employer reviews general emergency response policies.</p>	<ol style="list-style-type: none"> 1. <u>Emergency Response Plan Template</u> 1.1 Annual review of Emergency Response Planning Tool and update as needed 2. <u>Communication Plan:</u> 2.1 Inform Staff of Emergency Response assistance on an annual basis 	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	

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Integrated Accessibility Standard: General Regulations

Regulation/Requirement	Action Required by Municipality	Status	Comments
<p><i>O. Reg. 191/11- 3 (1-4)</i> <u>Accessibility Policy</u> Develop Accessibility Policy to address compliance with Integrated Accessibility Standard Regulation. Policy can be one or more documents. Sections have varying compliance Due Dates.</p>	<p>1. <u>Policy:</u> 1.1. Annual review and update of Accessibility Policy. Communicate any changes to staff</p>	<p>January 1, 2018 – January 1, 2021</p>	<p>ONGOING</p>
<p><i>O. Reg. 191/11- 4 (1-4)</i> <u>Accessibility Plan</u> To outline compliance plan in regards to Integrated Accessibility Standard Regulation. Must be posted on website upon completion. Annual Progress Report required. Complete Plan update required every 5 years</p>	<p>1. <u>Plan Development:</u> 1.1. Develop Multi-Year Accessibility Plan 1.2. Present Plan to Council for adoption/approval 1.3. Post Multi-Year Accessibility Plan on website and make available to public 1.4. Prepare and make public annual progress reports on Multi-Year Accessibility Plan</p>	<p>July 2017 October 2017 December 31, 2017 December 31, 2018</p>	<p>COMPLETED COMPLETED</p>

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<p><i>O. Reg. 191/11- 5 (1-3)</i> <u>Procurement Procedures</u> Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request</p>	<p>1. <u>Review of Procurement Procedures:</u> 1.1. Annual review of Accessibility criteria/ Policy and/or Procedures in purchase agreements</p>	<p>January 1, 2018 – January 1, 2021</p>	
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Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 19 (1) & (4)</i> <u>Public Libraries</u> Library Board shall provide access to or arrange for the provision of access to accessible materials where they exist</p>	<p>1. <u>Accessible Materials</u> 1.1 Annual review of communication plan for informing public of alternate format availability.</p>	<p>January 1, 2018 – January 1, 2021</p>	
<p><i>O. Reg. 191/11 – 19 (2) & (4)</i> Library boards shall make information about the availability of accessible materials publicly available and shall provide the information in an accessible format or with appropriate communication supports upon request</p>	<p>1. <u>Communication Plan:</u> 1.1. Annual review of how public is informed of available accessible material 1.2. Clerk to liaise with Library Board to facilitate connection with Vendor of Record – Alternate Format Service Provider to assist in providing alternate formats upon request</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021</p>	
<p><i>O. Reg. 191/11 – 19 (3) & (4)</i> Library boards may provide accessible formats for archival materials, special collections, rare books or</p>	<p>1. <u>Accessible Archival Materials</u> 1.1 Annual review of how information is provided in alternate format upon request</p>	<p>January 1, 2018 – January 1, 2021</p>	

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donations	1.2 Copy and enlarge materials as needed; provide alternate formats upon request	January 1, 2018 – January 1, 2021	
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Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 14 (1-7)</i> <u>Websites*</u> As of January 1, 2021, websites and website content must conform to W3C WCAG 2.0 Level AA other than:</p> <ul style="list-style-type: none"> i. Success criteria 1.2.4 Captions (Live) and ii. Success criteria 1.2.5 Audio Descriptions (Pre-recorded) 	<p>1.1. Confirm that municipal website conforms with requirements of W3C WCAG 2.0 Level AA</p> <p>1.2. Include accessibility provisions/criteria in purchase of service contracts for web-based applications</p>	<p>January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<p>ONGOING</p>

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Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 7 (1-6)</i> <u>Training</u> Employers shall provide training regarding Integrated Accessibility Regulation and Ontario Human Rights Code requirements to all employees and volunteers, persons who participate in developing organizational policy and other persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and shall include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>1. <u>Training Plan Development:</u> 1.1. Annual review and update of AODA training module 1.2. Provide refresher training to all staff, contractors and volunteers according to Accessibility Policy. Provide all new staff with AODA Training module 1.3. Review Accessible Documents Guide and provide training in accessible document production to municipal staff and volunteers</p>	<p>January 1, 2018- January 1, 2021 January 1, 2019 January 1, 2019</p>	
<p><i>O. Reg. 191/11 – 11 (1-4)</i> <u>Feedback Mechanism</u> Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility</p>	<p>1. <u>Feedback Mechanism Update</u> 1.1. Annual review of Feedback mechanism.</p>	<p>January 1, 2018 – January 1, 2021</p>	

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Regulation. Every obligated organization shall notify public about availability of accessible formats and communication supports.			
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Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 22</i> <u>Accommodation – Recruitment</u> Notice shall be provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures. 1.2. Annual review of procedure for recruitment accommodations including notice in advertisements 1.3. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the recruitment process</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021 January 1, 2019</p>	
<p><i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation shall be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures - Selection Process. 1.2. Refresher procedural training regarding</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2019</p>	

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<p>shall be provided in manner that takes applicant's accessibility needs.</p>	<p>providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the selection process</p>		
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Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 24</i> <u>Accommodation Notice - New Employees</u> Successful applicant shall be informed of availability of accommodation and shall provided with accommodation policy when making offer of employment</p>	<p>1. <u>Policy:</u> 1.1. Annual Review of Letter for all Offers of Employment 1.2. Annual Review of Employment Offer Checklist to ensure that all successful applicants/new employees are aware of: Municipal Accessibility Policy, Municipal Accommodation Policy and Accommodation Planning Procedures and Municipal Emergency Response and Evacuation Support Procedures.</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021</p>	
<p><i>O. Reg. 191/11 – 25 (1-3)</i> <u>Accommodation Notice - All Employees</u> Accommodation policy shall be provided to all employees and any updates shall be provided whenever changes are made</p>	<p>1. <u>Policy:</u> 1.1 Provide updates to employees as needed 1.2 Refresher procedural training provided to supervisors regarding any policy updates</p>	<p>January 1, 2018 - January 1, 2021 January 1, 2018 – January 1, 2021</p>	

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Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 26 (1-2)</i> Alternate formats shall be provided to employees with disabilities upon request including information needed to perform employee’s job, information generally available in workplace. Employer will consult employee making request when determining suitability of accessible format provided.</p>	<p>1. <u>Policy and Procedure:</u> 1.1 Remind Municipal staff of availability of alternate format vendor of record 1.2 Annual review of alternate format request procedure and form.</p>	<p>January 1, 2018 January 1, 2018 – January 1, 2021</p>	
<p><i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans shall be provided to employees with disabilities</p>	<p><u>Accommodation Planning Tool:</u> 1.1. Annual review of Accommodation Planning Form 1.2. Annual review of employee Individualized Accommodation Plans as required</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021</p>	
<p><i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process shall be established including disability-related accommodations</p>	<p><u>Return-to-Work Accommodation Planning Tool:</u> 1.1. Annual review of Return-to-Work Process and use Accommodation Planning Form 1.2. Annual review of employee Individualized Return-to-Work Accommodation Plans as required</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021</p>	

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Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2) <u>Accessibility Throughout Employment Life-Cycle</u> Performance Management, Career Development and advancement and Redeployment processes shall include accessibility accommodation and provided in alternate format</p>	<p><u>Performance Management:</u> 1.1 Communicate requirement to provide accommodation throughout employment life-cycle to all directors, managers, supervisors and staff as appropriate 1.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate</p> <p><u>Career Development and Advancement:</u> 2.1 Annual review of accommodation procedures for employee training</p> <p><u>Redeployment:</u> 3.1 Annual review of Process Checklist for employee transfers and redeployment 3.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate</p>	<p>January 1, 2018</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2019</p>	

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Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 7 (1-6)</i> <u>Training for Employment Process</u> Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training). Training to take place as soon as practicable and shall include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p><u>Training Plan :</u> 1.1 Refresher training in the Ontario Human Rights Code and in the Employment Standard</p>	<p>January 1, 2018 – January 1, 2021</p>	<p>Pending</p>

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Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 12 (1)</i> <u>Organizational Material in Alternate Format:</u> Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities: (a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p>1. <u>Alternate Format Provision:</u> 1.1. Annual review of Accessible Style Guide 1.2. Provide refresher training in creating accessible templates and other accessible communication refresher training as needed.</p>	<p>January 1, 2018 – January 1, 2021 January 1, 2018 – January 1, 2021</p>	

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Elections Act Requirements: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<p>1. Customer Service – all Elections staff will be trained in Accessible Customer Service specific to their roles and responsibilities including:</p> <p>1.1 The Ontario Human Rights Code as it pertains to people with disabilities</p> <p>1.2 Allowing the use of service animals and assistive devices</p> <p>1.3 Allowing the use of support persons</p> <p>1.4 Procedures for temporary disruptions</p> <p>1.5 Procedures for emergency evacuation</p> <p>1.6 Feedback process</p> <p>1.7 Availability of voting ballot and/or voting process in alternate formats</p> <p>1.8 Voting location accessibility</p> <p>1.9 Proxy voting and curbside voting</p>	October, 2018	

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Elections Act Requirements: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	2. Voting Places and Methods - all voting places will be physically accessible to voters including entrances/exits, queuing areas, voting booths and washroom areas. Voting locations will be assessed through a checklist. 2.1 Voting ballots will be available in large print and Braille 2.2 Voting accessibility measures will be advertised to the public	October, 2018	
	3. Assistance to Candidates – Candidate information and forms will be made available in alternate formats upon request.	October, 2018	
	3.1 All candidate speaking engagements (Candidate debates and meetings) held in a municipal facility will be held in a physically accessible location.	October, 2018	

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Public Outreach: Removing Barriers to Accessibility

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
Public Outreach	1. Initiate and implement education programs and events and develop training materials for the Municipality to meet its ongoing AODA compliance obligations.	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee
	2. Liaise with other committees of Council to address accessibility concerns including: a. Age-Friendly Committee b. Thorold BIA c. Active Transportation Committee d. Library Board	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee
	3. Present to Council ongoing updates on Accessibility matters	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee
	4. Liaise with other Accessibility Advisory Committees to leverage accessibility efforts across the Region	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee

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Public Outreach: Removing Barriers to Accessibility

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
Public Outreach	5. Establish an Accessibility Award to in recognition of municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per council term.	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee
	6. Liaise with public and private sector organizations and interest groups including: <ul style="list-style-type: none"> a. maintaining a social media presence b. speaking to organizations about accessibility c. educating them how to welcome people with disabilities into their business or workplace and d. providing information about the AODA and its regulations. 	January 1, 2018 – January 1, 2021	To be done by Accessibility Advisory Committee