

# **Township of Wainfleet 2018-2022 Multi-Year Accessibility Plan**

**March, 2018**

**Township of Wainfleet  
Multi-Year Accessibility Plan 2018-2022**

**Introduction**

The Accessibility for Ontarians with Disabilities Act (AODA) was proclaimed by the Province of Ontario in 2005. The legislation aims to develop, implement and enforce accessibility standards to achieve full accessibility in the Province by 2025.

The Township of Wainfleet has already initiated all compliance requirements as outlined in it's first Multi-Year Accessibility Plan of 2013-2017. This next Plan builds on the successes of the first and ensures accessibility remains a priority in municipal planning and activity. The Plan outlines requirements and addresses activities and deliverables specified in the Information and Communication, Employment Standards, Transportation Standards and Design of Public Spaces Standard and outlines an action plan for meeting these regulations. Although the Transportation regulation does not apply to the Township as there are no Township-supplied transportation services, the applicable standards are nevertheless detailed for information purposes.

The Township will initiate outreach with the public and private sector to ensure the community at large is educated about the AODA. Further, the Township will celebrate successes wherever possible.

Once approved, legislation requires this Plan to be available to the public and in alternate format upon request. Annual Progress Reports regarding activities included in this Plan will also be required.

The Township wishes to thank and acknowledge all those who continue to provide essential leadership in this process as well as assisting the Township in meeting its objectives.

*Respectfully submitted by:*

*William Kolasa  
Chief Administrative Officer/Clerk*

**Township of Wainfleet  
Multi-Year Accessibility Plan 2018-2022**

**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, <b>shall</b> provide this information in an accessible format or via accessible communication supports as soon as practicable upon request</p>	<p>1. Communication Plan: 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.</p> <p>2. Establish Alternate Format Service Provider - Vendor of Record: 2.1. Review Vendor of Record agreement. Draft Request for Proposals (RFP) for Alternate Format Service Provider - Vendor of Record if needed</p> <p>2.2. Review internal procedures for processing requests for alternate formats</p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018</p> <p>January 1, 2018- January 1, 2022</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> Accessibility Policy 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. Policy: 1.1. Annual review and update of Accessibility Policy. Communicate any changes to staff</p>	<p>January 1, 2018 – January 1, 2022</p>	
<p><i>O. Reg. 191/11- 4 (1-4)</i> Accessibility Plan 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. Plan Development: 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>January 2018   January 1, 2018 – January 1, 2022   January 1, 2019 – January 1, 2022</p>	
<p><i>O. Reg. 191/11- 5 (1-3)</i> Procurement Procedures Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request</p>	<p>1. Review of Procurement Procedures: 1.1. Annual review of Accessibility criteria/ Policy and/or Procedures in purchase agreements</p>	<p>January 1, 2018 – January 1, 2022</p>	

**Township of Wainfleet  
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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) &amp; (4)</i> Public Libraries Library Board <b>shall</b> provide access to or arrange for the provision of access to accessible materials where they exist</p>	<p>1. Accessible Materials 1.1 Annual review of communication plan for informing public of alternate format availability.</p>	<p>January 1, 2018 – January 1, 2022</p>	
<p><i>O. Reg. 191/11 – 19 (2) &amp; (4)</i> Library boards <b>shall</b> make information about the availability of accessible materials publicly available and <b>shall</b> provide the information in an accessible format or with appropriate communication supports upon request</p> <p><i>O. Reg. 191/11 – 19 (3) &amp; (4)</i> Library boards <b>may</b> provide accessible formats for archival materials, special collections, rare books or donations</p>	<p>1. Communication Plan: 1.1. Annual review of how public is informed of available accessible material</p> <p>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>1. Accessible Archival Materials 1.1 Annual review of how information is provided in alternate format upon request 1.2 Copy and enlarge materials as needed; provide alternate formats upon request</p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</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 – 14 (1-7)</i> Websites As of January 1, 2022, websites and website content must conform to W3C WCAG 2.0 Level AA other than:</p> <ul style="list-style-type: none"> <li>i. Success criteria 1.2.4 Captions (Live) and</li> <li>ii. Success criteria 1.2.5 Audio Descriptions (Pre-recorded)</li> </ul>	<ul style="list-style-type: none"> <li>1.1. Confirm that municipal website conforms with requirements of W3C WCAG 2.0 Level AA</li> <li>1.2. Include accessibility provisions/criteria in purchase of service contracts for web-based applications</li> </ul>	<p>January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</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 <b>shall</b> 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 <b>shall</b> 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</p> <p>1.2. Provide refresher training to all staff, contractors and volunteers according to Accessibility Policy. Provide all new staff with AODA Training module</p> <p>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, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</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 Regulation. Every obligated organization <b>shall</b> notify public about availability of accessible formats and communication supports.</p>	<p>1. Feedback Mechanism Update 1.1. Annual review of Feedback mechanism.</p>	<p>January 1, 2018 – January 1, 2022</p>	



**Township of Wainfleet  
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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 <b>shall</b> 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, 2022             January 1, 2018 – January 1, 2022             January 1, 2018 – January 1, 2022</p>	
<p><i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation <b>shall</b> be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation <b>shall</b> be provided in manner that takes applicant's accessibility needs.</p>	<p>1. <u>Policy:</u>            1.1. Annual review of Employment Policy and Procedures - Selection Process.             1.2. 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 selection process</p>	<p>January 1, 2018 – January 1, 2022             January 1, 2018 – January 1, 2022</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> Accommodation Notice - New Employees Successful applicant <b>shall</b> be informed of availability of accommodation and <b>shall</b> provided with accommodation policy when making offer of employment</p>	<p>1. Policy: 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, 2022  January 1, 2018 – January 1, 2022</p>	
<p><i>O. Reg. 191/11 – 25 (1-3)</i> Accommodation Notice - All Employees Accommodation policy <b>shall</b> be provided to all employees and any updates <b>shall</b> be provided whenever changes are made</p>	<p>1. Policy: 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, 2022  January 1, 2018 – January 1, 2022</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 <b>shall</b> be provided to employees with disabilities upon request including information needed to perform employee’s job, information generally available in workplace. Employer <b>will</b> consult employee making request when determining suitability of accessible format provided.</p>	<p>1. Policy and Procedure: 1.1 Advise 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, 2022</p>	
<p><i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans <b>shall</b> be provided to employees with disabilities</p> <p><i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process <b>shall</b> be established including disability-related accommodations</p>	<p>Accommodation Planning Tool: 1.1. Annual review of Accommodation Planning Form  1.2. Annual review of employee Individualized Accommodation Plans as required</p> <p>Return-to-Work Accommodation Planning Tool: 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 <u>required</u></p>	<p>January 1, 2018 – January 1, 2022  January 1, 2018 – January 1, 2022  January 1, 2018 – January 1, 2022  January 1, 2018 – January 1, 2022</p>	

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**Integrated Accessibility Standard Regulation: Employment**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2)</i>  <u>Accessibility Throughout Employment Life-Cycle</u>            Performance Management, Career Development and advancement and Redeployment processes <b>shall</b> 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 managers, supervisors and staff as appropriate</p> <p>1.2 Provide refresher procedural training for 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</p> <p>3.2 Provide refresher procedural training for managers, supervisors and staff as appropriate</p>	<p>January 1, 2018</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</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>            Training for Employment Process            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 <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>Training Plan :            1.1 Refresher training in the Ontario Human Rights Code and in the Employment Standard</p>	<p>January 1, 2018 –            January 1, 2022</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> Organizational Material in Alternate Format: Except as otherwise provided, every obligated organization <b>shall</b> 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. Alternate Format Provision: 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, 2022  January 1, 2018 – January 1, 2022</p>	

**Township of Wainfleet  
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**Election Act: Election Accessibility Plan**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p>MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)</p>	<p>1. <b>Customer Service</b> – all Elections staff will be trained in Accessible Customer Service specific to their roles and responsibilities including:</p> <ul style="list-style-type: none"> <li>1.1 The Ontario Human Rights Code as it pertains to people with disabilities</li> <li>1.2 Allowing the use of service animals and assistive devices</li> <li>1.3 Allowing the use of support persons</li> <li>1.4 Procedures for temporary disruptions</li> <li>1.5 Procedures for emergency evacuation</li> <li>1.6 Feedback process</li> <li>1.7 Availability of voting ballot and/or voting process in alternate formats</li> <li>1.8 Voting location accessibility</li> <li>1.9 Proxy voting and curb-side voting</li> </ul>	<p>October 19, 2018</p>	









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**Public Outreach: Removing Barriers to Accessibility**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
Public Outreach	<ol style="list-style-type: none"> <li data-bbox="548 420 1022 581">1. Initiate and implement education programs and events and develop training materials for the Municipality to meet its ongoing AODA compliance obligations.</li> <li data-bbox="548 621 1022 760">2. Liaise with other Township Agencies, Boards &amp; Committees to consider accessibility concerns.</li> <li data-bbox="548 946 1022 1044">3. Present to Council updates on Accessibility matters when required</li> </ol>	<p data-bbox="1066 420 1306 483">January 1, 2018 – January 1, 2022</p> <p data-bbox="1066 621 1306 685">January 1, 2018 – January 1, 2022</p> <p data-bbox="1066 946 1306 1010">January 1, 2018 – January 1, 2022</p>	