



Township of Douro-Dummer - Human Resources Policy Manual

Policy Title:	AODA: Integrated Accessibility Standards	Policy Number:	1.5 (b) (Please see Accessibility Section 6)
Effective Date:	June 30, 2021	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	CAO

1.5.1 (b) Integrated Accessibility Standards

In 2011, the AODA Integrated Accessibility Standards became law, enacting standards in the areas of Employment, Information, Communication, and Transportation. In accordance with this, the Township of Douro-Dummer will develop, maintain and document compliance with this Standard.

1.5.2 (b) Training

The Township will ensure that training is provided to all employees on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to persons with disabilities. Ongoing training will be provided to new employees as soon as practicable. If any changes are made to this policy or the requirements, additional training will be provided. The Township will maintain a record of the dates when training is provided and the number of individuals to whom it was provided.

1.5.3 (b) Information and Communication Standard

The Township will create, provide and receive information and communications in ways that are accessible to people with disabilities. If the Township 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, that person who requires the information will be provided with:

1. an explanation as to why the information or communications are not convertible; and
2. a summary of the unconvertible information or communications.

We will also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.



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1.5.4 (b) Emergency Information

The Township will provide all emergency procedures, plans or public safety information to the public in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

The Township will also provide individualized workplace emergency response information to employees who have a disability:

1. If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
2. With the employee's consent, to the person designated by the Township to provide assistance to the employee if required;
3. As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
4. The Township will review the individualized workplace emergency response information when the employee moves to a different location in the organization.

1.5.5 (b) Accessible Formats and Communication Supports

The Township will provide or arrange for accessible formats and communication supports for persons with disabilities:

1. Upon request, in a timely manner that takes into account the persons' accessibility needs due to a disability;
2. At a cost that is no more than the regular cost charged to other persons;



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3. In consultation with the person making the request to determine the suitability of an accessible format or communication support.

1.5.6 (b) Employment Standard and Recruitment

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.

When recruiting new employees, the Township will:

1. 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;
2. Consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability, if a selected applicant requests an accommodation;
3. Notify successful applicants of the policies for accommodating employees with disabilities.

1.5.7 (b) Employee Notification

The Township will inform its employees of its policies used to support employees with disabilities:

1. As required, to new employees, as soon as practicable after they begin their employment;
2. Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.



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1.5.8 (b) Accessible Formats

When an employee with a disability requests it, the Township will 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 the employee's job;
- For information that is generally available to employees in the workplace; and
- In consultation with the employee making the request in determining the suitability of an accessible format or communication support.

1.5.9 (b) Performance Management, Career Development and Advancement

The Township will take into account the accommodation needs of employees and any established accommodation plans when:

1. Using performance management processes;
2. Providing career development and advancement information.

1.5.10 (b) Design of Public Spaces

The Township will meet accessibility laws when building or making major changes to public spaces. Our public spaces include:

- Recreational trails/waterfront access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Accessible off-street parking
- Accessible on-street parking
- Service-related elements like service counter, fixed queuing and waiting areas.



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1.5.11 (b) Transportation

The Township of Douro-Dummer does not currently offer any transportation services.