

THE CORPORATION OF THE TOWNSHIP OF McKELLAR

ACCESSIBILITY POLICY 2018

Statement of Organizational Commitment

The Township of McKellar is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

Training

We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles.

We will train our employees and volunteers on an on-going basis whenever there are policy changes.

Procurement

We will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-serve kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

Self-Service Kiosks

We will incorporate accessibility features and/or consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

Information and Communications

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

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

Transportation

We will incorporate accessibility criteria and features as it relates to providing conventional transportation services and/or licensing taxicabs.

Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

Design of Public Spaces

We will meet accessibility laws when building or making major changes to public spaces. Public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off-street parking
- Accessible on-street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas

Feedback Process

The Corporation of the Township of McKellar welcomes feedback on our provision of services while serving customers with disabilities. Feedback may identify areas that require change and encourage continuous service improvement. The public can provide feedback to the municipality on the delivery of goods and services to persons with disabilities:

By regular mail addressed to: Clerk Administrator
P.O. Box 69, 701 Highway 124
McKellar, ON P0G 1C0

By telephone: 705-389-2842

By fax: 705-384-1244

In person: Municipal Office, 701 Highway 124, McKellar, ON

By email: clerk@township.mckellar.on.ca

Feedback will not be acted upon unless the person providing same includes his or her name, mailing address and daytime telephone number. The Township will make reasonable efforts to provide acknowledgement to feedback within seven business days from receipt

Documentation

Documentation that describes this Policy and each of its requirements shall be maintained on the Township's website and provided to individuals, upon request, in the appropriate format or communication support.

Changes to Existing Policies

Upon notification of an existing policy that does not respect and promote the dignity and independence of people with disabilities, we will modify that policy or remove it from our policies and practices.

Signed:

Tammy Wylie
Clerk Administrator
Township of McKellar

June 4, 2018