



County of Peterborough

Policy Manual

Department:	Clerks-Administration	Approved Management Team:	June 17, 2013
Policy #:	CA-18		
Subject:	Integrated Accessibility Standards Policy – Schedule A – Multi-Year Plan	Approved Council:	October 2, 2013
Related By-Laws:	2013-60	Page:	1 of 7

A Multi-Year Plan is outlined below to meet the requirements of the AODA (O. Reg. 191/11). The multi-year plan outlines the general and specific requirements of the Regulation and the compliance dates with respect to each item. The County of Peterborough is committed to meeting the obligations of the legislation and to create an inclusive and accessible community. The IASR is comprised of:

- **General Requirements** – includes policies, plans, procuring and acquiring goods and services, training and reporting
- **Information and Communications** – includes accessible formats, feedback process, emergency procedures and plan and websites and web content
- **Employment** – includes recruitment, emergency response plans, individual accommodation plans, return to work, performance management, and career development.
- **Transportation** – includes the need to consult with persons with disabilities to make progress to meet the transportation needs of those in the community
- **Design of Public Spaces** - includes the need to consult with persons with disabilities to design applicable public spaces that are newly constructed or redeveloped (amendment ~ O.Reg. 413/12)

Reporting

The status of the IASR Multi-Year Plan will be reported to Council on an annual basis.

Submit a report to the Provincial government demonstrating compliance with the components of the IASR Multi-Year Plan.



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Review

The multi-year plan will be reviewed and updated once every five (5) years in accordance with the AODA.

Below is a table outlining the requirements, compliance dates, actions to be taken and status.

Requirement	Timeline: Large 50+	Section	Action	Status
Part 1: General Integrated				
Accessibility Policies & Plans	January 1, 2013	s. 3 (1) to (3) s. 4 (1) to (3)	<ul style="list-style-type: none"> • Policy – how to implement and maintain IAS • Establish & maintain multi-year accessibility plan • Must include a statement of the commitment to accessibility • Report annually on the multi-year accessibility plan 	
Procuring or Acquiring Goods, Services or Facilities	January 1, 2013	s. 5 (1) & (2)	<ul style="list-style-type: none"> • Shall include accessibility features and criteria when procuring goods and services 	
Self Service Kiosks	January 1, 2013	s. 6 (1) & 5	<ul style="list-style-type: none"> • Include accessibility features when designing self service kiosks 	
Training	January 1, 2014	s. 7	<ul style="list-style-type: none"> • Training on requirements of IASR and Human Rights Code in regards to people with disabilities to all employees and volunteers • Training must be conducted when any changes occur to policy • Must keep a record of training under this section 	



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Requirement	Timeline: Large 50+	Section	Action	Status
Part 2: Information and Communication Standards				
Feedback	January 1, 2014	s. 11 (1) & (3)	<ul style="list-style-type: none"> Processes for receiving and responding to feedback need to be available in accessible formats upon request Shall notify public about the availability of accessible formats and communication support 	
Accessible Formats & Communication Supports	January 1, 2015	s. 12 (1) & (4)	<ul style="list-style-type: none"> Shall provide information in accessible formats in a timely manner and after consulting with the person making the request Cost for accessible formats will be no more than the regular cost charged to other people 	
Accessible Websites and Web Content	January 1, 2014 January 1, 2021	s. 14 (2), (4), (5), (6)	<ul style="list-style-type: none"> Shall make their internet websites and web content conform with WCAG 2.0 Level A. Shall make their internet websites and web content conform with WCAG 2.0 Level AA 	
Public Libraries	January 1, 2013	s. 19	<ul style="list-style-type: none"> Provide accessible materials where they exist Inform public of availability of material Make information available in accessible formats or with communications supports on request 	



Requirement	Timeline: Large 50+	Section	Action	Status
Part 3: Employment Standards				
Recruitment, Assessment & Selection Process	January 1, 2014	s. 22 & 23	<ul style="list-style-type: none"> • Shall notify all candidates about availability of accommodation for applicants in recruitment process • If applicant requests accommodation, employer shall consult with applicant prior to providing accessible accommodations 	
Notice to Successful Applicants		s. 24	<ul style="list-style-type: none"> • Offer of employment shall include notification of policy for accommodating employees with disabilities 	
Informing Employees of Support		s. 25 (1) to (3)	<ul style="list-style-type: none"> • Policies & practices shall be provided as soon as practicable after the start of employment 	
Accessible Formats & Communication Supports for Employees		s. 26 (1) & (2)	<ul style="list-style-type: none"> • Employer shall provide the employee with the disability the following in an accessible format: <ol style="list-style-type: none"> (a) information that is needed to perform the job (b) information that is generally available to employees in the workplace 	
Documented Individual Accommodation Plans		s. 28 (1)	<ul style="list-style-type: none"> • Written process for development of individual accommodation plans 	



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Requirement	Timeline: Large 50+	Section	Action	Status
Return to Work Process		s. 29 (1) & (2)	<ul style="list-style-type: none"> Process for accommodating employees who are returning to work after a disability 	
Performance Management		s. 30	<ul style="list-style-type: none"> Must take into account employees with accessibility needs and employees who utilize accommodation plans 	
Career Development & Advancement		s. 31	<ul style="list-style-type: none"> Must take into account employees with accessibility needs and employees who utilize accommodation plans 	
Redeployment		s. 32	<ul style="list-style-type: none"> Must take into account employees with accessibility needs and employees who utilize accommodation plans 	
Part 4: Transportation				
Consult with persons with disabilities	January 1, 2013		<ul style="list-style-type: none"> Consult with AAC, persons with disabilities and public to determine on-demand accessible taxicabs in the community 	
Design of Public Spaces (O. Reg. 413/12)				
Recreational Trails/Beach Access Routes	January 1, 2016	s. 80.6 to 80.15	<ul style="list-style-type: none"> and people with disabilities is required during the planning for new recreational trails or major changes to existing. 	



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Outdoor Public Use Eating Areas	January 1, 2016	s. 80.16 to 80.17	<ul style="list-style-type: none"> When building new or making major changes to existing outdoor public eating areas, the following requirements must be met: at least 20 per cent, and no fewer than one, of the tables are accessible to people using mobility aids, such as wheelchairs the ground leading to and under the accessible tables is level, firm and stable, and enough space is clear around the accessible tables so people using a mobility aid can approach the tables. 	
Outdoor Play Spaces	January 1, 2016	s. 80.18 to 80.20	<ul style="list-style-type: none"> Consultation with the public and people with disabilities is required during the planning of a new build or during a major change to an existing outdoor play space. 	
Exterior Paths of Travel	January 1, 2016	s. 80.21 to 80.31	<ul style="list-style-type: none"> When building new or making major changes to existing, exterior paths of travel include outdoor sidewalks and walkways, ramps, stairs, and curb ramps. 	
Accessible Parking	January 1, 2016	s. 80.32 to 80.39	<ul style="list-style-type: none"> When building new or making major changes to existing, accessible parking requirements apply to off-street and on-street parking spaces. 	



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Obtaining Services - counters, fixed queuing lines and waiting areas	January 1, 2016	s. 80.40 to 80.43	<ul style="list-style-type: none"> • When building new or making major changes to existing, accessible features must be considered in relation to obtaining services from a counter, fixed queuing guides and waiting areas. 	
Maintenance	January 1, 2016	s. 80.44	<ul style="list-style-type: none"> • Accessibility Plans must include: <ul style="list-style-type: none"> - preventative and emergency maintenance procedures for the accessible aspects of the Township's public spaces, such as posting when regular maintenance occurs and letting people know about alternatives, and - procedures for handling temporary disruptions in service when an accessible aspect of the public space is unavailable, such as posting a sign explaining the disruption and outlining an alternative. 	