

Our Place Family Resource and Early Years Centre Accessible Integrated Accessibility Standard Guideline and Schedule Policy Dated: October 2017

Principle

This guideline is intended to outline the requirements for Our Place Resource and Early Years Centre under the *Integrated Accessibility Standards, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

Definitions

Accessible Formats – include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports – include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Conversion Ready – an electronic or digital format that facilitates conversion into an acceptable format.

Information – includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and conveys meaning.

Mobility Aid – a device used to facilitate the transport, in a seated posture, of a person with a disability.

Mobility Assistive Device – a cane, walker or similar aid.

Performance Management – activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment – the reassignment of employees to other departments or jobs within the organization as an alternative to termination, when a particular job or department has been eliminated by the organization.

Support Person – in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this guideline addresses the general requirements that apply across the standards for *Information and Communications and Employment*.

When providing transportation to program participants Our Place Resource and Early Years Centre will make all reasonable efforts to provide accessible service and when

this is not possible Our Place Resource and Early Years Centre will assist with making alternate arrangements.

Establishment of Accessibility Policies and Plans

Our Place Resource and Early Years Centre will develop, implement and maintain policies governing how it will achieve accessibility through these requirements. Our Place Resource and Early Years Centre is responsible for including a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. This should be achieved through documentation in Our Place Resource and Early Years Centre's policies and making these documents publicly available, in an accessible format upon request.

Our Place Resource and Early Years Centre will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR regulation. Our Place Resource and Early Years Centre will post its accessibility plans on its website, and provide the plan in an accessible format upon request. Our Place Resource and Early Years Centre will review and update its accessibility plan once every five years. It will do so in consultation first with persons having disabilities within its program participants and employees, and then with the personnel committee of the board. Annual status reports will be prepared to report on the progress of steps taken to implement Our Place Resource and Early Years Centre's accessibility plan and this status will be posted on the website. If requested, the report shall be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Our Place Resource and Early Years Centre will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

Training Requirements

Our Place Resource and Early Years Centre will provide training for its employees and volunteers regarding the IASR and the Ontario *Human Rights Code*. Training will be provided for individuals who are responsible for developing Our Place Resource and Early Years Centre's policies, and all other persons who provide goods, services or facilities on behalf of Our Place Resource and Early Years Centre.

Integrated Accessibility Standards Timeline

Accessibility Requirement	Timeline
Establishment of Accessibility Policies	Jan 1, 2014
Accessibility Plans <ul style="list-style-type: none"> • Establish, implement, maintain and document a multi- 	Jan 1, 2014

Accessibility Requirement	Timeline
year accessibility plan	
Policy for procurement of goods, services and facilities	Jan 1, 2014
Training <ul style="list-style-type: none"> • All employees • All volunteers • All persons who participate in developing the organization's policies • All other persons who provide goods, services or facilities on behalf of the organization 	Jan 1, 2015
	Jan. 2018
	Oct. 2017
	Oct. 2017
Feedback Process	Jan 1, 2015
<i>Information and Communication Standards</i>	
Accessible Formats and Communication Support	Jan 1, 2016
Accessible Websites and Web Content - *New Sites Only*	Jan 1, 2014
All Websites and Web Content	Jan 1, 2021
Educational and Training Resources or Materials	Jan 1, 2013
Accessible Print-based Training Resources/Materials	Jan 1, 2015
Accessible Digital or Multimedia Resources/Materials	Jan 1, 2020
<i>Employment Standard</i>	
Recruitment: <ul style="list-style-type: none"> • Notification about available policies and accommodation for applicants with disabilities • Provide suitable accommodation that takes into account the applicant's accessibility needs due to disability 	Jan 1, 2016
Informing Employees of Supports	Jan 1, 2016
Accessible Formats and Communication Supports for Employees: <ul style="list-style-type: none"> • Information to perform their job • Information that is generally available to employees in the workplace 	Jan 1, 2016
Workplace Emergency Response Information	Jan 1, 2012
Documented Individual Accommodation Plans	Jan 1, 2016
Return to Work Process	Jan 1, 2016
Performance Management	Jan 1, 2016
Career Development and Advancement	Jan 1, 2016

Accessibility Requirement	Timeline
Redeployment	Jan 1, 2016

Administration

If you have any questions or concerns about this policy or its related procedures please contact:

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This policy and its related procedures will be reviewed as required in the event of legislative changes.

Referenced Documents

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Standards, Ontario Regulation 191/11
- Ministry of Community and Social Services, *Making Ontario Accessible* (Access ON)
- Ontario Human Rights Code, 1990