

**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN**

**BY-LAW NO. 2017 - 04**

**Being a By-law to adopt an accessibility policy and plan**

**WHEREAS** the Ontario Integrated Accessibility Standards Regulation (hereinafter referred to as the IASR) established under *the Accessibility for Ontarians Act, 2005*, provides requirements for businesses in Ontario in order that they may be fully accessible by 2025;


**AND WHEREAS** the IASR requires that municipalities create accessibility policies and multi-year plans to help municipalities achieve Ontario's accessibility goals;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Magnetawan hereby enacts as follows:

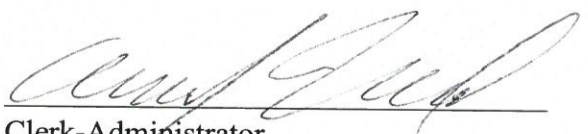
1. **THAT** the Municipality of Magnetawan Accessibility Policy 2017 be adopted as attached;
2. **THAT** the Municipality of Magnetawan Accessibility Plan 2017-2021 be adopted as attached;
3. **AND THAT** the Policy and Plan be posted on the Municipal website and made available in the office to any member of the public who requests a copy.

**READ A FIRST, SECOND, AND THIRD TIME**, passed, signed and the Seal of the Corporation affixed hereto, this 11<sup>th</sup> day of January, 2017

**THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN**

  
\_\_\_\_\_  
Mayor

Council MTG. of Jan 11/17  
Agenda Item # 8.4.

  
\_\_\_\_\_  
Clerk-Administrator

## **MUNICIPALITY OF MAGNETAWAN**

### **ACCESSIBILITY POLICY**

**2017**

#### **Statement of organizational commitment**

The Municipality of Magnetawan 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.

#### **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.

## **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:

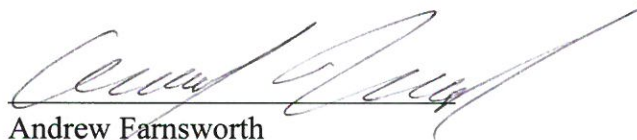
- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals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

We will put procedures in place to prevent service disruptions to the accessible parts of our public spaces.

## **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:



Andrew Farnsworth  
Clerk-Administrator  
Municipality of Magnetawan

January 11, 2017



**Municipality of  
Magnetawan**

**THE MUNICIPALITY OF MAGNETAWAN**

**ACCESSIBILITY PLAN**

**2017 - 2021**

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## **Introduction**

This 2017 – 2021 Accessibility Plan outlines the commitments and actions that the Municipality of Magnetawan have and will put in place to improve opportunities for people with disabilities. The Plan is based on the requirements under the Accessibility for Ontarians with Disabilities Act (AODA). The AODA sets out the roadmap for an accessible Ontario by 2021.

We invite all members of the public to review this plan and to provide comment to the Clerk-Administrator for incorporation into future revisions. The plan will be reviewed annually by the Clerk-Administrator and staff.

## **Statement of Commitment**

The Municipality of Magnetawan is committed to ensuring equal access and participation for people with disabilities. We are committed to treating all people 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 achieve the above by removing and preventing barriers to accessibility and meeting our accessibility requirements under the AODA and Ontario's accessibility laws.

The Municipality of Magnetawan is committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

The Municipality of Magnetawan will provide training to employees, volunteers and other staff members on Ontario's Accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers and other staff members.

## **Section One: Past Achievements to Remove and Prevent Barriers**

The Municipality of Magnetawan has completed a number of projects over the last several years that were instrumental in improving the accessibility of municipal services. The Council of the Municipality of Magnetawan, upon learning of such barriers, has been quick to allocate the funding to facilitate repairs and maintenance.

The following is a summary of the accessibility initiatives completed by the Municipality of Magnetawan.

### **Customer Service / Training**

In 2010, staff was certified in providing customer service for persons with disabilities. Staff met and discussed comments received from customers over the years. Staff are now prepared to assist with accessibility requests on a case by case basis.

Since 2012, the Municipal Office, Community Centre, Lions Pavilion, Centennial Park and Public Works building have been updated to make them fully accessible, including the installation of automatic door operators, accessible washrooms, parking and picnic tables.

### **Information and Communications**

Staff were prepared to assist with accessibility requests related to information and communications on a case by case basis.

Staff were prepared to provide accessible and customized emergency information when necessary.

### **Employment**

Staff training included understanding the needs of people with disabilities. Staff were prepared to accommodate employment-related accessibility concerns on a case by case basis.

### **Procurement**

Staff ensured that any goods and services acquired were done so using accessibility criteria wherever possible. For example, the construction of the Magnetawan Community Centre in 2005 was done with the highest standard of accessibility at the time.

## **Section Two: Strategies and Actions**

The Municipality of Magnetawan is committed to a high standard of accessibility for residents and visitors, and the following is a summary of projects that will be address in the 2017-2021 period.

### **Customer Service**

The Municipality of Magnetawan is committed to providing accessible customer service to people with disabilities. This means that we will provide goods and services to people with disabilities with the same high quality and timeliness as all other customers.

Staff is committed to completing ongoing training as required; maintenance of policies and plans; review of feedback processes; and a continual improvement of our accessible formats and communication supports.

### **Training**

The Municipality of Magnetawan is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

Annual staff training will include a review of AODA legislation, the Accessibility policy and plan, as well as a review of accessibility standards that apply to specific work environments and responsibilities.

Staff will formalize a training policy for new employees that includes accessibility training.

## **Information and Communications**

The Municipality of Magnetawan is committed to making information and communications accessible to people with disabilities.

Staff will oversee a redesign of the current municipal website within the next three years. The new site will be compliant with AODA Web Content Accessibility Guidelines. Until then, staff will work towards compliance with web accessibility guidelines and implement tools to create accessible materials.

Staff will ensure that documents are made available in an alternate format upon request.

## **Employment**

The Municipality of Magnetawan is committed to fair and accessible employment practices. Staff will ensure that people with disabilities are accommodated during the hiring process. Staff will work to update policies to ensure that employees with disabilities are fully accommodated in the workplace.

## **Procurement**

The Municipality of Magnetawan is committed to accessible procurement processes. Staff will review and update the procurement policy in 2017, and will ensure that accessibility guidelines are included in the updated policy and in all future procurement activities, where possible.

## **Design of Public Spaces**

The Municipality of Magnetawan will meet accessibility laws and strive to meet accessibility best practices when building or making major improvements to public spaces.

Staff will work to bring the Ahmic Harbour Community Centre, acquired in early 2016, up to the same high standard of accessibility as other Magnetawan facilities, including accessible washrooms, door operators, and parking.

## **For More Information**

The Municipality of Magnetawan is committed to addressing existing barriers and preventing future barriers to allow people with disabilities full participation in our community. We encourage input from all residents.

For more information on this accessibility plan, please contact Andrew Farnsworth, Clerk-Administrator at 705-387-3947

[clerk@magnetawan.com](mailto:clerk@magnetawan.com)

[www.magnetawan.com](http://www.magnetawan.com)

Standard and accessible formats of this document are free on request from the Municipal Office, 4304 Highway #520, Magnetawan ON, 705-387-3947.