

INNISFIL PUBLIC LIBRARY



SUBJECT: AODA - Meeting the Requirements of the Regulations Policy

Policy No: 2014-02

Date: January 20, 2014

Review Date: January 2017

Page: 1 of 4

PURPOSE

To ensure that the Innisfil Public Library is in compliance with the requirements of the *Ontario Regulation 429/07 Accessibility Standard for Customer Service* and *Ontario Regulation 191/11 Integrated Accessibility Standards* of the *AODA 2005* as they pertain to public libraries.

POLICY

General

The *Accessibility for Ontarians with Disabilities Act (AODA) 2005* imposes a legal duty on organizations to achieve accessibility. The *Act* lays the framework for the development of province-wide regulations on accessibility, which at present are the *Ontario Regulation 429/07 Accessibility Standards for Customer Service* and *Ontario Regulation 191/11 Integrated Accessibility Standards Regulation*. The Innisfil Public Library meets the obligations set out in the *Act* and the accompanying regulations, in partnership with the Town of Innisfil.

Application

This policy applies to all Innisfil Public Library Board Members and Employees, as well as volunteers, students on placements, agents or contractors who act on behalf of, or represent the Board in any manner.

Definitions

AODA – *Accessibility for Ontarians with Disabilities Act, 2005.*

Large Designated Public Sector Organization is a public sector organization which employs 50 people or more.

SUBJECT: AODA - Meeting the Requirements of the Regulations Policy

Policy No: 2014-02

Date: January 20, 2014

Review Date: January 2017

Page: 2 of 4

Guidelines

Section 1: Statement of Organizational Commitment to meet the accessibility needs of persons with disabilities.

1. The Innisfil Public Library establishes and implements practices and procedures that respect the dignity and independence of persons with disabilities. The Library is committed to ensuring that each employee, volunteer and customer receives equitable treatment with respect to employment and services without discrimination, and receives accommodation where required, in a timely manner, *to the point of undue hardship* and in accordance with the *Ontario Human Rights Code* and the *AODA* and its regulations.

Section 2: Responsibilities

1. For the purposes of *AODA* the Library provides services on behalf of the Town and therefore, is considered along with the Town, to be a “large designated public sector organization with more than 50 employees” as defined within the *Integrated Accessibility Standards Regulation (IASR)*. The Library complies with obligations for this sector as set out in the *AODA* regulations.
2. The Board will ensure that the Library complies with the spirit, principles and intent of *AODA* and designates the Chief Librarian/CEO as the individual accountable for the organization’s compliance with the legislation.
3. The Chief Librarian will ensure that policies and procedures comply with the *AODA* and any regulations made under the *AODA*.

Section 3: The Accessibility Plan

1. The Library will work with the Town to establish, implement, maintain and document a multi-year accessibility plan that will outline the Library’s strategy to prevent and remove barriers.
2. The process of developing the accessibility plan will be done in consultation with persons with disabilities.
3. The plan will be in place by January 2013, reviewed and updated at least once every five years. An accessibility report will be prepared annually.
4. The plan and reports will be posted on the Library’s website and be provided in an accessible format upon request.

Section 4: Policies and Procedures

1. The Library’s policies will incorporate practices which support accessibility. In accordance with the *AODA Integrated Accessibility Standards Regulation 191/11*, accessibility will be addressed in four main areas:

SUBJECT: AODA - Meeting the Requirements of the Regulations Policy

Policy No: 2014-02

Date: January 20, 2014

Review Date: January 2017

Page: 3 of 4

- a. The purchasing policy will include accessibility criteria for procuring or acquiring goods, services or facilities;
 - b. The Internet Services policies will include accessibility provisions with respect to the Library's website;
 - c. The Human Resources policies will address training on *AODA* regulations and the *Ontario Human Rights Code*, accommodation for job applicants, support for employees, accommodation plans, performance management, career development and advancement, return to work and redeployment of employees with disabilities;
 - d. The Collection Development Policy will address the availability of materials in accessible formats.
2. In accordance with the *Accessibility Standards for Customer Service Ontario Regulation 429/07* of the *AODA*, the Library maintains a policy on accessible customer service.

Section 5: Information and Communication

1. The Library shall make its communications available, upon request, in accessible formats for persons with disabilities and shall make the public aware of the availability of communications support. In this context, the types of communications include:
 - a. Policies;
 - b. Accessibility plans;
 - c. Emergency procedures, plans and public safety information prepared for the public;
 - d. Forms, surveys and other tools used to gather feedback;
 - e. Information on collections/materials in accessible formats; and
 - f. Employment standards.
2. Accessible formats of the Library's communications shall be made available:
 - a. In a timely manner;
 - b. At a cost that is no more than the regular cost charged to others for the communications; and
 - c. In consultation with the person making the request.

Related Documents

Accessibility for Ontarians with Disabilities Act (AODA), 2005. S.O. c.11
AODA, Accessibility Standards for Customer Service, Ontario Regulation 429/07
AODA, Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

SUBJECT: AODA - Meeting the Requirements of the Regulations Policy

Policy No: 2014-02

Date: January 20, 2014

Review Date: January 2017

Page: 4 of 4

Related Policies

Accessible Customer Service Policy

Integrated Accessibility Standards – Regulation 191/11 (AODA 2005) Policy

Approved by the Innisfil Public Library Board, January 20, 2014

Motion Number: 2014.07