

Township of McNab/Braeside - Integrated Accessibility Standards Regulation Workplan				
Sec	Requirement	Timeline	Action	Next steps
GENERAL				
1	Establishment of Accessibility Policies	2014	Make policy publicly available. Alternate format upon request.	<ul style="list-style-type: none"> • Policies are currently being updated or drafted.
4	Accessibility Plans	2014	Develop multi-year plan. Post plan on website. Alternate format upon request. Review/update at least every five years. Consult with AAC and the public. Annual Stats Report.	<ul style="list-style-type: none"> • Plan updated yearly. • Posted on website. • Alternate formats would be made available. • Reviewed yearly. • AAC consulted yearly.
4	Procuring or acquiring goods or services	2014	Incorporate accessibility criteria and features. Provide explanation, upon request, if not practicable to do the above.	<ul style="list-style-type: none"> • By-Law 2015-94 includes accessibility criteria and features for the procuring or acquiring of goods and services.
	Self-Service Kiosks	2015	Regard to accessibility when designing, procuring or acquiring self-service kiosks.	<ul style="list-style-type: none"> • N/A at present
4	Training	2015	Ensure Training on requirements of the IASR and HRC. Records Kept.	<ul style="list-style-type: none"> • Training to new employees will be on an on-going basis.
INFORMATION AND COMMUNICATION				
7	Feedback	2015	Accessible Feedback process including accessible formats and communication supports upon request Notify the public of the availability of accessible formats and communication supports.	<ul style="list-style-type: none"> • A policy currently exists and a process is in place to address feedback. • A feedback form is available on the Township's website.
8	Accessible Formats and Communication supports	2016	Provision of accessible formats and communication supports. Provided in a timely manner at a cost no greater than the cost to others. Consult with the person in determining the suitability of an alternative format or communication support. Notify the public of the availability of accessible formats and communication supports.	<ul style="list-style-type: none"> • A policy is currently exists to address the provision of accessible formats and communication supports. • Staff will ensure that the availability of these is made public.

6	Emergency procedure, plan or public safety	2012	If emergency information is made available to the public, make the information available in alternative formats or with communications supports upon request.	<ul style="list-style-type: none"> • A policy currently exists to address making emergency information available to the public.
9	Accessible websites and web content <ul style="list-style-type: none"> • WCAG 2.0 Level A • WCAG 2.0 Level AA 	2014 2020	New websites and web content on those sites must conform with WCAG 2.0A. All website and content on those sites must conform with WCAG 2.0AA. Exceptions exist.	<ul style="list-style-type: none"> • The Township has a new website that conforms with WCAG 2.0AA.
EMPLOYMENT				
11	Recruitment	2015	Notify public and employees about availability of accommodation during recruitment.	<ul style="list-style-type: none"> • A policy currently exists to inform applicants of accommodation that is available. • Staff will ensure that a notice is posted on all advertisements and the website advising of the accommodation.
11	Recruitment, assessment or selection process	2015	During recruitment employer to notify applicant at assessment stage that accommodation is available on request. Consultation regarding provision of accommodation.	<ul style="list-style-type: none"> • A policy currently exists to inform applicants of accommodation that is available.
11	Notice to successful applicants		Notify successful candidates of accommodation policies.	<ul style="list-style-type: none"> • The requirements of the Employment Standards will be met.
11	Informing Employees of supports	2015	Inform employees of policies that support employees with disabilities, including job accommodations.	<ul style="list-style-type: none"> • A policy currently exists to inform employees of supports.
11	Accessible formats and communication supports for employees	2015	Provide accessible formats and communication supports for: Information that is needed to perform the job. Information that is generally available to all employees in the workplace. Employer must consult with the employee in determining the suitability of the accessible format or communication support.	<ul style="list-style-type: none"> • Will be provided upon request. Every attempt will be made to provide in a timely manner.

17	Workplace emergency response information	2012	<p>Provide individual workplace emergency response information to employees, as necessary.</p> <p>If assistance is necessary in the event of an emergency it will be arranged.</p> <p>Emergency response information must be reviewed.</p>	<ul style="list-style-type: none"> • A form has been circulated to gather emergency response information.
14	Documented Individual accommodation plans	2015	<p>Written process for developing individual accommodation plans. There are 8 elements in the process.</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into 	<ul style="list-style-type: none"> • An Individual Accommodation Plan process has been created and a policy currently exists to address the provision of accommodations.

			<p>account the employee's accessibility needs due to disability.</p> <p>Individual accommodation plans shall include, as required</p> <ul style="list-style-type: none"> • information on Accessible format • Workplace emergency response information • other accommodation 	
15	Return to work	2015	Develop and have in place a documented return to work process for employees with disabilities.	<ul style="list-style-type: none"> • Completed – November 2014
16	Performance Management	2015	If performance management is used, the employer must take into consideration the accessibility needs of the employee, and individual accommodation plans when using the process.	<ul style="list-style-type: none"> • N/A at present
16	Career Development and advancement	2015	If career development provides career development and advancement, the employer must take into consideration the accessibility needs of the employee, and individual accommodation plans when using the process.	<ul style="list-style-type: none"> • N/A at present
16	Redeployment	2015	If redeployment is used, the employer must take into consideration the accessibility needs of the employee, and individual accommodation plans when using the process.	<ul style="list-style-type: none"> • N/A at present
Design of Public Spaces				
	Design Criteria	2016	Use the design criteria for the design of public spaces	<ul style="list-style-type: none"> • Consideration will be given in all new builds, construction and renovations to accessible design criteria for all public spaces.