



## **The Corporation of the Township of Coleman Municipal Accessibility Policy**

### **1. Statement of Commitment**

The Township of Coleman is committed to encouraging all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **2. Emergency Procedures, Plans and Public Safety Information**

The Township will provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

### **3. Procurement:**

The Township will ensure accessibility design, criteria, and features are considered when purchasing goods, services, and facilities. When it is not practicable to incorporate accessibility criteria, the Township will provide an explanation upon request.

### **4. Training**

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

The Township of Coleman will ensure employees are provided with the training needed to meet Ontario's Accessibility laws by:

- Providing training for all new employees in a timely manner- in accordance with the Township's Accessibility Policy.
- Ensure that completion certificates and/or sign-off sheets are available for Accessibility Training provided.
- Provide Accessibility Refresher Information updates, when available to all employees.

### **5. Information and Communication**

The Township of Coleman is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and

communication needs, as per their individual requests. This does not apply to information that the Township does not control directly or indirectly through a contractual relationship.

This will be done upon request, in a timely manner, and at a cost that is not more than the cost charged for the original format.

When it is not practicable to provide an alternate format, the Township will provide an explanation and a summary of the document in an accessible format.

The Township will provide communication supports to member of the public upon request. If the Township is unable to obtain the requested communication support, the Township will consult with the individual to determine an appropriate alternative method of communication. The Township will consult with the individual making the request to determine the suitability of an accessible format or communication support. Some examples of the alternate formats and communication supports are:

- Reading written information to a person directly
- Large print
- Text transcripts of audio or visual information
- Handwritten notes instead of spoken word
- Information written in plain language
- An electronic document formatted to be accessible for use with a screen reader

The Township of Coleman will take the following steps to ensure that existing feedback processes are accessible to people with disabilities.

- Provide public notices at the Municipal Office and on the Municipal Website on the availability of accessibility options (**Appendix A**)
- Post the Accessibility Plan on the Municipal Website, and make it available at the Municipal Office.

## **6. Temporary Service Disruptions**

If a temporary service disruption is planned, the Township will give notice of the disruption.

Notice of the disruption will include:

- The reason for the disruption
- Its anticipated duration, and a description of alternative facilities or services, if any, that are available.
- Notice will be given by posting the information in a conspicuous place, as well as, by posting the information on the Township's website.

## **7. Website:**

In accordance with the "IASR", the Township will work to ensure that the municipal website is maintained in a manner keeping with the expectations of the Web Content Accessibility Guidelines 2.0 (WCAG). If an individual is having difficulty accessing the Township owned and operated website, or its content, they can contact the Township Office.

## 8. Employment

### 8.1 Recruitment

The Township of Coleman is committed to fair and accessible employment practices. We will take the following steps to notify the public and staff that, when requested, we will accommodate individuals with disabilities during the hiring process. Wording stating the Township of Coleman is committed to accessible employment practices will be included in all job postings.

### 8.2 Accommodation Plans

The Township will develop individual accommodation plans for employees that have identified a disability (**Appendix B**), and return-to-work policies (**Appendix C**) for employees that have been absent due to a disability on a case-to-case basis. These plans will outline:

- The accommodations that will be provided
- How the employer will help the employee(s) stay safe in an emergency
- Accessible formats and communications supports that the employee(s) need.

The plans will remain private to the greatest extent possible, while recognizing that the Township, in coordination with the employee, will need to implement the plan within Municipal operations which are primarily public workplaces.

### 8.3 Emergency Response Plans

The Township will provide individualized emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the Township is aware of the need for accommodation, due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance, and if the employee grants permission, the Township will provide the workplace emergency response information to the person that the employer designates to provide assistance to the employee.

The Township will review individualized workplace emergency response information where and when it is deemed necessary.

## 9. Design of Public Spaces

The Township of Coleman will meet the Accessibility Standards for the Design of Public Spaces during new construction or when making major modifications to public spaces. Public Spaces include:

- Outdoor public areas like rest stops or picnic areas
- Outdoor play spaces
- Outdoor Paths of travel, like ramps, stair and rest areas

- Accessible off street parking
- Service-related elements like service counters, and access to public buildings.

#### **10. Review**

- The Township of Coleman will review and update the Accessibility Plan every 5 years
- Will make the Accessibility Plan available to the public on the Municipal Website and at the Municipal Office. These documents will be provided in accessible formats upon request.
- Updates will be available to the public on the Municipal Website and at the Municipal Office.

# The Township of Coleman

## Accessibility Information

The Township of Coleman is committed to providing goods and services that are accessible to everyone.

Service animals are welcome on the premises.

Accessible documents are available in large print upon request.

**For more information about an Accessible Ontario visit:**

[www.ontario.ca/accessON](http://www.ontario.ca/accessON)

**Please let us know how we are doing.** You can provide feedback on the accessibility of our service delivery by contacting us through:

Email: [toc@ontera.net](mailto:toc@ontera.net)

Website: <http://colemantownship.ca/resident/accessibility/>

Phone: 705-679-8833

Mail: 937907 Marsh Bay Road  
Coleman, ON P0J 1C0

## Appendix B: Accommodation Plan

The Corporation of the Township of Coleman is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

### 1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

### 2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
  - The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.
- The employee and his/her manager will work together to find the most appropriate accommodation
  - A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated
  - The employee may ask a bargaining agent or other workplace representative to participate in the process

### 3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports
- Employee emergency information and/or emergency response plan (if applicable)
- When the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

### 4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes

Confidential when completed

#### Employee Information

Last Name

First Name

Title / Department

#### Manager Information

### Information sources

Identify and include the contact information for any experts consulted when building the plan (e.g., human resources manager, family doctor, specialists)

1. Last Name	First Name
Title/Role	
Email Address	Telephone Number ext.
<a href="#">Add Information Source(+)</a>	<a href="#">Remove Information Source(-)</a>

### Related documents

Attach any additional documents required to support the employee.

- Employee emergency plan (if applicable)
- Accessible format of the individual accommodation plan (if needed)
- What type(s) of accessible formats and/or communications support the employee needs (if requested)
- Return to work plan (if applicable)
- Other (specify): ▼

### Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

### Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

## Appendix C: Return to Work

[The Corporation of the Township of Coleman](#)

is committed to supporting

employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work.\*

### Step 1. Initiate the leave and stay in contact with the employee

If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return to work process.

### Step 2. Gather relevant information and assess individual needs

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

#### Manager

- Provides the employee with return to work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

#### Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return to work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

### Step 3. Develop a return to work plan

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return to work plan should be attached to the employee's individual accommodation plan.

### Step 4. Implement, monitor and update the plan

After implementing the return to work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

\* This return to work process does not replace or override any other return to work process created by or under any other statute. It should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

**Confidential when completed**

**Employee Information**

Last Name	First Name
Title / Department	

**Manager Information**

Last Name	First Name
Title / Department	

Return to work plan start date (yyyy/mm/dd)	Return to work plan end date (yyyy/mm/dd)
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**Goal**

At the end of the return to work process, the employee will return to his/her

- Original job
- Original job with modifications
- Alternate job (include job description)

**Accommodations and transitional measures**

List any limitations the employee experiences as a result of his/her disability, how it affects different aspects of his/her job and any accommodations or safety measures required to help the employee return to work. Accommodations may include, but are not limited to:

- Modified work hours/days
- Modified work location
- Modified job requirements
- Assistive device(s)
- Additional support (e.g. colleagues helping with specific tasks)

If the measures will be phased in or out, include a start/end date.

1. Limitation	
Tasks/activities affected	
Accommodation	
Safety considerations	
Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)

Add limitations ( + )

Remove limitations ( - )

**Assignment to alternate position**

Complete this section if the employee will not be returning to his/her original job. The assignment to an alternate position may be temporary or permanent.

Job title	Length of assignment
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Describe the new position

List any training requirements and safety precautions

**Comments / Notes**

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

**Signature**

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

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