

**THE CORPORATION OF THE
TOWNSHIP OF EVANTUREL**

BY-LAW NO. 2021-22

**BEING A BY-LAW TO ADOPT AN ACCESSIBILITY PLAN AND POLICY AS PER THE
INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) – O. Reg 191/11
AND TO REPEAL BY-LAW NO. 2020-18**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, states that municipal power, including a municipality's capacity, rights, powers, and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS O.Reg. 191/11 – Integrated Accessibility Standards Regulation (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) requires a municipality to prepare an Accessibility Plan and Policy;

NOW THEREFORE the Council for the Corporation of the Township of Evanturel enacts as follows:

1. **THAT** a policy with respect to an Accessibility Plan and Policy as per O. Reg 191/11 be hereby adopted as a formal policy of this Council as set out in Schedule "A" to this By-law, which is attached hereto and forms part of this By-law.
2. **THAT** Township of Evanturel By-law No. 2020-18 be hereby repealed.
3. **THAT** all by-laws and resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.
4. **THAT** this by-law shall come into force and effect upon final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10TH DAY
NOVEMBER 2021.**



Derek Mundle – Reeve

Virginia Montminy - Clerk



**Schedule A
To By-law No. 2021-22**

**The Corporation of the
Township of Evanturel**

Accessibility Plan and Policy

under the

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

**Integrated Accessibility Standards Regulation (IASR)
Ontario Regulation 191/11**

**Submitted to:
Reeve and Council of the
Township of Evanturel**

Drafted Date: August 24, 2021

Final Date: November 10, 2021

THE CORPORATION OF THE TOWNSHIP OF EVANTUREL

ACCESSIBILITY PLAN

Introduction

Ontario Regulation 191/11: Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires organizations to create written accessibility policies and make them publicly available. Accessibility policies are the formal rules an organization puts in place to achieve its accessibility goals.

Note: The purpose of the Ontarians with Disabilities Act, 2001 (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the Province.

Description of the Township of Evanturel

The Township of Evanturel is an organized municipality located centrally in the District of Temiskaming. TransCanada Highway 11; TransCanada Pipeline and the Ontario Northland Railway (ONTC) run through the municipality. As of the 2016 Federal Census the municipality has a population of 449; and as of 2021 Municipal Property Assessment Corporation (MPAC) statistics has a household count of 208.

The Township of Evanturel organization consists of four full time employees, one part time employee, and five members of Council. Summer student employment is assessed each year.

Municipal Facilities

The Corporation of the Township of Evanturel experienced the loss of its Municipal Complex November 11, 2018; and is in the process of recovering from same. The Municipality continues to serve its residents in temporary accommodations. As of July 2, 2021, the Municipality has purchased a property at 414269 Bryan's Road, Township of Evanturel, with existing buildings; which will be renovated to meet the accessible needs of its staff and residents. Currently operations continue as follows:

- Administrative Office – temporary location 334378 Hwy 11 (414269 Bryan's Rd – once renovated)
- Council Chambers – 414269 Bryan's Road
- Road Department – 414269 Bryan's Road

The Municipality owns and operates the Ingram Waste Disposal Site at 263334 Shepherd Lake Road, in the geographic Township of Ingram. The Site is open Thursdays and Sundays; and accommodates:

1. Waste Disposal
2. Household & Commercial Recycling Depot
3. Electronics Recycling Depot

Current Plans and Policies:

- By-law No. 04-02 – Municipal Accessibility Plan – *Ontarian's with Disabilities Act (ODA), 2001*
- By-law No. 09-23 – Accessibility Standards for Customer Service – *Ontarian's with Disabilities Act (ODA), 2005*
- REPORT TO COUNCIL TWP2011-02 – 2010 Municipal Elections Accessibility Initiativ

Note: Definition – the Municipality denotes Township of Evanturel

MISSION

The Municipality is committed to providing a barrier-free environment for employees and citizens who live, work, visit and invest in the Township of Evanturel.

COMMITMENT

In fulfilling our mission, the Municipality strives to provide goods and services in a way that respects the dignity and independence of people with disabilities.

Customer Service - see Accessibility Policy Section of Schedule A

Information and Communication – see Accessibility Policy Section of Schedule A

Employment

Employment practices will be accessible including recruitment, employee accommodation, employees returning to work, performance management and career development and redeployment as per regulation.

At the present time no employees require accommodation. When the need arises, the Municipality will be mindful of the importance of its staff and will make every effort to maintain their contribution to the workplace.

Transportation

The Municipality does not have/provide a transportation system.

Design of Public Spaces

The Municipality will meet accessibility laws when making major changes to public spaces:

- The Municipality has no open public spaces
- Currently Municipal Staff addresses accessibility on a case-by-case basis

Self-service Kiosks

The Municipality does not have/provide Self-service Kiosks

Procurement

The Municipality will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. If it is not possible to do so the Municipality will provide an explanation upon request. The Municipality plans to update its Procurement Policies and Policies at a future date.

Multi-Year Accessibility Plan

The Corporation of the Township of Evanturel strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

The Corporation of the Township of Evanturel is committed to fulfilling its requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps the Municipality is taking to meet those requirements and to improve opportunities for people with disabilities.

The plan shows how the Municipality will play its role in making Ontario an accessible province for all Ontarians.

The plan will be reviewed and updated at least once every 5 years. Plan covers years 2020 – 2025.

Every employee as soon as practicable after being hired and will be provided training in respect of any changes to the policies

Records of the training provided will be maintained, including the dates on which the training was provided and the number of individuals to whom it was provided.

MOVING BEYOND BARRIERS

To build upon the foundation of the plan, at the beginning of each new term of council the plan will be:

1. Ensure that our proposed municipal building will be accessible to all persons with disabilities.
2. To address concerns of the citizens of the Municipality on an individual basis.
3. To continue to educate employees on accessibility awareness and provide opportunities for staff to continue to be engaged in eliminating barriers.
4. The Municipality will continue to further accessible communications.

REVIEW AND MONITORING OF PROCESS

The Council of the Corporation of the Township of Ewanturel is committed to following through with this accessibility plan. The plan will be reviewed annually thus allowing council, staff, and the public to monitor the barriers identified and the direction to which the Municipality is moving to remove all barriers under the *Accessibility for Ontarians with Disabilities Act, 2005*. Accessibility Compliance reporting will be completed biennially as required. ***A Municipal Accessibility Plans Status Report will be completed annually – as outlined in Schedule A:1.***

COMMUNICATION OF THE PLAN AND POLICY

This plan will be available at the Municipal Office and on the Municipal Website www.ewanturel.com and every attempt will be made to make it available to those with disabilities for their perusal and review.

THE CORPORATION OF THE TOWNSHIP OF EVANTUREL

ACCESSIBILITY POLICY

Scope

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11 (ISAR)* for the Information and Communications Standard under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of information and communication services and materials for people with disabilities.

STATEMENT OF ORGANIZATIONAL COMMITMENT

The Corporation of the Township of Evanturel (the Municipality) is committed to ensuring equal access and participation for people with disabilities. The Municipality is committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. The Municipality believes in integration and is committed to meeting the needs of people with disabilities in a timely manner. The Municipality will do so by removing and preventing barriers to accessibility and meeting its accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* and Ontario's accessibility laws.

The Corporation of the Township of Evanturel is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

The Corporation of the Township of Evanturel understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

The Corporation of the Township of Evanturel is committed to excellence in serving and providing goods, services, or facilities to all customers including people with disabilities.

Customer Service Policies

The Corporation of the Township of Evanturel's accessible customer service policies are consistent with the principles of independence, dignity, integration, and equality of opportunity for people with disabilities.

Training

The Corporation of the Township of Evanturel is committed to training all staff and volunteers in accessible customer service, other Province of Ontario accessibility standards and aspects of the Ontario Human Rights code that relates to persons with disabilities.

In addition, training will be given to:

- a) All persons who participate in developing the organizations' policies; and
- b) All other persons who provide goods, services, or facilities on behalf of the Municipality

Training of employees and volunteers on accessibility relating to their specific roles.

Training includes:

- Purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the Customer Service Standards
- Policies related to the Customer Service Standards
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to use the equipment or devices available on-site or otherwise that may help with providing goods, services, or facilities to people with disabilities
- What to do if a person with a disability is having difficulty in accessing our organization's goods, services, or facilities

Every person will be trained as soon as practicable after being hired and be provided training in respect of any changes to the policies.

Records will be maintained of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Assistive Devices

People with disabilities may use their personal assistive devices when accessing municipal goods, services, or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services, or facilities.

Staff will be trained and familiar with various assistive devices that are available on site or that are provided to be used by customers with disabilities while accessing goods, services, or facilities.

Communication

The Corporation of the Township of Evanturel will communicate with people with disabilities in ways that consider their disability.

- a) Upon request invoices and other documentation will be provided in the following formats – hard copy, large print, or by email
- b) Upon request questions regarding content of invoices and other documentation will be provided in person, by telephone, in writing/large print or by e-mail

People with disabilities will be accommodated with the method of communication that works for them.

Service Animals

The Corporation of the Township of Evanturel will welcome people with disabilities and their service animals. Service animals will be allowed on the parts of municipal premises that are open to the public and third parties.

A service animal can be easily identified through visual indicators, such as when it wears a harness or vest, or when it helps a person perform certain tasks.

If a service animal is prohibited by any other laws the Municipality will do its to provide the person with a disability access to goods, services, or facilities by the following:

- a) Explain why the animal is excluded
- b) Discuss with the customer another way of providing goods, services, or facilities

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on municipal premises.

Fees normally charged to a customer for accessing goods, services or facilities will not be charged for support persons. Customers will be notified of this decision by posting a notice at the Municipal Office.

In certain cases, the Municipality might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- the person with a disability
- others on the premises

Before making a decision, the Municipality will:

- consult with the person with a disability to understand their needs
- consider health or safety reasons based on available evidence
- determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

Notice of Temporary Disruptions

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, the Corporation of the Township of Evanturel will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

A notice will be created and posted to notify persons to whom the Corporation of the Township of Evanturel provides goods, services, or facilities

The notice will be made publicly available in the following ways:

1. Posted at the Municipal Office
2. Posted on the Website
3. Posted on the Municipal Facebook page

Multi-Year Accessibility Plan

The Corporation of the Township of Ewanturel experienced the loss of its Municipal Complex November 11, 2018; and is in the process of recovering from same. The Municipality continues to serve its residents in temporary accommodations. As of July 2, 2021, the Municipality has purchased a property with existing buildings; which will be renovated to meet the accessible needs of its staff and residents.

The multi-year plan policy - attached Schedule A:2

Training

The Municipality committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, the Municipality will train:

- a) all persons who participate in developing the organization's policies
- b) all other persons who provide goods, services, or facilities on behalf of the organization
- c) municipal employees and volunteers on how accessibility relates to their specific roles.

Training will include:

- purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the Customer Service Standards
- municipal policies related to the Customer Service Standards
- how to interact and communicate with people with various types of disabilities
- how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- how to use the equipment or devices available on-site or otherwise that may help with providing goods, services, or facilities to people with disabilities
- what to do if a person with a disability is having difficulty in accessing our organization's goods, services, or facilities.

The Municipality will train every individual as soon as practicable after being hired and provide training in respect of any changes to the policies.

The Municipality maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Feedback Process

The Corporation of the Township of Ewanturel welcomes feedback on how it provides accessible customer service. Customer feedback will help identify barriers and response to concerns.

Feedback may be provided in the following ways:

1. Telephone
2. Written – Box 209, Englehart ON P0J 1H0
3. Email – clerk@evanturel.com

All feedback, including complaints, will be directed to the Municipal Office. Customers can expect to hear back in two business days.

The Corporation of the Township of Evanturel ensures the feedback process will be accessible to all individuals with disabilities by providing or arranging for accessible formats and communication supports, upon request.

Information and Communications

The Township of Evanturel has a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

The Township of Evanturel communicates with people with disabilities in ways that take into account their disability. When asked, the Municipality will provide information about its organization and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, taking into account the person's accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.

The Municipality will consult with the person making the request in determining the suitability of an accessible format or communication support. If the Municipality determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

The Township of Evanturel will notify the public about the availability of accessible formats and communication supports by

- a) Information posted at the Municipal Office
- b) Information posted on the Website
- c) Information posted on the Municipal Facebook page

The Township of Evanturel will meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws; as per the Multi Year Accessibility Plan.

Employment Policies

The Municipality will notify employees, job applicants and the public that accommodations may be made during recruitment and hiring.

The Municipality will notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations may be made available upon request.

The Municipality will consult with the applicants and provide or arrange for suitable accommodation.

The Municipality will notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

The Municipality will notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment.

The Municipality will provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that consider an employee's accessibility needs due to a disability.

The Municipality will consult with employees when arranging for the provision of suitable accommodation in a manner that considers the accessibility needs due to disability.

The Municipality will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed to perform the employee's job
- b) information that is generally available to employees in the workplace

Where needed, the Municipality will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, the Municipality will provide workplace emergency information to a designated person who is aiding that employee during an emergency.

The Municipality will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

The Municipality will review the individualized workplace emergency response information:

- a) when the employee moves to a different location in the organization
- b) when the employee's overall accommodations needs, or plans are reviewed
- c) when the employer reviews its general emergency response policies

The Municipality will have a written process to develop individual accommodation plans for employees. ***Individual Accommodation Plan Process and Plan Form – Schedule A:3***

The Municipality will have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. ***Return to Work Process and Plan Form – Schedule A:4***

The performance management, career development and redeployment processes of the Municipality will consider the accessibility needs of all employees.

Disability Accommodations

The *Accessibility for Ontarians with Disabilities Act, 2005* requires employers like the Township of Evanturel to have policies to support employees with disabilities who need workplace accommodations, and to notify all employees about these policies and any changes. Talk to Human Resources Supervisor if you have any questions or needs.

"The Corporation of the Township of Evanturel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process" will be added to employment ads.

Note - Starting Conversations about Accessibility in the Workplace poster will be posted at the Municipal Office.



The Corporation of the
Township of Evanturel

A:1

**Accessibility Plans
Status Report**

Drafted: August 4, 2021
Final: November 10, 2021

Background:

Ontario Regulation (O.Reg.) 191/11 – Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) required designated public sector organizations to have a multi-year accessibility plan in place which documents an organization’s strategy to prevent and remove accessibility barriers.

- Organizations must establish, review, and update these plans in consultation with persons with disabilities and when applicable, with a municipal accessibility advisory committee.
- Plans must be updated at least every five (5) years and a status report must be completed on an annual basis.
- The plan and status must be posted on the Municipality’s website and be available in an accessible format upon request.
- The form includes information to assist the Municipality to comply with Section 4 of O.Reg. 191/11.

O. Reg 191/11 - Requirements after development of the multi-year accessibility plan

- Section 4(1) – Post the plan on the website/available in accessible format
 - Post plan at www.evanturel.com
 - Communicate plan is available in alternate formats upon request
- Section 4(1) – Review and update the plan once every five (5) years
 - Determine date plan was created and/or last time updated
 - Date of Plan Creation
 - Date of Last Review/Update
 - Date of Next Review/Update
- Section 4(2) – Review and update the accessibility plan in consultation with persons with disabilities
 - Municipalities under 10,000 require an advisory committee
 - Municipalities under 10,000 are not required to have an advisory committee, however, may choose to establish one
 - Consult with persons with disabilities
- Section 4(3) – Prepare and post an annual status report on measures taken to implement the plan/make available in an accessible format upon request
 - Track the Municipality’s progress in implementing the plan
 - Post the annual status report online at www.evanturel.com
 - Communicate the annual status report is available in an alternate format upon request – listing contact information
 - Annual Status Report form attached as Schedule A

Schedule A:1
Township of Ewanturel
Designated Public Sector Annual Status Report

The Corporation of the Township of Ewanturel Annual Status Report

The Corporation of the Township of Ewanturel has established a multi-year accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards.

The Annual Status Report details the required annual report for _____ on the progress of measures taken to improve accessibility. The purpose of this report is to track the Municipality's progress and make the public aware of these initiatives.

This report is available online at www.ewanturel.com .

To request an alternate format of this annual status report, please contact:

Name (last name, first name) _____
Email _____ Telephone _____

Accessibility Accomplishments in _____

General Accomplishments Applicable Not Applicable

Customer Service Accomplishments Applicable Not Applicable

Information and Communications accomplishments Applicable Not Applicable

Employment Accomplishments Applicable Not Applicable

Transportation Accomplishments Applicable Not Applicable

Design of Public Spaces Accomplishments Applicable Not Applicable

Summary of Consultations Applicable Not Applicable

Next Steps



The Corporation of the
Township of Evanturel

A:2

Multi-Year Accessibility Plan

Drafted: August 4, 2021

Final: November 10, 2021

Township of Ewanturel

Multi-Year Accessibility Plan

Preamble:

The Corporation of the Township of Ewanturel experienced the loss of its Municipal Complex November 11, 2018; and is in the process of recovering from same. The Municipality continues to serve its residents in temporary accommodations. As of July 2, 2021, the Municipality has purchased a property with existing buildings; which will be renovated to meet the accessible needs of its staff and residents.

Statement:

The Corporation of the Township of Ewanturel strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Commitment:

The Corporation of the Township of Ewanturel is committed to fulfilling its requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps it is taking to meet those requirements and to improve opportunities for people with disabilities.

The plan shows how the Municipality will play its role in making Ontario an accessible province for all Ontarians.

The plan will be reviewed and updated at least once every five (5) years.

The Municipality will train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

The Municipality will maintain records of the training provided including the dates on which the training was provided and the number of individuals to who it was provided.

Section 1: Past Achievements to Remove and Prevent Barriers

Customer Service

- Addressed under Township of Ewanturel By-law 09-23 – Accessibility Standards for Customer Service Policy – December 9, 2009
- REPORT TO COUNCIL TWP2011-02 – 2010 Municipal Elections Accessibility Initiative

Information and Communications

- Addressed under Township of Ewanturel By-law 09-23 – Accessibility Standards for Customer Service Policy – December 9, 2009

Training

- Addressed under Township of Ewanturel By-law 09-23 – Accessibility Standards for Customer Service Policy – December 9, 2009

Section 2: Strategies and Actions

Customer Service

The Corporation of the Township of Evanturel is committed to providing accessible customer service to people with disabilities. This means it will provide goods, services, and facilities to people with disabilities with the same high quality and timeliness as others.

- Every employee as soon as practicable after being hired will be provided training in respect of any change to policies.
- Records of training provided will be maintained, including the dates on which the training was provided and the number of individuals to whom it was provided.
- Renovation of newly purchased Municipal Complex – including Accessibility Requirements – June 30, 2022

Information and Communications

The Corporation of the Township of Evanturel has a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

The Municipality communicates with people with disabilities in ways that consider their disability. When asked, the Municipality will provide information about its organization and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, considering the person's accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.
- c) Website – will be updated to conform with WCAG 2.0 Level AA – December 31, 2022

Employment

The Corporation of the Township of Evanturel is committed to fair and accessible employment practices.

- As set out in the Township of Evanturel Individual Accommodation Plan Process

Procurement

- The Municipality will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. If it is not possible to do so the Municipality will provide an explanation upon request. The Municipality plans to update its Procurement Policies and Policies at a future date.

Training

The Corporation of the Township of Evanturel 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.

The Municipality will implement the following initiatives:

- New Employee Training – Time of Hire
 - Human Rights Code
 - Requirements of Accessibility Standards
- Current Employee Training/Update – December 31, 2021
 - Human Rights Code
 - Requirements of Accessibility Standards
- New Members of Council – commencement of term
 - Human Rights Code
 - Requirements of Accessibility Standards
- Current Members of Council – December 31, 2021
 - Human Rights Code
 - Requirements of Accessibility Standards
- Records – December 31, 2022
 - Update record keeping schedule

For More Information

For more information regarding this accessibility plan, please contact:

Municipal Clerk	705-544-8200	clerk@evanturel.com
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The Township of Evanturel Accessibility Plan is posted at www.evanturel.com
The Township of Evanturel Accessibility Plan is available at the Municipal Office.

Standard and accessible formats are free by request from:

Municipal Clerk	705-544-8200	clerk@evanturel.com
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The Corporation of the
Township of Evanturel

A:3

Employment

Individual Accommodation Plan Process

and

Individual Accommodation Plan Form

Drafted: July 23, 2021

Final: November 10, 2021

Township of Ewanturel

Individual Accommodation Plan Process

Statement:

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

Recognize the need for accommodation:

- Accommodation can be:
 - Requested by the Employee
 - Identified by the Employee's supervisor

Gather relevant information and assess individual needs:

- The Employee will be 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, will be kept secure and dealt with in a confidential manner.
 - The information will only be disclosed to individuals who need it to perform the accommodation process
- The Employee and his/her supervisor will work together to find the most appropriate accommodation
 - A medical or other expert may be engaged (at the Municipality's expense) to help determine if/how the Employee's needs can be accommodated
 - The Employee make ask another workplace representative to participate in the process

Write an individual accommodation plan:

- After identifying the most appropriate accommodations(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 supervisor will give the Employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

Implement, monitor, and update the plan:

- After implementing the accommodation plan, the Employee and his/her supervisor 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 supervisor will reassess the situation (Step 2) and update the plan.
- The accommodation will also be reviewed and updated if:
 - The Employee's work location or position changes
 - The nature of the Employee's disability changes

The Corporation of the Township of Ewanturel
Individual Accommodation Plan

Confidential upon completion

Employee Information

Last Name: _____ First Name: _____
Position: _____

Supervisor Information

Last Name: _____ First Name: _____
Position: _____

Accommodations		Next Plan Review:	
Start Date	End Date	Date	

Limitations – List any functional limitations that the Employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role.

1. Limitation

Tasks/Activities Affected

Essential Job Requirement?

Yes No

Accommodations – using the list of tasks from the limitations section above, identify what types of accommodation or support would help the employee accomplish the task. List a strategy or tool that will provide that accommodation.

1. Task

What must the accommodation achieve?

Accommodation strategy?

Implementation – list the actions required to achieve the accommodation(s) identified in the prior section.

1. Action

Assigned to

Due Date:

Date Completed:

Information Sources – identify and include the contact information for any experts consulted when building the plan (e.g. human resources supervisor, family doctor, specialists)

Last Name: _____ **First Name:** _____

Position: _____

Email Address: _____ Telephone Number: _____

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, accommodation costs, etc.)

Signature

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



The Corporation of the
Township of Evanturel

A:4

**Employment
Return to Work Process
and
Return to Work Plan Form**

Drafted: July 23, 2021

Final: November 10, 2021

Township of Ewanturel

Return to Work Process

Statement:

The Corporation of the Township of Ewanturel is committed to supporting Employees who have been absent from work due to a disability. The Municipality 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, he/she will inform his/her Supervisor and Human Resources Supervisor. The Employee and Supervisor 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 Supervisor will work together to share information and find the most appropriate accommodation, for example:
 - Supervisor
 - 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
 - Acquires and follows the appropriate medical treatment
 - Provides updates about his/her 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), 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 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 Supervisor 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 set of facts or circumstances.*

The Corporation of the Township of Ewanturel

Return to Work Plan

Confidential upon completion

Employee Information

Last Name:
Position:

First Name:

Supervisor Information

Last Name:
Position:

First Name:

Return to work plan start date:

Return to work plan end date:

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
Limitations

Tasks/Activities Affected

Accommodation

Safety Considerations

Start Date:	End Date:
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Assignment of 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

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, accommodation costs, etc).

Signature

Employee Signature

Date

Supervisor Signature

Date