



**JOINT ACCESSIBILITY  
ADVISORY  
COMMITTEE**

LINCOLN, WEST LINCOLN, PELHAM, THOROLD, NIAGARA-ON-THE-LAKE & GRIMSBY

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**Town of Grimsby  
2018-2022 Multi-Year Accessibility Plan  
Annual Update 2019**

**November 18, 2019**

**Introduction**

**Joint Accessibility Advisory Committee of  
Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby  
2019 Annual Update of  
Multi-Year Accessibility Plan 2018-2022**

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby (JAAC) serves its municipalities by providing advice, guidance and input into ensuring continued compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and resulting regulations. The Accessibility for Ontarians with Disabilities Act (AODA) was proclaimed by the Province of Ontario in 2005. The legislation aims to develop, implement and enforce accessibility standards to achieve full accessibility in the Province by 2025.

The JAAC and its member municipalities have already initiated all compliance requirements as outlined in its first Multi-Year Accessibility Plan of 2012-2017. This Annual Update demonstrates how the JAAC is building on the successes of the first Multi-Year Plan and how accessibility remains a priority in municipal planning and activity. The Update addresses activities and deliverables specified in the Information and Communication, Employment Standards, Transportation Standards and Design of Public Spaces Standard and outlines an action plan for meeting these regulations.

The JAAC will also initiate more outreach with the public and private sector to ensure the community at large is educated about the AODA. Further, the JAAC will continue to celebrate successes with its Accessibility Award. In the coming year, the JAAC will reassess all municipally owned public spaces through an accessibility audit process to ensure they are fully accessible by 2025.

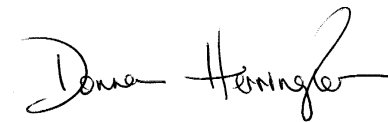
Once approved by Council, legislation requires this Update to be available to the public and in alternate format upon request.

The JAAC will continue to communicate regularly with its staff contacts and will provide Council with ongoing updates.

The JAAC wishes to thank its administrative contacts for continuing to provide essential leadership in this process as well as assisting us in meeting our objectives. The JAAC hopes to continue to provide valuable information and resources for the municipalities as they continue complying with the AODA.

*Respectfully submitted by:*

*Stephen Barker*  
**Ms. Stephen Barker**  
**Chairperson**



**Ms. Donna L. Herrington, Consultant to the JAAC**  
**The Herrington Group Ltd**

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**Integrated Accessibility Standard Regulation: General Regulations**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11- 13 (1-2)</i> Organizations that prepare organizational emergency procedures, plans and public safety information and make that information available to the public, <b>shall</b> provide this information in an accessible format or via accessible communication supports as soon as practicable upon request</p>	<ol style="list-style-type: none"> <li>1. <u>Communication Plan:</u> <ol style="list-style-type: none"> <li>1.1. Annual review of communication plan for informing public of alternate format availability. Ensure notice is posted on website, provided in printed materials and in all other corporate communications.</li> </ol> </li> <li>2. <u>Establish Alternate Format Service Provider - Vendor of Record:</u> <ol style="list-style-type: none"> <li>2.1. Review Vendor of Record agreement. Draft Request for Proposals (RFP) for Alternate Format Service Provider - Vendor of Record if needed</li> <li>2.2. Review of RFP responses; selection of Vendor of Record</li> <li>2.3. Review internal procedures for processing requests for alternate formats</li> </ol> </li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018</p> <p>January 1, 2018</p>	<ul style="list-style-type: none"> <li>• Public informed of availability of alternate formats upon request</li> <li>• Vendor of record established for alternate formats -T-Base Communications</li> </ul>

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**Integrated Accessibility Standard Regulation: General Regulations**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11- 27 (1-4)</i> Individualized workplace emergency response information must be provided upon request and in accessible formats when need is articulated. Individualized workplace emergency response information <b>shall</b> be reviewed when: employee moves to different location in organization, employee’s overall accommodation needs or plans are reviewed and when employer reviews general emergency response policies.</p>	<ol style="list-style-type: none"> <li>1. <u>Emergency Response Plan Template</u> 1.1 Annual review of Emergency Response Planning Tool and update as needed</li> <li>2. <u>Communication Plan:</u> 2.1 Inform Staff of Emergency Response assistance on an annual basis</li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• No updates required at this time</li> <li>• Annual reminders sent to current and new staff</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Status	Comments
<p><u>O. Reg. 191/11- 3 (1-4) Accessibility Policy</u> Develop Accessibility Policy to address compliance with Integrated Accessibility Standard Regulation. Policy can be one or more documents. Sections have varying compliance Due Dates.</p>	<p>1. <u>Policy:</u> 1.1. Annual review and update of Accessibility Policy. Communicate any changes to staff</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy is up to date</li> </ul>
<p><u>O. Reg. 191/11- 4 (1-4) Accessibility Plan</u> To outline compliance plan in regards to Integrated Accessibility Standard Regulation. Must be posted on website upon completion. Annual Progress Report required. Complete Plan update required every 5 years</p>	<p>1. <u>Plan Development:</u> 1.1. Develop Multi-Year Accessibility Plan  1.2. Present Plan to Council for adoption/approval  1.3. Post Multi-Year Accessibility Plan on website and make available to public  1.4. Prepare and make public annual progress reports on Multi-Year Accessibility Plan</p>	<p>July 2017  September 2017  December 31, 2017  December 31, 2018</p>	<ul style="list-style-type: none"> <li>• Multi-Year Accessibility Plan for 2018-2022 has been drafted, approved by Council and posted for public review</li> </ul>
<p><u>O. Reg. 191/11- 5 (1-3) Procurement Procedures</u> Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request</p>	<p>1. <u>Review of Procurement Procedures:</u> 1.1. Annual review of Accessibility criteria/ Policy and/or Procedures in purchase agreements</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility criteria considered in all new purchasing</li> </ul>

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**Integrated Accessibility Standard Regulation: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 19 (1) &amp; (4)</i> <u>Public Libraries</u> Library Board <b>shall</b> provide access to or arrange for the provision of access to accessible materials where they exist</p>	<p>1. <u>Accessible Materials</u> 1.1 Annual review of communication plan for informing public of alternate format availability.</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Alternate formats of library materials available</li> </ul>
<p><i>O. Reg. 191/11 – 19 (2) &amp; (4)</i> Library boards <b>shall</b> make information about the availability of accessible materials publicly available and <b>shall</b> provide the information in an accessible format or with appropriate communication supports upon request</p>	<p>1. <u>Communication Plan:</u> 1.1. Annual review of how public is informed of available accessible material  1.2. Clerk to liaise with Library Board to facilitate connection with Vendor of Record – Alternate Format Service Provider to assist in providing alternate formats upon request</p>	<p>January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Library board informed of Vendor of Record. JAAC provides input and consultation on compliance issues upon request.</li> </ul>
<p><i>O. Reg. 191/11 – 19 (3) &amp; (4)</i> Library boards <b>may</b> provide accessible formats for archival materials, special collections, rare books or donations</p>	<p>1. <u>Accessible Archival Materials</u> 1.1 Annual review of how information is provided in alternate format upon request  1.2 Copy and enlarge materials as needed; provide alternate formats upon request</p>	<p>January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Alternate formats available upon request</li> </ul>



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**Integrated Accessibility Standard Regulation: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 7 (1-6)</i> <u>Training</u> Employers <b>shall</b> provide training regarding Integrated Accessibility Regulation and Ontario Human Rights Code requirements to all employees and volunteers, persons who participate in developing organizational policy and other persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>1. <u>Training Plan Development:</u> 1.1. Annual review and update of AODA training module  1.2. Provide refresher training to all staff, contractors and volunteers according to Accessibility Policy. Provide all new staff with AODA Training module  1.3. Review Accessible Documents Guide and provide training in accessible document production to municipal staff and volunteers</p>	<p>January 1, 2021 January 1, 2018  January 1, 2019  January 1, 2019</p>	<ul style="list-style-type: none"> <li>• Refresher training developed and provided to Town staff</li> </ul>
<p><i>O. Reg. 191/11 – 11 (1-4)</i> <u>Feedback Mechanism</u> Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization <b>shall</b> notify public about availability of accessible formats and communication supports.</p>	<p>1. <u>Feedback Mechanism Update</u> 1.1. Annual review of Feedback mechanism.</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• No updates to feedback mechanism at this time. Mechanism is in place.</li> </ul>



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**Integrated Accessibility Standard Regulation: Employment**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 22</i> <u>Accommodation – Recruitment</u> Notice <b>shall</b> be provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures.  1.2. Annual review of procedure for recruitment accommodations including notice in advertisements  1.3. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the recruitment process</p>	<p>January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021  January 1, 2019</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li>   <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>
<p><i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation <b>shall</b> be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation <b>shall</b> be provided in manner that takes applicant’s accessibility needs.</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures - Selection Process.  1.2. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the selection process</p>	<p>January 1, 2018 – January 1, 2021  January 1, 2019</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li>   <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 24</i> <u>Accommodation Notice - New Employees</u> Successful applicant <b>shall</b> be informed of availability of accommodation and <b>shall</b> provided with accommodation policy when making offer of employment</p>	<p>1. <u>Policy:</u> 1.1. Annual Review of Letter for all Offers of Employment</p> <p>1.2. Annual Review of Employment Offer Checklist to ensure that all successful applicants/new employees are aware of: Municipal Accessibility Policy, Municipal Accommodation Policy and Accommodation Planning Procedures and Municipal Emergency Response and Evacuation Support Procedures.</p>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li> <li>• Accessibility Policy addresses Employment Standard requirements</li> </ul>
<p><i>O. Reg. 191/11 – 25 (1-3)</i> <u>Accommodation Notice - All Employees</u> Accommodation policy <b>shall</b> be provided to all employees and any updates <b>shall</b> be provided whenever changes are made</p>	<p>1. <u>Policy:</u> 1.1 Provide updates to employees as needed</p> <p>1.2 Refresher procedural training provided to supervisors regarding any policy updates</p>	<p>January 1, 2018 - January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Updates provided to staff as needed</li> <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>

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<p><i>O. Reg. 191/11 – 26 (1-2)</i> Alternate formats <b>shall</b> be provided to employees with disabilities upon request including information needed to perform employee’s job, information generally available in workplace. Employer <b>will</b> consult employee making request when determining suitability of accessible format provided.</p>	<p>1. <u>Policy and Procedure:</u>            1.1 Remind Municipal staff of availability of alternate format vendor of record             1.2 Annual review of alternate format request procedure and form.</p>	<p>January 1, 2018             January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Staff informed of vendor of record</li> <li>• Clerk staff manage alternate format requests</li> </ul>
<p><i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans <b>shall</b> be provided to employees with disabilities</p>	<p><u>Accommodation Planning Tool:</u>            1.1. Annual review of Accommodation Planning Form             1.2. Annual review of employee Individualized Accommodation Plans as required</p>	<p>January 1, 2018 – January 1, 2021             January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accommodation Planning tool in place; updated as needed</li> <li>• Review of accommodation plans provided on a case-by-case basis with relevant employees</li> </ul>
<p><i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process <b>shall</b> be established including disability-related accommodations</p>	<p><u>Return-to-Work Accommodation Planning Tool:</u>            1.1. Annual review of Return-to-Work Process and use Accommodation Planning Form             1.2. Annual review of employee Individualized Return-to-Work Accommodation Plans as required</p>	<p>January 1, 2018 – January 1, 2021             January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accommodation Planning tool in place; updated as needed</li> <li>• Review of accommodation plans provided on a case-by-case basis with relevant employees</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2) <u>Accessibility Throughout Employment Life-Cycle</u> Performance Management, Career Development and advancement and Redeployment processes <b>shall</b> include accessibility accommodation and provided in alternate format</p>	<p><u>Performance Management:</u> 1.1 Communicate requirement to provide accommodation throughout employment life cycle to all directors, managers, supervisors and staff as appropriate</p> <p>1.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate</p> <p><u>Career Development and Advancement:</u> 2.1 Annual review of accommodation procedures for employee training</p> <p><u>Redeployment:</u> 3.1 Annual review of Process Checklist for employee transfers and redeployment</p> <p>3.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate</p>	<p>January 1, 2018</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2019</p>	<ul style="list-style-type: none"> <li>• Accommodation provided throughout the employment life cycle</li> <li>• Updates to training or procedures provided as necessary</li> <li>• Updates to training or procedures provided as necessary</li> <li>• Updates to training or procedures provided as necessary</li> </ul>

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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 – 7 (1-6)</i>  <u>Training for Employment Process</u>                      Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training). Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p><u>Training Plan :</u>                      1.1 Refresher training in the Ontario Human Rights Code and in the Employment Standard</p>	<p>January 1, 2018 –                      January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Refresher AODA training (which includes Ontario Human Rights Code requirements) provided to all current and new staff</li> </ul>

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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 - 12 (1)</i>  <u>Organizational Material in Alternate Format:</u>            Except as otherwise provided, every obligated organization <b>shall</b> upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities:            (a) in a timely manner that takes into account the person’s accessibility needs and in consultation with the person making the request.</p>	<p>1. <u>Alternate Format Provision:</u>            1.1. Annual review of Accessible Style Guide             1.2. Provide refresher training in creating accessible templates and other accessible communication refresher training as needed.</p>	<p>January 1, 2018 – January 1, 2021             January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Updates to training or procedures provided as necessary</li> </ul>

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**Election Act: Election Accessibility Plan**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p>MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)</p>	<p>1. <b>Customer Service</b> – all Elections staff will be trained in Accessible Customer Service specific to their roles and responsibilities including:</p> <p>1.1 The Ontario Human Rights Code as it pertains to people with disabilities</p> <p>1.2 Allowing the use of service animals and assistive devices</p> <p>1.3 Allowing the use of support persons</p> <p>1.4 Procedures for temporary disruptions</p> <p>1.5 Procedures for emergency evacuation</p> <p>1.6 Feedback process</p> <p>1.7 Availability of voting ballot and/or voting process in alternate formats</p> <p>1.8 Voting location accessibility</p> <p>1.9 Proxy voting and curbside voting</p>	<p>October 19, 2018</p>	<ul style="list-style-type: none"> <li>• Training was developed and provided to all Election staff in accordance with the AODA and the Elections Act</li> </ul>

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**Elections Act Requirements: Election Accessibility Plan**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<p><b>2. Voting Places and Methods</b> - all voting places will be physically accessible to voters including entrances/exits, queuing areas, voting booths and washroom areas. Voting locations will be assessed through a checklist.</p> <p>2.1 Voting ballots will be available in large print and Braille</p> <p>2.2 Voting accessibility measures will be advertised to the public</p>	October 19, 2018	<ul style="list-style-type: none"> <li>Voting places and methods were accessible in accordance with the AODA and the Elections Act</li> </ul>
	<p><b>3. Assistance to Candidates</b> – Candidate information and forms will be made available in alternate formats upon request.</p>	October 19, 2018	<ul style="list-style-type: none"> <li>Candidates were provided accessible materials upon request</li> </ul>
	<p>3.1 All candidate speaking engagements (Candidate debates and meetings) held in a municipal facility will be held in a physically accessible location.</p>	October 19, 2018	<ul style="list-style-type: none"> <li>All candidates' activities were provided in an accessible location</li> </ul>



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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p>MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)</p>	<p><b>4. Recruitment and Staffing</b>            4.1 Accommodation will be provided to Elections staff as needed. Emergency evacuation planning will be provided to elections staff as needed.</p> <p><b>5. Feedback Process:</b>            5.1 Feedback regarding election accessibility will be received by feedback form, written letter, email or other electronic format or telephone or TTY service            5.2 The municipality will take the person's disability into account when responding to feedback            5.3 The availability of the feedback process will be posted to the municipality's website.</p>	<p>October 19, 2018</p> <p>October 19, 2018</p>	<ul style="list-style-type: none"> <li>• Accommodation was provided to elections staff as required</li> <li>• Feedback process was established and provided in accordance with AODA and Elections Act</li> </ul>



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**Public Outreach: Removing Barriers to Accessibility**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
Public Outreach	<ol style="list-style-type: none"> <li>1. Initiate and implement education programs and events and develop training materials for the Municipality to meet its ongoing AODA compliance obligations.</li> <li>2. Liaise with other committees of Council to address accessibility concerns including:               <ol style="list-style-type: none"> <li>a. Age-Friendly Committee</li> <li>b. Thorold BIA</li> <li>c. Active Transportation Committee</li> <li>d. Library Board</li> </ol> </li> <li>3. Present to Council ongoing updates on Accessibility matters</li> <li>4. Liaise with other Accessibility Advisory Committees to leverage accessibility efforts across the Region</li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• JAAC liaises with Age-Friendly Committee</li> <li>• JAAC to attend Council regularly to provide updates on accessibility issues.</li> <li>• JAAC to host joint meeting with other AAC's to discuss regional accessibility issues.</li> </ul>

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Public Outreach	<p>5. Establish an Accessibility Award to in recognition of municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per council term.</p> <p>6. Liaise with public and private sector organizations and interest groups including:</p> <ol style="list-style-type: none"> <li>a. maintaining a social media presence</li> <li>b. speaking to organizations about accessibility</li> <li>c. educating them how to welcome people with disabilities into their business or workplace and</li> <li>d. providing information about the AODA and its regulations.</li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• We Are Accessible Campaign initiated by JAAC. Six recipients in first year. Campaign continues in second year.</li>   <li>• JAAC maintains a social media presence on Facebook, publishes articles about accessibility in newsprint media and responds to public enquiries.</li> </ul>

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**Built Environment: Removing Barriers to Accessibility**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
Accessibility of the Built Environment – municipally owned facilities	<ul style="list-style-type: none"> <li>• All municipally owned facilities must meet the Design of Public Spaces Standard accessibility requirements</li> </ul>	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• JAAC to audit municipally owned facilities according to schedule set by staff to determine level of accessibility. Report will outline remedial action necessary to ensure compliance with the Design of Public Spaces Standard of the AODA.</li> </ul>