

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Accessibility for Ontarians with Disabilities

Number:

G-2.

Title:

Meeting the Requirements for AODA Regulations

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Adopted: November 20, 2013

Reviewed: April 2019

Revised: April 2019

Policy

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

Procedures

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

1. The Burk's Falls, Armour & Ryerson Union Public Library establishes practices and procedures that respect the dignity and independence of persons with disabilities. People with disabilities will benefit from opportunities for involvement with, and the services of the library afforded to all others.

Section 2: Responsibilities

1. For the purposes of AODA, the library provides services on behalf of the municipalities, and therefore is considered, along with the municipalities, to be a "small designated public sector organization with fewer than 50 employees" as defined within the Integrated Accessibility Standards Regulation (IASR). The library complies with the obligations for this sector as set out in the AODA regulations.
2. The board ensures that the library complies with the spirit, principles and intent of AODA and designates the Chief Executive Officer (CEO) as the individual accountable for the organization's compliance with legislation.
3. The CEO will ensure that policies and procedures comply with the AODA and any regulations made under the AODA.

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Section 3: The Accessibility Plan

The library worked with the municipality (land lord) to identify any physical barriers to service and those issues were addressed within the time lines established in the legislation.

Section 4: Policies and Procedures

1. The library's policies will continue to incorporate practices which support accessibility. In accordance with the Integrated Accessibility Standard Ontario Regulation 191/11 of the AODA, accessibility will be addressed in four main areas:
 - a. the purchasing policy will include accessibility criteria for procuring or acquiring goods, services, or facilities
 - b. the internet services policies will include accessibility provisions with respect to the library's website
 - c. the human resource policies will address training on AODA regulations and the Ontario Human Rights Code, accommodation for applicants, support for employees, accommodation plans, and career development and advancement.
 - d. the collection development policy will address the availability of materials in accessible formats
2. In accordance with the Accessibility Standards for Customer Service Ontario Regulation 429/07 of AODA, the library maintains a policy on accessible customer service.

Section 5: Communication

1. The library shall make its communications available, upon request, in accessible formats for persons with disabilities and make the public aware of the availability of communication support. In this context, the types of communications include:
 - a. Policies,
 - b. accessibility plans,
 - c. emergency procedures, plan and public safety information prepared for the public,
 - d. forms, surveys and other tools used to gather feedback,
 - e. information on collections/materials in accessible format, and
 - f. employment standards.
2. Accessible formats of the library's communications shall be made available:

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- a. in a timely manner,
- b. at a cost that is no more than the regular cost charged to others for the communications, and
- c. in consultation with the person making the request.

Related Documents:

Accessibility for Ontarians with Disabilities Act, 2005. S.O. c.11

Accessibility Standards for Customer Service, Ontario Regulation 429/07

Integrated Accessibility Standards, Ontario Regulation 191/11