

Accessibility Roles and Responsibilities



April 11, 2023

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Agenda



- Accessibility Legislation and Requirements
 - Accessibility Policies, Procedures, Plans & Guides
 - HR Policy 5.01 Accessibility Policy
 - Accessibility Compliance Report
 - Joint MYAP
 - Joint Annual Accessibility Status Report
- Role of the Accessibility Coordinator
- Role of the Middlesex Accessibility Advisory Committee
 - Consultation Requirements
- Contact Information

Accessibility Legislation 1



The following legislation oversees accessibility requirements and rights of people with disabilities across the Province:

- *Accessibility for Ontarians with Disabilities Act, 2005*
- *O.Reg 191/11 Integrated Accessibility Standards Legislation*
- *Ontario Human Rights Code, R.S.O. 1990*
- *O.REG 332/12 Ontario Building Code Act*
- *Municipal Election Act, 1996*
- *Accessible Canada Act, 2019*
- *Canadian Charter of Rights and Freedom*
- *Canadian Human Rights Act R.S.C., 1985, c. H-6*

Accessibility Legislation 2



The main things that the legislation aims to achieve is:

- Ensuring people with disabilities have equal rights and equal participation and opportunities as people without disabilities
- That the Duty to Accommodate is fulfilled and in a timely manner
- That people with disabilities can access goods, services, facilities, accommodation, employment, building, structures and premises that are barrier free and accessible
- That people with disabilities are protected against discrimination
- That new construction and renovations accounts for accessibility
- That people with disabilities are included regarding initiatives for IASR General Requirements, Information and Communication, Employment, Transportation, the Design of Public Spaces, and Customer Service

If your municipality has 10,000 residents or more, you must create a local accessibility advisory committee (AAC) and involve it in your planning processes. Two or more municipalities may set up a joint committee, instead of having their own separate committees. You can call for members and choose them in any way that works for your community. The only requirement is that most of the committee members have to be people with disabilities.

Accessibility Policies, Plans, Procedures & Guides 1



The following policies and procedures have been established in accordance with the AODA and IASR requirements:

Policies

- HR 5.01 County Accessibility Policy
- HR 5.02 Accommodations Policy

Procedures

- Accessibility Feedback Procedure
- Accessible Maintenance Procedures
- Accessibility Training Procedure
- Request for Accessible Formats and Communication Supports Procedure
- Service Animals in the Workplace Procedure
- Support Persons Procedure
- Temporary Service Disruptions Procedure

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Accessibility Policies, Plans, Procedures & Guides 2



The following policies and procedures have been established in accordance with the AODA and IASR requirements:

Plans and Reports

- Return to Work Plan
- Return to Work Process
- Middlesex County and its Local Municipal Partners Joint Multi-Year Accessibility Plan 2022-2027
- Middlesex Joint Annual Accessibility Status Reports

Guides

- Middlesex County Creating Accessible Documents Guide
- Middlesex County Accessibility Content Style and Design Guide

Accessibility Policies, Plans & Reports 1



HR Policy 5.01 Accessibility Policy

- The purpose is to provide the overarching framework to guide the review and development of Middlesex County goods, services, programs and facilities in an inclusive manner that considers the AODA and needs of people with disabilities
- It details how the County will meet the requirements of the *IASR*, including: information and communication, employment, transportation, design of public spaces, and customer service standards

Accessibility Compliance Report

- The compliance report confirms that the County has met our current accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA)
- The County of Middlesex filed our 2023 report in February

Accessibility Policies, Plans & Reports 2



The Joint Multi-Year Accessibility Plan

- It was created between Middlesex County and its Local Municipal Partners
- It lays out progress made in the last 5 years, and the goals and timelines for accessibility initiatives for the years 2022-2027
- It includes information from all Local Municipal Partners and the County on the initiatives and projects that are being undertaken to meet the legislative requirements, especially as it related to the *IASR* and the *AODA*

Joint Annual Accessibility Status Report

- It is completed annually and it includes an update on the Joint MYAP, and info on continuous achievements in accessibility and accessibility highlights.

Role of Accessibility Coordinator



The Accessibility Coordinator is responsible for:

- Collaborating with Local Municipal Partners on accessibility initiatives and projects across the County
- Overseeing compliance with legislative requirements pertaining to accessibility and the rights of people with disabilities
- Providing advice and consultation on accessibility projects
- Work with the MAAC to ensure people with disabilities perspectives are considered
- Identifying accessibility issues, needs, resources and opportunities and ensuring best practices are implemented
- Acts as the main point of contact for accessibility concerns
- Responding to accessibility feedback form submissions and requests for accessible formats and communication supports
- Guide the creation of accessibility plans, policies, procedures etc.

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Middlesex Accessibility Advisory Committee



- If your municipality has 10,000 residents or more, you must create a local accessibility advisory committee (AAC) and involve it in your planning processes
- Two or more municipalities may set up a joint committee, instead of having their own separate committees
 - The MAAC includes the County of Middlesex and all LMPs
- The Middlesex Accessibility Advisory Committee was created to advise members of Council on the implementation of the *AODA* along with the affiliated *IASR*
- The focus of the MAAC is to ensure people with disabilities are being included and their perspectives are being considered, and to improve opportunities for people with disabilities
- **One of the most important functions of the MAAC is providing consultation**

Consultation Requirements 1



By law, the County and LMPs **must** consult the MAAC on these specific matters:

- when establishing, reviewing and updating your multi-year accessibility plans
- when developing accessible design criteria in the construction, renovation or placement of bus stops and shelters
- when determining the proportion of on-demand accessible taxicabs needed in your community
- on the need, location and design of accessible on-street parking spaces when building new or making major changes to existing on-street parking spaces
- before building new or making major changes to existing recreational trails to help determine particular trail features
- on the needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces
- on the design and placement of rest areas along the exterior path of travel when building new or making major changes to existing exterior paths of travel

Consultation Requirements 2



The County and LMPs **must** provide site plans and drawings from developers to the MAAC in a timely manner, when requested.

- For example, site plans for:
 - subdivisions
 - municipal offices
 - community centres
 - recreational centres
- The County and LMPs **must** seek the MAAC's advice on accessibility for people with disabilities on buildings that the municipal council: constructs, purchases, significantly renovates, or leases or declares a municipal capital facility
- The County and LMPs can engage with the MAAC in all other circumstances where it appears appropriate to seek its advice on how to remove barriers for people with disabilities

Contact Information



The Accessibility Coordinator can be reached regarding:

- Questions or concerns about accessibility
- To get clarification on legislative requirements
- To receive input on projects relating to accessibility
- To bring items to the MAAC for consultation, and more...

Contact information for the Accessibility Coordinator:

- Email: ssavoie@Middlesex.ca
- Phone: 519-614-0620 (call or text)
- Through the **Accessible Feedback Form** on the [Accessibility Page](#)