

Augusta Township Public Library

Meeting the Requirements of the AODA Regulations

Date of original motion: November 12, 2015

Date of most recent motion:

Chairperson's name/initials for most recent motion: Jacquie Kelly

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 Augusta Township Public Library meets the obligations set out in the *Act* and the accompanying regulations, in partnership with the Township of Augusta.

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

The Augusta Township Public Library establishes and implements practices and procedures that respect the dignity and independence of persons with disabilities. The Augusta Township Public Library is committed to ensuring that each employee, volunteer and patron receives equitable treatment with respect to employment and services without discrimination, and receives accommodation where required, in a timely manner, *to the point of undue hardship* and in accordance with the Ontario Human Rights Code and the AODA and its regulations.

Section 2 Responsibilities

1. For the purposes of AODA, the library provides services on behalf of the municipality, and therefore is considered, along with the municipality, 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.

Section 3 The Accessibility Plan

1. The library will work with the municipality to establish, implement, maintain and document a multi-year accessibility plan that will outline the library's strategy to prevent and remove barriers.

2. The process of developing the accessibility plan will be done in consultation with persons with disabilities.
3. The plan will be in place by January 2016, and reviewed and updated at least once every five years.
4. The plan will be posted on the library's website and be provided in accessible format upon request.
5. Correspondence to the Ontario Library Service from the Ministry of Tourism, Culture and Sport states that "For the purposes of AODA and its corresponding regulation, the Integrated Accessibility Standards Regulation (IASR), public libraries are considered to be part of the municipality they operate within." An implication of this statement is that the Augusta Township accessibility plan is also the basic accessibility plan for the library, to which a library-specific supplement will be developed.

Section 4 Policies and Procedures

1. The library's policies will 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 job 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:
- 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:

ATPL Policy: Accessible Customer Service

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