Accessibility Policies and Multi-Year Accessibility Plan

Accessibility Plan and Policies for Township of Emo

This 2014-21 accessibility plan outlines the policies and actions that **Township of Emo** will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Township of Emo is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Township of Emo is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

Township of Emo will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Township of Emo will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- Training module on website http://www.mcss.gov.on.ca/en/serve-ability/01.aspx
- Review of Township of Emo's Accessible Customer Service Plan.

Procurement

Township of Emo will take the following steps to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities when it is possible and practical to do so. We will provide an explanation on request if unable to do so.

Information and communications

Township of Emo is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Township of Emo will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**:

- Provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content). *This includes*: images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ascii art, frames, scripts, images used as list bullets, spacers, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video.
- Ensure that all information conveyed with color is also available without color, for example from context or markup.
- Clearly identify changes in the natural language of a document's text and any text equivalents (e.g., captions).
- Organize documents so they may be read without style sheets. For example, when an HTML document is rendered without associated style sheets, it must still be possible to read the document.
- Ensure that equivalents for dynamic content are updated when the dynamic content changes.
- Until user agents allow users to control flickering, avoid causing the screen to flicker.
- Use the clearest and simplest language appropriate for a site's content.

Township of Emo will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**:

- Accessible telephone training for employees
- Accessibility to the Emo Municipal Facilities
- Email

Township of Emo will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

- Posted on the Township of Emo's Accessible Website www.emo.ca
- Notices in Municipal facilities that hard copies are available.

Township of Emo will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**:

- Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on a black and white screen. [Priority 2 for images, Priority 3 for text].

- When an appropriate markup language exists, use markup rather than images to convey information.
- Create documents that validate to published formal grammars.
- Use style sheets to control layout and presentation.
- Use relative rather than absolute units in markup language attribute values and style sheet property values.
- Use header elements to convey document structure and use them according to specification.
- Mark up lists and list items properly.
- Mark up quotations. Do not use quotation markup for formatting effects such as indentation.
- Ensure that dynamic content is accessible or provide an alternative presentation or page.
- Until user agents allow users to control blinking, avoid causing content to blink (i.e., change presentation at a regular rate, such as turning on and off).
- Until user agents provide the ability to stop the refresh, do not create periodically auto-refreshing pages.
- Until user agents provide the ability to stop auto-redirect, do not use markup to redirect pages automatically. Instead, configure the server to perform redirects.
- Until user agents allow users to turn off spawned windows, do not cause pop-ups or other windows to appear and do not change the current window without informing the user.
- Use W3C technologies when they are available and appropriate for a task and use the latest versions when supported.
- Avoid deprecated features of W3C technologies.
- Divide large blocks of information into more manageable groups where natural and appropriate.
- Clearly identify the target of each link.
- Provide metadata to add semantic information to pages and sites.
- Provide information about the general layout of a site (e.g., a site map or table of contents).
- Use navigation mechanisms in a consistent manner.

Employment

Township of Emo is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, **Township of Emo** will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Understanding employer obligations to provide employment accommodations.
- Identifying and removing barriers in the workplace.
- Enhancing workplace emergency responses through individualized emergency response information and assistance as required.
- Revising individual work plans and developing a guide, tools and templates to remove barriers from the recruitment process.
- Creating an Accessible Employment Policy

Township of Emo will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- Shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and

- Shall document the process.

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if **Township of Emo** is using performance management, career development and redeployment processes.

- Having all information be accessible in a requested format.

Design of Public Spaces

Township of Emo will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas

Township of Emo will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For more information

For more information on this accessibility plan, please contact **Bridget Foster, CAO/Clerk-Treasurer** at:

- Phone: (807) 482-2378
- Email: township@emo.ca

Accessible formats of this document are available free upon request from the above-noted.