

**THE CORPORATION OF THE TOWNSHIP OF EMO**

**BY-LAW NO. 2025-19**

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Being a By-Law to Update the Township of Emo Multi-Year Accessibility Plan 2025-2030.

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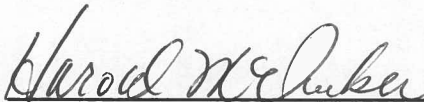
**NOW THEREFORE Council for the Corporation of the Township of Emo HEREBY ENACTS as follows:**

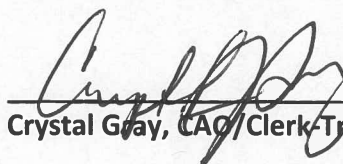
- 1. That the Mayor and CAO/Clerk-Treasurer be and are hereby authorized to execute and affix the Corporate Seal to a policy this 30<sup>th</sup> day of October, 2025, hereto attached as Schedule "A".**
- 2. That this by-law shall come into full force and take effect on the date that it receives final reading.**

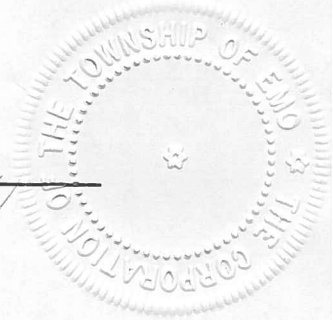
**Enacted and passed this 30<sup>th</sup> day of October, 2025, as witnessed by the Seal of the Corporation and the hands of its proper Officers.**

**Read a First and Second time this 30<sup>th</sup> day of October, 2025**

**Read a Third time and finally passed this 30<sup>th</sup> day of October, 2025.**

  
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**Harold McQuaker, Mayor**

  
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**Crystal Gray, CAO/Clerk-Treasurer**



# Township of Emo's Multi-Year Accessibility Plan 2025-2030



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# Township of Emo's Commitment to Accessibility

The Township of Emo is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion 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.

## Consultation

Consultation on the plan was conducted with Township of Emo staff from different departments including:

- Administration and Finance Department
- Public Works Department
- Arena, Parks and Recreation Department

## Implementation Strategy

The Township of Emo supports the spirit and goals of AODA to make the Province of Ontario accessible by 2025. The Township is striving to become more accessible and inclusive to people with disabilities by ensuring accessibility is a reality throughout all facilities and public services; ensuring accessibility is integrated into all Township initiatives, services, Boards and departments. Township Council and Township staff are committed to building Emo to be more accessible.

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# Structure and Governance

The responsibility for the implementation of the AODA and the various clauses within the Integrated Accessibility Standards Regulation is a shared responsibility among departments. The Administrative & Finance staff resources are responsible for ensuring compliance at the corporate level and is the focal point for legislative analysis and subject matter expertise. Departments retain accountability for ensuring that their respective clauses are executed according to legislative requirements pertaining to the service delivery.

## Senior Leadership Team

The Senior Leadership Team continues to support creation of accessible goods, services and facilities to improve inclusion to benefit all residents, visitors and employees. The Senior Leadership Team has reviewed and provided comments on the Multi-Year Accessibility Plan throughout its development.

## Township of Emo Council

Township Council is committed to eliminating barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity. Township Council works to allocate in its budget accessibility improvements and approves updates to policies guiding the delivery of services and goods in an accessible manner.

## Legislative Background

### **Ontarians with Disabilities Act, 2001 (ODA)**

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

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## **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises.

### **Integrated Accessibility Standards Regulation (O. Reg. 191/11):**

The IASR establishes accessibility standards and introduces requirements for:

- General Requirements
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

### **Ontario Building Code**

Amendments to the Ontario Building Code were made in 2013 in accordance with the AODA. These amendments enhanced accessibility requirements in newly constructed buildings and extensive renovations.

The Ontario Building Code outlines accessibility / barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated.

The Ontario Ministry of Municipal Affairs outlines in a new edition of the Building Code (Ontario Reg 88/19) amendments that include accessibility requirements for barrier-free access.

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## **Ontario Human Rights Code**

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

# **Progress on the AODA/IASR**

## **Website Redevelopment**

In 2014, the Township of Emo's website was redeveloped to be fully compliant with WCAG 2.0 Level AA. The website was further updated in 2022-2023 to meet ongoing compliance. Using the site improvement program, content is continually monitored for accessibility issues.

## **Employment Expectations**

Throughout 2014-2025 the Township ensured all current staff had received appropriate AODA training, and continue to provide refresher training, as well as training all new staff, volunteers, or contracted employees with this training. The Township of Emo has established procedures for accommodating workers with disabilities and will continue to embed an equity analysis into all recruitment processes to remove any unintended barriers. This includes an initiated targeted outreach strategy for recruiting people with disabilities and ensuring an application process that is barrier-free.

## **Emo Public Library**

The Emo Public Library in 2011 expanded the building to build an accessibility complaint washroom and a handicap lift to access both the Emo Public Library and the Emo EarlyON Centre (Located in the basement of the building); and automatic doors. Prior to 2021, the Emo Public Library, through Ontario Library Services, has access to Download Centre and the Libby App for online borrowing of books, magazines, and audio-books. These programs all have text size adjustment capabilities and audio-books for ease of accessibility use.

## **Emo – LaVallee Community Centre**

The Emo-LaVallee Community Centre has been making on-going accessibility compliance

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upgrades to the facilities. These items include an accessible washroom on the main level; removal of lips on entrance curb that created a barrier for ease of access; handicap lift to second floor; automatic door system on main level; data information centre mounted in a central location to provide information on tournaments, etc. Future planned upgrades are to further increase the accessibility of the hall facility and washrooms.

### **Municipal Office**

The Emo Municipal Office is making on-going accessibility upgrades to its facilities. Prior to 2016 an accessibility ramp and automatic doorway was installed at the municipality. Other compliance has been provided through customer service, how documents are provided to residents. Many documents are placed on the municipal website for ease of access. The municipality has also provided an online platform that residents can sign up for to access their bills, and to make payments through. The Township of Emo has implemented Diligent meeting software for sharing meeting information on-line with residents and Council, Boards, and/or Committees.

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# Priorities and Commitments

## *General Requirements*

- a) Keep accessibility standards and criteria consistent in the procurement of goods and services.
- b) Provide training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities as new staff are on boarded or legislation is updated.
- c) All employees, volunteers, and persons participating in the development and approval of policies will be provided with training.
- d) To include mental health training with traditional first-aid training.
- e) The Township will document and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided;
- f) Training will be provided whenever changes to Accessibility Policies are made.
- g) Ensure all volunteers and contractors understand AODA standards when completing activities on behalf of the Township.

## *Information, Communications and Accessible Formats*

- a) Conduct regular review of the Township of Emo's website content for accessibility. The Township uses a program which scans the website and advises of any non-compliance with content.
- b) Utilize best practices for creating accessible documents and work with staff who create documents for public use to create web-ready, accessible documents at source.

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- c) Respond to feedback with respect to accessibility at the Township of Emo through accessible feedback processes.
  - d) The Township uses e-permitting for open air burn permits as well as building permits at <https://emo.burnpermits.com>.
  - e) The Township has implemented online meeting software through Diligent that can be accessed from the municipal website at [www.emo.ca](http://www.emo.ca) or <https://township-of-emo.community.highbond.com/Portal/>.

## ***Employment***

- a) Develop and document individual accommodation plans for employees with disabilities for new staff or existing staff who require these plans.
- b) Ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.
- c) Review emergency procedures on an annual basis to ensure that information is available in an accessible format or with appropriate communication supports, as soon as practicable, upon request.
- d) Foster a culture of employee engagement and inclusion through analysis of equity data gathered through survey – to inform workforce planning priorities through data-informed decision making.

## ***Transportation***

- a) The Township's Fleet Department will continue to use procurement initiatives to ensure current accessibility standards are adhered to when purchasing new Township owned vehicles.

## ***Design of Public Spaces***

- a) Continue to remove barriers from existing facilities and infrastructure as identified in the Township of Emo's previous accessibility plans in addition to others that are identified including washroom renovations, ramps and automatic door openers.
- b) Continue Lift and Level Program and Trip edge removal program to remove trip hazards and barriers to accessibility caused by heaved and sunken sidewalk slabs, which provides safer and more uniform walking surface to all citizens of Emo.
- c) All existing sidewalks rehabilitated replaced and reconstructed to current Engineering Standards to provide a safe uniform walking surface which incorporate barrier free ramps at each intersection.
- d) The Township of Emo's Parks Department, as well as the Facilities Department, will continue to be responsible for maintaining the accessible elements of public spaces and will apply best practices in preventative maintenance. This will include periodic evaluations, such as:
  - Annual inspections;
  - Inspections after storms or events that may affect accessible elements;
  - Seasonal based maintenance; and
  - Inspections in response to reports of vandalism or complaints.

The Township will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.

Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, the Township will continue to provide public notification of temporary disruptions. Public notification may include signage, notification on the Township's website or social media platforms, or media releases, as determined by the Township, based on the nature or extent of the disruption.

# Review and Monitoring

The Multi-Year Accessibility Plan will be reviewed and updated at least once every four years. An annual status report will be completed to document the progress and measures taken to implement Township of Emo strategy and meet the requirements of the Integrated Accessibility Standards Regulation. The Township of Emo will prepare accessibility reports for submission to the Ontario Government every 2 years.

## *Availability of the Plan*

The Multi-Year Accessibility Plan can be accessed through the Township of Emo's website.

## *Feedback*

We will also monitor and evaluate and feedback we have received throughout the year related to accessibility. This information may be integrated into our accessibility reports. Any comments on our accomplishments and plans are welcome and will be considered in our ongoing accessibility planning.

We welcome inquiries and feedback about accessibility and the Township of Emo's efforts at meeting the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and the Integrated Accessibility Standards Regulation.

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Alternate formats of this document are available free upon request.