

The Corporation of the Town of Atikokan

Accessibility Plans Annual Status Report – 2019

General Requirements

Keep accessibility standards and criteria consistent in the procurement of goods and services.

- Our Procurement Policy is currently under review, we continue to keep accessibility standards and criteria consistent when purchasing.

Continue to provide training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities.

- All new hires have been provided training on these requirements and continue to update current employees when needed.

Expand mental health training offerings for all staff including e-learning.

- In conjunction with HRdownloads, employees have access to e-learning.

The Town 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.

- The Town has documented records of training provided to employees.

Training will be provided whenever changes to Accessibility Policies are made.

- Additional training will be provided when changes are made.

Ensure all volunteers and contractors understand AODA standards when completing activities on behalf of the Town.

- The Town of Atikokan strives to ensure all volunteers and contractors understand AODA standards.

Information and Communications

Conduct a regular review of the Town of Atikokan's website content for accessibility.

- Constantly monitored by the Clerk's Department.

Develop guidelines and best practices for creating accessible documents and work with staff who create documents for public use to create web-ready, accessible documents at source.

- Ongoing process, our documents are accessible when practicable and on request from the public.

Continue to respond to feedback with respect to accessibility at the Town of Atikokan through accessible feedback processes.

- On an as needed basis.

Employment

Continue to develop and document individual accommodation plans for employees with disabilities.

- When required these are developed and documented.

Continue to ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.

- When required these are reviewed.

Formalize a procedure for accommodating workers with disabilities.

- When required these are formalized.

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.

- Procedures are reviewed.