

Township of Douro-Dummer Public Library

Policy Type: **Operational**

Policy Title: **Meeting Accessibility for Ontarian with Disabilities Act (AODA) Requirements Policy**

Policy Number: DDPL-OP-007

Policy Approval Date: March 14 2023

Date of Next Review: March 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library, concerning the Library meeting the requirements of the AODA.

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the *Public Libraries Act* R.S.O. 1990.

Meeting AODA Requirements

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 Douro-Dummer Public Library meets the obligations set out in the *Act* and the accompanying regulations, in partnership with the Municipality of Douro-Dummer.

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

1. The Douro-Dummer Public Library establishes practices and procedures that respect the dignity and independence of persons with disabilities. People with disabilities will benefit wherever possible from opportunities for involvement with, and service of, the library afforded to all others.

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 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.

Operational Policies - DDPL OP-007 Meeting AODA Requirements (continued)

Section 3: The Accessibility Plan

1. The library will work with the municipality to establish, implement, maintain and document a multi-year accessibility plan which 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 governed by legislation and follow the Township of Douro-Dummer guidelines.
4. The plan will be posted on the township's website and be available in accessible format upon request.

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 current with legislation.
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. Current legislation will be adhered to.
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:

- **Accessible Customer Service Policy – DDPL-OP-006**
- ***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**

Review Cycle: This policy will be revised as required by the CEO/Librarian and/or the Library Board. This policy supersedes any previous policy.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson