

THE CORPORATION OF THE MUNICIPALITY OF MACHIN POLICY MANUAL

Section: Accessible Customer Service	Policy No.: 13.1
Subject: Policy Statement	Effective Date: October 26, 2009
Revision Date:	Approved By: Resolution #
Reviewed	Revisions by an asterisk *

Part 13.1 Policy Statement

The Municipality of Machin recognizes that persons with disabilities should be provided with an equal opportunity to access goods and information in a manner consistent with the principles of independence, dignity, integration and equality as stated in the regulations of the Accessibility for Ontarians with Disabilities Act, 2005.

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Section: Accessible Customer Service	Policy No.: 13.2
Subject: Purpose	Effective Date: October 26, 2009
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13.2 Purpose

The Accessibility for Ontarians with Disabilities Act (AODA), 2005 provides for the establishment of accessibility standards. Accordingly, Ontario Regulation 429/07, Accessible Standards for Customer Service, was enacted. Under this Regulation municipalities must establish policies, procedures and practices governing the provision of its goods or services to persons with disabilities. In addition, the Municipality must use all reasonable efforts to ensure that its policies, procedures and practices provide accessible customer services to people with various kinds of disabilities and that the core principles of independence, dignity, integration and equal opportunity, as defined herein, are respected.

The purpose of this policy is to fulfill certain requirements as set out in Ontario Regulation 429/07 made under the AODA and other relevant sections of that Act as well as the Ontarians with Disabilities Act, 2001. In support of this policy, corresponding Procedures and Practices will be set out to support the policy and may be amended from time to time.

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Section: Accessible Customer Service	Policy No.: 13.3
Subject: Administration	Effective Date: October 26, 2009
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13.3 Administration

Procedures and Practices may be amended or added to the Customer Service Accessibility Policy as necessary and appropriate in order to ensure that it is current and applicable. Such amendments or additions shall be approved by Resolution of Council and be coordinated with, and form part of this Policy.

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Section: Accessible Customer Service	Policy No.: 13.4
Subject: Definitions	Effective Date: October 26, 2009
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13.4 Definitions

- 13.4.1 **“Agents”** shall mean a person or business providing goods or services on behalf of the Municipality of Machin through a contract or agreement.
- 13.4.2 **“Assistive Devices”** shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids, and medical aids (i.e. canes, crutches, wheelchairs, or hearing aids etc.) to access and benefit from the goods and services of the Municipality of Machin.
- 13.4.3 **“Barrier”** shall mean anything that prevents a person with a disability from fully participating in all aspects of society because of the disability. Barriers may include a physical, architectural and attitudinal barrier as well as, an information or communication barrier, technological barriers, a policy, procedure or a practice.
- 13.4.4 **“Customer Service Representatives” (CSR)** An employee, agent, volunteer or otherwise who, on behalf of the Municipality of Machin, provides or oversees the provision of Municipal goods or services to members of the public or other third parties.
- 13.4.5 **“Disability”** shall be defined as found in the Ontario Human Rights Code (Part II, Section 10.(1) of the OHRC):
- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing

impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

- b) a condition of mental impairment or a developmental disability
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)

13.4.6 **“Guide Dogs or Service Animal”** shall mean any animal individually trained to do work or perform tasks for the benefit of a person with a disability.

13.4.7 **“Policies”** shall mean the policies the Municipality of Machin intends to implement including any rules for CSRs.

13.4.8 **“Procedures”** shall mean how the Municipality of Machin will go about implementing their policy and the steps CSRs will be expected to take.

13.4.9 **“Practices”** shall mean what the Municipality of Machin does on a day to day basis, including how CSRs actually offer or deliver the services.

13.4.10 **“Principle of Dignity”** shall mean the policies, procedures and practices that respect the dignity of a person with a disability are those that treat them as customers and clients who are as valued and as deserving of effective and full service as any other customer. People with disabilities will not be treated as an afterthought or be forced to accept lesser service, quality or convenience.

13.4.11 **“Principle of Independence”** in some instances, independence means freedom from control or influence of others – freedom to make your own choices. In other situations, it may mean the freedom to do things in your own way.

- 13.4.12 **“Principle of Integration”** shall mean integrated services are those that allow people with disabilities to fully benefit from the same services, in the same place and in the same, or similar way, as other customers.
- 13.4.13 **“Principle of Equal Opportunity”** equal opportunity means having the same chances, options, benefits and results as others. In the case of services it means that people with disabilities have the same opportunity to benefit from the way you provide goods or services as others. They should not have to make significantly more effort to access or obtain service. They should also not have to accept lesser quality or more inconvenience.
- 13.4.14 **“Support Person”** shall mean any person whether a paid professional, volunteer, family member or friend who accompanies a person with a disability to aid him or her with communication, mobility, personal care or medical needs or with access to goods and services.
- 13.4.15 **“Third Party”** a representative of a business or organization who is receiving Municipality of Machin goods or services or acting in an official capacity. Examples include: Provincial inspectors, vendors, local media, agencies, boards or commissions.

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Section: Accessible Customer Service	Policy No.: 13.5
Subject: Establishment of Policies, Practices and Procedures	Effective Date: October 26, 2009
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13.5 Establishment of Policies, Practices and Procedures

The Municipality of Machin shall use reasonable efforts to ensure that its policies, procedures and practices are consistent with the following principles:

- a) The goods or services must be provided in a manner that respects the dignity and independence of persons with disabilities.
- b) The provision of goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
- c) Persons with a disability must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services. The Municipality of Machin CSRs, when communicating with a person with a disability shall do so in a manner that accommodates the person's disability.

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Section: Accessible Customer Service	Policy No.: 13.6
Subject: Implementation	Effective Date: October 26, 2009
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13.6 Implementation

- 13.6.1 The Municipality of Machin permits persons with a disability to use and keep with them their own personal assistive devices to obtain, use or benefit from the goods or services offered by the Municipality. Appropriate CSRs will be trained and knowledgeable of the presence and use of Municipally owned assistive devices (if any) within their working department. CSRs will be available to assist with the assistive devices if requested for use by an individual.

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Section: Accessible Customer Service	Policy No.: 13.7
Subject: Service Animals and Support Persons	Effective Date: October 26, 2009
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13.7 Service Animals and Support Persons

The Municipality of Machin shall allow persons with disabilities, who require to be accompanied by a support person, into all Municipal premises that are owned and operated public facilities. Both persons are permitted to enter the premises together and the person with a disability will have access to their support person.

The Municipality of Machin allows a person with a disability to be accompanied by a guide dog or other service animal onto all facilities that are owned and operated by the Municipality for public use and will ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law.

In the event that admission fees are charged, the individual accompanying the person with a disability to the event is entitled to free admission.

If the service animal is excluded by law from the facility, the Municipality will make every effort to ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the Municipality's goods and services.

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Section: Accessible Customer Service	Policy No.: 13.8
Subject: Notice of Temporary Disruption	Effective Date: October 26, 2009
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13.8 Notice of Temporary Disruption

Notice of Service Disruptions must be provided when facilities or services that people with disabilities may use to access Municipality of Machin goods or services are temporarily unavailable or if the goods or service are expected in the near future to be temporarily unavailable.

The Notice must include the following information:

- a) The reason and information for disruption
- b) Anticipated duration
- c) Description of alternate facilities or services, if available
- d) Contact information

In the case of an unscheduled disruption, the Notice will be posted at the location of the service disruption as soon as practically possible.

In the case of a scheduled disruption the Municipality will post the Notice prior to the disruption, at the physical location, on its website and if appropriate will advertise the disruption with local media outlets.

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Section: Accessible Customer Service	Policy No.: 13.9
Subject: Documentation and Feedback	Effective Date: October 26, 2009
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13.9 Documentation and Feedback

The Municipality of Machin shall upon request give a copy of the policies, practices and procedures required under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service to any person. Any applicable photocopy charges will be applied.

The Municipality will have a mechanism to allow the public to provide feedback on the accessibility of the provision of goods and services, i.e. email or verbally.

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Section: Accessible Customer Service	Policy No.: 13.10
Subject: Training	Effective Date: October 26, 2009
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13.10 Training

The Municipality of Machin will provide training, to its customer service representatives about the provision of its goods and services to persons with disabilities. All CSRs who deal with the public or other third parties, and those involved in developing customer service policies, practices and procedures, will receive Accessibility Awareness Training as soon as practicable after beginning their employment. The Municipality will also provide ongoing training with respect to changes in its policies, practices and procedures to those individuals who require such training as soon as practicable. The Municipality will keep records of the training provided.

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Section: Accessible Customer Service	Policy No.: 13.11
Subject: Modifications to This or Other Policies	Effective Date: October 26, 2009
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13.11 Modifications to This or Other Policies

The Municipality of Machin is committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the Municipality of Machin that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.