

Accessibility Planning

Administrative Procedure

Topic:	Accessibility Planning
Status:	Active
Effective:	June 2009
Revision Date:	January 2024
Review Date:	January 2028
Responsibility:	General Manager of Human Resources; Superintendent of Facility Services and Planning

NOTE: The following Administrative Procedure is subject to further review pending changes to the Accessibility for Ontarians With Disabilities Act, 2005 (AODA) regarding language and definitions.

Definitions:

Accessibility: Accessibility refers to the design of products, devices, services, or environments for people who experience disabilities.

Accessibility Standard

Under the Accessibility for Ontarians with Disabilities Act (AODA, 2005), an accessibility standard is established by regulation and described within the act.

The Integrated Accessibility Standards Regulation (IASR) (O.Reg. 191/11) includes five standards in the areas of:

- Information and Communication
- Employment
- Transportation
- Design of Public Spaces
- Customer Service

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The IASR requirements are not a replacement for the Human Rights Code requirements and they do not limit obligations under any other legislation. Therefore, if two laws conflict with one another, the law that provides the higher level of accessibility is the law that must be followed

Barrier

Anything that prevents a person with a disability from fully participating in all aspects of the workplace because of their disability. This may include, but is not limited to: a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, a technological barrier, a policy, procedure or a practice.

Disability

Within the Ontario accessibility standards, disability includes the following categories as per the Ontario Human Rights Code:

- 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 coordination, 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;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder, and;
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

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Intended Purpose

The Halton District School Board is committed to maintaining learning and working environments which actively promote and support human rights and accessibility for persons with disabilities. The Accessibility Planning Administrative Procedure was developed to support the Halton District School Board's requirement to comply with the Accessibility for Ontarians with Disabilities Act, 2005. The purpose of the Accessibility for Ontarians with Disabilities Act is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.

Procedures:

The Director of Education of the Halton District School Board will establish an Accessibility Accommodation Committee (ACC) and authorize the ACC to prepare an Annual Accessibility Plan that identifies how the Halton District School Board will meet the following commitments:

- Consult with departments within the board, employee groups and community based advocacy groups in the development and review of its annual accessibility plans
- Ensure Halton District School Board policies and procedures are consistent with principles of accessibility
- Improve access to facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community

The Annual Accessibility Plan of the Halton District School Board will be approved by the Administrative Council, within existing resources, and shared with Trustees and the HDSB Special Education Advisory Committee prior to being posted on the Board website.

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The Annual Accessibility Plan will address the following areas:

1. Describe the process by which the Halton District School Board will identify, remove and prevent barriers for people with disabilities
2. Describe the efforts of the Halton District School Board to remove and prevent barriers for people with disabilities during the past year(s)
3. List the policies, procedures, programs, practices and services that the Halton District School Board will review in the coming year to identify barriers for people with disabilities
4. Describe the measures the Halton District School Board will take in the coming year to identify, remove and prevent barriers for people with disabilities
5. Identify the method(s) the Halton District School Board will take to make this accessibility plan available to the public

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Reference number: Pending

Cross-Reference:

Legislation

Accessibility for Ontarians with Disabilities Act, 2005

Ontario Human Rights Code (OHRC)

O. Reg. 191/11: Integrated Accessibility Standards (IASR)

Ministry Policy & Program Memoranda

N/A

Board Policies, Procedures & Protocols

Accessibility Standards for Customer Service Administrative Procedure

Equity and Inclusive Education Policy

Employment Equity Policy

Collective Agreements/Terms and Conditions of Employment

Revision History

Style template updated January 2024 (Administrative Procedure Update Report 24010); prior revision history not recorded.