
Subject: Accessibility Policy

Policy: 3012

Covers: City of Brandon and City Employees

Effective: December 1, 2016

Purpose: The City of Brandon believes in inclusion and commits to:

- ensure equal access and participation for all people, regardless of their abilities;
- treat all people in a way that allows them to maintain their dignity and independence;
- meet the needs of people who face accessibility barriers by identifying, removing and preventing these barriers; and,
- meet the requirements of *The Accessibility for Manitobans Act*.

This Policy will serve to achieve accessibility by identifying, preventing and removing barriers that disable people with respect to:

- employment;
- accommodation;
- the built environment, including facilities, buildings, structures and premises, and public transportation and transportation infrastructure;
- the delivery and receipt of goods, services and information; and
- a prescribed activity or undertaking.

**Where there is any conflict or inconsistency between the policies and procedures adopted by the City of Brandon and the terms of a Collective Agreement entered into and adopted by the City of Brandon, and/or the provisions contained within a statute or regulation of the Government of Canada and/or the Province of Manitoba and/or a by-law of the City of Brandon, the Collective Agreement or the Federal or Provincial statute or regulation or by-law of the City of Brandon shall supersede such policies or procedures adopted by the City of Brandon.*

DEFINITIONS

Accessibility Champions: Those individuals holding the position of Mayor and City Manager designated to support and drive the Accessibility Plan.

Accessibility Coordinator: The Employee responsible for ensuring the Accessibility Plan and related Standards are developed and maintained.

Accessibility Plan: That document adopted by the City which meets the requirements of the Act.

Accessibility Working Group: A group of Employees working together to assist the Accessibility Coordinator in meeting requirements of the Act with respect to the Accessibility Plan and related Standards.

Act: *The Accessibility for Manitobans Act, C.C.S.M. c.A1.7*, including related Regulations as adopted by the Province of Manitoba, and amended from time to time.

Barrier: Anything that, for a person who has a physical, mental, intellectual or sensory disability, interacts with that disability in a way that may hinder the person's full and effective participation in society on an equal basis.

City: The Municipal Corporation of the City of Brandon.

Employee: An individual employed by the City.

Standard: Accessibility standard as prescribed under the Act and applicable to the City.

POLICY

1. Responsibilities

- a. The City:
 - i. must prepare, for 2016 and every second year after that, an Accessibility Plan that addresses the identification, prevention and removal of barriers that disable people in the policies, programs, practices and services of the City; [Act 33(2)]
 - ii. must ensure the contents of the Accessibility Plan meet the requirements set out in the Act; [Act 33(3)]
 - iii. must, in preparing the Accessibility Plan, consult with persons disabled by barriers or representatives from organizations of persons disabled by barriers; [Act 33(4)] and
 - iv. must make each of its' Accessibility Plans available to the public. [Act 33(5)]
- b. Accessibility Champions:
 - i. will actively promote the City's Accessibility Plan within the community;
 - ii. will chair the Accessibility Working Group Sub-Committee; and
 - iii. will support the Accessibility Coordinator and Accessibility Working Group as they strive to achieve their responsibilities.

- c. Accessibility Coordinator
 - i. will chair the Accessibility Working Group;
 - ii. will regularly review and recommend updates to the Accessibility Plan; and
 - iii. will ensure compliance with the Accessibility Plan and related Standards is actively being pursued by the City.

- d. Accessibility Working Group
 - i. will consist of a minimum of one representative from each department with at least ten (10) employees and one representative collectively from those departments with less than ten (10) employees. In selecting representatives, consideration should be given to their interest and ability to participate on the Accessibility Working Group as well as the appropriateness of the skill set they can bring to the process.
 - ii. will develop and regularly update the City's Accessibility Plan;
 - iii. will actively participate in reviewing accessibility issues in existing and proposed City facilities, properties, policies, programs, practices and services;
 - iv. will participate in developing and conducting accessibility audits;
 - v. will participate in developing, coordinating, and providing training and information sessions; and
 - vi. will positively represent the Committee, its work, and accessibility issues in general.

- e. Employees:
 - i. will ensure they are complying with all aspects of this Policy, related Standards, and the Accessibility Plan while performing their employment responsibilities;
 - ii. will ensure every reasonable effort is made to utilize alternate arrangements as necessary to achieve accessibility for the customer; and
 - iii. will notify the Accessibility Coordinator or their supervisor of any potential barrier they become aware of during the carrying out of their employment responsibilities.

2. Accessibility Plan

- a. The Accessibility Plan must include: [Act 33(3)]
 - i. a report on the measures the City has taken to identify, prevent and remove barriers that disable people;
 - ii. the measures the City intends to take in the period covered by the plan to identify, remove and prevent barriers that disable people;
 - iii. the measures in place to ensure that the City, to determine their effect on the accessibility for persons disabled by barriers, assesses the following:
 - 1. any proposed policies, programs, practices and services of the City;
 - 2. any proposed enactments or by-laws that will be administered by the City; and

- iv. all other information prescribed for the purpose of the Accessibility Plan.
- b. Copies of the Accessibility Plan must be provided in an accessible format and at no charge to a person within a reasonable time after the person requests it from the City. [Act 36(c)]

Consequences

If it is determined that this Policy has been breached by an Employee, appropriate disciplinary action shall be taken internally and/or externally under relevant legislation.

A person who is guilty of an offence under the Act is liable on summary conviction to a fine as set out in the Act. [Act s.34(3)]

Related Information

- *The Accessibility for Manitobans Act, C.C.S.M. c. A1.7*
 - Customer Service Standard Regulation
 - Future Standard Regulations as implemented by the Province
- The Human Rights Code of the Province of Manitoba

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Issued By:

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Accessibility Coordinator

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Authorized By:

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City Manager