



**Infrastructure
Ontario**

**Infrastructure Ontario
2018-2022 Multi-Year Accessibility Plan**

Infrastructure Ontario Multi-Year Accessibility Plan

Infrastructure Ontario's Commitment to Accessibility

Infrastructure Ontario (IO) is committed to advancing accessibility with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises for Ontarians, including people with disabilities, in a timely manner based on human rights principles of dignity, integration, equal opportunity, participation and independence.

Introduction

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was enacted to develop, implement, and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises throughout Ontario by the year 2025. Accessibility Standards include the Accessibility Standards for Customer Service under Ontario Regulation 429/07, and the Integrated Accessibility Standards under Ontario Regulation 191/11 (IASR) applicable to the areas of information & communication, transportation, employment and the design of public spaces.

Under the IASR, IO is required to establish, implement, maintain and document a Multi-year Accessibility Plan. This plan outlines IO's strategy to identify, prevent and remove accessibility barriers and meet its requirements under the IASR.

In accordance with the requirements set out in the IASR IO is required to:

- Post the accessibility plan on its website
- Provide the plan in an accessible format upon request
- Review and update the accessibility plan at least once every five years

Status Report

IO has completed many of the strategic requirements outlined in its first **2014-2018 Multi-Year Accessibility Plan** and has created the updated **2018-2022 Multi-Year Accessibility Plan** to continue to further the mandate.

Item	Completion Status
IO has added notification to the website where feedback requests and responses are available in accessible formats or with communication supports when requested.	Complete
IO has established an accommodation feedback process for receiving and responding to feedback as required by the IASR.	Complete
IO has websites, web content and web-based applications that are WCAG 2.0 Level A compliant.	Complete
IO has developed a mechanism for the provision of accessible formats and communication upon request including in the Recruitment and Selection process.	Complete
IO has a process for the development of documented Individual Accommodation Plans (IAP) for employees with disabilities.	Complete
IO has formalized its current return to work process for employees who have been away from the workplace (in the Health and Safety Program).	Complete

Report on Measures to Identify, Remove and Prevent Barriers

Accessibility Standards for Customer Service Regulation

The Accessibility Standards for Customer Service, enacted under the AODA, provide standards for delivering products or services to members of the public with disabilities.

- Infrastructure Ontario continues to provide accessible customer service training to every person who deals with members of the public or who participate in the development of our policies, practices and procedures governing the provision of goods and services to the public.
- IO will continue to welcome people with disabilities who use assistive devices such as support persons or service animals, and IO will ensure that employees and service providers are trained and familiar with various assistive devices and mobility aids that may be used by customers while accessing IO's goods or services.

Integrated Accessibility Standards Regulation (IASR)

The Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) consists of five parts:

- I. IASR General Requirements
- II. Accessible Information and Communications Standard
- III. Accessible Employment Standard
- IV. Accessible Transportation Standard
- V. Design of Public Spaces Standard

IO's plan for meeting the requirements of the sections applicable to IO of the IASR are presented below.

I. IASR General Requirements

Accessibility Policy

Section 3 of the IASR requires large organizations to develop, implement and maintain policies governing how they will achieve accessibility requirements by January 1, 2014. Section 3 also requires private sector organizations to have a statement of commitment and to use reasonable efforts to make their policies consistent with the principles of dignity, independence, integration and equal opportunity.

- A general accessibility policy has been developed, approved and posted on IO's internal and external website and is available in alternate formats upon request. The policy includes statements that reflect all applicable sections of the IASR and the Accessibility Standards for Customer Service.
- IO will undertake a review and update of the policy every 5 years.

Multi-Year Accessibility Plan

Section 4 of the IASR requires large organizations to create a Multi-year Accessibility Plan by January 1, 2014. Infrastructure Ontario is also required to post a copy of the plan and the accessibility policies on our website and to provide alternate formats upon request.

- The Multi-year Accessibility Plan has been developed, approved and posted on IO's internal and external website and is available in alternate formats upon request.
- IO includes a Statement of Commitment as part of its Accessibility Policy and Multi-year Accessibility Plan.
 - IO will undertake a review and update of the Multi-year Accessibility Plan every 5 years.

Procurement

In compliance with Section 5 of the IASR,

- IO will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. If it is not possible and practical to do so, IO will provide an explanation upon request.

Training

- In compliance with Section 7 of the IASR, IO has provided training on the requirements of the IASR accessibility standards and on the Human Rights Code to all current employees and will continue providing accessibility training to new IO's employees.
- IO will continue to provide all IO employees with accessibility online training on the requirements of the accessibility standards as referred to in the AODA.
- IO is maintaining a record of training that includes the dates of completion and the number of individuals trained.

Accessible Information and Communications Standard

Feedback for Public Use

In compliance with Section 11 of the IASR,

- IO has included feedback and request mechanism of accommodation as required by the IASR.
- IO has added notification to the website that feedback requests and responses are available in accessible formats or with communication supports when requested.
- IO has a tracking mechanism for reporting on queries regarding accessibility and AODA compliance, ensuring that IO develops the capacity to best deal with such requests.

Accessible Website and Web Content

In compliance with Section 14 of the IASR, IO internet website, web content and web-based applications must conform to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and then at Level AA.

- As of January 1, 2014, IO has all new websites, web content and web-based applications WCAG 2.0 Level A compliant.
- By January 1, 2021, IO will have all websites, web content and web-based applications WCAG 2.0 Level AA compliant.

Accessible Formats and Communication Supports

In compliance with Section 12 of the IASR, IO shall notify the public about the availability of accessible formats and communication supports. IO shall provide or arrange for the provision of accessible formats and communications supports, upon request.

- IO has developed a mechanism for the provision of accessible formats and communication upon request and has consulted with the person making the request to discuss what accommodation is best suited.
- IO will continue to provide accessible document creation training for staff accountable for creating documents that are uploaded to the website if applicable.

Emergency Procedure, Plan or Public Safety Information

In compliance with Section 13 of the IASR, IO shall make emergency procedures, plans or public safety information available in an accessible format or with appropriate communication supports, upon request.

- IO is prepared to provide emergency evacuation information in accessible formats or with communication supports upon request.

Accessible Employment Standard

Infrastructure Ontario provides accessibility throughout all stages of the employment cycle.

Recruitment, Assessment and Selection Process

In compliance with Section 22 and 23 of the IASR,

- IO will continue to ensure that all documents and tools used in the recruitment process are accessible.
- IO will continue to consult with job applicants that indicate the need for accommodation about the type of accommodation that they require.
- IO has ensured that all potential employees are notified that accommodations are available upon request at this phase of the process.
- IO has trained recruiters and HR staff on new accessible hiring policies and procedures.
- When using an applicant tracking system, online recruitment tool or on-line skills evaluation tools, IO will include a requirement in the contract that all web-based tools must meet at minimum WCAG 2.0 Level A requirements. If the vendor is unable to meet these requirements initially, ask that in the interim they provide a mechanism for accommodating users with a disability that encounter barriers in completing the recruitment tasks as well a roadmap for when their tools will be made accessible.

Informing Employees with Disabilities of Supports

In compliance with Section 25 of the IASR, IO will inform employees of policies used to support employees with disabilities, including, but not limited to, policies on the provision of job accommodations. Information shall be provided as soon as practicable after they begin their employment and whenever there is a change to existing policies on the provision of job accommodations.

- IO will notify employees of this information, as soon as practicable after they begin their employment.
- IO will provide information to employees if there is a change or update in policies pertaining to the provision of job accommodations that take into account an employee's accessibility needs due to disability.
- IO posts accommodation policies and procedures in a location that is easily accessible for employees.

Accessible Formats and Communication Supports for Employees

In compliance with Section 26 of the IASR,

- IO will continue to make enquiries of an employee or job applicant when they have informed IO that they may require accommodation; and,
- IO will continue to engage appropriate internal and external resources to seek appropriate advice in respect of an accommodation request.

Workplace Emergency Response

In compliance with Section 27 of the IASR, IO shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.

- IO will provide individualized emergency response information as soon as practicable after IO becomes aware of the need for accommodation due to the employee's disability.
- If the employee who receives individualized workplace information requires assistance, and if consent is given, IO will provide the workplace emergency information to the person designated to provide assistance to the employee.
- IO will develop a process for regularly updating individual plans.
- IO will review emergency workplace information when the employee moves to another location and IO reviews its general policies.

Individual Accommodation Plans

In compliance with Section 28 of the IASR, IO has a process for the development of documented Individual Accommodation Plans (IAP) for employees with disabilities. IAPs are put together in consultation with the person with a disability.

Return to Work Process

In compliance with Section 29 of the IASR, IO has developed a return to work process for employees who have been absent from work and require disability-related accommodations in order to return to work. The process includes the steps IO will take to facilitate the return to work process and uses any individual accommodation plans as available.

Performance Management and Career Development

In compliance with Sections 30, 31 and 32 of the IASR, IO will review and include accommodations detailed in an employee's Individual Accommodation Plan (IAP) as part of any career development and advancement activities.

- IO will update the policy to include a review of IAPs as part of the learning and development process.
- IO will review any accommodations that may be in place in order to meet the employees needs while conducting performance assessments.

Questions and Feedback

We welcome inquiries and feedback about accessibility and IO's efforts at meeting the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and the Integrated Accessibility Standards Regulation.

You may provide feedback by:

Telephone: 1 (877) 863-9672

Email: Contact us section on our website (www.infrastructureontario.ca)

If you are interested in more information on accessibility you may review additional information at: <http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/index.aspx>