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## **Schedule 'A' to Accessibility Policy**

**Policy/Plan Date:** November 6, 2017

**Procedure Approved by Council:** December 4, 2017

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## **Accessibility Training Procedure**

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### **PURPOSE**

The purpose of this procedure is to address the training requirements of the Integrated Accessibility Standards Regulation. (O. Reg 191/11)

The Township of Adelaide Metcalfe is committed to establishing, implementing and maintaining a program for training on accessibility standards and regulations.

The Township shall ensure that the following receive training about the provision of its goods, services or facilities to people with disabilities:

- Elected officials, members of boards and committees, all employees (full time, part time, temporary, students) and volunteers
- Every person who participates in developing the Township's policies, procedures and practices governing the provision of goods, services or facilities to members of the public.
- All other people who provide goods, services or facilities on behalf of the organization.

Training shall be provided as soon as practicable after assigned the applicable duties as well as on an ongoing basis as changes occur to Township of Adelaide Metcalfe policies, procedures and practices governing the provision of goods, services or facilities to people with disabilities.

### **IMPLEMENTATION**

The Clerk is responsible for:

- Ensuring training compliance with the Integrated Accessibility Standards Regulation (O. Reg 191/11) and other regulations under the Accessibility for Ontarians with Disabilities Act.
- Coordinating and maintaining training records for compliance reporting and audit purposes.

Other Departments are responsible for:

- Coordinating and maintaining training records for volunteers.
- Maintaining training records for third parties/contractors.