



**TOWNSHIP OF NAIRN AND HYMAN**

## **ACCESSIBILITY POLICY**

**2018- 2022**

## Purpose

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Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005 mandates that each municipality prepare a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation.

## Statement

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The Township of Nairn and Hyman is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

## Description of the Township of Nairn and Hyman

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The Township of Nairn and Hyman is located in Northeastern Ontario. The municipality is bordered on the north by the unorganized Township of Totten, northeast by the City of Greater Sudbury, northwest by the Township of Baldwin and south by the unorganized Township of Foster. The Township has a population of 399 (from Municipal Property Assessment Corporation – March 29, 2017) and a household count of 304 (from Municipal Property Assessment Corporation – March 29, 2017). We have a

Community Centre (Nairn Community Centre) in Nairn Centre that holds our Council meetings and recreational events, including hall rentals for various functions. The municipal office is attached to the Nairn Community Centre. A fire hall is located next to the Nairn Community Centre on the west side. A fire hall is also located in the geographic Township of Hyman.

## Council Commitment to Accessibility Planning

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The Council of the Township of Nairn and Hyman is committed to:

- a) continual improvement of access to all municipally owned facilities, premises and services for those with disabilities;
- b) the provision of quality services to all members of the community with disabilities.

The Council has authorized the Chief Administrative Officer, Clerk Treasurer to prepare an accessibility plan that will meet these commitments.

## Training

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We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles.

## Procurement

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

## Self Service Kiosks

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We will incorporate accessibility features and consider accessibility for people with disabilities when designing, procuring or acquiring any new self-service kiosks.

## Information and Communications

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We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including any available public safety information, in accessible formats or with communication supports.

## Employment

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We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

## Changes to Existing Policies

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We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.

## Barrier Removal Initiatives

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In February of 2003 the municipality created a web site that is available to anyone with access to the world wide web. This allows anyone to access the web site and keep up to date on current issues with the Township which includes Council minutes and agendas. Application forms for various items are also available online and can be easily accessed from their homes. These include applications for building permits, dog tags, information changes on tax and water bills, hall rentals, etcetera. Many other items are available online. The website address is: [www.nairncentre.ca](http://www.nairncentre.ca).

The municipality has a wheelchair accessible washroom at the Nairn Community Centre. This allows individuals with disabilities to attend any function and utilize the washroom facilities without any barriers.

Our community centre and municipal office is now accessible to people with disabilities. The doors to the municipal office and community centre are now barrier free with push button plates that will open the doors upon activation.

We now have an accessible counter at the municipal office.

The Township's Official Plan authorizes the use of garden suites in the residential areas of the municipality. These are one-unit detached residential structures that are accessory to an existing residential structure and are designed to be portable. Garden suites are intended for people who are largely capable of living independently but who, by virtue of their age or because of a disability require some support to live on their own.

Two identified parking spaces for individuals with disabilities at the Nairn Community and municipal office is now available.

The Nairn Community Centre can be used for voting purposes in any of the Federal, Provincial and Municipal Elections. The Community Centre is an accessible voting location.

In 2007, the municipality has provided for electronic services via the world wide web for the payment of municipal taxes and water bills. Individuals with disabilities can now pay their municipal invoices on-line in the comfort of their own home.

In 2018 the Township of Nairn and Hyman adopted By-law number 2018-32-6, "Being a by-law to establish guidelines on providing goods and services to persons with disabilities". This is an updated by-law that replaces a similar by-law that was adopted in 2010. The municipality is committed to providing individual accommodation to its customers where appropriate by creating its own alternate format of printed materials. Upon request, alternate formats will be provided in a manner in which is agreed upon by the requester and the municipality. Documents can be made available in the following formats: enlarged on a photo copier, reprinted with a larger font or make it available electronically.

Appropriate training is provided to all persons on Accessibility Standards and the Human Rights Code.

## Review and Monitoring of the Process

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This plan will be reviewed not less than once every five years, allowing Council, staff and the public to monitor barriers identified and the direction to which the Municipality is moving to remove all barriers under the Ontarians with Disabilities Act.

## Communication of the Plan

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This plan is available on the Municipal Website and at the Municipal Office. We will make every attempt to make it available to those with disabilities for their perusal and review.

## Questions Related to this Plan

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Questions related to this plan should be directed to:

Robert Deschene, Chief Administrative Officer, Clerk Treasurer  
Township of Nairn and Hyman

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Dated: October 15, 2018