



Accessibility Policy

Effective: March 22, 2012

Revised: September 2, 2026

SUBJECT: Customer Service Accessibility

POLICY STATEMENT:

Purpose / Objective

Kinbridge Community Association 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.

Kinbridge Community Association is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

Kinbridge Community Association understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

Kinbridge Community Association is committed to excellence in serving and providing programs and services to all participants including people with disabilities. Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

Our accessible participants service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

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Charitable Number: 891470536 RR0001**



Policy Statement:

The Kinbridge Community Association is committed to providing equal access to people with disabilities with respect to the use and benefit of goods, services and programs.

The Kinbridge Community Association will make reasonable efforts to ensure:

1. that goods and services are provided in a manner that respects the dignity and independence of persons with disabilities;
2. the provision of goods and services to people with disabilities, and others, are integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use, or benefit from the goods and services provided by the Association; and
3. people with disabilities are given an opportunity – equal to that given to others – to obtain, use and benefit from the goods and services provided by the Association.

RELATED POLICY GUIDELINES:

1.0 Definitions

1.1 Assistive Device: a device used to assist persons with disabilities in carrying out activities or in accessing the services and programs of Kinbridge Community Association.

1.2 Disability:

(a) 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 co-ordination, blindness or visual impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

(b) a condition of mental impairment or a developmental disability,

(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

(d) a mental disorder, or

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(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act 1997.

1.3 Guide Dog: a dog trained as a guide for a blind person and having the qualifications prescribed by the regulations to the Blind Persons' Rights Act, R.S.O. 1990 c. B. 7.

1.4 Service Animal: an animal is a service animal for a person with a disability,

(a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or

(b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

1.5 Service Disruption: a planned or unplanned unavailability of facilities or services operated by the Association, including but not limited to closed washroom facilities, elevators and websites that are inoperable due to maintenance.

1.6 Support Person : a person who accompanies a person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

2.0 Use of Support Persons

2.1 If a person with a disability is accompanied by a support person, the Association shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

2.2 The Association may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises. Before making a decision, the Association will: consult with the person with a disability to understand their needs, consider health or safety reasons based on available evidence, and determine if there is no other reasonable way to protect the health or safety of the person or others on the premises. If the Association determines that a support



person is required, we will waive the admission fee or fare (if applicable) for the support person.

2.3 If an amount is payable by a person for admission to the premises or in connection with a person's presence at the premises, the Association shall ensure that notice is given in advance about the amount, if any, payable in respect of the support person.

3.0 Use of Service Animals

3.1 If a person with a disability is accompanied by a guide dog or other service animal, the Association shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises. If a service animal is excluded by law from the premises, the City shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the Association's goods or services.

3.2 If it is not readily apparent that the animal is a service animal, the Association may ask the person with a disability to verify that the animal is a service animal by producing a certificate or document that the animal is required for the assistance of that person.

3.3 It should be noted that it is the responsibility of the person with a disability to ensure that his or her service animal is under control at all times.

4.0 Assistive Devices

4.1 The Association will allow persons with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Association.

4.2 Should a person with a disability be unable to access the Association's services through the use of their own personal assistive device, the Association will work with the individual to:

- (a) Assess service delivery and potential service options to meet the needs of the individual; and
- (b) Identify alternative services and how a person with a disability can access the services, either temporarily or on a permanent basis.

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5.0 Notice of Temporary Disruptions

5.1 If, in order to obtain, use or benefit from the Association's goods or services, persons with disabilities usually use particular facilities or services of the Association and if there is a temporary disruption in those facilities or services in whole or in part, the Association shall give notice of the disruption to the public.

5.2 Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

5.3 Notice may be given by posting the information at a conspicuous place on the relevant Association location, by posting it on the Association's website, whenever possible, or by such other method as is reasonable in the circumstances.

6.0 Training For Staff

6.1 The Association shall ensure that the following persons receive training about the provision of its goods or services to persons with disabilities:

(a) Every person who deals with members of the public or other third parties on behalf of the Association, whether the person does so as an employee, agent, volunteer or otherwise.

(b) Every person who participates in developing the Association's policies, practices and procedures governing the

provision of goods or services to members of the public or other third parties.

6.2 The training must include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005 c.11, the requirements of this policy and instruction about the following matters, as necessary:

(a) How to interact and communicate with persons with various types of disability;

(b) How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person;



(c) How to use equipment or devices available on the Association's premises or otherwise provided by the Association that may help with the provision of goods or services to a person with a disability; and

(d) What to do if a person with a particular type of disability is having difficulty accessing the Association's goods or services.

6.3 The training must be provided to each person as soon as practicable after he or she is assigned the applicable duties.

6.4 Training must also be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.

6.5 The Association will maintain records of the details of the training provided, as well as the name of the person, location and date the training was completed.

7.0 Feedback Process

7.1 Feed back from the public is welcomed as it may identify areas that require change and encourage continuous service improvements.

7.2 Feedback from a member of the public about the delivery of goods and services to persons with disabilities may be given by telephone, in person, in writing, in electronic format or through other methods of communication.

7.3 Information about the feedback process will be readily available to the public and notice of the process will be posted on the Association's website www.kinbridge.ca and/or in other appropriate locations.

8.0 Notice of Availability of Documents

8.1 Documents required by the Accessibility Standards for Customer Service will be posted on the

Association website, or by contacting the Association Office.

Plan.

9.0 Format of Documents

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9.1 the Association is required by law to give a copy of a document to a person with a disability, and if requested, the Association shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability, within a reasonable period of time.

9.2 The provider of goods or services and the person with a disability may agree upon the format to be used for the document or information.

10.0 Employment

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job; and
- b) information that is generally available to employees in the workplace

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

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We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

We will review the individualized workplace emergency response information:

- a) when the employee moves to a different location in the organization;
- b) when the employee's overall accommodations needs or plans are reviewed; and
- c) when the employer reviews its general emergency response policies.

We have a written process to develop individual accommodation plans for employees.

We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

Our performance management and career development take into account the accessibility needs of all employees.

11.0 Procedures

10.1 The Association will develop the plans and procedures necessary to implement this policy. Copies of all plans and procedures will be available, as noted above.

10.2 Such plans and procedures may be amended from time to time, as required, in response to feedback from the public and changing legislative requirements.

10.3 It will be the responsibility of the Executive Director to ensure compliance with this policy.

Date of Enactment:

March 21, 2012

Related Documents

Accessibility for Ontarians with Disabilities

Act, 2005 S.O.2005 C. 11

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