

Training

The RVCA will ensure that all persons to whom this policy applies receive training as required by the AODA.

The content of the training will include:

- A review of the purposes of the AODA and requirements of the Standard;
- Information about RVCA policies and procedures pertaining to the provision of RVCA services to persons with disabilities;
- How to interact and communicate with persons with various types of disabilities, including those who use assistive devices, a support person or a service animal;
- What to do if a person with a disability is having difficulty accessing RVCA goods or services;
- Information about the equipment or devices available on the RVCA premises that may help with the provision of goods or services to persons with disabilities.

All designated persons have now been trained. New employees, Board members and others as appropriate will be trained within 30 days of their start date.

Training records are maintained in accordance with the requirements of the AODA.

Executive Summary

The *Accessibility for Ontarians with Disabilities Act* (AODA) became law in 2005. The purpose of this Act is to improve opportunities for people with disabilities by identifying, preventing and removing barriers that may otherwise limit their abilities to fully participate in society.

Accessibility simply means giving all people opportunities to participate fully in everyday life.

This plan was prepared to help the Rideau Valley Conservation Authority (RVCA) meet the obligations set out in the Integrated Accessibility Standards for Employment.

The plan describes our policies and procedures for making our recruitment and selection process more accessible to people with disabilities in a manner that respects their dignity and independence. The plan also describes our policies and procedures for accommodating the needs of our employees with disabilities.

Statement of Commitment

Rideau Valley Conservation Authority is committed to treating all people in a way that allows them to maintain their dignity and independence.

We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner.

We will do so by preventing and removing

barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

We commit to reviewing and updating this plan at least every five years.

Recruitment, Assessment and Selection

We will accommodate candidates with disabilities during the selection process. If a job applicant requests accommodation, we will consult with them

and make practical adjustments that best suit their needs. We will notify successful applicants of our policies for

accommodating employees with disabilities.

Accessible Formats and Communication Supports

When an employee with a disability asks for it, we work with them to make workplace information accessible in a way that meets their needs. This means providing the

information in an accessible format or with communication supports suited to the individual needs of the employee. Workplace information can relate to the information

that the employee needs to do their job, or it can be general information available to all employees.

Feedback

The RVCA welcomes all feedback, including feedback and suggestions from potential job applicants on how to make our recruitment efforts more accessible. We will investigate and respond to all comments and complaints in a timely, thorough and objective manner. Anyone can submit feedback by completing and submitting a form or by calling 613-692-3571 or 1-800-267-3504.

[RVCA Feedback Form](#)

Documents

All documents related to AODA, including policies, procedures, and practices, are available upon request, subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

When requested, a document (or the contents of that document), in a suitable alternate format, can be provided at no charge.

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Documented Individual Accommodation Plans

An accommodation plan is a formal way to record and review the things that need to be done to accommodate an employee with a disability. We involve the employee, and often their health care provider, in assessing their accommodation needs and developing their personalized plan, which we provide to the employee in an accessible format if requested. We commit to reviewing and updating the accommodation plan on a

regular basis and when the employee's job changes. We strive to protect the dignity of the employee and the privacy of their personal information.

When an employee has been absent because of a disability, whether the disability is temporary, recurring or permanent, they may need some form of disability-related accommodation in order to effectively return to work. In consultation with

the employee, we will prepare an accommodation plan that balances the needs of both the employee and the RVCA.

An employee with a disability, either temporary or permanent, should promptly notify their supervisor and the Human Resources Specialist. This will help to ensure an accommodation plan is put in place as soon as possible.

Individualized Emergency Response Information

We work with those employees with a disability to develop a personalized emergency response plan if necessary. With the employee's consent, we share the response plan with anyone designated to help them in an emergency. We review the

emergency response information when the employee changes work locations, or when their overall accommodation plan is reviewed and updated, or when we review and update the RVCA's emergency response policies.

An employee with a disability, either temporary or permanent, should notify their supervisor and the Human Resources Specialist. This will help to ensure a personal emergency response plan is triggered and put in place as soon as possible.

Performance Management and Career Development

The RVCA takes into account the accessibility needs of its employees and any documented accommodation plans. We make performance management accessible by reviewing an employee's

accommodation plan to understand their needs, and determine if there are any adjustments that should be made to help them succeed. When we provide career development

opportunities, we consider what accommodations an employee with disabilities may need to learn new skills or take on more responsibilities.