



ACCESSIBILITY PLAN

Date of Approval: December 18, 2023

Resolution: 2023 236

Years Applicable:

January 1, 2024 to December 31, 2025

CONTACT INFORMATION:

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This document may be available in alternate formats upon request. Town of The Pas will provide information in an accessible format on request, or with communication supports that consider a person's specific needs.

STATEMENT OF COMMITMENT

The Town of The Pas is committed to ensuring equal access and participation for all people, regardless of their abilities. We are committed to treating people in a way that allows them to maintain their dignity and independence. We believe in inclusion.

The Town of The Pas is committed to meeting the needs of people who face accessibility barriers by identifying, removing, and preventing these barriers and by meeting requirements of The Accessibility for Manitobans Act (AMA).

ORGANIZATIONAL OVERVIEW

Formed through the authority of the Province of Manitoba, the Town of The Pas is responsible for the delivery of local services, facilities, safety, and infrastructure for residents within its boundaries including:

- water, sewer, roads, and sidewalks
- waste/garbage
- parks and recreation
- fire protection and emergency measures services
- animal control
- traffic
- collection of municipal and school taxes
- municipal elections
- museum

POLICIES AND BY-LAWS

- Accessible Customer Service Policy
- Employee Accessibility Training Policy
- Return to Work Policy – Section 12 of our Loss Prevention & Control Program
- By-Law 4576 Regulation / Cleaning of Streets & Sidewalks
- By-Law 2265 (and all amendments) Traffic and Parking
- By-Law 4573 Animal Control
- By-Law 4559 Waste Management
- By-Law 4578 Fire Protection

ACHIEVEMENTS

- appointed the Human Resource Officer as the Accessibility Coordinator in 2017
- implemented a snow removal schedule for town operated buildings for entrances, including ramp at the Town Office
- installed automatic handicap doors & handicap door openers
- cleared clutter from hallways and corridors in municipal facilities - which is ongoing
- employee training – Accessibility Standard for Customer Service was completed by March 29th, 2018
- individualized Employee Emergency Safety Plan memo was sent to all employees in the November 22, 2019, pay stubs
- appointed the Assistant Chief Administrative Officer as the Accessibility Coordinator at the end of 2020 the Accessibility Coordinator took part in a webinar offered through Manitoba Municipal Administrators Association “Making Municipalities Accessible” by BC Advisory Group on October 2, 2020
- made our 2021 Accessibility Plan available to the public on our website which includes:
 - Accessible Customer Service Policy
 - Accessible Employment Policy
- placed the Access Offer sign at the front counter to let residents know that we provide accessible services and discussed this with employees
- reviewed our Recruitment Process and the following is now included on all job postings:
 - this position is open to all applicants in accordance with the Human Rights Legislation of Manitoba and reasonable accommodations are available to applicants with disabilities
- we now included accessibility information, policies and procedures to regular employee training and orientation
- Council meetings are now Live Streamed for easier access
- Updated Return to Work Policy - Section 12 of our Loss Prevention & Control Program which was approved on February 14, 2022
- the Accessibility Coordinator took part in a Process for Updating Accessibility Plans workshop hosted by Department of Families | Government of Manitoba on September 27, 2023
- on October 16, 2023, reached out to website host to see if our published web content and applications meet or exceed WCAG 2.1 AA guidelines
- in November 2023 created an Accessibility Survey
- inventory of all existing parks is completed

ACTIONS

- decide how the Accessibility Survey will be put out to the public
- updated Town's website in order to meet the WCAG 2.1 AA guidelines
- create a Reasonable Accommodation Plan Policy
- Create an Employee Emergency Safety Plan Policy
- Create an Accessibility Working Group
 - develop terms of reference for the working group, including purpose, timelines, and membership
 - engage disabled person
- participation in the online accessibility training – refresher
- consider accessibility when making new or changing current programs, services, and public facilities
- determine upgrades required for all Town operated parks
- research what is required to offer accessible municipal elections
- include the statement: This publication is available in alternate formats on request, and we will specify how a person can make this request.
- review and apply to the Enabling Accessibility Fund

Start preparing for the next 3 Standards:

- Information and Communications Accessibility Standard - barriers in information provided in text, websites, signage etc.
- Design of Public Spaces Accessibility Standard - access to those areas outside the jurisdiction of the Manitoba Building Code (parks, playgrounds, sidewalks, streets etc.)
- Transportation Accessibility Standard - will apply to municipalities that provide public transportation – this will not apply to the Town of The Pas.