



STATEMENT of POLICY and PROCEDURE			
Manual:	Human Resources	SPP No.	HR 1.04
Subject:	<b>INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) DESIGN OF PUBLIC SPACES POLICY</b>	Effective:	December 2019
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	Accessibility Plan
Issued by:	Human Resources Department	Dated:	Dec. 3, 2019

## 1 POLICY

1.01 This policy will ensure that Second Harvest’s new public spaces or significant alterations to existing public spaces shall follow the principles of dignity, independence, integration, and equal opportunity.

## 2 PURPOSE

2.01 This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the *Design of Public Spaces Standard* set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to removing barriers in two (2) areas:

- Buildings; and
- Public spaces.

## 3 DEFINITIONS

Accessible Formats: Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Environmental Mitigation: Activities that are intended to address any negative effects on the environment caused by the standard.

Environmental Restoration: Activities that will benefit the environment.

Exterior Paths of Travel: Refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B, rather than a recreational experience.



Redeveloped: A planned significant alteration to a public space. It does not include maintenance activities, environmental mitigation or environmental restoration.

#### **4 SCOPE**

4.01 This policy applies to all Second Harvest employees.

#### **5 GENERAL REQUIREMENTS**

##### **5.01 ESTABLISHMENT OF ACCESSIBILITY POLICIES AND PLANS**

Second Harvest will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Second Harvest will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

Second Harvest will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request, and will be posted on our website.

Second Harvest will review and update its accessibility plan once every five (5) years and will establish, review, and update our accessibility plans in consultation with persons with disabilities or an advisory committee.

##### **5.02 PROCURING OR ACQUIRING GOODS AND SERVICES, OR FACILITIES**

Second Harvest will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

##### **5.03 TRAINING REQUIREMENTS**

Second Harvest will provide training for its employees and volunteers regarding the IASR and the *Ontario Human Rights Code* as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Second Harvest's policies, and all other persons who provide goods, services or facilities on behalf of Second Harvest.

Training will be provided as soon as is reasonably practicable. Training will be provided to new employees, volunteers, agents, and contractors during orientation, and as changes to Second Harvest's accessibility policies occur.



#### 5.04 RECORDS

Second Harvest will maintain records on the training provided, when it was provided and the number of employees that were trained.

### 7 OUTDOOR PUBLIC USE EATING AREAS

7.01 Second Harvest is committed to ensuring that any newly constructed and/or redeveloped outdoor public use eating areas have a minimum 20% of tables that are made accessible in accordance with the *Integrated Accessibility Standards*, section 80.17.

### 8 EXTERIOR PATHS OF TRAVEL

8.01 To ensure the health and safety of all pedestrians, any newly constructed or redeveloped exterior paths of travel will meet, and where possible exceed, the technical requirements of the *Integrated Accessibility Standards*, section 80.23, and where applicable, sections 80.24 – 80.28.

#### CONSULTATION ON REST AREAS:

Prior to constructing or redeveloping rest areas on exterior paths of travel, Second Harvest shall consult on the needs of children and caregivers with disabilities with the public and persons with disabilities.

### 9 OFF-STREET ACCESSIBLE PUBLIC PARKING

#### 9.01 TYPES OF SPACES AND ACCESS AISLES:

Second Harvest will ensure that any newly constructed or redeveloped off-street parking facilities provide the following two (2) types of parking spaces available for persons with disabilities:

- Type A – Parking space with a minimum width of 3.4 m; and
- Type B – Standard parking space with a minimum width of 2.4 mm.

Access aisles will be provided for all accessible parking spaces and will meet the requirements of the *Integrated Accessibility Standards*, section 80.35.

#### MINIMUMS:

Second Harvest will ensure that any newly constructed or redeveloped off-street parking facility meets, and where possible exceeds, the required number of accessible parking spaces based on the size of the lot. The number of accessible spaces will be aligned with the requirements specified in the *Integrated Accessibility Standards*, section 80.36.

#### SIGNAGE:

Second Harvest will ensure that the proper signage is provided for each accessible parking space. Type A parking spaces will have signage indicating van accessibility.



## **10 OBTAINING SERVICES**

### **10.01 SERVICE COUNTERS:**

When constructing or replacing any service counters, Second Harvest will ensure that at least one (1) counter is made accessible in accordance with the *Integrated Accessibility Standards, section 80.41*.

### **FIXED QUEUING GUIDES:**

When constructing new fixed queuing guides, Second Harvest will ensure that they are made accessible to people with various disabilities in accordance with the *Integrated Accessibility Standards, section 80.42*.

### **WAITING AREAS:**

When constructing or redeveloping an existing waiting area, Second Harvest will ensure that a minimum of 3% of the seating is made accessible. Second Harvest will ensure that there will be at least one (1) accessible seat.

## **11 MAINTENANCE**

11.01 Second Harvest shall ensure that our multi-year accessibility plan addresses:

- Preventive and emergency maintenance procedures for the accessible elements in public spaces; and
- Procedures for temporary disruptions to accessible elements.

## **12 EXCEPTIONS**

12.01 There may be times where it is not possible for Second Harvest to meet all technical requirements as outlined within legislation. In these instances, Second Harvest will strive to meet the requirements to the fullest extent to allow for accessible use with particular constraints as addressed in legislation.

## **13 REVIEW**

13.01 This policy will be reviewed regularly to ensure that it is reflective of Second Harvest's current practices as well as legislative requirements.