



# Town of Whitby Policy

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| <b>Policy Title:</b>     | Accessible Documents       |
| <b>Policy Number:</b>    | A 010                      |
| <b>Reference:</b>        | Council Resolution #287-14 |
| <b>Date Originated:</b>  | June 30, 2014              |
| <b>Date Revised:</b>     | Not applicable             |
| <b>Review Date:</b>      | As required                |
| <b>Approval:</b>         | Council                    |
| <b>Point of Contact:</b> | Accessibility Coordinator  |

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## Policy Objective

The Town of Whitby is committed to developing, implementing, maintaining and enhancing accessibility in the areas of information and communications for all residents, employees and visitors with disabilities in a manner that:

- Respects the individuals' dignity and independence;
- Provides equal opportunity to utilize, and benefit from, the Town's goods and services; and
- Allows persons with disabilities to benefit from the same goods and services at the same time and location as all others.

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## 1 Definitions

- 1.1 **Communication** means the interaction between two or more people or organizations (or any combination of them) where information is provided, sent or received.
- 1.2 **Information** includes data, facts and knowledge that convey meaning and that exists in any format such as text, audio, digital or images

## 2 Responsibilities

- 2.1 All employees, volunteers, elected officials, and third-party contractors who are conducting business on behalf of the Town will produce information and communications in accordance with the adopted corporate accessible documents procedures.
- 2.2 Consultants doing business on behalf of the Town will be required to produce all information in accordance with the adopted corporate accessible documents procedures.
- 2.3 Upon request, all employees, volunteers, elected officials, and third-party contractors will provide any information and communications in an accessible format or with communications supports in accordance to the adopted Accessible Formats and Communications Supports policy and procedures.
- 2.4 The Accessibility Coordinator is responsible for reviewing this Policy annually and recommending amendments to ensure on-going compliance with regulated accessibility standards and legislated obligations.

*This Policy is hereby approved by Council Resolution #287-14 on this 30<sup>th</sup> day of June, 2014.*