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### SUBJECT: ACCESSIBILITY PROCUREMENT POLICY FOR LANARK COUNTY

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#### 1. PURPOSE:

Lanark County is committed to fair and accessible procurement practices. We will incorporate accessibility criteria and features in all procurement/purchasing policies and procedures where practicable to do so. It is important that procurement processes are inclusive and all vendors are aware of the need to provide accessible goods and services as defined herein.

#### 2. COMMITMENT:

Availability of accessibility options is a priority in the procurement process. The vendor community is aware of and understands the need to demonstrate leadership in removing barriers for persons with disabilities.

Lanark County is committed to integrating accessibility into procurement policies, procedures and practices where practicable by:

- Conducting reviews and updates of procurement-related policies, procedures and standards where appropriate.
- Consulting with key stakeholders, advisory groups and vendors on promoting awareness of accessibility issues.
- Including accessibility requirements into the procurement process when practicable:
  - Considering accessibility in the scope of service or product required
  - Requesting evidence of proponent's knowledge & experience of

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- accessibly requirements
    - Evaluation, Minimum Accessibility Requirements
    - Language suitable for the procurement of specific goods or services
- Reviewing feedback on the procurement process and taking appropriate action as needed.

## **Determining Practicability**

Factors relevant to practicability may include:

- Availability of accessible goods, services or facilities
- Technological compatibility between older products and newer ones being procured.

## **3. OBJECTIVES:**

Dignity – Service is provided in a way that allows the person with a disability to maintain their sense of self-respect and the respect of other people.

Equal Opportunity – Service is provided to a person with a disability in such a way that they have an opportunity to access County goods or services equal to that given to others without a disability.

Independence – When a person with a disability has the freedom to do things on their own without unnecessary help or interference from others.

Integration – Service is provided in a way that allows the person with a disability to benefit from the same services, in the same place and in the same or similar way as other customers, unless an alternate measure is necessary to enable a person with a disability to access goods or services.

## **4. ACCOUNTABILITY:**

All staff of Lanark County shall use due diligence to ensure the Corporation complies with legislation by acting in accordance with the provisions of this policy and the supporting procedures and practices.

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When not practicable, Lanark County shall provide an explanation upon request as to why it did not incorporate accessibility criteria and features when procuring goods, services or facilities.

Lanark County shall ensure compliance by monitoring and continuous improvement in procurement practices as it relates to accessibility.

## **5. RESPONSIBILITIES:**

### *Responsibilities of Management*

- Developing and maintaining procedures for the purpose of procurement and purchasing accessibility practices.
- Educate employees and ensure compliance with all aspects of the policy.
- Demonstrate behaviours that are consistent with the policy.
- Provide support and guidance to staff members in fulfilling the policy.
- Ensure all staff are trained according to the requirements of the AODA legislation.
- When aware of areas of non-compliance ensure appropriate action is taken.
- Complete and file the annual accessibility report as required by legislation.

### *Responsibilities of all Employees*

- Comply with all aspects of the policy.
- Demonstrate behaviours that are consistent with the policy.
- Participate fully in training as it relates to this policy.
- When aware of areas of non-compliance ensure supervisor or manager is notified.

## **6. NOTICE OF AVAILABILITY OF DOCUMENTS:**

Lanark County shall provide notice that upon request Lanark County shall provide a copy of this policy and supporting procedures and practices under Ontario Regulation 429/07, Accessibility Standards for Customer Service to any person.

## **7. EXCLUSIONS:**

This Policy shall not apply during any period when an emergency has been declared by the head of Council.

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