

THE CORPORATION OF THE MUNICIPALITY OF SOUTH BRUCE BY-LAW 2019-80

BEING A BY-LAW TO ESTABLISH POLICIES AND PROCEDURES FOR INTEGRATED ACCESSIBILITY STANDARDS REGULATIONS FOR THE CORPORATION OF THE MUNICIPALITY OF SOUTH BRUCE.

WHEREAS, the Integrated Accessibility Standards Regulations, in the areas of Employment, Information and Communications, Transportation, and Design of Public Spaces in accordance with Ontario Regulations 191/11 and 413/12, permit the Council of a municipality to enact a by-law to establish policy and procedure for Integrated Accessibility Standards Regulations;


AND WHEREAS, the Municipality of South Bruce deems it desirable to establish policies and procedures relating to Integrated Accessibility Standards Regulations;

AND WHEREAS, pursuant to Section 9 of The Municipal Act, 2001, S. O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

NOW THEREFORE the Council of the Corporation of the Municipality of South Bruce enacts as follows:

1. THAT policies and procedures for Integrated Accessibility Standards Regulations be included as Schedule "A" attached to this by-law.
2. THAT Accessible Meeting/Event Checklist be included on Schedule "B" attached to this by-law.
3. THAT Employee Individual Accommodation Plan be included on Schedule "C" attached to this by-law.
4. THAT Personal Workplace Emergency Response Plan be included on Schedule "D" attached to this by-law.
5. THAT By-law No. 2013-96 and any other by-law(s) inconsistent with this by-law are hereby repealed.
6. THAT this by-law shall come into full force and effect upon third and final reading thereof.

Read a first, second and third time and finally passed, signed and sealed this 26th day of November, 2019.


Robert Buckle, Mayor


Leanne Martin, CAO/Clerk

SEAL.

SCHEDULE "A" TO BY-LAW 2019-80

Integrated Accessibility Standards

1. Purpose:

The Municipality of South Bruce is committed to being responsible to the needs of all its residents. To do this, we must recognize the diverse needs of all our residents and respond by striving to provide services and facilities that are accessible to all. As an employer and provider of services, the Municipality of South Bruce is committed to ensuring its services are provided in an accessible manner. The Municipality of South Bruce will promote accessibility through the development of policies, procedures and practices by ensuring they consider people with disabilities. To do this we must ensure the policies, procedures and practices address **integration, independence, dignity and equal opportunity**.

Scope and Responsibilities

This policy has been drafted in accordance with the Regulation and addresses how the Municipality of South Bruce achieves accessibility through meeting the Regulation's requirements. It provides the overall strategic direction that we will follow to provide accessibility supports to Ontarians with disabilities.

The requirements of the Regulation include:

- Establishment, implementation, maintenance and documentation of a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation;
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services, or facilities;
- Training; and
- Other specific requirements under the Information and Communication, Employment, Transportation, and Design of Public Spaces Standards.

2. Policy Statement and Organizational Commitment

The Municipality of South Bruce is committed and guided by the four core principles of Dignity, Independence, Integration and Equal Opportunity and supports the full inclusion of persons as set out in *Canadian Charter of Rights and Freedoms*, and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The Municipality of South Bruce shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

3. Definitions:

"Accessible Formats" may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities; ("format accessible");

"Accommodation" means the special arrangement made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's unique needs;

"Communication Supports" may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications;

"Communications" means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received;

"Conversion Ready" means an electronic or digital format that facilitates conversion into an accessible format;

"Designated Public Sector Organization" means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the *Public Service of Ontario Act, 2006*

“**IAP**” means Individualized Accommodation Plan

“**Information**” includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

“**Internet Website**” means a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI) and is accessible to the public.

“**Maintenance**” means activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition, examples of which include painting and minor repairs.

“**Mobility Aid**” means a device used to facilitate the transport, in a seated posture, of a person with a disability.

“**Mobility Assistive Device**” means a cane, walker, wheelchair, scooter or similar aid.

“**New Internet Website**” means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.

“**Redeployment**” means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated.

“**Unconvertible**” means

- (a) If it is not technically feasible to convert the information or communications;
- (b) The technology to convert the information or communications is not readily available.

“**Web Content Accessibility Guidelines**” means the world wide web consortium recommendation, dated December 2008, entitled “Web Content Accessibility Guidelines (WCAG) 2.0.

4. General Provisions

Multi-Year Accessibility Plan

The Municipality of South Bruce’s Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA. The Municipality of South Bruce will report annually on the progress and implementation of the plan, post the information on our website and will provide it in alternative formats upon request. The plan will be reviewed and updated at least once every five years.

Procuring or Acquiring Goods, Services or Facilities

The Municipality of South Bruce will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practical to do so (in which case, if requested we will provide an explanation).

Training

The Municipality of South Bruce will ensure that training is provided to all employees and regular fee-for-service staff on the requirements of the accessibility standards referred to in the Regulation and on the *Human Rights Code* as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided. We shall maintain a record of the dates when training is provided and the number of individuals to whom it was provided.

(iv) Public Meetings and Events hosted by the Municipality

South Bruce will ensure that reasonable accommodation is made to ensure that its meetings and/or events are accessible so that persons with disabilities are able to fully participate in community life.

Critical areas of consideration to ensure meetings are accessible include:

- access to meeting agendas, information and proceedings; and
- physical access to the meeting/event space.

Advanced planning for accessible meetings/events is necessary to ensure that the accommodation of people with disabilities is anticipated and acted upon ahead of time. Anyone

planning a meeting/event shall, where applicable use the “Accessible Meeting/Event Checklist” attached as Schedule B. The Accessible Meeting/Event Checklist provides a guideline for accessibility.

Pre-Event Planning

The key to accessibility is advanced planning. Even when it is unknown whether any participants may require accessibility accommodations, staff should be prepared to organize the meeting or event so that it is accessible so that people with disabilities can participate.

Prior to the event you may wish to:

-Ensure that the invitation/registration for the event or notice of meeting includes information about the accessibility of the event if possible, as for specific accommodation needs (e.g. “Please indicate any additional requirement you may have in order to participate in the meeting”).

-If meals are not provided at the meeting/event, provided information about accessible restaurants in the vicinity.

Physical Access to the Meeting Area

When planning your event there are several aspects to the physical environment that should be considered to ensure the meeting/event area is accessible.

Choosing a location

Items to consider when choosing a location include the following:

- Parking
- Entrances
- Washrooms
- Meeting rooms
- Doors
- Noise
- Telephone access
- Customer service areas
- Recent renovations/current construction
- Availability of auditory equipment
- Relieving area/water bowls for service animals

Exterior Access

Items to consider when assessing exterior access include:

- Signage
- Parking
- Sidewalks/path of travel

Interior Access

Items to consider when assessing interior access include:

- Entrances and Lobbies
- Elevators/Lifts (Arena)
- Accessible Washrooms
- Hallways and Corridors
- Meeting Rooms
- Making refreshment and dietary arrangements

Accessible Communications

-If required, oral presentations may be supported with a sign language interpreter, where feasible.

-Printed materials should be available in alternate formats, where feasible.

5. Information and Communication Standard

The Municipality of South Bruce shall create, provide or arrange for accessible formats and communication supports for persons with disabilities:

- a) Upon request in a timely manner that takes into account the persons' accessibility needs due to a disability;
- b) At a cost that is no more than the regular cost charged to other persons;
- c) Consult with the person making the request and determine suitability of an accessible format or communication support;
- d) Notify the public about the availability of accessible formats and communication supports.

If the Municipality of South Bruce determines that it is not technically feasible to convert the information or communications or the technology to convert the information or communication is not readily available, we will be obligated to provide the person that requires the information with:

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

6. Emergency Information

If the Municipality of South Bruce prepares emergency procedures, plans or public safety information and makes the information available to the public, we shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

7. Feedback

The Municipality of South Bruce has a process in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports upon request. We will notify the public about the availability of accessible formats and communication supports.

8. Website Accessibility

The Municipality of South Bruce shall make their internet website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2014, any new web content will conform with WCAG 2.0 Level A. By January 1, 2021 all internet website and web content will conform with WCAG 2.0 Level AA.

9. Employment Standard

The Employment Standard builds upon the existing requirements under the *Ontario Human Rights Code* in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies in respect to employees and does not apply to volunteers and other non-paid individuals.

The requirements of the Employment Standard shall be met by the Municipality of South Bruce. by January 1, 2014 unless otherwise specified.

10. Recruitment

The Municipality of South Bruce shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, the Municipality of South Bruce shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability;
- Notify successful applicants of the policies for accommodating employees with disabilities.

11. Employee Notification and Accessible Formats

The Municipality of South Bruce shall inform its employees of its policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- As required to new employees as soon as practicable after they begin their employment;
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

In addition and where an employee with a disability requests it, the Municipality of South Bruce will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- information that is needed in order to perform the employee's job;
- information that is generally available to employees in the workplace; and
- consult with the employee making the request in determining the suitability of an accessible format or communication support.

12. Individual Accommodation Plan

The Municipality of South Bruce shall have in place a written process for developing a documented individual accommodation plan (IAP) for employees with a disability. Process to include:

- The employee's participation in the development of the IAP;
- Assessment on an individual basis;
- Identification of accommodations to be provided;
- Timelines for the provision of accommodations;
- The Municipality of South Bruce may request an evaluation by outside medical or other expert, at our expense, to assist with determining accommodation and how to achieve accommodation;
- Employee may request the participation of a representative from their bargaining agent, where represented, or otherwise a representative from the workplace not from a bargaining agent;
- Steps taken to protect the privacy of the employee's personal information;
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done;
- If denied, the reasons for denial are to be provided to the employee;
- A format that takes into account the employee's disability needs;
- If requested, any information regarding accessible formats and communication supports provided;
- Identification of any other accommodation that is to be provided.

13. Return to Work

The Municipality of South Bruce will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes must be documented and must outline the steps that the Municipality of South Bruce will take to facilitate the return to work and include an individual accommodation plan.

14. Performance Management, Career Development and Advancement, and Redeployment

The Municipality of South Bruce will take into account the accommodation needs and/or individual accommodation plans of employees when:

- Using performance management processes;
- Providing career development and advancement information;
- Using redeployment procedures.

15. Workplace Emergency Response Information

The Municipality of South Bruce shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
- If the employee who receives individual workplace emergency response information requires assistance and with the employee's consent, The Municipality of South Bruce shall provide the workplace emergency information to the person designated by the Municipality of South Bruce. to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when the employer reviews its general emergency response policies.

16. Transportation Standard

The Transportation Standard will make it easier for people to travel in Ontario, including persons with disabilities, older Ontarians and families traveling with children in strollers. The Municipality of South Bruce will:

- Ensure taxicabs do not charge a higher fare or additional fee to persons with disabilities;
- Ensure taxicabs do not charge a fee for storage of assistive devices;
- Ensure taxicabs have appropriate information displayed both the rear bumper and available in an accessible format to passengers.

The Municipality of South Bruce's Accessibility Plan will include progress made by the municipality to meet the accessible taxi needs of the community.

17. Built Environment – Design of Public Spaces

The Municipality of South Bruce commits to ensure the Public Spaces Design meet accessibility requirements according to Regulation 413/12.

The Municipality shall incorporate accessibility into Public Spaces that are newly constructed or redeveloped on and after January 1, 2016. We will ensure that we follow the existing requirements stated under the Design of Public Spaces Standards (Accessibility Standards for the Built Environment) for outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking, and service related elements (counters, waiting areas, etc.). When developing recreational trails the Municipality shall consult with the public and persons with disabilities. The Municipality shall also provide maintenance and restoration of public spaces by ensuring our multi-year accessibility plan includes procedures for preventative and emergency maintenance of accessible elements in public spaces and procedures for dealing with temporary disruptions when accessible elements required under this section are not in working order.

18. Regulatory Requirements

An Administrative Monetary Penalties scheme is being established under the AODA. The scheme will allow a director or a designate to issue an order against a person, organization or corporation to pay a penalty amount as a result of non-compliance with the AODA or the accessibility standards. The largest penalty amount that can be issued to an individual or an organization that is not a corporation is \$50,000.

Establishes an Administrative Monetary Penalties Program that prescribes the administrative penalties

- Use of administrative monetary penalties will be considered an avenue of last resort when all other compliance assistance and improvement options have been exhausted

Designates the License Appeal Tribunal (LAT) to hear appeals of Directors Orders under the AODA

- The LAT will hear appeals from organizations of director's orders, but not individual complaints. Individuals who feel their human rights have not been met would continue to complain to the Ontario Human Rights Commission.

SCHEDULE "B" TO BY-LAW 2019-80 Integrated Accessibility Standards

Accessible Meeting/Event Checklist

The following is an accessible meeting checklist to assist you in planning your meeting/event. This checklist reflects a variety of accessibility alternatives which may not always be available within our Municipality; however, we will try our best to accommodate individual needs.

Planning a Meeting

Pre Planning

- Organize any planning steps for an accessibility meeting or event with the Accessibility Coordinator.
- Reception or refreshment area in a location with a clear path of travel. As part of pre-event planning, ask if participants require special accommodations.
- Ensure that the invitation or notice of meeting includes information about the accessibility of the event.

Choosing a location

- Visual fire alarms for the safety of persons who are deaf, deafened or hard of hearing; if not, inquire about the facility's fire exit locations.
- Telephone available that is situated low enough for use by a person who uses a wheelchair.
- Counter service areas low enough for person who use wheelchairs or scooters to see over.
- Is there any renovation or construction work scheduled during the time of your meeting. This may affect accessibility.
- Where feasible, portable FM Listening Systems and/or telephones with auditory adjustments available for persons who have hearing loss.
- Where feasible, sign language interpreter.
- TTY service available.
- Staff trained in disability awareness
- Relieving area for service animals. Water bowls for dogs.

Refreshments and Dietary Arrangements

- Give participants an opportunity to indicate any dietary needs ahead of time (i.e. when registered for the event/meeting)
- When beverages are being served, bendable straws and lightweight cups need to be available and within easy reach of people using wheelchairs and scooters.
- Consider the height of tables suitable and/or adjustable for use by all individuals

External Environment

Signage

- Signs clearly marked and visible from the street for street address and building name
- Signage well-lit at night (for evening meetings/events)
- Large letters and plain language used on signs directing people to specific area

- Signs free of glare
- Additional signs specific to the event in large print

Parking

- Sufficient number of barrier-free designated parking spaces available for estimated number of attendees with disabilities. If not, arrange for more designated parking spaces close to the building during the event.
- Accessible public parking lots with accessible spaces close by.
- Level access or a curb cut from the parking area to the main entrance.
- If it is winter, parking areas are clear of snow and ice.
- Barrier-free path of travel from parking lot or drop off area to meeting entrance. (Path to be free of stairs and obstructions, non-slip, few or no stairs, even level and clear)
- If winter, walkways clear of snow and ice.
- For safety, sidewalks separated from road and driveway.
- Area suitable for service animals to relieve themselves and water bowls for animals if possible.

Interior Access

Entrances and Lobbies

- All entrance doors wide enough for the passage of a person using equipment such as a wheelchair, walker or scooter and guide dog (2' 8 " to 3 feet).
- If main entrance is not accessible, are there signs directing people to accessible entrance
- Entrances well lit and located centrally.
- Doors easy to open (2' 7 ½" . to 3 feet) with a lever handle or an automatic door opener.
- Large letters and plain language used on signs directing people to specific areas. Signs mounted at approximately 60" from floor for people in wheelchairs or with low vision.
- Additional staff may be required at doorways to direct and assist.
- Telephones with auditory adjustments and TTY availability.
- Customer service areas low enough for wheelchair and scooter users to see over and across.

Elevators/Lifts

- Elevators/lifts located close to the meeting room and large enough to accommodate the size of equipment such as wheelchairs, walkers and scooters and a guide dog.
- Braille buttons and raised numerals, sound and/or light signals to indicate their operation as well as a control panel at an appropriate height for use by all individuals.
- Additional signs clearly marked and at a height suitable for all individuals.
- Controls mounted at comfortable height.
- Auditory signals for persons with low vision or who are blind if available.

Washrooms

- Accessible washrooms near the meeting location.
- Doors equipped with an automatic or push button door opener.
- Large enough to accommodate equipment such as wheelchairs and walkers.
- At least one accessible stall large enough to accommodate equipment such as wheelchairs, walkers and scooters.
- Stalls have grab bars.
- Door signage clearly marked preferably with raised tactile male or female sign or Braille lettering.
- At least one accessible sink with handles that are easy to operate.

Hallways & Corridors

- Wide and clear enough to accommodate the passage of equipment such as wheelchairs, walkers and scooters and guide dogs, to travel to meeting area, washroom facilities and exits (width of 72" for persons in wheelchairs to pass one another).
- Floors smooth and slip resistant, glare free with low pile carpeting, hardwood flooring or tile.
- Are interior doors minimum 32" clear width.
- Lighting adequate and adjustable for the environment.
- Stairs have handrails on both sides.

Meeting Rooms

- Large enough to accommodate seating and mobilization for anticipated number of participants who use wheelchairs, scooters, guide dogs, etc.
- Easy to navigate and located conveniently on the first floor.
- Refreshments and meals provided in a location that is accessible for all individuals.
- Is reception or refreshment area in a location with a clear path of travel?
- Stage and speaking areas such as podiums, lecterns clear of obstruction and accessible to wheelchair or scooter users; accessible to all individuals both presenting as well as in the audience (physically, visually and audibly).
- Check noise levels for distracting noise (ventilation systems, noise from adjacent rooms).
- Check meeting room that has drapes/blinds to provide reduction in glare or light from windows.
- Check that cables, wires, microphones are well secured (no loose cables) and are not blocking path of travel.
- Accessible seating available throughout if available.

Access to Meeting Contents and Materials

Promotional Materials

- Materials produced and available in formats that are required (e.g. large print) based on the needs of the audience.
- Materials easy to read with colour contrasts of black on white, minimum of 12

point size in a simple font choice of Arial or Verdana font, on non-glossy paper.

Ensure Accessible Communications

- Provide materials in alternate formats if requested.
- If necessary/feasible, arrange for a sign language interpreter for people who are deaf, deafened or hard of hearing.
- If feasible/necessary, use laptop computer with a standard keyboard and overhead screen or monitor.
- If feasible use some form the audio system found in meeting room.
- Support Attendants - help people with disabilities access information.

**SCHEDULE "D" TO BY-LAW 2019-80
Integrated Accessibility Standards**

Personal Workplace Emergency Response Plan

(To be completed by Supervisor/Manager and/or Chief Administrative Officer and Employee requiring assistance in the event of a workplace emergency)

1. Employee Information	
Name of Employee:	Position of Employee:
Department:	Location of Workstation:
Name of Department Head/Supervisor conducting Review with Employee:	
2. Emergency Evacuation Assessment	
Does the employee experience any of the following that could impede the ability to quickly evacuate the work place?	
a) Mobility limitations; interference with walking, using stairs, joint pain, use of mobility device (i.e. wheelchair, scooter, cane, crutches, walker, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Reduced energy, fatigue: tires easily	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Respiratory impairment (due to temporary/permanent conditions or brought on by stress, exertion, exposure to dust, smoke, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Emotional, cognitive, or concentration difficulties; confusion or disorientation	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) Vision impairment/loss	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) Hearing impairment/loss	Yes <input type="checkbox"/> No <input type="checkbox"/>
g) Require assistive technology or medication	Yes <input type="checkbox"/> No <input type="checkbox"/>
h) Other (please specify):	
3. Communication Needs & Accommodations	
Indicate the employee's preferred method of communication in an emergency situation. List any assistive communication devices and/or accommodations required.	
Example: person with hearing impairment may require Blackberry or pager to receive emergency evacuation information via text message.	
4. Conditions, Sensitivities, Disabilities and Accommodation Summary	
Indicate any temporary or long term conditions, sensitivities and/or disabilities that may affect the well-being and safety of the employee during emergency response.	

Emergency Assistance or Consent for co-workers to assist this person during emergencies is required: Yes No

5. Employee Personal Emergency Preparedness Kit

Employee Personal Emergency Preparedness Kit required? Yes No

If yes, at the employee's discretion, list contents (i.e. emergency supply of medication, food for specific dietary needs, personal assistive equipment and batteries, emergency health & contact information, etc.):

Location of Employee's Personal Emergency Preparedness Kit:

6. Emergency Evacuation Routes

Indicate primary accessible evacuation route from workplace, noting any accessibility accommodations required. Where applicable, attach site map/fire safety information and identify meeting location.

Indicate alternative evacuation route from workplace, noting any accessibility accommodations required. Where applicable, attach site map/fire safety plan and identify meeting location.

7. Acknowledgement and Release

Reason for review:

- New hire
- Change in workplace location
- Change in employee's condition
- Other (i.e. implementation of Employment Standard through Ont. Regulation 191/11)

Signature of Manager/Supervisor

Date

I acknowledge that the information contained on this form is accurate and hereby authorize the Municipality of South Bruce to release applicable personal information contained within my Employee Workplace Emergency Response Plan to designated individuals whom would assist me during an emergency/first responder, in the event of a workplace emergency situation.

Signature of Employee

Date

Please ensure that the original completed Employee Workplace Emergency Response form (with attachments) is sent to the Chief Administrative Officer, to be held in the employee's personnel file, and that the employee and Manager/Supervisor retain a copy.

All personal information collected on this form and any attachments herein will be used for the Employee Workplace Emergency Response purposes only and will remain confidential as per MFIPPA, unless written consent is obtained from employee (completion of Section 8)