

**THE HAMILTON LAW ASSOCIATION**  
**Integrated Accessibility Standards Policy**

1. This policy is made under the auspices of the **Accessibility for Ontarians with Disabilities Act, 2005** (herein after referred to as the AODA), the Integrated Accessibility Standards, O. Reg. 191/11, and **the Ontario Human Rights Code** RSO 1990 (as amended), and replaces the Integrated Accessibility Standards policy approved by the Board of Trustees on December 14, 2011.

**Policy Objective**

2. The Hamilton Law Association recognizes that the purpose of the AODA is to achieve equal accessibility for all, regardless of abilities, in a manner consistent with the principles of independence, dignity, integration and equality as stated in the regulations by developing, implementing and enforcing accessibility standards.

**Definitions**

3. For the purposes of this policy, disability is defined as found in the Ontario Human Rights Code RSO 1990 (as amended) (Part II, Section 10.(1):
  - (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
  - (b) a condition of mental impairment or a developmental disability,
  - (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
  - (d) a mental disorder, or
  - (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

Further applicable definitions as found in the AODA and O. Reg. 191/11.

### **Implementation**

4. The staff of The Hamilton Law Association (“HLA”) shall use reasonable efforts to ensure that services are provided in a manner that respects the dignity and independence of persons with disabilities.
5. The staff of the HLA shall use reasonable efforts to ensure that the provision of services to persons with disabilities and others are integrated unless an alternative method is necessary, whether temporarily or on a permanent basis, to enable a person with disabilities use or benefit from the services.
6. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the services where financially practicable.

### **Acceptance of Assistive Devices, Service Animals and Support Persons**

7.
  - (a) Assistive Devices: The Hamilton Law Association permits persons with a disability to use and keep with them their own personal assistive devices to obtain, use or benefit from the services offered by the Association.
  - (b) Service Animals and Support Persons: The Hamilton Law Association allows persons with disabilities to be accompanied by and supported by a support person into all public facilities of the Association. A person with a disability may be accompanied by a guide dog or other service animal and staff will ensure the person is permitted to keep the animal with him or her unless the service animal is otherwise excluded by law; in which case, the HLA will make every reasonable effort to ensure that the person can obtain, use or benefit from the services of the HLA.
  - (c) Support persons: If a person is accompanied by a support person, both persons shall be entitled to enter the premises together and the person with the disability shall be entitled to have access to the support person while on the premises. The support person shall not be charged for admission to the event in question, if there is an admission price to the event.

### **8. Requests for Accommodation or Support**

- (1) HLA staff understand the importance of accessibility for members with disabilities to all of our services.
  - (a) Requests by members for accommodation under this policy shall be made in writing and must be received no less than ten (10) business days prior to the date for which the member has requested the accommodation.

- (b) The member is required to identify the grounds upon which the accommodation is requested.
- (c) Following the request, the member is encouraged to notify staff of any change in circumstances that could affect the member's need for accommodation or the type of accommodation requested.
- (2) The HLA presumes that the request for accommodation is made in good faith unless there are clear reasons for believing otherwise.
- (3) The HLA will request only information that is reasonably necessary to consider the request for accommodation.
- (4) If a request for accommodation cannot be implemented in part or in full, the HLA will consider alternatives.
- (5) In accordance with Ontario Human Rights Law, an accommodation will not be provided if it imposes undue hardship on The Hamilton Law Association. If an accommodation is refused, that refusal can be brought to the Treasurer of The Hamilton Law Association that they may review this determination.
- (6) HLA staff will report requests, determinations and expenditures to the Board of Trustees.

#### **9. Types of Accommodation or Support**

The type of accommodation or support that the HLA can provide will depend on the disability, the purpose of the visit, and the availability of different types of equipment and services. The following are some examples:

- (a) Assistive Listening Devices
- (b) Real-time captioning or Communication-Access Real Time (CART)
- (c) Visual language interpretation such as American Sign Language (ASL) or langue des signes québécoise (LSQ)
- (d) Communication support for people who have difficulty speaking and use alternate ways of communicating
- (e) Scheduling of meetings or proceedings in rooms that can accommodate your disability
- (f) Scheduling of meetings or proceedings at times that allow you to deal with your disability or medical-related needs
- (g) Providing some services by phone or by email in order to meet a disability-related need
- (h) Accessible or alternative formats of documents, such as electronic formats, large print, audio, and braille.

#### **10. Documentation and Feedback**

- (a) The Hamilton Law Association shall, upon request, provide a copy of this Integrated Accessibility Standards Policy to any member.

*Policy approved by the Board of Trustees on November 21, 2018.*