



## **Multi-Year Accessibility Plan for 2012 – 2023 Reviewed and Updated June 2021**

The **Integrated Accessibility Standards Regulation** (IASR) under the **Accessibility for Ontarians with Disabilities Act** (AODA) requires Hands TheFamilyHelpNetwork.ca to develop a multi-year plan every five years to prevent and remove barriers for persons with disabilities.

Hands strives to provide goods and services in a way that respects the AODA principles of dignity, independence, integration and equal opportunity. Hands is committed to giving people with disabilities the same opportunity to access agency goods and services and to benefit from the same services, in the same place and in a similar way as other customers. Hands is committed to inclusion and accessibility for persons with disabilities.

The Agency's accessibility plans will help to inform planning requirements under the Integrated Accessibility Standards Regulation (Integrated Regulation) enacted July 1, 2011 under the **Accessibility for Ontarians with Disabilities Act** (AODA). The AODA requires Hands TheFamilyHelpNetwork.ca to develop, implement, and enforce accessibility standards so that goods, services, facilities, accommodation, employment, buildings, structures, and premises are accessible to persons with disabilities.

Hands TheFamilyHelpNetwork.ca remains committed to improving accessibility through the identification, removal and prevention of barriers in our organization. Working with our employees and with our clients ensures that accessibility is given significant consideration.

This plan has been developed by our Accessibility Advisory Committee in accordance with the Integrated Regulation. It outlines a strategy to prevent and remove barriers and address the current and future requirements of the AODA. It will be provided in an alternative format upon request.

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
Provide Accessible Customer Service	Train staff and volunteers to serve customers of all abilities	Senior Manager of HR	January 1, 2012	Yes - ongoing	AODA training for all existing employees/volunteers has been completed and training is in place for all new employees/volunteers at orientation.
	Keep a written record of the training			Yes - ongoing	A certificate or document attesting completion is printed for all persons who undertake the online-training and this is sent to HR who keep a written record.
	Welcome service animals and support persons			Yes - ongoing	A sign is posted on all agency site front doors and is posted on our website
	Create accessible ways for people to provide feedback			Yes - ongoing	There are feedback forms available from reception in each of our sites and they are also available on our website. Feedback options are also listed on our TV screens found in each site reception area.
	Put an accessibility policy in place so employees, volunteers and customers can know what to expect			Yes - ongoing	Policies have been developed and can be found on Z drive (shared Agency network folder)
Provide accessible emergency and public safety information	When asked to provide publicly available emergency information, like evacuation plans or brochures		January 1, 2012	Yes - ongoing	<a href="#">The emergency response plan</a> is posted on the agency website and can be found on the Z drive (shared Agency network folder). All offices display the emergency evacuation plan sheet and site evacuation plans are posted on H&S bulletin boards in agency sites. The Agency will make arrangements to assure that materials are provided in accessible formats according to the needs of any specific request.
Provide accessible emergency	When necessary, provide accessible and customized emergency information. You should provide this information as soon as		January 1, 2012	Yes - ongoing	Should an employee require accommodation in an emergency, a plan is put in place as soon as the agency is aware of the need.

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information to staff	an employee asks for it when you become aware an employee may need accommodation in an emergency				
Create accessibility policies and a multi-year plan	Create policies and multi-year accessibility plan to help in achieving accessibility goals	Accessibility Advisory Committee	January 1, 2014	Yes	See multi-year plan on Z drive (shared Agency network folder)
	Tell our employees and customers about our policies			Yes - ongoing	All AODA policies and procedures were reviewed and updated in 2017; updates were shared with all employees.  Information highlighting the Agency's commitment to accessibility has been posted on TV screens in each of our office waiting rooms.  AODA policies and procedures, as well as resources, are shared on our web site: <a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a>
	Post the multi-year plan on our website in an accessible format			Yes - ongoing	Multi-year plan is available on our web site at: <a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a>
Consider accessibility when purchasing or designing self-service kiosks	Includes interactive electronic terminals <ul style="list-style-type: none"> <li>• Technical features: <ul style="list-style-type: none"> <li>○ Colour contrast on display screen</li> <li>○ Extra time for people to complete tasks</li> <li>○ Audio instructions</li> <li>○ Voice-activated equipment</li> </ul> </li> <li>• Structural features</li> </ul>		January 1, 2014		We do not currently have any self-service kiosks.

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	<ul style="list-style-type: none"> <li>○ Height and stability of kiosk</li> <li>○ Headset jacks with volume control</li> <li>○ Specialized keypads or keyboards</li> </ul>				
Make websites accessible	<p>Includes only new websites and old websites you significantly update and new web content you create</p> <ul style="list-style-type: none"> <li>● Provide text alternatives for non-text content</li> <li>● Provide alternatives for time-based media</li> <li>● Adaptable content</li> <li>● Distinguishable content</li> <li>● Keyboard accessible</li> <li>● Provide users enough time to read and use content</li> <li>● Don't design content in a way that is known to cause seizure</li> <li>● Navigable content</li> <li>● Readable text content</li> <li>● Predictable web pages</li> <li>● Input assistance</li> <li>● Compatible</li> </ul>		January 1, 2014	Yes - ongoing	A new web site was launched in April 2021 and is fully compliant with AODA guidelines.
File an Accessibility Compliance Report			December 31, 2014	Yes - ongoing	Original report filed December 31, 2014. Updated report filed December 22, 2017. Updated report to be filed prior to June 30, 2021.
Train staff on Ontario's	Train all employees and volunteers on the accessibility requirements			Yes - ongoing	The training has been completed with current employees and volunteers and is part of

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accessibility laws	that apply to their job duties and your organization				orientation process for new employees and volunteers.
	<p>Training must include:</p> <ul style="list-style-type: none"> <li>• an overview of the <a href="#">Accessibility for Ontarians with Disabilities Act</a></li> <li>• an overview of the requirements of the customer service standard</li> <li>• your organization's policy on providing accessible customer service</li> <li>• tips on how to interact with people with various types of disabilities</li> <li>• tips on how to interact with people who use an assistive device or require the assistance of a service animal or support person</li> <li>• information on how to use any equipment or devices available in your organization to help provide goods or services to people with disabilities (e.g., screen readers, lifts)</li> <li>• tips on what to do if a person with a disability is having difficulty accessing your organization's goods or services</li> <li>• You must also train your staff when there are any</li> </ul>	Senior Manager of HR and Communications	January 1, 2015	Yes – Ongoing.	<p>New employee orientation includes AODA and IASR training. Training is offered through an online service provider to assure that the Agency remains current and compliant in training information.</p> <p>Current employees participated in AODA training by January 1, 2012 and IASR by January 1, 2015.</p> <p>Employees refer to permanent, contract, casual, full-time, part-time, students and volunteers.</p>

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	changes to your accessible customer service policies.				
	<p>Who you need to train You must provide training to:</p> <ul style="list-style-type: none"> <li>• employees and volunteers who interact with customers on your behalf (paid and unpaid, full-time and part-time positions)</li> <li>• anyone involved in developing customer service policies for your organization (including managers, senior leaders, directors and owners)</li> <li>• anyone who provides goods, services or facilities to customers on your behalf (such as external contact centres or facilities management companies)</li> </ul> <p>You must provide the training as soon as possible after an employee or volunteer joins your organization.</p>	Senior Manager of HR and Communications	January 1, 2015	Yes – Ongoing.	<p>New employee orientation includes AODA and IASR training. Training is offered through an online service provider to assure that the Agency remains current and compliant in training information.</p> <p>Current employees participated in AODA training by January 1, 2012 and IASR by January 1, 2015.</p> <p>Employees refer to permanent, contract, casual, full-time, part-time, students and volunteers.</p>
	<p>Maintain records of training</p> <p>You must also maintain records of your customer service training if you are:</p>	Senior Manager of HR and Communications	January 1, 2015	Yes – Ongoing.	<p>All personnel files include training records.</p> <p>New employee orientation includes training on AODA, IASR and Human Rights. Training is offered through an online service provider to assure that the Agency remains current and compliant in training information.</p>

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	<ul style="list-style-type: none"> <li>• a private or non-profit organization with 20+ employees</li> <li>• a public-sector organization of any size</li> </ul> <p>You must:</p> <ul style="list-style-type: none"> <li>• maintain written records of all training done to meet the accessibility requirements that apply to your organization</li> <li>• record when the training was delivered and how many people took the training</li> </ul>				<p>Current employees participated in AODA training by January 1, 2012 and IASR by January 1, 2015.</p>
	<p>Work related training</p> <p>You must train all staff on:</p> <ul style="list-style-type: none"> <li>• areas that are relevant to their work responsibilities</li> <li>• employment</li> <li>• information and communications</li> <li>• transportation</li> <li>• design of public spaces</li> <li>• the <a href="#">Ontario Human Rights Code</a> (where it relates to people with disabilities)</li> <li>• when you make any changes to your accessibility policies</li> </ul>	Senior Manager of HR and Communications	January 1, 2015	Yes – Ongoing.	<p>New employee orientation includes training on AODA, IASR and Human Rights. Training is offered through an online service provider to ensure that the Agency remains current and compliant in training information.</p> <p>Current employees participated in AODA training by January 1, 2012 and IASR by January 1, 2015.</p> <p>Employees refer to permanent, contract, casual, full-time, part-time, students and volunteers.</p>
Make it easy for people with	This includes surveys or comment cards	Senior Manager of HR		Yes - Ongoing	There are feedback forms available from reception in each of our sites and they are

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disabilities to provide feedback		& Communications			also available on our website ( <a href="https://thefamilyhelpnetwork.ca/wp-content/uploads/2021/04/Customer-Feedback-Form-R-04.16.21.pdf">https://thefamilyhelpnetwork.ca/wp-content/uploads/2021/04/Customer-Feedback-Form-R-04.16.21.pdf</a> ) Feedback options are also listed on our TV screens found in each site reception area.  Options for providing feedback are shared with clients during their initial meeting/intake.
	Emergency and public safety information This includes: <ul style="list-style-type: none"> <li>• emergency plans and procedures (e.g., tour boat instructions on how to use a lifejacket)</li> <li>• maps, warning signs and evacuation routes (e.g., a map pointing out emergency exits)</li> <li>• information about alarms or other emergency alerts (e.g., procedure that explains what to do if you hear a hotel fire alarm)</li> </ul>	Senior Manager of HR & Communications		Yes - ongoing	New employees and volunteers are provided with a tour of the site in which they work and emergency procedures, information about health and safety and accessibility are reviewed at that time.  Emergency evacuation plans are posted on H&S bulletin boards in each site and on a shared network computer drive.
	Feedback processes for employees and the public <ul style="list-style-type: none"> <li>• Instead of providing only one method for feedback (e.g., hand-written letters) be ready to receive feedback in other ways (e.g. over the telephone, by</li> </ul>	Director of Adult Services  Director of Child and Youth Services		Yes - Ongoing	Employees, clients and members of the public are offered multiple feedback options, including: in-person, phone, online and paper surveys and questionnaires.

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	email, questionnaires or comment cards).				
	<p>Employee information</p> <p>You must provide accessible workplace information when an employee with a disability asks for it.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• any information that employees need to perform their jobs</li> <li>• general information that is available to all employees at work (e.g., company newsletters, bulletins about company policies and health and safety information)</li> <li>• information about <a href="#">emergency procedures</a></li> </ul> <p>To find out what you need to do, talk to your employees with disabilities and ask them what would help make information accessible to them. The format you choose must meet the needs of the employee.</p>	Senior Manager of HR & Communications		Yes - Ongoing	<p>Hands promotes its commitment to accessibility to employees both during orientation and throughout the course of employment. Any accessibility requirements are considered on an individual basis, in collaboration with the employee, to assure appropriate accommodations are put in place.</p> <p>Reference  AD-D-P01 Accessible Customer Service Policy and associated Procedures  HR-B-001 Recruitment and Accessibility Procedure  HR-C-004 Workplace Accommodation Procedure</p>
	Other public information	Senior Manager of HR		Yes - Ongoing	Reference

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	This includes all print documents and information provided to the public on web sites and handheld devices.	& Communications			AD-D-P01 Accessible Customer Service Policy and associated Procedures
Make your public information accessible when asked	<p>Work with the person to figure out how to meet their needs as soon as possible:</p> <ul style="list-style-type: none"> <li>• Includes emergency plans and procedures</li> <li>• Maps, warning signs, evacuation routes</li> <li>• Information about alarms or other emergency alert</li> </ul>	All Hands. Final accountability Senior Manager of HR and Communications	January 1, 2016	Yes – Ongoing.	<p>Hands promotes its commitment to accessibility to employees both during orientation and throughout the course of employment. Any accessibility requirements are considered on an individual basis, in collaboration with the employee, to assure appropriate accommodations are put in place.</p> <p>Refer to AODA Policies and Procedures</p> <p><a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a></p> <p>AD-D-P01 Accessible Customer Service Policy  AD-D-001 Accessible Customer Service Standard  AD-D-002 Use of Assistive Devices Procedure  AD-D-003 Use of Support Persons or Service Animals  AD-D-004 Communication  AD-D-005 Service Disruption  AD-D-006 Accessible Customer Service Customer Information and Feedback  AD-D-007 Accessibility Planning</p>

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	<p>Feedback processes for employees and the public:</p> <ul style="list-style-type: none"> <li>• Instead of providing only one method for feedback, be ready to receive feedback in other ways (telephone, email, questionnaires, comment cards)</li> </ul>	<p>Director of Adult Services</p> <p>Director of Child and Youth Services</p>		<p>Yes – Ongoing.</p>	<p>Our website provides a link for feedback as well as a phone number for accessing alternate formats.</p> <p><a href="https://thefamilyhelpnetwork.ca/wp-content/uploads/2021/04/Customer-Feedback-Form-R-04.16.21.pdf">https://thefamilyhelpnetwork.ca/wp-content/uploads/2021/04/Customer-Feedback-Form-R-04.16.21.pdf</a></p> <p>At intake, all clients are provided with information relating to the provision of feedback, in accordance with our Policies and Procedures</p> <p>CS-A-002 Client Feedback and Complaints Process AD-D-006 AODA Customer Feedback</p>
	<p>Employee Information:</p> <p>Provide accessible workplace information when an employee with a disability asks for it, including:</p> <ul style="list-style-type: none"> <li>• any information that employees need to perform their jobs</li> <li>• general information that is available to all employees (company newsletters; bulletins, policies and H &amp; S information)</li> <li>• information about emergency procedures <ul style="list-style-type: none"> <li>○ Includes emergency plans and procedures</li> </ul> </li> </ul>	<p>Senior Manager of HR and Communications</p>		<p>Yes – Ongoing.</p>	<p>Policies and procedures clearly outline the Agency's commitment to accessibility in the workplace.</p> <p>The Agency's recruitment, selection and onboarding processes promote the Agency's commitment to accessibility and the availability of accommodations as required.</p> <p>Individual Accommodation Plans are developed for employees. This is a collaborative process involving the employee, their manager and HR as required, and is informed by information provided by an appropriate medical practitioner. HR-C-004 Workplace Accommodation Procedure</p>

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	<ul style="list-style-type: none"> <li>○ Maps, warning signs, evacuation routes</li> <li>○ Information about alarms or other emergency alerts</li> </ul> <p>Talk to employees with disabilities and ask them what would help make information accessible to them</p> <p>Types of accessible format</p> <ul style="list-style-type: none"> <li>● HTML and word</li> <li>● Braille</li> <li>● Accessible audio formats</li> <li>● Large print</li> <li>● Text transcripts of visual and audio information</li> </ul> <p>Types of communication supports</p> <ul style="list-style-type: none"> <li>● reading the written information aloud to the person directly</li> <li>● exchanging hand-written notes (or providing a note taker or communication assistant)</li> <li>● captioning or audio description</li> <li>● assistive listening systems</li> <li>● augmentative and alternative communication methods and strategies (e.g., the use of letter, word</li> </ul>				

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	<p>or picture boards, and devices that speak out)</p> <ul style="list-style-type: none"> <li>• sign language interpretation and intervener services</li> <li>• repeating, clarifying or restating information</li> <li>• Reading the written information</li> </ul>				
	<p>Other public information</p> <p>This includes all print documents and information provided to the public on web sites and hand-held devices</p> <p>Tools to make information accessible</p> <p>Other tools to improve the accessibility of information include:</p> <p><b>American Sign Language (ASL):</b> Uses hand shapes, positions, facial expressions and body movements to convey meaning to people who are deaf or hard of hearing.</p> <p><b>Braille:</b> Is a tactile system of raised dots representing letters or a combination of letters. It is used by people who are blind or deafblind</p>	<p>All Hands.</p> <p>Final accountability Senior Manager of HR and Communication s</p>	<p>January 1, 2016</p>	<p>Yes – Ongoing.</p>	<p>The Agency has Policies and Procedures in place and follows AODA guidelines. In addition, Hands promotes the availability of alternate format materials/communications in its communications with clients and the public.</p> <p>Appropriate formats are made available according to the specific needs of an individual.</p> <p>Examples include: Closed captioning and transcripts for videos, language included in recruitment advertising, new wayfinding signage with braille and tactile features, and more.</p> <p>A new web site was launched in April 2021 and is fully compliant with AODA guidelines.</p>

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	<p>and is produced using braille transcription software.</p> <p><b>Captioning:</b> Uses subtitles to convey the words spoken in a video. They usually appear on the bottom of the screen.</p> <p><b>Digital Accessible Information Systems (DAISY):</b> Is an audio format for people who have trouble with print — including limited vision and learning disabilities like dyslexia. DAISY digital talking books are like audiobooks, but include navigation features to help readers skip forward or back through the material.</p> <p><b>Screen reader software:</b> Use a speech-synthesizer to read text from a computer screen or convert it to braille. The information must be formatted properly (in a structured electronic file) for the screen reader to recognize it.</p> <p><b>Structured electronic files:</b> Includes information about how elements of the document are formatted (e.g., titles, section headings). They can be created using "styles" in most standard word processing programs.</p>				

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	Documents created as structured electronic files are easier to convert to accessible formats (including braille, DAISY and web pages) and allow screen readers to navigate the information effectively				
Make your employment practices accessible	Make how you hire, retain and provide career development opportunities accessible	Senior Manager of HR and Communications			<p>The Agency's recruitment, selection and onboarding processes promote the Agency's commitment to accessibility and the availability of accommodations as required. Further, policies and procedures are in place to assure that employees are familiar with the Agency's commitment to accessibility.</p> <p>HR-B-001 Recruitment and Selection HR-C-004 Workplace Accommodation Procedure</p>
	<p>Hiring:</p> <p>Notify employees and the public that you will accommodate the needs of people with disabilities in your hiring process</p> <ul style="list-style-type: none"> <li>• Post the information on your website</li> <li>• Include it in job postings</li> </ul>	Senior Manager of HR and Communications		Yes – Ongoing.	<p>The Agency's recruitment, selection and onboarding processes promote the Agency's commitment to accessibility and the availability of accommodations as required.</p> <p>Recruitment advertising includes the language:</p> <p>"Hands TheFamilyHelpNetwork.ca is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Hands offers accommodation for applicants with disabilities in its recruitment processes.</p>

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					<p>If you are contacted by Hands regarding a job opportunity, please advise prior to the interview if you require accommodation.”</p> <p>The Agency website also speaks to accessibility:</p> <p><a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a></p> <p>Managers receive training relating to workplace accommodation procedures as part of New Manager Orientation and ongoing support through the HR Department.</p> <p>HR-B-001 Recruitment and Selection HR-C-004 Workplace Accommodation Procedure</p>
	<p>Workplace Information:</p> <p>Provide workplace information in an accessible format if an employee asks for it, including:</p> <ul style="list-style-type: none"> <li>• Any information employees need to perform their jobs</li> <li>• General information that is available to all employees at work (company newsletters; bulletins, policies and H &amp;S information)</li> </ul> <p>Talk to employees with disabilities about how they need to receive information</p>	Senior Manager of HR and Communications		Yes – Ongoing.	<p>Managers receive training relating to workplace accommodation procedures as part of New Manager Orientation and ongoing support through the HR Department.</p> <p>Individual Accommodation Plans are established for all employees requiring accommodation.</p> <p>Recruitment advertising includes the language:</p> <p>“Hands TheFamilyHelpNetwork.ca is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Hands</p>

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	<p>Provide accessible emergency information to staff when you become aware an employee may need accommodation in an emergency. (this was required by Jan 2012)</p> <ul style="list-style-type: none"> <li>• Includes emergency plans and procedures</li> <li>• Maps, warning signs, evacuation routes</li> <li>• Information about alarms or other emergency alerts</li> </ul>				<p>offers accommodation for applicants with disabilities in its recruitment processes.</p> <p>If you are contacted by Hands regarding a job opportunity, please advise prior to the interview if you require accommodation.”</p> <p>The Agency website also speaks to accessibility:</p> <p><a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a>  HR-B-001 Recruitment and Selection  HR-C-004 Workplace Accommodation Procedure</p>
	<p>Talent and Performance Management:</p> <p>If you have performance management or career development processes, you must consider the needs of an employee with disabilities when you:</p> <ul style="list-style-type: none"> <li>• Hold formal or informal performance reviews</li> <li>• Promote or move them to a new job</li> </ul> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• making documents available in accessible formats (e.g.,</li> </ul>	Senior Manager of HR and Communications		Yes – Ongoing.	<p>Recruitment advertising includes the language:</p> <p>“Hands TheFamilyHelpNetwork.ca is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Hands offers accommodation for applicants with disabilities in its recruitment processes.</p> <p>If you are contacted by Hands regarding a job opportunity, please advise prior to the interview if you require accommodation.”</p> <p>The Agency website also speaks to accessibility:</p> <p><a href="https://thefamilyhelpnetwork.ca/accessibility/">https://thefamilyhelpnetwork.ca/accessibility/</a></p>

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	<p>large print for people with low vision)</p> <ul style="list-style-type: none"> <li>• providing feedback and coaching in a way that is accessible to them (e.g., using plain language for someone with a learning disability)</li> <li>• providing the accommodations, they need to successfully learn new skills or take on more responsibilities</li> </ul> <p>If you do not have a formal or informal performance management program, you do not have to create one.</p>				
	<p>Communicate accessibility policies</p> <p>You must tell your employees about your policies to support people with disabilities. Tell new employees when they are hired, and tell all your employees if you change the policies.</p> <p>To get this information out, you can use:</p> <ul style="list-style-type: none"> <li>• newsletters</li> <li>• emails</li> <li>• memos</li> <li>• websites</li> </ul>	Senior Manager of HR and Communications		Yes – Ongoing.	<p>Policies and procedures are reviewed with employees during Agency and program-specific orientation and also, throughout the course of employment. For instance, all policies and procedures were recently reviewed with all employees following a complete “refresh”. Further, quarterly site meetings highlight selected policies and procedures.</p> <p>Employees also participate in AODA training. New information may be shared via conversation, in meetings, or through our internal newsletter, as well as on bulletin boards.</p>

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	<ul style="list-style-type: none"> <li>• bulletin boards</li> <li>• staff meetings</li> <li>• one-on-one conversations</li> </ul>				
	<p>Accommodation plans</p> <p>Develop and write a process for creating accommodation plans for employees with disabilities. This process must be documented and should include:</p> <ul style="list-style-type: none"> <li>• how an employee participates in the development of their individual accommodation plan</li> <li>• how an employee is assessed on an individual basis</li> <li>• how a non-unionized employee can ask for a representative from the workplace to participate in the development of the accommodation plan</li> <li>• how you, as an employer, can request assistance from an outside expert, at your expense</li> <li>• the steps you will take to protect the privacy of the employee's personal information</li> </ul>	Senior Manager of HR and Communications		<p>Ongoing in informal process.</p> <p>Draft policy developed for formal adoption in 2016.</p>	<p>Procedure HR-C-004 Workplace Accommodations outlines:</p> <ul style="list-style-type: none"> <li>-The Agency's commitment to fostering an inclusive workplace.</li> <li>-The availability of reasonable workplace accommodation, short of undue hardship.</li> <li>-The process to request and develop an Individual Accommodation plan, which is viewed as a collaborative process involving the employee, manager, HR (as required) and input from the appropriate medical practitioner.</li> </ul> <p>Plans are documented and agreed upon, and maintained in the employee file. They are reviewed regularly (annually at a minimum) to assure that they continue to meet the needs of the employee. Managers and employees also "check in" during the course of regular operations/supervision meetings. The Agency also works with employees, and is informed by health practitioners, in developing return-to-work plans that include necessary accommodations. (Functional Assessment Forms are requested for completion of practitioners; in some cases, they Agency may engage a practitioner on behalf of the employee to support an accommodation).</p>

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	<ul style="list-style-type: none"> <li>• how and when you will provide the employee with their personalized accommodation plan</li> <li>• the schedule for when and how the plan will be reviewed and updated</li> <li>• how you will tell an employee that their individual accommodation plan has not been accepted</li> <li>• how you will provide the plan in an accessible format</li> </ul> <p>The plan must be documented and include:</p> <ul style="list-style-type: none"> <li>• how you will provide workplace information in an accessible format, if requested</li> <li>• how you will provide accessible emergency information, if needed</li> <li>• any other accommodation that is to be provided</li> </ul> <p>You and the employee with a disability will determine and implement appropriate</p>				

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	<p>accommodation measures. However, the final decision rests with you.</p> <p>Return to work process</p> <ul style="list-style-type: none"> <li>• (does not apply) if an employee's injury or illness is covered by the return to work provision under any other law</li> </ul> <p>You must develop and write a process to support employees who have been absent from work due to a disability and require disability-related accommodations to return to work.</p>				
<p>Make new or redeveloped public spaces available</p>	<p>Outdoor play spaces</p> <p>By law, you must make outdoor play spaces accessible if you are:</p> <ul style="list-style-type: none"> <li>• a business or non-profit organization with 50 or more employees or a public-sector organization</li> <li>• building new public outdoor play spaces and planning to maintain them or making major changes to existing spaces and planning to maintain them</li> </ul>	<p>Director of Corporate Services</p>	<p>January 1, 2017</p>		<p>The Agency has various playground structures, all of which have been designed to ensure AODA compliance, including:</p> <p>1 - Consultations with various stakeholders in the development of new playgrounds.</p> <p>2 – Play structures incorporate features for children/caregivers of all abilities.</p> <p>3 – Play spaces include various safety surface options for fall protection and accessibility.</p> <p>4 - Fall protection zone included in design of each play feature.</p>

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<p>You do not have to change existing outdoor play spaces.</p> <p>Public outdoor play spaces include:</p> <ul style="list-style-type: none"> <li>• play equipment and structures (e.g., slides, swings and splash pads)</li> <li>• natural features (e.g., logs, rocks, sand or water intended for play)</li> </ul> <p>To meet the requirement, you must:</p> <ol style="list-style-type: none"> <li>1. consult with the public and local people with disabilities before you design and build public outdoor play spaces (municipalities must also consult with their <u>accessibility advisory committees</u>).</li> <li>2. enhance the play area with features that will allow children and caregivers with a wide range of abilities to play</li> <li>3. make the surface of the play space firm and stable so people using mobility devices can move around easily and prevent injuries</li> <li>4. ensure there is enough space around the play</li> </ol>				<p>A new playground is in the planning phase for North Bay and has been designed with accessibility requirements in mind.</p>

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<p>features; children and caregivers with disabilities should be able to move easily into the play areas and around play equipment</p> <p>For example: A municipality is planning to build a new outdoor place space in their community. First, they consult with their accessibility advisory committee and community members about what they will need in the play space.</p>				
	<p>Public outdoor paths of travel (pertains to beach access routes and recreational trails as well as sidewalks and walkways that serve a functional purpose like walking to work or school</p>				N/A
	<p>Parking lots</p> <ul style="list-style-type: none"> <li>• By law, you must make both on-street and off-street parking accessible if you are: <ul style="list-style-type: none"> <li>▪ Building new parking spaces and planning to maintain them</li> <li>▪ Redeveloping existing parking spaces and planning to maintain them</li> </ul> </li> <li>• If you belong to a public-sector organization, you must make on-street parking available <ul style="list-style-type: none"> <li>▪ It includes parking spaces provided by designated public</li> </ul> </li> </ul>	<p>Director of Corporate Services</p>			<p>New facility located at 391 Oak Street East, North Bay, has been designed to ensure compliance with this legislation.</p> <p>New off-street parking lot at our Parry Sound Site is compliant with this legislation.</p>

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<p>sector organizations for public use on: streets; highways</p> <ul style="list-style-type: none"> <li>▪ To meet the needs, you must consult with the public and people with disabilities on the need, location and design of accessible on-street parking spaces</li> <li>• You must make new off-street parking accessible if you are a: private or non-profit organization with 1 or more employee(s)</li> <li>• To meet the requirements, you must include a minimum number of each type of accessible parking space. Types of parking spaces include: <ul style="list-style-type: none"> <li>▪ Wider spaces for people who use mobility aids (i.e. wheelchairs)</li> <li>▪ Standard-width spaces for people who use mobility-assistive devices (e.g. canes, crutches)</li> </ul> </li> <li>• Include extra spaces, called access aisles between parking spaces. The access aisles must be wide enough for people with disabilities to get in and out of their vehicles.</li> <li>• Clearly mark all accessible spaces with the required signage.</li> </ul> <p>Exceptions to off-street parking</p>				

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<ul style="list-style-type: none"> <li>• You do not have to meet the requirement if: <ul style="list-style-type: none"> <li>▪ Parking areas are not intended for public use</li> <li>▪ Extra parking spaces are not designed for people with disabilities because accessible parking is already available on the same site</li> <li>▪ Parking areas are not located on a barrier-free path of travel (as defined under Ontario's Building Code)</li> <li>▪ Areas are used exclusively for parking buses, delivery vehicles, law enforcement vehicles, ambulances or impounded vehicles.</li> </ul> </li> </ul> <p>If you are limited by physical constraints on the site, you must work within these constraints to comply with the requirements, as much as possible. This may mean providing fewer accessible parking spaces than required.</p>				
	<p>Service counters and waiting areas</p> <p>By law, you must make both service counters and waiting areas accessible if you are:</p> <ul style="list-style-type: none"> <li>• a private or non-profit organization with 1+ employee(s)</li> </ul>	Director of Corporate Services			<p>New facility located at 391 Oak Street East, North Bay, has been designed to ensure compliance with this legislation.</p> <p>Renovated facility, located at 2 May Street, Parry Sound, was designed to ensure compliance with this legislation, including a lift to gain access to all floors, accessible</p>

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<p>or a public-sector organization; and</p> <ul style="list-style-type: none"> <li>building new service counters, fixed waiting lines or fixed seated waiting areas or making major changes to existing service counters, fixed waiting lines or fixed seated waiting areas</li> </ul> <p>You do not have to change existing service counters, waiting lines or seated waiting areas to comply with the law.</p>				<p>washrooms and an accessible reception counter.</p> <p>Upgraded facility, located at 37 Main Street, Sundridge, includes an accessible reception counter.</p> <p>Any future renovations will be completed in compliance with AODA requirements.</p>
	<p><b>Service counters</b></p> <p>Service counters may be desks or counter spaces where people have face-to-face conversations with staff to receive service. Some examples are reception desks, ticketing windows, foodservice counters and check-out counters. The service areas can be indoors or outdoors. To meet the accessibility requirements, you must:</p> <ul style="list-style-type: none"> <li>make at least one service counter accessible to people who use mobility aids, such as wheelchairs. The area should be low enough to allow the person with a disability to interact with the person providing service. There should also be enough</li> </ul>	<p>Director of Corporate Services</p>			<p>New facility located at 391 Oak Street East, North Bay, has been designed to ensure compliance with this legislation.</p> <p>Any future renovations will be completed in compliance with AODA requirements.</p>

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	<p>room under the counter for the knees of a person sitting in a wheelchair</p> <ul style="list-style-type: none"> <li>• make all service counters accessible if your organization has a single wait line for all of them</li> <li>• provide at least one accessible counter for each of your organization's services (e.g., a grocery store must offer at least one accessible service counter for each of its express, self-service and regular service lanes)</li> <li>• clearly identify all your accessible service counters with signs.</li> </ul>				
	<p>Fixed waiting lines</p> <p>These requirements apply to fixed queuing guides or permanent fences or railings that require customers to line up and follow a set path (e.g., line up for rides at an amusement park). To meet the requirements.</p>				N/A
	<p>Waiting areas with fixed seating</p> <p>In many waiting areas, the seating is fixed to the floor (e.g., in hospitals). To meet the accessibility requirements for these areas, you must make at least 3% of all seats</p>	Director of Corporate Services			The Agency does not have any waiting areas with fixed seating.

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
	accessible. When creating new fixed seating areas, always provide at least one accessible seat.				
	<p>Outdoor eating areas</p> <p>By law, you must make public outdoor eating areas accessible if you are:</p> <ul style="list-style-type: none"> <li>• a private or non-profit organization with 50+ employees or a public-sector organization; and</li> <li>• building new public outdoor eating areas with tables and planning to maintain them or making major changes to existing areas with tables and planning to maintain them</li> </ul> <p>You do not have to change your organization's existing tables to comply with the law.</p> <p>Public outdoor eating areas are places located outside where members of the public can sit at a table and eat (e.g., outdoor food courts at amusement parks, picnic tables in parks, on hospital grounds or on university campuses).</p>				N/A
File an Accessibility			December 31, 2017	Yes.	Document was filed on December 22, 2017.

Requirements /steps	What must be done? Planned action	Responsibility	IASR compliance date	Completed	Steps undertaken/ supporting documentation
Compliance Report					
File an Accessibility Compliance Report			June 30, 2021		Document to be filed in compliance with requirement.
Make all websites and web content accessible			January 1, 2021	Yes - Ongoing	A new web site was launched in April 2021 and is fully compliant with AODA guidelines.
File an Accessibility Compliance Report			December 31, 2023		