



YMCA of Owen Sound Grey Bruce Multiyear Accessibility Plan 2014-2019

YMCA AODA Standard Section Reference	Initiative/ Action	Description	YMCA of Owen Sound Grey Bruce Plan/Completion status	AODA Compliance Date
General Regulation O. Reg. 191/11, s.3 Part 1 Integrated Accessibility Standards	Establishment of Accessibility Policies	<i>s. 3(1) Every obligated organization shall develop, implement and maintain policies governing how the organization will achieve accessibility through meeting its requirements referred to in this Regulation</i>	<p>The YMCA has introduced a policy that outlines the YMCA's commitment to working towards being compliant with the integrated standards under the Accessibility for Ontarians with Disabilities Act (AODA) as they are introduced and become law.</p> <p>It serves to provide a framework within which accessibility plans and initiatives are to be created in order to move the Association towards the goal of improved accessibility for people with disabilities. The YMCA endeavors to provide accessibility and accommodation as prescribed in the AODA.</p> <p>Completed January 2014 Updated June 2016</p> <p><u>File: YOSGB-AODA - Integrated Accessibility Standards Regulation (IASR) Statement of Commitment to Accessibility - posted online and Drive Y.</u></p> <p><u>File: Accessibility Policy YOSGB updated and posted on website and Drive Y.</u></p>	Jan. 1, 2014



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Integrated Accessibility Standards Regulation O. Reg.191/11, s.4 Part 1 4. (1) (b) Accessibility Plans 4. (1) (c) Post Plan and status	Establishment of multi-year accessibility plan	<p><i>Establish, implement maintain and document a multiyear accessibility plan which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the legislation.</i></p> <p><i>Post the status on the website and make it available in an accessible format</i></p>	<p>The YMCA will develop a multi-year plan outlining a strategy to prevent and remove barriers and address the current and future requirements of AODA.</p> <p>The plan will be updated as new regulations are introduced and/or compliance items have been achieved. The YMCA through this plan documents our strategy and progress in meeting the requirements of the regulations.</p> <p>Completed 2014 Updated June 2016</p> <p><u>File: Multiyear Accessibility Plan 2014-2019 YOSGB posted online and Drive Y</u></p>	Jan. 1, 2014
Part 1 7. (1) Training		<p><i>Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this regulation and on the Human Rights Code as it pertains to persons with disabilities to: (a) all employees and volunteers; all person's participating in the development of the organization's policies.</i></p> <p><i>7(3) Every person shall be trained as soon as practical</i></p> <p><i>7 (5) Every large organization shall keep a record of the training provided under this section.</i></p>	<p>The YMCA will provide training to all employees, volunteers, persons who deal with the public on its behalf on the requirements of the regulation and the human rights code as it pertains to persons with disabilities.</p> <p>The type and scope of the training will vary depending on the duties of the employee's position. All staff have been provided with educational material on AODA and the Ontario Human Rights Code. All new staff and volunteers are provided with this material when they start. This is documented in personnel files. Further training will be provided if/when new policies are introduced and/or revisions come forward.</p> <p>(Completed January 2016 and ongoing)</p>	Jan. 1, 2015 or as soon as practical



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			<p><u>File: Personnel Policy – sections: Employment Agreement, Career Advancement/Internal Recruitment, Recruitment and Selection – Drive Y</u></p>	
<p>Section 22 Accessibility in HR practices</p> <p>Section 23 Recruitment</p>		<p><i>Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process</i></p>	<p>All job postings notify applicants that if requested they will be provided with reasonable and appropriate accommodation during the recruitment process.</p> <p>Completed June 2016</p> <p><u>File: Personnel Policy – sections: Employment Agreement, Career Advancement/Internal Recruitment, Recruitment and Selection – Drive Y</u></p>	<p>Jan. 1, 2016</p>
<p>Section 24 Offers of employment and accommodation during employment</p>		<p><i>Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.</i></p>	<p>The YMCA Personnel Policy and related forms will all be updated to include these requirements.</p> <p>(Completed June 2016 and ongoing)</p> <p><u>File: Personnel Policy – sections: Employment Agreement, Career Advancement/Internal Recruitment, Recruitment and Selection – Drive Y</u></p>	<p>Jan. 1, 2016</p>
<p>Section 25 (1) Support information for employees</p>	<p>Inform employees of policies and supports as soon as practical after new employees</p>	<p><i>Every employer 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 and</i></p>	<p>Reflected in the Personnel Policy.</p> <p>Included in Orientation for new hires.</p> <p>All new employees are required to read YMCA policies at beginning of employment.</p>	<p>Jan. 1, 2016</p>



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	begin employment	<i>employee's accessibility needs due to disability</i>	<p>Completed June 2016</p> <p><u>File: Personnel Policy – sections: Employment Agreement, Career Advancement/Internal Recruitment, Recruitment and Selection, Accommodation Policy etc. – Drive Y</u></p>	
Section 26 (1) Accessible format and Communication Supports for Employees	Upon request by an employee with a disability, provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.	<i>In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for (a) Information that is needed in order to perform the employees job and (b) Information that is generally available to employees in the workplace.</i>	<p>Reflected in the Personnel Policy.</p> <p>Completed June 2016</p> <p><u>File: Personnel Policy – sections: Employment Agreement, Career Advancement/Internal Recruitment, Recruitment and Selection, Accommodation Policy etc. – Drive Y</u></p>	Jan. 1, 2016
Section 27 (1) Workplace Emergency Response Information	Develop individualized emergency response plans for individuals with disabilities.	<i>Every employer 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.</i>	<p>Individualized emergency plans will be developed on an as needed basis 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.</p> <p>Completed June 2016</p> <p><u>File: Personnel Policy - Workplace Emergency Response</u></p>	Jan. 1, 2012



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Section 28 Documented Individual Accommodation Plans	Develop a written process for developing individual accommodation plans for employees with disabilities	<p><i>28 (1) Employers, shall develop and have in place written policies for the development of documented individual accommodation plans for employees with disabilities.</i></p> <p><i>28. (2) The manner in which an employee requesting accommodation can participate in the development of the individualized accommodation plan.</i></p> <p><i>(1) The means by which an employee is assessed on an individual basis</i></p> <p><i>(2) The manner in which the employer can request an evaluation by an outside medical or other expert at the employer's expense to determine if and how accommodation can be achieved</i></p> <p><i>(3) The manner in which an employee can request participation ...or other representative from the workplace in the development of an accommodation plan</i></p> <p><i>(4) The steps taken to protect the privacy of the employee's personal information</i></p> <p><i>(5) The frequency with which the individual accommodation plan will be reviewed and updated and</i></p>	<p>The YMCA's commitment to individual accommodation is contained in the <u>File: Personnel Policy – Accommodation Policy</u>, and as part of a documented individualized accommodation plan when so developed.</p> <p>Completed June 2016</p>	Jan. 1, 2016



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		<p><i>the manner in which it will be done</i></p> <p><i>(6) If an individual accommodation plan is denied, the manner in which the reasons for denial will be provided to the employee</i></p> <p><i>(7) The means of providing the individual accommodation plan that takes into consideration the employee's accessibility needs due to disability</i></p> <p><i>(8) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability</i></p> <p><i>28.3 (a) If requested, include any information regarding accessible formats and communication supports provided</i></p> <p><i>(b) if required include individualized workplace emergency response information</i></p> <p><i>(c) identify any other accommodation that is to be provided.</i></p>		



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Section 29 Return to work Process	<p>Develop and implement a return to work process for employees absent due to disabilities who require accommodation to return to work.</p> <p>Document the process.</p>	<p><i>(1) Every employer shall:</i></p> <p><i>(a) develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability related accommodation in order to return to work and</i></p> <p><i>(b) shall document the process</i></p> <p><i>(2) The return to work process shall:</i></p> <p><i>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work and</i></p> <p><i>(b) Use individual documented accommodation plans as described in Section 28 as part of the process.</i></p>	<p>The return to work process is contained in the <u>File: Personnel Policy – Return to Work Policy</u></p>	Jan. 1, 2016
Section 30 Performance Management	<p>Take accessibility needs into consideration when assessing and improving employee performance, productivity and effectiveness with the goal of facilitating</p>	<p><i>(1) An Employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</i></p>	<p>This information is contained in the <u>File: Personnel Policy - Performance Management Policy</u></p> <p>Completed June 2016</p>	Jan. 1, 2016



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	employee success.	<i>(2) In this section “performance management” means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.</i>		
Section 31 Career Development and Advancement	Take into consideration accessibility needs of employees who have disabilities. This may provide opportunities to advance within the organization.	<i>(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs, when providing career development and advancement to its employees with disabilities</i>	This information is contained in the <u>File: Personnel Policy -Career Advancement / Internal Recruitment</u> Completed June 2016	
Section 32 Redeployment	The intent of this requirement is to ensure that redeployment processes will consider the accessibility needs of employees with disabilities when moving them to other positions	<i>(1) An employer that uses re-deployment shall take into account the accessibility needs of its employees with disabilities as well as individual accommodation plans when re-deploying employees with disabilities. (2) In this section, “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 by the organization.</i>	This information is contained in the <u>Personnel Policy - Career Advancement / Internal Recruitment</u> Completed June 2016	Jan. 1, 2016



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Section 11 Integrated Accessibility Standards Regulation O. reg. 191/11	Feedback processes	<i>Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.</i>	<ul style="list-style-type: none"> • Provide a variety of options to receive feedback, including by telephone, writing down comments and meeting with people • Provide larger print copies and staff available to provide verbal translation upon request. • We will work with the person to figure out how to meet their needs • IPads (Google Translate) used in Child Care settings for children and parents as translation device. (NOTE – recently for Syrian Refugees) 	Jan. 1, 2015
Section12	Accessible formats and Communications Supports	<p><i>Every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</i></p> <p><i>(a) in a timely manner that takes into account the person’s accessibility needs due to disability; and</i></p> <p><i>(b) at a cost that is no more than the regular cost charged to other persons.</i></p> <p><i>(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</i></p> <p><i>(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.</i></p>	<p>Accessibility Policy, Multi Year Accessibility Plan, and IASR Statement of Commitment posted to website.</p> <p>Updated June 2016</p> <p>Upon request, we will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities (as noted above).</p>	Jan. 1,2016



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		<p><i>(4) Every obligated organization that is required to provide accessible formats or accessible formats and communication supports shall meet the requirements of subsections (1) and (2) but shall do so in accordance with the schedule set out in the referenced section and shall do so only to the extent that the requirements in subsections (1) and (2) are applicable to the requirements set out in the referenced section. O. Reg. 191/11, s. 12 (4).</i></p>		
Section 13	Emergency Procedures	<p><i>In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.</i></p>	YMCA will ensure that all publicly available safety and emergency information (e.g. evacuation procedures, floor plans etc.) is provided in an accessible format or with appropriate communication supports, upon request.	Jan. 1, 2012



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Section 14	New Websites	<i>All new websites and content on those sites must conform with WCAG 2.0, Level A</i>	<p>We will engage web site(s) / web content stakeholders throughout the organization to ensure all new websites to be built after January 1 2014; and content on those new sites; to conform with WCAG 2.0, Level A, based on YMCA Web Accessibility Roadmap.</p> <p>This Roadmap is also our guidance to drive an ongoing process to improve our Web Accessibility for all web sites and contents; and for all website to confirm with WCAG 2.0 Level AA by January 1 2021.</p> <p>Our External Web Design and content provider verifies that our website meets all current web accessibility standards.</p> <p>Most recent web upgrade – Winter 2015</p>	Jan. 1, 2014