

AODA Summary: Camps with 50+ Employees Ontario Camps Association

NOTE: The information provided has been put together by the OCA to help Camp Directors navigate the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). The chart below is based on information provided by the Ministry of Economic Development, Employment & Infrastructure. While the OCA has done its best to research and summarize AODA's requirements, we cannot guarantee that the information is accurate for your organization. The OCA encourages you to seek legal counsel to ensure you are complying with the current legislations.

REQUIREMENT	What does this mean for Camps?	DETAILS
By January 1st, 2014		
<p>ACCESSIBILITY POLICIES</p> <p>[General Requirements]</p>	<ul style="list-style-type: none"> • Create a vision and goal for accessibility at your camp. Do your current policies help reach this vision? If not, revise current policies and create new ones to help make your camp accessible. • Submit a "Statement of Commitment" on the Access ON website. The statement you submit will state that you are taking X, Y & Z actions to make your camp accessible. There is an easy fill-in-the-blank template provided on the website. • Make your statement of commitment and policies available to the public (can share on website, in your newsletter...) 	<p>Accessibility Policies</p>
<p>SELF-SERVICE KIOSKS</p> <p>[General Requirements]</p>	<ul style="list-style-type: none"> • Unless you have a self-service kiosk machine, this doesn't apply to you. 	
<p>Accessible Websites and Web Content</p> <p>[Information and Communication Standard]</p>	<ul style="list-style-type: none"> • "Accessible Website" means that information can be presented in larger text, pages can be navigated easily with just the use of your keyboard, and that web content is clear and simple. • There are 3 levels of accessibility for websites (A, AA, AAA). In 2014 you were asked to make your website comply with Level A standards, but by 2021 your website must meet Level AA requirements. • NOTE: The 2014 compliance date only applies if you have created a NEW website, or if your current website has undergone major upgrades. You do not need to change content that was created before 2012. 	<p>Make your Website Accessible</p>
<p>Multi-Year Accessibility Plan</p> <p>[General Requirements]</p>	<ul style="list-style-type: none"> • Assess your services & program and consider if your campers, families, or employees face barriers to accessing the full 'camp experience'. With this information create a multi-year action plan for how you will minimize or eliminate those potential barriers. • Once your plan is created, you must share it with your community (website, newsletter...). You are required to revisit and revise your plan every 5 years. 	<p>Develop Your Organizations Accessibility Plan</p>

By January 1 st , 2015		
<p>TRAINING</p> <p>[General Requirement]</p>	<ul style="list-style-type: none"> • Train volunteers and employees on the “Integrated Accessibilities Standards Regulations”, and how it applies to your camp. • This can easily be woven into Pre-Camp Training. If you’re worried about offering the training yourself, there are online training modules or pre-made handouts that can be found on the Access ON website. • You only need to train employees on material that is applicable to their job. 	<p>Training Your Employees and Volunteers</p>
<p>FEEDBACK</p> <p>[Information and Communication Standard]</p>	<ul style="list-style-type: none"> • Your camp must offer accessible ways to receive and respond to feedback from the public. This can simply mean offering multiple ways to receive and provide information to your camp community- print material, phone calls, emails etc. 	<p>Making Feedback Accessible</p>
By January 1 st , 2016		
<p>RECRUITMENT</p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> • Your camp is required to make the hiring process accessible. This may include: <ul style="list-style-type: none"> ▪ Being flexible with your interview format. <i>Example:</i> offering a phone interview to someone who cannot climb the steep stairs to your office. ▪ If an individual with a disability is hired, providing them your accessibility policies with their contract. ▪ Stating in your job postings that you will accommodate individuals with disabilities during the interview process. 	<p>Making Hiring Accessible</p>
<p>INFORMATION FOR EMPLOYEES</p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> • Inform your staff about your policies to support individuals with disabilities. You need to do this when 1) a new policy is put in place, and 2) an individual is hired. 	<p>Inform Staff about Accessibility Policies</p>
<p>PROCESS TO ACCOMMODATE EMPLOYEES</p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> • This requirement focuses on how to support employees with disabilities when it comes to job performance and career development. This may include... <ul style="list-style-type: none"> ▪ Providing support, feedback and evaluations in a format that is accessible to your employee. <i>Example:</i> some people need written notes to understand feedback, while others need a face-to-face conversation. 	<p>Process to Accommodate</p>
<p>ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS</p> <p>[Information & Communication Standard]</p>	<ul style="list-style-type: none"> • Inform your camp community that you will make information accessible upon request. If someone requests an accommodation, discuss with them how you can meet their needs. • You don’t need to have accessible formats of your information on hand, but you do need to be ready to respond to a request in a timely manner. 	<p>Making Information Accessible to the Public</p>

By January 1st, 2017

<p>Recreational Trails & Beach Access Routes</p> <p>[Design of Public Space Standard]</p>	<ul style="list-style-type: none"> Recreational paths and beach access routes must be accessible. This means providing a route that has a firm, even ground and a wide enough path. NOTE: This ONLY applies if you are building NEW routes, or doing major renovations to current routes. You do not need to change existing paths. “Paths” & “Routes” does NOT apply to backcountry trails or wilderness paths. 	<p>Making Recreational Trails & Beach Routes Accessible</p>
<p>Outdoor Public Use Eating Areas</p> <p>[Design of Public Space Standard]</p>	<ul style="list-style-type: none"> If you are creating a NEW outdoor eating space, or doing major renovations to current spaces, you must: <ul style="list-style-type: none"> Ensure the space, and the path to the space, is on firm and level ground Ensure 20% of the offered seating and tables are accessible Ensure there is a wide space around the accessible eating area 	<p>Make Outdoor Public Eating Areas Accessible</p>
<p>Outdoor Play Spaces</p> <p>[Design of Public Space Standard]</p>	<ul style="list-style-type: none"> If you are creating a NEW outdoor play space (playground), or doing major renovations to your current space, you must: <ul style="list-style-type: none"> Implement elements that will make your playground more accessible for children, and caregivers, who have disabilities. Ensure that the ground surface is firm and stable Ensure that there is enough space in and around the play structures to allow for easy movement for children and caregivers. NOTE: You do not need to change your existing outdoor play spaces. 	<p>Make Outdoor Play Spaces Accessible</p>
<p>Exterior Paths of Travel</p> <p>[Design of Public Space Standard]</p>	<ul style="list-style-type: none"> Exterior paths of travel are elements such as ramps, sidewalks, curbs, and stairs. This requirement does not apply to 1) paths of travel that are regulated by the Ontario Building Code, or 2) are designed for a recreational experience. This standard requires that exterior paths of travel that are NEW or are undergoing renovations: <ul style="list-style-type: none"> Are within specific height/width requirements Slopes are within a specific ratio Travel surfaces are firm, stable, and slip resistant. NOTE: You do not need to change your existing exterior paths of travel. 	<p>Make Exterior Paths of Travel Accessible</p>
<p>Maintenance</p> <p>[Design of Public Spaces Standard]</p>	<ul style="list-style-type: none"> Your accessibility plan must include: <ul style="list-style-type: none"> Preventative and emergency maintenance procedures for any accessible feature of your camp. Back-up plans for when a service is disrupted and effects the use of accessible features of your camp. <i>Example:</i> notifying your camp community if a certain accessible feature is not working, and outline alternative options. 	<p>Maintain the Accessible Parts of Your Public Space</p>

<p>Parking</p> <p>[Design of Public Spaces Standard]</p>	<ul style="list-style-type: none"> • Your camp must offer accessible parking. This may include: <ul style="list-style-type: none"> • Offering wider lots for accessible parking spots • Increasing your number of accessible parking spots • NOTE: This ONLY applies to NEW parking (on- or off-street), or if you are doing major renovations to your current parking areas. • 	<p>Make Parking Accessible</p>
<p>By January 1st, 2021</p>		
<p>Accessible Websites and Web Content</p> <p>[Information and Communication Standard]</p>	<ul style="list-style-type: none"> • “Accessible Website” means that information can be presented in larger text, that pages can be navigated easily with just the use of your keyboard, and that web content is clear and simple. • There are 3 levels of accessibility for websites (A, AA, AAA). You website must now meet Level AA requirements.. 	<p>Make your Website Accessible</p>