

## **AODA Summary: Camps with Less than 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. 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.

<b>REQUIREMENT</b>	<b>What does this mean for Camps?</b>	<b>DETAILS</b>
<b>By January 1<sup>st</sup>, 2015</b>		
<b>ACCESSIBILITY POLICIES</b>  [General Requirements]	<ul style="list-style-type: none"> <li>• 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.</li> <li>• You are encouraged to revisit your accessibility policies yearly to ensure they are relevant to your camp culture.</li> </ul>	<a href="#"><u>Accessibility Policies</u></a>
<b>SELF-SERVICE KIOSKS</b>  [General Requirements]	<ul style="list-style-type: none"> <li>• Unless you have a self-service kiosk machine, this doesn't apply to you.</li> </ul>	
<b>By January 1<sup>st</sup>, 2016</b>		
<b>TRAINING</b>  [General Requirement]	<ul style="list-style-type: none"> <li>• Train volunteers and employees on the "Integrated Accessibilities Standards Regulations", and how it applies to your camp.</li> <li>• 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.</li> <li>• You only need to train employees on material that is applicable to their job.</li> </ul>	<a href="#"><u>Training Your Employees and Volunteers</u></a>
<b>FEEDBACK</b>  [Information and Communication Standard]	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<a href="#"><u>Making Feedback Accessible</u></a>

By January 1 <sup>st</sup> , 2017		
<p><b>RECRUITMENT</b></p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> <li>Your camp is required to make the hiring process accessible. This may include: <ul style="list-style-type: none"> <li>Being flexible with your interview format. <i>Example:</i> offering a phone interview to someone who cannot climb the steep stairs to your office.</li> <li>If an individual with a disability is hired, providing them your accessibility policies with their letter of employment.</li> <li>Stating in your job postings that you will accommodate individuals with disabilities during the interview process.</li> </ul> </li> </ul>	<p><a href="#">Making Hiring Accessible</a></p>
<p><b>INFORMATION FOR EMPLOYEES</b></p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> <li>Inform your staff about your policies to support individuals with disabilities.</li> <li>You need to do this when 1) a new policy is put in place, and 2) an individual is hired.</li> </ul>	<p><a href="#">Inform Staff about Accessibility Policies</a></p>
<p><b>PROCESS TO ACCOMMODATE EMPLOYEES</b></p> <p>[Employment Standard]</p>	<ul style="list-style-type: none"> <li>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"> <li>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.</li> </ul> </li> </ul>	<p><a href="#">Process to Accommodate</a></p>
<p><b>ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS</b></p> <p>[Information &amp; Communication Standard]</p>	<ul style="list-style-type: none"> <li>Inform your camp community that you will make information accessible upon request. If someone requests an accommodation, discuss with him or her how you can meet their needs.</li> <li>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.</li> </ul>	<p><a href="#">Making Information Accessible to the Public</a></p>
By January 1 <sup>st</sup> , 2018		
<p><b>Recreational Trails &amp; Beach Access Routes</b></p> <p>[Design of Public Space Standard]</p>	<ul style="list-style-type: none"> <li>Recreational paths and beach access routes must be accessible. This means firm and level ground, and a wide path.</li> <li><b>NOTE:</b> This ONLY applies if you are building NEW routes, or doing major renovations to current routes. You do not need to change existing paths.</li> <li>"Paths" &amp; "Routes" does NOT apply to backcountry trails or wilderness paths.</li> </ul>	<p><a href="#">Making Recreational Trails &amp; Beach Routes Accessible</a></p>
<p><b>Parking</b></p> <p>[Design of Public Spaces Standard]</p>	<ul style="list-style-type: none"> <li>Your camp must offer accessible parking. This may include: <ul style="list-style-type: none"> <li>Offering wider lots for accessible parking spots</li> <li>Increasing your number of accessible parking spots</li> </ul> </li> <li><b>NOTE:</b> This ONLY applies to NEW parking (on- or off-street), or if you are doing major renovations to your current parking lots.</li> </ul>	<p><a href="#">Make Parking Accessible</a></p>

