

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

**INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan**

**APPENDIX 1**

**The Summit Golf and Country Club**

**Part I – GENERAL REQUIREMENTS**

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Complete	Approved	January 1, 2014
4	Accessibility Plans	4.(1) Large organizations shall, a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Drafted/ Complete  Posted on website  Will be reviewed annually	Ongoing	January 1, 2014
7	Training	7.(1) 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;	Permanent FT staff - complete Seasonal and new staff – is a term of employment and completed as soon as practicable	ongoing	January 1, 2015

		(b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.			
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**PART II – Information and Communications Standards**

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) 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 accessible formats and communications supports, upon request.	Currently don't have formal feedback process; responding to feedback will be available in accessible format upon request.	ongoing	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Accessible formats, including but not limited to, larger print, hardcopy and verbal communications are available upon request.  This can be available on an on-going basis or within 2 business days upon request.  We do not charge for alternative forms of information	ongoing	January 1, 2016
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Communicate to staff and management this requirement – will be part of training.  Situations where a suitable agreement cannot be made will be directed to the Director of Golf/ General Manager	ongoing	January 1, 2016
12			Plan is posted on website	Complete	January 1, 2016

		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.			
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	IT to advise and monitor website changes.  Read proLearning Website brief and pass to IT professional	Ongoing	<p><b>After January 1, 2014</b> New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</p> <p><b>January 1, 2021</b> All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> <li>• success criteria 1.2.4 Captions (Live)</li> <li>• success criteria 1.2.5 Audio Descriptions (Pre-recorded).</li> </ul>

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	We will include the following statement in all our job ads and job fairs and on our standard Job Application form:	Complete	January 1, 2016

			"We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs."		
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	We will notify applicants selected to participate in our assessment and selection process that accommodations are available. – via telephone or email.  Interviewers will identify barriers: location of interview room, format of tests, room set-up for in-person interviews, interviewing timelines, supports, paperwork and will work with candidate regarding accommodation requests.  Interview Script Guidelines provided to hiring managers and maintained in the Recruitment and Hiring Policies & Procedures folder on the network.  Accessible Interviewing Checklist provided to hiring managers and maintained in the Recruitment and Hiring Policies & Procedures folder on the network.	ongoing	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	All new hire welcome letters will inform successful candidates of our policies for accommodating employees with disabilities.	Complete	January 1, 2016
25	Informing Employees of Supports	25.(1) 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	Employees will be informed through policy circulation and training.	ongoing	January 1, 2016

		take into account an employee's accessibility needs due to disability.			
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Employees will be informed as soon as practicable after beginning employment.	ongoing	January 1, 2016
25		25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Updated policies will be circulated to employees.	ongoing	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26.1 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 employee's job; and  (b) information that is generally available to employees in the workplace.	Staff will be advised that all communications, for both job related information and employment information will be made available in alternate formats upon request.	ongoing	January 1, 2016
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Employees will be consulted on accessible formats and communication supports. Communication supports that may be available are: large print, accessible PDFs, softcopy, verbal	ongoing	January 1, 2016
27	Workplace Emergency	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability,	Employees are encouraged to talk to their manager	Complete	January 1, 2012

	Response Information	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.	Information is available on the staff bulletin boards and in the Employee Handbook.  Identification of Potential Barriers During an Emergency Response has been distributed to managers and is available on the network.  Individual Employee Response Information Form has been distributed to managers and is available on the network.		
27		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Part of process with employee's consent	ongoing	January 1, 2012
27		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Information will be provided to employees as soon as the need for accommodation has become known.	ongoing	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Individualized workplace response information will be reviewed when any change occurs that impacts the employee with the disability.	ongoing	January 1, 2012

28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	<p>Accommodation Process has been distributed to managers and is available on the network.</p> <p>Functional Capacity Assessment form has been distributed to managers and is available on the network.</p> <p>Individual Accommodation Plan form has been distributed to managers and is available on the network.</p>	Complete	January 1, 2016
28		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. 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.</li> <li>4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</li> </ol>	The process established in The Accommodation Process, meets all elements in section 28 (2).	Complete	January 1, 2016

		<p>5. The steps taken to protect the privacy of the employee's personal.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall 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 accommodations in order to return to work; and</p> <p>(b) shall document the process.</p>	<p>Return to Work Policy &amp; forms have been distributed to managers and are available on the network.</p> <p>Return to Work Policy has been added to the Employee Manual.</p>	ongoing	January 1, 2016
29		<p>29. (2) The return to work process shall,</p> <p>(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</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>	<p>Return to Work Policy &amp; forms have been distributed to managers and are available on the network.</p> <p>Return to Work Policy has been added to the Employee Manual.</p>	ongoing	January 1, 2016



29		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	RTW process established under Section 29 (1) and (2) does not override WSIB		January 1, 2016
30	Performance Management	30.(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.	Need to keep individual accommodation plan in mind as performance management system is being developed. Think about alternative formats	On track	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Need to keep individual accommodation plan in mind as system is being developed. Think about alternative formats	On track	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Need to keep individual accommodation plan in mind as system is being developed. Think about alternative formats	On track	January 1, 2016

**PART IV – Design of Public Spaces**

Recreational trails/beach access routes	N/A		January 1, 2017
Outdoor eating areas (i.e. rest stops or picnic areas)	Will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications, including rest stops on course and halfway house seating.		January 1, 2017

Outdoor play spaces (i.e. Playgrounds in provincial parks and local communities)	N/A	January 1, 2017
Outdoor paths of travel (i.e. sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals)	Will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications, including walking paths, bridges and on course benches.	January 1, 2017
Accessible parking (on and off street)	Will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications.	January 1, 2017
Service-related elements (like service counters, fixed queuing lines and waiting areas)	Will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications, including halfway house and range service areas.	January 1, 2017
Maintenance and restoration of public spaces	During regular and emergence maintenance of public spaces there will be notification on the website and signage at the specific area offering alternative accessibility when practicable.	January 1, 2017