
Multi-Year Accessibility Plan Requirement

[Regulation 191/11: Integrated Accessibility Standards](#) under the [Accessibility for Ontarians with Disabilities Act, 2005](#) requires organizations to create multi-year accessibility plans, update them at least once every five years and post them on their websites if they have one. An accessibility plan outlines what steps an organization will take to prevent and remove barriers to accessibility and when it will do so.

The law is flexible, so you can develop your accessibility plan in a way that works best for your organization. There is no right or wrong way. This form includes sample information to help you comply with section 4 of the [Regulation](#).

This section applies to the Government of Ontario, Legislative Assembly of Ontario, Designated Public Sector organizations as well as business/non-profit organizations with 50 or more employees.

General Disclaimer

This document is provided for general information only as a sample reference to assist organizations in meeting their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*. Each organization is responsible for understanding and complying with its legal obligations and developing its own policies, procedures and material based on its particular situation. Users are encouraged to seek independent advice and the Government of Ontario, in providing public information on accessibility is not responsible for its usage.

Sample Plan

Message from the CEO

CAMPERS / STAFF WHO ARE NON-BINARY AND CAMPERS AND STAFF WITH DISABILITIES

We must make accommodations so that all campers and staff feel safe and have a great time at camp.

NON-BINARY or TRANS CAMPERS:

By definition, non-binary campers are campers who identify as neither male nor female. Trans campers identify as a gender different than that identified at birth.

In these cases consider the following:

- asking parents/camper what their preferred pronouns (he/she/they/them/etc.)
- allowing camper to use staff single occupancy washrooms

CAMPERS / STAFF WITH DISABILITIES:

Campers /Staff who attend may have various physical or cognitive disabilities. Below are some examples and how they can be accommodated. Campers and staff are NOT to be excluded because of their disability.

Other Accommodations may include:

- hand-over-hand guidance
- visual instructions/guides/schedule
- reading instructions to campers/parents with any special needs
- use of a buddy system
- repeating instructions
- use of graphic organizers for brainstorming activities
- frequent breaks
- refer to parent notes/consult with parents over acceptable accommodations
- if in doubt, ask the camper or parent how we can help accommodate their needs

Parents have the option to send a support person to camp for their child. In such cases we need a cleared vulnerable sector police background check on file for any adult at camp.

Introduction

Accommodations for staff or campers may include but are not limited to.

1. Low Vision

Accommodations may include:

- keeping a neat workspace
- having a buddy
- enlarged printed instructions
- having instructions read out loud

2. Low Hearing

Accommodations may include:

- written instructions
- having a buddy
- one on one instruction delivery
- use of headsets

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Physical Disabilities

Accommodations may include:

- pencil grips,
- having a buddy
- being aware of accessible exits/entrance
- use of elevator
- having a leader with camper while traveling to another location

3. Behavioural Disabilities

Accommodations may include:

- frequent breaks
- visible schedule
- awareness of change
- no surprises

Brick Works Academy

Name of Organization

strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Brick Works Academy

Name of Organization

is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how we will play our role in making Ontario an accessible province for all Ontarians.

The plan is reviewed and updated at least once every 5 years.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Section 1. Past Achievements to Remove and Prevent Barriers

In this section, you have the opportunity to highlight specific projects and programs your organization has implemented to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*. Under each heading, add an introductory paragraph, if you wish, and provide information in bullets. You may also want to add a paragraph describing the corporate approach to addressing barriers. Disregard any headings that do not apply.

has completed the following accessibility initiatives.'

Customer Service

Provide information detailing actions your organization took to comply with the customer services standard. Include a statement confirming that your organization has remained in compliance with the Customer Service Standards, how customer feedback was submitted, actions to address the feedback received and actions your organization took to identify/address potential barriers that may prevent people from giving feedback.

Detail actions and list initiatives from past years.

All web communications are directed to the Executive Director and acted upon to ensure programs are accessible.

Information and Communications

Detail actions and list initiatives from past years.

Web site has been reviewed for accessibility.

Temporary Camp sites are selected with accessibility in mind and limitations of sites are communicated through our web site.

Employment

Detail actions and list initiatives from past years.

All staff are trained in AODA compliance and their certificates are tracked in our employment management system. The importance of Human Rights and respect of all participants is covered in general training meetings. Staff participation is tracked.

Procurement

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

NA

Self-service kiosks

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

our web site is a self serve kiosk experience from the users own phone or computer. The site has been reviewed and updated for accessibility.

Training

List initiatives from past years, if applicable.

Every staff member completes AODA training and uploads their certificate to our employee tracking system.

Design of Public Spaces

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

NA

Transportation

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

NA

Other

If your organization implemented initiatives that do not apply to any of the above headings, please list them here.

Section 2. Strategies and Actions

Identify the projects and programs your organization plans to accomplish to meet the requirements of the *Accessibility for Ontarians with Disabilities Act* and to remove and prevent barriers to people with disabilities.

Customer Service

[Brick Works Academy](#)

Name of Organization

is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

List the initiatives your organization is planning to continue in order to comply with the Customer Service Standard (e.g., training new staff) and specify the timeframe for each.

[Staff will continue to complete all AODA and Human rights training each year.](#)

Information and Communications

[Brick Works Academy](#)

Name of Organization

is committed to making our information and communications accessible to people with disabilities.

List the initiatives your organization is planning and specify the timeframe for each.

[Staff onboarding and training takes place May and June of each year in prep of camp in July and June.](#)

Employment

[Brick Works Academy](#)

Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each.

[We advertise staff positions as being open to staff with disabilities. "Brick Works Academy welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.](#)

["https://brickworksacademy.com/employment](https://brickworksacademy.com/employment)

Procurement

[Brick Works Academy](#)

Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each, if applicable.

All staff are trained in AODA comppliance and their certificates are tracked in our employment management system. The importance of Human Rights and respect of all participants is covered in general training meetings. Staff participation is tracked.

Self-service kiosks

[Brick Works Academy](#)

Name of Organization

is committed to incorporating accessibility features/ considering accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

If applicable, list the initiatives your organization is planning and specify the timeframe for each.

Web site edits are added in accordance with accessibility standards.

Training

[Brick Works Academy](#)

Name of Organization

is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

List initiatives your organization is planning and specify the timeframe for each.

All staff are trained in AODA comppliance and their certificates are tracked in our employment management system. The importance of Human Rights and respect of all participants is covered in general training meetings. Staff participation is tracked.

Design of Public Spaces

[Brick Works Academy](#)

Name of Organization

will meet accessibility laws when building or making major changes to public spaces.

If applicable, list initiatives your organization is planning and specify the timeframe for each.

NA

[Brick Works Academy](#)

Name of Organization

will put procedures in place to prevent service disruptions to the accessible parts of our public spaces.

Transportation

[Brick Works Academy](#)

Name of Organization

is committed to accessible transportation services.

List the initiatives your organization is planning and specify the timeframe for each, if applicable

NA

Other

If your organization has planned initiatives that do not fit any of the above headings, list them here in bullet format and specify the timeframe.

NA

For More Information

For more information on this accessibility plan, please contact at

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Telephone Number 888-274-2550	Email Address david@brickworksacademy.com	

Our accessibility plan is publicly posted at

Website and/or Social Media Addresses
www.brickworksacademy.com

Standard and accessible formats of this document are free on request from

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