



# Multi-Year Accessibility Plan (Accessibility for Ontarians with Disabilities Act, 2005)

## Overview

The Bauman Group Inc. (the “Company”) is committed to providing excellent services and support to all persons, including those with disabilities. Our goal is to focus on identifying, removing, and preventing barriers for persons with disabilities. This multi-year accessibility plan complies with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) (the “Act”).





This multi-year accessibility plan outlines the policies and actions the Company will implement and take to remove barriers and improve opportunities for persons with disabilities in accordance with the requirements included in the Integrated Accessibility Standards Regulations (IASR).

## PART I – GENERAL


AODA Regulation				AMG Action Plan	
Section	Initiative	Description	Compliance Date	Action	Status
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.	January 1, 2014	<ul style="list-style-type: none"> <li>• Draft, approve, and finalize the policy</li> <li>• Make all employees aware of where the policy is located</li> </ul>	
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	January 1, 2014	<ul style="list-style-type: none"> <li>• Draft the multi-year accessibility plan</li> <li>• Post the plan to the external website</li> <li>• Update the multi-year accessibility plan bi-annually and re-post to the external website as necessary</li> </ul>	 Ongoing

		c) review and update the accessibility plan at least once every five years.			
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; (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.	January 1, 2015	<ul style="list-style-type: none"> <li>Incorporate and complete training in new hire orientation and as needed thereafter</li> </ul>	Ongoing





**PART II – INFORMATION AND COMMUNICATION STANDARDS**

AODA Regulation				AMG Action Plan	
Section	Initiative	Description	Compliance Date	Action	Status
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.	January 1, 2015	<ul style="list-style-type: none"> <li>Review internal and external feedback processes</li> <li>Ensure that all employees are aware of the need to provide accessible formats/communication supports upon request</li> </ul>	 
12	Accessible Formats and 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,	January 1, 2016	<ul style="list-style-type: none"> <li>Develop a process to ensure accessible formats/communication supports can be provided in a timely manner</li> <li>Ensure that all employees are aware that accessible formats/communication supports are provided at no additional cost</li> </ul>	 

		<p>a) in a timely manner that takes into account the person’s accessibility needs due to disability; and</p> <p>b) at a cost that is no more than the regular cost charged to other persons.</p>			
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of this consultation requirement</li> <li>• Develop a process to be used if a suitable agreement cannot be made</li> </ul>	<p>✓</p> <p>✓</p>
12		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	January 1, 2016	<ul style="list-style-type: none"> <li>• Identify and implement the appropriate notification methods</li> </ul>	<p>✓</p>
13	Emergency Procedures, Plans or Public Safety Information	13. (1) 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.	January 1, 2012	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of the need to provide accessible formats/communication supports as it relates to publicly available emergency procedures, plans, or public safety information upon request</li> </ul>	<p>✓</p>
14	Accessible Websites and Web Content (PART ONE)	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.	<b>January 1, 2014:</b> new internet websites and web content on those sites must conform with WCAG 2.0 Level A.	<ul style="list-style-type: none"> <li>• Assess the existing website for accessibility</li> <li>• Update the existing website to meet WCAG Level A requirements</li> <li>• Monitor for ongoing changes and updates to the WCAG guidelines and update accordingly as necessary</li> </ul>	<p>✓</p> <p>✓</p> <p>Ongoing</p>

14	Accessible Websites and Web Content (PART TWO)		<b>January 1, 2021:</b> All internet websites and web content must conform with WCAG 2.0 Level AA, other than, ☐ success criteria 1.2.4 Captions (Live) ☐ success criteria 1.2.5 Audio Descriptions (Prerecorded).	<ul style="list-style-type: none"> <li>• Update the existing website to meet the WCAG AA requirements</li> <li>• Monitor for ongoing changes and updates to the WCAG guidelines and update accordingly as necessary</li> </ul>	 Ongoing
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**PART III – EMPLOYMENT STANDARDS**

AODA Regulation				AMG Action Plan	
Section	Initiative	Description	Compliance Date	Action	Status
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Determine the most effective ways to communicate the availability of accommodation(s) during the recruitment process</li> <li>• Ensure that all employees are aware of this requirement and the methods determined above</li> </ul>	  
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process to notify job applicants when they are individually selected to participate in an assessment selection process that accommodations are available upon request</li> <li>• Ensure that all employees are aware of this consultation requirement</li> </ul>	  

		(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.			
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Future offer letters to reference the related policy and the statement of commitment from that policy</li> </ul>	Ongoing
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 take into account an employee's accessibility needs due to disability.	January 1, 2016	<ul style="list-style-type: none"> <li>• Future offer letters to reference the related policy and the statement of commitment from that policy</li> </ul>	Ongoing
25		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	January 1, 2016	<ul style="list-style-type: none"> <li>• Incorporate a review of the related policy and statement of commitment from that policy during new hire orientation</li> </ul>	✓
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process to notify employees of changes to the existing policy</li> <li>• Use a sign-off procedure after notifying employees of changes to the existing policy</li> </ul>	✓ Ongoing
26	Accessible Formats and 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	January 1, 2016	<ul style="list-style-type: none"> <li>• Consult with the employee to determine what they will require as needed</li> </ul>	Ongoing

		<p>accessible formats and communication supports for,</p> <p>(a) information that is needed in order to perform the employee’s job; and</p> <p>(b) information that is generally available to employees in the workplace.</p>			
26		26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	January 1, 2016	<ul style="list-style-type: none"> <li>Consult with the employee to determine what they will require as needed</li> </ul>	Ongoing
27	Workplace Emergency Response Information	27. (1) 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.	January 1, 2012	<ul style="list-style-type: none"> <li>Individualized workplace emergency response information to be provided to employees who have a disability during new hire orientation as needed</li> </ul>	Ongoing
27		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.	January 1, 2012	<ul style="list-style-type: none"> <li>With the consent of the employee, provide their individualized workplace emergency response information to another employee that will be designated to provide assistance to them as needed</li> </ul>	Ongoing
27		27. (3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for	January 1, 2012	<ul style="list-style-type: none"> <li>Develop a process for the review of individualized workplace emergency response information that includes all required elements as per the IASR</li> </ul>	✓

		accommodation due to the employee's disability.			
27		<p>27. (4) Every employer shall review the individualized workplace emergency response information,</p> <p>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employee's overall accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	January 1, 2012	<ul style="list-style-type: none"> <li>Develop a process for the review of individualized workplace emergency response information that includes all required elements as per the IASR</li> </ul>	✓
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.	January 1, 2016	<ul style="list-style-type: none"> <li>Develop a process for the development of documented individual accommodation plans for employees with disabilities that includes all required elements as per the IASR</li> </ul>	✓
28		<p>28. (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <p>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>2. The means by which the employee is assessed on an individual basis.</p>	January 1, 2016	<ul style="list-style-type: none"> <li>Develop a process for the development of documented individual accommodation plans for employees with disabilities that includes all required elements as per the IASR</li> </ul>	✓

		<p>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.</p> <p>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.</p> <p>5. The steps taken to protect the privacy of the employee's personal information.</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>			
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28		<p>28 (3) Individual accommodation plans shall,</p> <p>(a) if requested, include any information regarding accessible formats and communication supports provided, as described in section 26;</p> <p>(b) if required, include individualized workplace emergency response information, as described in section 27; and</p> <p>(c) identify any other accommodation that is to be provided.</p>	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process for the development of documented individual accommodation plans for employees with disabilities that includes all required elements as per the IASR</li> </ul>	✓
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>	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process that includes all required elements as per the IASR</li> </ul>	✓
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>	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process that includes all required elements as per the IASR</li> </ul>	✓

		(b) use individual documented accommodation plans, as described in section 28, as part of the process.			
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Develop a process that includes all required elements as per the IASR</li> </ul>	✓
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Review the current process and make changes if needed to ensure that:               <ul style="list-style-type: none"> <li>○ Employees' accessibility needs can be met</li> <li>○ Individual accommodation plans are considered</li> </ul> </li> </ul>	✓
31	Career Development and 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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Review the current process and make changes if needed to ensure that:               <ul style="list-style-type: none"> <li>○ Employees' accessibility needs can be met</li> <li>○ Individual accommodation plans are considered</li> </ul> </li> </ul>	✓
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.	January 1, 2016	<ul style="list-style-type: none"> <li>• Review the current process and make changes if needed to ensure that:               <ul style="list-style-type: none"> <li>○ Employees' accessibility needs can be met</li> <li>○ Individual accommodation plans are considered</li> </ul> </li> </ul>	✓



**PART IV.1 - DESIGN OF PUBLIC SPACES STANDARDS (ACCESSIBILITY STANDARDS FOR THE BUILT ENVIRONMENT)**



<b>AODA Regulation</b>	<b>AMG Action Plan</b>
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Section	Initiative	Description	Compliance Date	Action	Status
80.25	Exterior Paths of Travel – Stairs	<p>80.25 Where stairs connect to exterior paths of travel, the stairs must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. The surface of the treads must have a finish that is slip resistant.</li> <li>2. Stairs must have uniform risers and runs in any one flight.</li> <li>3. The rise between successive treads must be between 125 mm and 180 mm.</li> <li>4. The run between successive steps must be between 280 mm and 355 mm.</li> <li>5. Stairs must have closed risers.</li> <li>6. The maximum nosing projection on a tread must be no more than 38 mm, with no abrupt undersides.</li> <li>7. Stairs must have high tonal contrast markings that extend the full tread width of the leading edge of each step.</li> <li>8. Stairs must be equipped with tactile walking surface indicators that are built in or applied to the walking surface, and the tactile walking surface indicators must,               <ol style="list-style-type: none"> <li>i. have raised tactile profiles,</li> </ol> </li> </ol>	January 1, 2017	<ul style="list-style-type: none"> <li>• Assess the current specifications of stairs for all sets of stairs that are connected to an exterior path of travel</li> <li>• Make the necessary changes to ensure that all requirements are met as per the IASR</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

		<ul style="list-style-type: none"> <li>ii. have a high tonal contrast with the adjacent surface,</li> <li>iii. be located at the top of all flights of stairs, and</li> <li>iv. extend the full tread width to a minimum depth of 610 mm commencing one tread depth from the edge of the stair.</li> </ul> <p>9. Handrails must be included on both sides of stairs and must satisfy the requirements set out in paragraph 7 of subsection 80.24 (1).</p> <p>10. A guard must be provided that is not less than 920 mm, measured vertically to the top of the guard from a line drawn through the outside edges of the stair nosings and 1,070 mm around the landings and is required on each side of a stairway where the difference in elevation between ground level and the top of the stair is more than 600 mm but, where there is a wall, a guard is not required on that side.</p> <p>11. Where stairs are more than 2,200 mm in width,</p> <ul style="list-style-type: none"> <li>i. one or more intermediate handrails that are continuous between landings</li> </ul>			
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		<p>must be provided and located so there is no more than 1,650 mm between handrails, and</p> <p>ii. the handrails must satisfy the requirements set out in paragraph 7 of subsection 80.24.</p>			
80.34	Types of Accessible Parking Spaces	<p>80.34 Off-street parking facilities must provide the following two types of parking spaces for the use of persons with disabilities:</p> <p>1. Type A, a wider parking space which has a minimum width of 3,400 mm and signage that identifies the space as “van accessible.”</p> <p>2. Type B, a standard parking space which has a minimum width of 2,400 mm.</p>	January 1, 2017	<ul style="list-style-type: none"> <li>Assess the current situation as it relates to accessible parking spots</li> <li>Make the necessary changes to ensure that all requirements are met as per the IASR</li> </ul>	<p>✓</p> <p>✓</p>
80.35	Access Aisles	<p>80.35 (1) Access aisles, that is the space between parking spaces that allows persons with disabilities to get in and out of their vehicles, must be provided for all parking spaces for the use of persons with disabilities in off-street parking facilities.</p>	January 1, 2017	<ul style="list-style-type: none"> <li>Assess the current situation as it relates to accessible parking spots</li> <li>Make the necessary changes to ensure that all requirements are met as per the IASR</li> </ul>	<p>✓</p> <p>✓</p>
80.35		<p>80.35 (2) Access aisles may be shared by two parking spaces for the use of persons with disabilities in an off-street parking facility and must meet the following requirements:</p> <p>1. They must have a minimum width of 1,500 mm.</p>	January 1, 2017	<ul style="list-style-type: none"> <li>Assess the current situation as it relates to accessible parking spots</li> <li>Make the necessary changes to ensure that all requirements are met as per the IASR</li> </ul>	<p>✓</p> <p>✓</p>

		<p>2. They must extend the full length of the parking space.</p> <p>3. They must be marked with high tonal contrast diagonal lines, which discourages parking in them, where the surface is asphalt, concrete or some other hard surface.</p>			
80.36	Minimum Number and Type of Accessible Parking Spaces	<p>80.36 (1) Off-street parking facilities must have a minimum number of parking spaces for the use of persons with disabilities, in accordance with the following requirements:</p> <p>1. One parking space for the use of persons with disabilities, which meets the requirements of a Type A parking space, where there are 12 parking spaces or fewer.</p> <p>2. Four per cent of the total number of parking spaces for the use of persons with disabilities, where there are between 13 and 100 parking spaces in accordance with the following ratio, rounding up to the nearest whole number:</p> <p>i. Where an even number of parking spaces for the use of persons with disabilities are provided in accordance with the requirements of this paragraph, an equal number of</p>	January 1, 2017	<ul style="list-style-type: none"> <li>Assess the current situation as it relates to accessible parking spots</li> <li>Make the necessary changes to ensure that all requirements are met as per the IASR (i.e., determine the number of accessible parking spots required and have them painted in accordance with the requirements as per the IASR)</li> </ul>	 

		<p>parking spaces that meet the requirements of a Type A parking space and a Type B parking space must be provided.</p> <p>ii. Where an odd number of parking spaces for the use of persons with disabilities are provided in accordance with the requirements of this paragraph, the number of parking spaces must be divided equally between parking spaces that meet the requirements of a Type A parking space and a Type B parking space, but the additional parking space, the odd-numbered space, may be a Type B parking space.</p>			
80.37	Signage	80.37 Obligated organizations shall ensure that parking spaces for the use of persons with disabilities as required under section 80.36 are distinctly indicated by erecting an accessible permit parking sign in accordance with section 11 of Regulation 581 of the Revised Regulations of Ontario, 1990 (Accessible Parking for Persons with Disabilities) made under the Highway Traffic Act.	January 1, 2017	<ul style="list-style-type: none"> <li>Assess the current situation as it relates to signage for accessible parking spots</li> <li>Make the necessary changes to ensure that all requirements are met as per the IASR (i.e., order and install signage)</li> </ul>	 





**PART IV.2 - CUSTOMER SERVICE STANDARDS**

AODA Regulation				AMG Action Plan	
Section	Initiative	Description	Compliance Date	Action	Status

80.46	Establishment of Policies	80.46 (1) In addition to the requirements in section 3, every provider shall develop, implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities.	January 1, 2012	<ul style="list-style-type: none"> <li>• Draft, approve, and finalize the policy</li> <li>• Make all employees aware of where the policy is located</li> </ul>	
80.46		<p>80.46 (2) The provider shall use reasonable efforts to ensure that the policies are consistent with the following principles:</p> <ol style="list-style-type: none"> <li>1. The goods, services or facilities must be provided in a manner that respects the dignity and independence of persons with disabilities.</li> <li>2. The provision of goods, services or facilities to persons with disabilities must be integrated with the provision of goods, services or facilities to others, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services or facilities.</li> <li>3. Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods, services or facilities.</li> <li>4. When communicating with a person with a disability, the provider shall do so</li> </ol>	January 1, 2012	<ul style="list-style-type: none"> <li>• Draft, approve, and finalize the policy</li> </ul>	



		in a manner that takes into account the person's disability.			
80.46		80.46 (3) Without limiting subsections (1) and (2), the policies must deal with the use of assistive devices by persons with disabilities to obtain, use or benefit from the goods, services or facilities or with the availability of other measures, if any, which enable them to do so.	January 1, 2012	<ul style="list-style-type: none"> <li>Draft, approve, and finalize the policy</li> </ul>	✓
80.46		80.46 (4) Every provider, other than a small organization, shall prepare one or more documents describing the policies established under this section and, on request, shall give a copy of any such document to any person.	January 1, 2012	<ul style="list-style-type: none"> <li>Draft, approve, and finalize the policy</li> <li>Make all employees aware of where the policy is located</li> <li>Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	✓ ✓ ✓
80.46		80.46 (5) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the documents required by subsection (4) are available on request.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.46		80.46 (6) The notice required by subsection (5) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.47	Use of Service Animals and Support Persons	80.47 (2) If a person with a disability is accompanied by a guide dog or other service animal, the provider shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her, unless the animal	January 1, 2012	<ul style="list-style-type: none"> <li>Ensure that all employees are aware of this requirement</li> </ul>	✓

		is otherwise excluded by law from the premises.			
80.47		80.47 (3) If a service animal is excluded by law from the premises, the provider shall ensure that other measures are available to enable a person with a disability to obtain, use or benefit from the provider's goods, services or facilities.	January 1, 2012	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of this requirement</li> <li>• Ensure that all employees are aware of alternatives that can be offered to enable a person with a disability to obtain services and/or goods</li> </ul>	 
80.47		80.47 (4) If a person with a disability is accompanied by a support person, the provider shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.	January 1, 2012	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of this requirement</li> </ul>	
80.47		<p>80.47 (5) The provider may require a person with a disability to be accompanied by a support person when on the premises, but only if, after consulting with the person with a disability and considering the available evidence, the provider determines that,</p> <p>(a) a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises; and</p> <p>(b) there is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises.</p>	January 1, 2012	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of this requirement</li> <li>• Consult with the person to determine if a support person is required as needed</li> </ul>	 Ongoing

80.47		80.47 (6) If an amount is payable for a person's admission to the premises or in connection with a person's presence on the premises, the provider shall ensure that notice is given in advance about the amount, if any, payable in respect of the support person.	January 1, 2012	<ul style="list-style-type: none"> <li>Determine the best way to give notice</li> </ul>	✓
80.47		80.47 (7) If, under subsection (5), the provider requires a person with a disability to be accompanied by a support person when on the premises, the provider shall waive payment of the amount, if any, payable in respect of the support person's admission to the premises or in connection with the support person's presence on the premises.	January 1, 2012	<ul style="list-style-type: none"> <li>Ensure that all employees are aware of this requirement</li> </ul>	✓
80.47		80.47 (8) Every provider, other than a small organization, shall prepare one or more documents describing its policies with respect to the matters governed by this section and, on request, shall give a copy of any such document to any person.	January 1, 2012	<ul style="list-style-type: none"> <li>Draft, approve, and finalize the policy</li> <li>Make all employees aware of where the policy is located</li> <li>Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	✓ ✓ ✓
80.47		80.47 (9) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the documents required by subsection (8) are available on request.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.47		80.47 (10) The notice required by subsection (9) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓

		website, if any, or by such other method as is reasonable in the circumstances.			
80.48	Notice of Temporary Disruptions	80.48 (1) If, in order to obtain, use or benefit from a provider's goods, services or facilities, persons with disabilities usually use other particular facilities or services of the provider and if there is a temporary disruption in those other facilities or services in whole or in part, the provider shall give notice of the disruption to the public.	January 1, 2012	<ul style="list-style-type: none"> <li>Develop a process that ensures that notice of the disruption is given to the public that includes all required elements as per the IASR</li> </ul>	✓
80.48		80.48 (2) Notice of the disruption must include the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.	January 1, 2012	<ul style="list-style-type: none"> <li>Develop a process that ensures that notice of the disruption is given to the public that includes all required elements as per the IASR</li> </ul>	✓
80.48		80.48 (3) Every provider, other than a small organization, shall prepare a document setting out the steps that the provider will ensure are taken in connection with a temporary disruption and, on request, shall give a copy of the document to any person.	January 1, 2012	<ul style="list-style-type: none"> <li>Draft, approve, and finalize the policy</li> <li>Make all employees aware of where the policy is located</li> <li>Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	✓ ✓ ✓
80.48		80.48 (4) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (3) is available on request.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.48		80.48 (5) The notices required by subsections (2) and (4) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓

		other method as is reasonable in the circumstances.			
80.49	Training for Staff, etc.	<p>80.49 (1) In addition to the requirements in section 7, every provider shall ensure that the following persons receive training about the provision of the provider’s goods, services or facilities, as the case may be, to persons with disabilities:</p> <ol style="list-style-type: none"> <li>1. Every person who is an employee or, or a volunteer with, the provider.</li> <li>2. Every person who participates in developing the provider’s policies.</li> <li>3. Every other person who provides goods, services or facilities on behalf of the provider.</li> </ol>	January 1, 2012	<ul style="list-style-type: none"> <li>• Incorporate and complete training in new hire orientation and as needed thereafter</li> </ul>	Ongoing
80.49		<p>80.49 (2) The training must include a review of the purposes of the Act and the requirements of this Part and instruction about the following matters:</p> <ol style="list-style-type: none"> <li>1. How to interact and communicate with persons with various types of disability.</li> <li>2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.</li> </ol>	January 1, 2012	<ul style="list-style-type: none"> <li>• Incorporate and complete training in new hire orientation and as needed thereafter</li> </ul>	Ongoing

		<p>3. How to use the equipment or devices available on the provider’s premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability.</p> <p>4. What to do if a person with a particular type of disability is having difficulty accessing the provider’s goods, services, or facilities.</p>			
80.49		80.49 (3) Every person referred to in subsection (1) shall be trained as soon as practicable.	January 1, 2012	<ul style="list-style-type: none"> <li>• Incorporate and complete training in new hire orientation and as needed thereafter</li> </ul>	Ongoing
80.49		80.49 (4) Every provider shall also provide training on an ongoing basis in respect of any changes to the policies described in section 80.46.	January 1, 2012	<ul style="list-style-type: none"> <li>• Incorporate and complete training in new hire orientation and as needed thereafter</li> </ul>	Ongoing
80.49		80.49 (5) Every provider, other than a small organization, shall keep records of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	January 1, 2012	<ul style="list-style-type: none"> <li>• Develop a process for record-keeping as it relates to the completion of all related training</li> </ul>	✓
80.49		<p>80.49 (6) Every provider, other than a small organization, shall,</p> <p>(a) prepare a document that describes its training policy, summarizes the content of the training and specifies when the training is to be provided; and</p> <p>(b) on request, give a copy of the document to any person.</p>	January 1, 2012	<ul style="list-style-type: none"> <li>• Draft, approve, and finalize the policy</li> <li>• Make all employees aware of where the policy is located</li> <li>• Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>

80.49		80.49 (7) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (6) is available on request.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.49		80.49 (8) The notice required by subsection (7) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.	January 1, 2012	<ul style="list-style-type: none"> <li>Post the policy to the external website</li> </ul>	✓
80.50	Feedback Process Required	80.50 (1) Every provider shall establish a process for receiving and responding to,  (a) feedback about the manner in which it provides goods, services or facilities to persons with disabilities; and  (b) feedback about whether the feedback process established for purposes of clause (a) complies with subsection (3).	January 1, 2012	<ul style="list-style-type: none"> <li>Draft, approve, and finalize the policy</li> <li>Make all employees aware of where the policy is located</li> <li>Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	✓ ✓ ✓
80.50		80.50 (2) The feedback process must specify the actions that the provider will take if a complaint is received about the manner in which it provides goods, services or facilities to persons with disabilities.	January 1, 2012	<ul style="list-style-type: none"> <li>Develop a feedback process that specifies the actions that the provider will take if a complaint is received that includes all required elements as per the IASR</li> </ul>	✓
80.50		80.50 (3) Every provider shall ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request.	January 1, 2012	<ul style="list-style-type: none"> <li>Ensure that all employees are aware of the need to provide accessible formats/communication supports as it relates to the feedback process upon request</li> </ul>	✓

80.50		80.50 (4) Every provider shall make information about the feedback process readily available to the public.	January 1, 2012	<ul style="list-style-type: none"> <li>• Post the policy to the external website</li> </ul>	✓
80.50		80.50 (5) Every provider, other than a small organization, shall prepare a document describing the feedback process and, on request, shall give a copy of the document to any person.	January 1, 2012	<ul style="list-style-type: none"> <li>• Draft, approve, and finalize the policy</li> <li>• Make all employees aware of where the policy is located</li> <li>• Ensure that all employees are aware that they are required to provide a copy of the policy to any person that requests it</li> </ul>	✓ ✓ ✓
80.50		80.50 (6) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (5) is available on request.	January 1, 2012	<ul style="list-style-type: none"> <li>• Post the policy to the external website</li> </ul>	✓
80.50		80.50 (7) The notice required by subsection (6) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.	January 1, 2012	<ul style="list-style-type: none"> <li>• Post the policy to the external website</li> </ul>	✓
80.51	Format of Documents	<p>80.51 (1) If a provider is required by this Part to give a copy of a document to a person with a disability, the provider shall, on request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support,</p> <p>(a) in a timely manner that takes into account the person's accessibility needs due to disability; and</p>	January 1, 2012	<ul style="list-style-type: none"> <li>• Develop a process to ensure accessible formats/communication supports can be provided in a timely manner</li> <li>• Ensure that all employees are aware that accessible formats/communication supports are provided at no additional cost</li> </ul>	✓ ✓



		(b) at a cost that is no more than the regular cost charged to other persons.			
80.51		80.51 (2) The provider shall consult with the person making the request in determining the suitability of an accessible format or communication support.	January 1, 2012	<ul style="list-style-type: none"> <li>• Ensure that all employees are aware of this consultation requirement</li> <li>• Develop a process to be used if a suitable agreement cannot be made</li> </ul>	