

CAMP BIMINI
Accessibility Standards Policy

This policy contains statements that meet the requirements of the Customer Service Standard and other items that are good practices. This policy will be revised as other standards are introduced under the Accessibility for Ontarians with Disabilities Act, 2005.

1. Our commitment

In fulfilling our mission, Camp Bimini is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

Camp Bimini is committed to include people with disabilities as full and active participants. We will remove barriers and attitudes that exclude people with disabilities from full and active participation. All people are encouraged to practice their faith and use their gifts in worship, service, study and leadership.

Camp Bimini understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

Camp Bimini is committed to complying with both the Ontario Human Rights Code and the AODA.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities

2. Providing Programs, Goods and Services to People with Disabilities

Camp Bimini is committed to excellence in serving all participants, including people with disabilities and we will carry out our functions and responsibilities in the following areas: list those areas where you are serving all participants—including camp programs, fundraising and promotional events, Board meetings and gatherings, clean up and work days at the camp, and social events.

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 1 |
| Reviewed: August 14, 2023 | |

2.1 Communication

- We will communicate with people with disabilities in ways that take into account their disability.
- We will provide publications, information and public safety information upon request in formats or with communication supports that are accessible for people with disabilities.
- We will train staff and volunteers who communicate on how to interact and communicate with people with various types of disabilities.

2.2 Telephone services

- We are committed to providing fully accessible telephone service to our customers.
- We will train staff/volunteers to communicate with participants over the telephone in clear and plain language and to speak clearly and slowly.
- We will offer to communicate with customers by e-mail or written word or verbally if telephone communication is not suitable to their communication needs or is not available.

2.3 Assistive devices

- We are committed to serving people with disabilities who use assistive devices to participate in and benefit from our programs, goods and services.
- We will ensure that people are permitted to use their own personal assistive devices to access the camp site and other applicable programs, goods and services.
- We will familiarize staff/volunteers with the various assistive devices that may be used by participants with disabilities while accessing our programs, goods and services.
- Camp Bimini will provide assistive devices it deems necessary for accessing worship and other applicable programs, goods and services.
- Staff/volunteers will be trained on how to use the assistive devices available on our premises, including:
 - Grab bars in washrooms
 - Ramps

Upon a participants' request, we will make every effort to provide the requested assistive device and/or service and to cover relevant financial expenses, upon approval from the Board.

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 2 |
| Reviewed: August 14, 2023 | |

2.4 Accessibility Committee

- We are committed to establishing an Accessibility Committee to oversee all issues relating to accessibility. The Accessibility Committee will be the Camp Bimini Board.
- The Accessibility Committee will have several roles:
 - The committee will establish policies on providing accessible programs, goods and services to participants with disabilities that are in compliance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07.
 - The committee will monitor our programs, goods and services to ensure that practices and procedures are consistent with our governing policies.
 - The committee will coordinate accessibility training and training materials for all relevant staff and volunteers.
 - The committee will ensure that assistive devices provided by our camp are in good working order and that requests for assistive devices are met, as per approval from the Board.
 - The committee will be responsible for developing feedback procedures, reviewing feedback on accessibility and responding to any complaints or concerns.

2.5 Information and Communications

- We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.
- We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:
 - a) in a timely manner, taking 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.
- We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 3 |
| Reviewed: August 14, 2023 | |

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communication supports by announcing this on our website.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

2.6 Employment

- We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.
- We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.
- We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.
- We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically 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

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 4 |
| Reviewed: August 14, 2023 | |

- Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.
- We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.
- We will 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.

3. Use of Service Animals and Support Persons

We are committed to welcoming people who are accompanied by a service animal on parts of our premises that are open to the public and other third parties.

We will ensure that all staff, volunteers and others dealing with participants are trained on how to interact with people with disabilities who are accompanied by a service animal.

We are committed to welcoming people who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter Camp Bimini's premises with his or her support person.

Fees may be charged for support persons accompanying a participant assessed on an individual basis.

4. Notice of Temporary Disruption

Camp Bimini will provide participants with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, the anticipated duration, and a description of alternative facilities or services, if available. The notice will be delivered to participants by means of telephone call.

5. Training for Staff and Volunteers

Camp Bimini's Accessibility Committee will be responsible for coordinating training for

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 5 |
| Reviewed: August 14, 2023 | |

1. All employees and volunteers.
2. All persons who participate in developing the organization's policies.
3. All other persons who provide goods, service or facilities on behalf of the organization.

We are committed to training staff and volunteers in Ontario's accessibility laws—the Integrated Accessibility Standards Regulation (IASR)—and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles. Everyone listed above will be trained in the following: General Requirements, Information and Communication Standard, Customer Service Standard and How the AODA Relates to the Code.

In addition, the following training will be required:

| | |
|----------------------------|--|
| Board—Personnel Committee | Employment Standard |
| Board—Property Committee | Design of Public Spaces |
| Board—Chair and Vice Chair | Employment Standard Design of Public spaces |
| Coordinator | Employment Standard Design of Public Spaces |

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 6 |
| Reviewed: August 14, 2023 | |

| ROLE | HOW TRAINED | HOW TRACKED | WHEN TRAINED | WHEN UPDATED |
|---|---|---|---|---|
| Board Member | Online training modules through accessforward.ca and ohrc.on.ca | Through online survey (surveymonkey.com) Monitored by Personnel Committee | Within 2 months of election. | When role change or when Camp Bimini Accessibility policy changes |
| Coordinator | Online training modules through accessforward.ca and ohrc.on.ca | Through online survey (surveymonkey.com) Monitored by Personnel Committee | Within 2 months of employment | When Camp Bimini Accessibility policy changes |
| Summer Staff | Instructional training during training sessions in spring | By Camp Coordinator including date and location | By June 10 of each year | Each spring |
| Resource Staff (e.g. Program Team, cooks, caretaker, nurse, spring staff) | A booklet | List at the back of the booklet | First time working/ volunteering at Camp Bimini | When Camp Bimini Accessibility Policy changes |

Training will be provided on an ongoing basis with respect to any changes in policies

6. Feedback process

The ultimate goal of Camp Bimini is to meet and surpass expectations while serving customers with disabilities.

Comments on our programs, goods and services regarding how well those expectations are being met are welcome and appreciated.

- Camp Bimini will provide or arrange for the provision of accessible formats and communications supports, upon request.

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 7 |
| Reviewed: August 14, 2023 | |

- Feedback regarding the way Camp Bimini provides programs, goods and services to people with disabilities can be made by mail, telephone, email, or in-person to the camp or a Participant Feedback Form available from the camp.
- All feedback will be directed to the Accessibility Committee.
- Participants can expect to hear back in approximately 14 days.
- Confidentiality will be respected

Complaints will be addressed according to the procedures outlined by the Accessibility Committee. Complaint procedures will be documented by the Accessibility Committee and made available to the board.

7. Modifications to this or Other Policies

We are committed to developing accessibility policies that respect and promote the dignity and independence of people with disabilities.

- No changes will be made to this policy before considering the impact on people with disabilities or their families.
- Any policy of Camp Bimini that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

8. Questions about This Policy

This policy seeks to achieve service excellence to participants with disabilities. If anyone has a question about the policy, or its purpose, an explanation or reply will be provided by the Accessibility Committee chair.

| | |
|---------------------------|---|
| Originated: May 28, 2012 | 8 |
| Reviewed: August 14, 2023 | |