

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

This plan is available in an accessible format upon request. Please contact the Human Resources Assistant at 705-748-6324 x245 or e-mail aodafeedback@ofah.org

Date Posted: January 1, 2014
Date Reviewed: January 1, 2014

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.	The OFAH Accessible Information, Communications and Employment Policy has been distributed to all staff, posted on the internal shared drive, and is available for public viewing on external website: www.ofah.org/accessibility and www.oodmag.com/accessibility	Complete	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	The OFAH Multi-Year Accessibility Plan has been developed and distributed to all staff, posted on the internal shared drive, and is available for public viewing on external website: www.ofah.org/accessibility and www.oodmag.com/accessibility The Human Resources Assistant will provide the plan in an accessible format upon request.	Complete	January 1, 2014

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		at least once every five years.	The OFAH is committed to reviewing and updating this accessibility plan by January 1 of every year.		
6	Self-Serve Kiosks	6.(2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Not applicable at this time. The OFAH does not use self-serve kiosks at this time.	Not applicable	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; (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.	The Human Resources Assistant will be creating a training program for employees and volunteers in order to comply with this standard on or before the compliance date.	Pending	January 1, 2015

PART II – Information and Communications Standards

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

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.	The Human Resources Assistant will be evaluating the current OFAH feedback process and creating a new procedure for employees and volunteers in order to comply with this standard on or before the compliance date.	Pending	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.	The Human Resources Assistant will be evaluating the current OFAH process for providing communication supports for persons with disabilities and will be creating a new process for the provision of accessible formats and communications supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs, and at a cost no more than the regular cost charged to other persons, on or before the compliance date.	Pending	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.	The Human Resources Assistant will, when developing the new process outlined in section 12. (1) of this plan, include as a part of the process consultation with the person making the request for accommodations in determining the suitability of an accessible format or communication support.	Pending	January 1, 2016
12		12.(3) Every obligated organization shall	The Human Resources Assistant	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		notify the public about the availability of accessible formats and communication supports.	will be evaluating the current process and developing a procedure to notify the public about the availability of accessible formats and communication supports on or before the compliance date.		
13	Emergency Procedures, Plans or Public Safety Info	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.	The OFAH does not make emergency procedure information public.	Not applicable	January 1, 2012
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.	<p>The OFAH Web Developers have completed a review of all websites and have ensured that each website is at WCAG 2.0 Level A.</p> <p>The OFAH Web Developers will ensure that all of the OFAH internet websites conform to WCAG 2.0 Level AA on or before the compliance date.</p>	<p>Complete</p> <p>Pending</p>	<p>January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</p> <p>January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other</p>

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

					<p>than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
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15	Educational & Training Resources & Materials	<p>15.(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <p>1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by:</p> <p>i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or</p> <p>ii. arranging for the provision of a comparable resource in an accessible or conversion ready</p>	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2013
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**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		<p>electronic format, if educational or training resources or materials cannot be procured, obtained by other means, or converted into an accessible format.</p> <p>2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.</p>			
16	Training to Educators	16.(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2013
		16.(2) Obligated organizations that are school boards or educational or training institutions shall keep a record 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.	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2013
17	Producers of Educational or Training Material	17.(1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2015 For accessible or conversion ready versions of textbooks

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		17.(2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2020 For accessible or conversion ready versions of printed materials that are educational or training supplementary learning resources.
18	Libraries of educational & training institutions	18.(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request. 18.(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).	The OFAH is not obligated to meet this standard.	Not applicable	January 1, 2015 For print-based resources or materials January 1, 2020 For digital or multimedia resources or materials

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22.(1) Every employer shall notify its employees and the public about the	The OFAH will include a statement on the internet job website:	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		availability of accommodation for applicants with disabilities in its recruitment processes.	<p>www.ofah.org/jobs regarding the availability for accommodations on or before the compliance date.</p> <p>The Human Resources Assistant will ensure a statement is included regarding the availability of accommodations for applicants with disabilities when creating job ads to be posted with third-party publications for all advertisements on or before the compliance date.</p> <p>The Human Resources Assistant will notify all employees of the availability of accommodations for applicants with disabilities when undergoing internal recruitment actions on or before the compliance date.</p>		
23	Recruitment, Assessment or Selection Process	<p>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.</p> <p>23.(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</p>	<p>The Human Resources Assistant will develop a procedure to ensure job applicants are notified of the availability of accommodations during the recruitment, assessment or selection process on or before the compliance date.</p> <p>The Human Resources Assistant will consult with any applicants that request accommodations and arrange for the provision of suitable</p>	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		applicant's accessibility needs due to disability.	accommodations on or before the compliance date.		
24	Notice to Successful Applicants	24.(1) Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	The Human Resources Assistant will develop a procedure for notification of successful applicants of the OFAH accessibility policies and accommodations on or before the compliance date.	Pending	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 take into account an employee's accessibility needs due to disability.	The Human Resources Assistant will develop a procedure to inform employees of policies relating to the support of employees with disabilities and policies on the provision of job accommodations on or before the compliance date.	Pending	January 1, 2016

25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	The Human Resources Assistant will provide information regarding policies used to support employees with disabilities as part of the new hire employee training on or before the compliance date.	Pending	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.	The Human Resources Assistant will inform staff of any updates or changes to policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

			on or before the compliance date.		
26	Accessible Formats & Communication Supports for Employees	<p>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:</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>	The Human Resources Assistant will consult with any employee with a disability that requests accessible formats and communications supports for information that is needed to perform that job and any information that is provided to all employees in the workplace on or before the compliance date.	Pending	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.	The Human Resources Assistant will consult with any employee making a request to determine the suitability of an accessible format or communication support on or before the compliance date.	Pending	January 1, 2016
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.	The Human Resources Assistant , on behalf of the OFAH, is committed to providing individualized workplace emergency response information to any employee who identifies themselves as having a disability and requires accommodations due to the employee's disability.	Complete	January 1, 2012
27		27.(2) If an employee who receives	The Human Resources Assistant	Complete	January 1, 2012

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		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.	will consult with any employee who receives individualized workplace emergency response information regarding any need for assistance, and with their consent will provide the emergency response information to the person designated to provide assistance to the employee.		
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 accommodation due to the employee's disability.	The Human Resources Assistant will provide information required under this section to any applicable employees within 3 days of becoming aware of the need for accommodation due to the employee's disability.	Complete	January 1, 2012
27		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 accommodation needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	The Human Resources Assistant will maintain records of individualized workplace emergency response information to be reviewed annually as well as when an employee moves locations within the organization, or if the employee's overall accommodation needs or plans are reviewed.	Complete	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	The Human Resources Assistant will develop a policy and procedure for the development of documented individual accommodation plans for	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		accommodation plans for employees with disabilities.	employees with disabilities on or before the compliance date.		
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"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 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. 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. 5. The steps taken to protect the privacy of the employee's personal information. 	<p>The Human Resources Assistant will develop a policy and procedure for the development of documented individual accommodation plans, which will include compliance with every point mentioned in Section 28. (2) of this plan, for employees with disabilities on or before the compliance date.</p>	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		<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>The Human Resources Assistant will develop and have in place a return to work process for employees who have been absent from work due to a disability and will also document this process within a policy on or before the compliance date.</p>	Pending	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</p>	<p>The Human Resources Assistant will outline the steps the employer will take to facilitate the return to work of employees who were absent because of their disability</p>	Pending	January 1, 2016
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**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

		<p>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>within the policy that is to be developed in relation to IASR standard 29.(1) (b) on or before the compliance date.</p> <p>The Human Resources Assistant will use individual accommodation plans as described in section 28 as part of the process on or before the compliance date.</p>		
29		<p>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.</p>	<p>The OFAH acknowledges that 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.</p>	Complete	January 1, 2016
30	Performance Management	<p>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.</p>	<p>The Human Resources Assistant will work to train managers who appraise performance to take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using the performance management process on or before the compliance date.</p>	Pending	January 1, 2016
31	Career Development & Advancement	<p>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.</p>	<p>The OFAH will 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 on or before the compliance date.</p>	Pending	January 1, 2016

**THE ONTARIO FEDERATION OF ANGLERS AND HUNTERS INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

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.	The OFAH will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when redeploying employees with disabilities on or before the compliance date.	Pending	January 1, 2016