



Accessibility for Ontarians with Disabilities Act, 2005

Multi-year Accessibility Plan

This accessibility plan outlines the strategy of Quinte Bay Gymnastics Club Inc to prevent and remove barriers for people with disabilities and comply with the requirements of the Integrated Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005

Quinte Bay Gymnastics Club Inc is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The Quinte Bay Gymnastics Club ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

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 also provide the AODA information on our website which is reviewed by all volunteers and an acknowledgement of completion is signed.

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

Multi-year Accessibility Plan
Strategies and Actions Planned for 2020-2025

If you have any questions or concerns about this plan or its initiatives, or if you want to receive a copy of the plan in a different accessible format, please contact Barb Mutton at admin@quintebaygymnastics.com

Past Achievements to Remove and Prevent Barriers

Customer Service:

Quinte Bay Gymnastics Club is committed to providing accessible customer service in a manner that respects the dignity and independence of customers with disabilities by providing goods and services to those requiring accommodations with the same high quality and timeliness as others.

Developed a Policy:

- Developed an accessibility policy outlining how goods and services will be provided to persons with disabilities.
- Posted the accessibility policy on the website and provided an accessible format, upon request.
- To implement the policy Quinte Bay Gymnastics Club provides ongoing training to all staff and volunteers.
- Completed November 2017

Information and Communication:

- Quinte Bay Gymnastics Club offers a variety of methods of communication to interact with people with disabilities in ways that consider their disability.
- We use written, verbal, and electronic forms of communication to make information accessible.
- We post signage in our facility indicating accessible viewing,
- A Customer feedback area is posted in the lobby so customers can provide feedback. All feedback received is reviewed and addressed.

Employment:

- Quinte Bay Gymnastics Club welcomes and encourages applications from people with disabilities.
- The information is posted on our website and accommodations are available upon request for all candidates taking part in the selection process.

Training:

- Quinte Bay Gymnastics Club provides online training “AODA Customer Service Standard Training”. This training course uses interactive animated scenarios to provide employees with an in-depth review of the legislative requirements under the Accessibility for Ontarians with Disabilities Act, 2005.
- All employees complete the online training course as part of their initial orientation and as part of their yearly training thereafter.
- All our volunteers review our AODA policy, practices, and procedures on our website and sign off that they have reviewed when they start to volunteer.
- A record is maintained of all staff training in a summarized report and their employee file.
- A completion record for all volunteers is maintained in our volunteer binder for the year.

Design of Public Spaces:

Quinte Bay Gymnastics Club purchased an existing building, used as a hockey arena in the past. When the renovations were completed two accessible ramps were installed. One ramp was located just inside the double doors to the gym with an accessible viewing area. The second ramp was installed for accessibility to the kitchen/lunch area. Also, two accessible washrooms were built inside the gym.

In June of 2020, Quinte Bay Gymnastics Club applied for Accessibility Funding through Employment and Social Development Canada. In August 2020, we were notified that our application was accepted for funding. Through Accessibility Funding the Club installed the following:

- January 2021 - Two new sets of glass doors at the front of the Club with accessible door hardware for both.
- June 2022 - An accessible concrete ramp was built to eliminate the one-inch rise from the front entrance into the main lobby area.
- November 2022 - Accessible door, and emergency button hardware were installed in both washrooms located in the gym.
- November 2022 - Accessible hardware was installed on the main office/boutique doors.
- December 2022 - A three-seat stationary bench was added to the main lobby for accessibility.

Strategies and Actions

Customer Service:

Quinte Bay Gymnastics Club 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 timelines as others.

STRATEGY(S)	ACTION(S)	TARGET COMPLETION DATE	BY WHOM
Review the Accessibility Policy each year and adjust as needed.	Review AODA website for updates/changes	July 27, 2023	Health/Safety Health/Safety Manager
Review all emergency and public information to ensure it is accessible	Check all areas of the facility for postings communicating emergency procedures and make changes as needed	July 27, 2023	Health/Safety Manager

Information and Communication:

Quinte Bay Gymnastics Club is committed to making our information and communications accessible to people with disabilities.

STRATEGY(S)	ACTION(S)	TARGET COMPLETION DATE	BY WHOM
Assess the accessibility of our website and its content. Ensure the work done on the website is within the (IASR) accessibility requirements.	All-new website content will meet Accessibility Guidelines (WCAG)2.0Level AA	October 31, 2023	Ashley C
Ensure that current processes for receiving and responding to feedback are effective and timely.	Review current feedback procedures and available formats, and make changes as needed.	July 27, 2023	Health/Safety Manager
To the extent practicable provide or arrange for the provision of accessible formats and communication supports to persons with disabilities upon request.	Review process for responding to accessible format requests. Work with requests for alternate formats.	July 27, 2023	Health/Safety Manager

Employment

Quinte Bay Gymnastics Club is committed to fair and accessible employment practices.

STRATEGY(S)	ACTION(S)	TARGET COMPLETION DATE	BY WHOM
Review and update if needed, current recruitment processes to ensure that barriers are removed, and accommodations are available. Continue to ensure that applicants are notified that accommodations are available upon request by making a public statement on the website and all job postings.	Notify the public, employees, and potential candidates with disabilities that accommodations can be made in all aspects of the selection process. If an applicant requests accommodation(s) we will consult with the applicant to arrange for accommodations.	July 23, 2023	
Continue to inform all employees that accommodation is available upon request. Notify all employees and volunteers when information regarding accommodation changes.	Inform current and new employees of our accessibility policy and accommodation for employees with disabilities. Ensure that employees and volunteers are aware of any changes regarding accommodation.	July 23, 2023	
Provide individualized workplace emergency response information to employees with disabilities when necessary.	Develop a procedure for Individualized Emergency Response Information for accommodation for employees with disabilities. Ensure that the process includes consent from the employee requiring individualized information and to share the information with other employees designated to assist in the event of an emergency.	July 23, 2023	
Provide a return-to-work plan for employees who have been absent from work due to a disability.	Review the current return to work outline. Continue to update the plan, individualizing it to ensure that accommodation is made for returning employees with a disability.	July 23, 2023	
Performance management, career advancement and redeployment. Consider the accessibility and needs of	Review and update existing performance review procedures to ensure that accessibility is incorporated	July 23, 2023	

employees with disabilities when conducting performance reviews, career advancement, or redeployment	and available. Ensure training administered takes into consideration accessibility needs including information in an accessible format.		
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Training – Accessible Customer Service Training

Quinte Bay Gymnastics Club 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.

STRATEGY(S)	ACTION(S)	TARGET COMPLETION DATE	BY WHOM
All employees and volunteers who interact with customers, spectators, athletes, or coaches receive AODA training.	Review the AODA compliance training for employees and volunteers to ensure it is current and adjust as needed.	June 17, 2023	HR Manager
Keep on record all training and completion dates of AODA training.	Review the process for recording all training and make changes as needed.	June 17, 2023	HR Manager

Training – Accessible Work Training

Quinte Bay Gymnastics Club 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.

All employees involved in developing policies, and persons providing goods, services, or facilities on behalf of Quinte Bay Gymnastics Club will be provided with training. Outlining the accessibility standards relevant to individual work responsibilities, the Ontario Human Rights Code as it relates to Persons with disabilities, and when changes are made to accessibility policies. A Record of training dates and individuals who received training will be maintained	Review current training and ensure that it thoroughly covers accessibility standards regarding employment, information and communications, and design of public spaces. Ensure the current training includes the Ontario Human Rights Code as it relates to persons with disabilities. Update training and training procedures as required. Continue to train employees and volunteers as accessibility policies change.	June 30, 2023	HR Manager
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Design of Public Spaces:

Quinte Bay Gymnastics Club will meet accessibility laws when building or making major changes to public spaces.

For More Information

For more information on this accessibility plan, please contact:

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613-967-9517

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Our Accessibility Plan is publicly posted at www.quintebaygymnastics.com

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

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