



AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This 2019 to 2021 accessibility plan outlines the policies and actions that Toronto Gymnastics International Inc will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

Statement of Commitment

Toronto Gymnastics International Inc believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005) and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

Plan

Accessibility Requirements (Actions)	Target Compliance Date	Strategy	Responsibility
Emergency and Public Safety <ul style="list-style-type: none"> • Emergency and public safety information will be made accessible upon request • Review and update as required 	January 1, 2012	Review current and existing formats Convert information into accessible formats Notify all staff about providing accessible formats on request	Operations Manager
Create a Policy <ul style="list-style-type: none"> • Create an accessibility policy outlining how goods and services will be provided to persons with disabilities • Post the accessibility policy on website and provide an accessible 	January 1, 2014	Develop and integrated policy Ensure that the most up to date policy is available in accessible formats	Operations Manager and President

<p>format, upon request</p> <ul style="list-style-type: none"> Review and update as required 			
<p>Website Content and Accessibility</p> <ul style="list-style-type: none"> All new websites and website content will meet Web Content Accessibility Guidelines Will be launching new website which will address content and design challenged in 2020. 	<p>On going until January 1, 2021</p>	<p>Assess accessibility of website and make required changes</p> <p>Develop new content and website that is accessible and following guidelines</p>	<p>Operations Manager</p>
<p>Feedback Processes</p> <ul style="list-style-type: none"> Ensure that existing processes of receiving and responding to feedback are effective and carried out Make existing feedback methods accessible upon request Update website with online feedback submission option. 	<p>January 1, 2016</p>	<p>Establish a procedure for responding to feedback that is accessible</p> <p>Review and update process as required</p>	<p>Operations Manager and On duty Front Office Administrator</p>
<p>Accessible Formats and Communication Supports</p> <ul style="list-style-type: none"> Self-serve registration is available for booking services through website compatible on personal laptops, tablets, and mobile phones. 	<p>January 1, 2016</p>	<p>Make public statement on website about availability of accessible formats</p> <p>Ensure front office is able to address and respond to accessible needs</p>	<p>Operations Manager</p>
<p>Recruitment, Assessment and Selection</p> <ul style="list-style-type: none"> Notify public, employees, and 	<p>January 1, 2016</p>	<p>Review current recruitment process and ensure accessibility accommodations are</p>	<p>Operations Manager</p>

<p>potential candidates with disabilities that accommodations can be made in recruitment and assessment processes</p> <ul style="list-style-type: none"> • If applicant requests accommodations, consult with applicant to arrange a suitable action to accommodate 		<p>available</p> <p>Ensure there is a statement of accommodation in all job postings</p>	
<p>Informing Employees of Supports</p> <ul style="list-style-type: none"> • Inform current and new employees of out policies for accommodating employees with disabilities • Annually update the employment handbook with policies • Ensure employees are notified if any changes are made to the policies/procedures surrounding accommodation 	<p>January 1, 2016</p>	<p>Continue to inform employees that accommodations are available upon request</p>	<p>Operational Manager, Women's and Men's Head Coach, and Recreational Director</p>
<p>Workplace Emergency Response Information</p> <ul style="list-style-type: none"> • Provided Individualized Emergency Workplace Information to employees with disabilities when necessary • Update employee handbook with plan for Emergency response with people with disabilities 	<p>January 1, 2016</p>	<p>Develop and implement a process for the development of documents Individual Accommodation Plans</p> <p>Provide regular review and updates to the plan</p> <p>Ensure a high level of privacy</p> <p>Update process as required</p>	<p>Operations Manager and President</p>
<p>Return to Work Processes</p> <ul style="list-style-type: none"> • Develop and provide a return to work process 	<p>January 1, 2016</p>	<p>Review challenges for accommodation in the event the coach is not able to</p>	<p>Operations Manager</p>



for employees who have been absent from work due to a disability		safely coach the athletes. Reasonable accommodation will be made, through additional staffing, supervisor support, etc.	
Performance Management	January 1, 2017	Review and update existing performance review procedures to ensure accessible features are incorporated Ensure training provided to coaches and staff is accessible	Operational Manager, Women's and Men's Head Coach, and Recreational Director
Service Counters and Waiting Areas <ul style="list-style-type: none"> All newly constructed or redeveloped indoor service counters and waiting areas will be made accessible 	January 1, 2021	Review current accessibility of service counters and waiting areas Renovate service counter to allow for wheel chair accessible service	Operations Manager and President
Parking <ul style="list-style-type: none"> All newly constructed off street parking will be made accessible 	January 1, 2017	Identify existing possible barriers to accessibility in parking Determine options with property management and designate an accessible parking space near the entrance.	Operations Manager and President
Paths of Travel <ul style="list-style-type: none"> Install an automatic door opener to address accessibility barrier for entry into gym All new renovations to paths of travel will be evaluated for 	January 1, 2021	Research supplier for automatic door openers who will be able to provide ongoing service Schedule installation Develop a plan to allow for easier entry into the building	Operations Manager



accessibility		while dealing with concerns about automatic doors and childrens safety to remain in the facility. Confirm door widths are to accessible standards to enter building.	
Maintain the accessible parts of your public spaces	January 1, 2021	Remove and replace countertop and sink with accessible option.	Operations Manager and President
Accessible Customer Service <ul style="list-style-type: none"> All employees and volunteers who interact with customer will be provided accessibility customer service training Written records of all training will be maintained 	January 1, 2015	Review current training. Research options for appropriate training options including in person and online training Update training and training procedures as required Service animals are allowed in the building if wearing appropriate identification.	Operations Manager

For More Information

For additional information on this accessibility plan or to provide feedback, please contact

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Review and Update

This document was created on December 1, 2019 and must be reviewed and updated by December 31, 2020.