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Accessibility Plan

2023-2028

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A message from the chief executive officer



The Ontario Trillium Foundation's 2023 – 2028 Accessibility Plan charts the path OTF will take in continuing to meet the requirements of the Integrated Accessibility Standards Regulation and complying with the principles of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). We are proud of our achievements thus far and remain committed to moving forward, focusing on awareness raising, training, the provision of accessible tools and granting to improve key areas of daily living for people with disabilities and for older Ontarians.

We are committed to support increased accessibility across the province through our investments in the non-profit sector. A significant component of our Plan is dedicated to continuing to prepare our staff and volunteers to serve people of all abilities.

Since 2015, OTF has awarded over 1,053 grants for a total investment of \$127,982,100 for initiatives focused on removing and preventing barriers for people with disabilities. Our funding has supported accessible built environment, accessible transportation, and services for people with disabilities to help them to be active and involved in community life.

We believe integrating and maintaining increased accessibility standards is a sound investment to ensure all have a chance to make a significant contribution to their communities and help build an inclusive, healthy, and vibrant Ontario.

Katharine Bambrick

Bambrick

Chief Executive Officer

Introduction

The mission of the Ontario Trillium Foundation (OTF) is to build healthy and vibrant communities throughout Ontario by investing in community-based initiatives and strengthening the impact of Ontario's non-profit sector.

Our values guide the Foundation, direct our activities, and help shape our culture. Our volunteers and staff reflect these values in their actions and relationships.

- We act with integrity and fairness.
- We provide outstanding customer service.
- We lead change that matters to communities.
- We pursue excellence in all we do.
- We improve through knowledge and learning.
- We build trust through transparency and accountability.
- We pursue diversity, equity, and inclusion in everything we do.

Our Accessibility Principles

OTF complies with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), ensuring that its programs and services are fully accessible to people with disabilities. Most importantly, the core principles of the Act – independence, dignity, integration, equality of opportunity for people with disabilities - are aligned with inclusion, one of the strategic enablers, or building blocks, that help us achieve our mission. The Ontario Trillium Foundation funds community initiatives that remove barriers and promote or increase equitable access to social and economic participation in community life.

Our accessibility principles are as follows:

- To support initiatives that remove barriers and promote or increase equitable access to social and economic participation in community life.
- To promote a healthy work environment where employees can participate fully in all aspects of their job.
- To offer a barrier-free workplace that is accessible to all employees, stakeholders and people with disabilities.
- To maintain comprehensive accessibility policies and a Five-year Accessibility Plan.
- To provide, through our ongoing work, a range of accessibility services and support for people with disabilities.
- To ensure that our information and communications to staff, to the public and to the people we serve are accessible.

The five-year Accessibility Plan of the Ontario Trillium Foundation builds on past planning, our accessibility record and consultation. The plan outlines our goals and milestones from 2023 to 2028. It will be reviewed and revised as required each year as we create an annual progress report. In 2028, we will release a new multi-year accessibility plan.

This five-year plan was created to comply with Section 4 of the Integrated Accessibility Standards Regulation, which requires broader public sector organizations like OTF to establish, implement, maintain and document a multi-year accessibility plan.

In addition to ensuring we are in compliance with accessibility regulations, our 2023-2028 plan builds on our growing understanding of how we can be more fully accessible, and where we can play a leadership role in accessibility that may go beyond strict compliance with the regulations. We continue to find opportunities to go above and beyond compliance around accessibility.

In 2015, there were new requirements related to alternate formats and communication supports under the Information and Communications Standards in the IASR, but in many of the other areas covered by this Regulation, we were required to simply continue to monitor and comply with requirements that came into effect from 2012 to 2014. We were also required to continue to comply with the Accessible Customer Service Standards. Therefore, much of our work from 2015 to 2017 was to ensure that we maintained our accessibility practices and fine-tuned them to align with feedback and public input. Our plan for 2023 – 2028 is to build on those practices to ensure that we continue to support people with disabilities through our accessibility practices.

Section One: Past Achievements to Remove and Prevent Barriers

This section includes a summary of the accessibility initiatives the Ontario Trillium Foundation has completed.

Customer Service

OTF has been in compliance with the Accessibility Standards for Customer Service Regulation since 2010. We continue to ensure that in our day-to-day activities we fulfill all the requirements of this Regulation in keeping with the principles of dignity, independence, equality and integration. For example:

- OTF ensures that all new staff receive training on the requirements of the Regulation, with particular emphasis on how to serve and communicate with all people.
- We welcome feedback with contact information available on otf.ca. All questions and feedback are directed to Ina Gutium, Vice-President, Operations.

A copy of our OTF Policy on Accommodation and Accessibility is included in Appendix II to this document.

Integrating Accessibility into Our Ongoing Work

OTF has developed both informal and formal training practices and procedures to provide the best possible customer service to persons with disabilities. In addition, we have anti-violence and anti-harassment policies and training in place.

Our staff and volunteers are enabled to serve people with disabilities and can provide services in different ways.

OTF supports the use of personal assistive devices for staff, including:

- Job Access With Speech (JAWS)
- Special keyboards and headphones and assisted hearing devices

Our head office location in Toronto has automatic doors, level access to the entrance as well as elevator access. All regional offices are accessible through the use of ramps and/or elevators.

We welcome the use of service animals and support persons for people with disabilities at all OTF offices.

OTF has emergency plans in place for all staff and visitors, including those with disabilities.

Information and Communications

The Ontario Trillium Foundation has brought its commitment to accessibility to life by making accessibility part of its day-to-day activities, integrating it into its plans and policies and by ensuring that we have met all the current requirements of the accessibility regulations under the Act.

The Foundation makes every effort to communicate in a manner that considers people of all abilities:

- All OTF websites are designed with accessibility as a priority. The OTF website (otf.ca) is WCAG 2.0 Level AA compliant.
- All reports, resources, and other materials are written using plain language and with inclusive terms. All documents provided to the public are made accessible.
- OTF channels its feedback process through the Communications department to ensure consistency of response.

Employment

OTF meets the requirements of Section 27 of the Accessible Employment Standards within the Integrated Accessibility Standards Regulation Policy (IASR). Under this section, we are required to provide individualized workplace emergency response information to employees who have a disability. If the employee requires assistance in case of an emergency, and consented to have information about their accommodation needs shared, OTF provides the workplace emergency response information to the person designated by OTF to provide assistance to the employee.

- OTF employees have been notified of our commitment to work with them to create
 individual workplace emergency response information. Alternate formats are used if
 required by specific employees. Our respectful process ensures privacy for people who
 self-identify as needing accommodation.
- Fire wardens have spoken to people who have identified accommodation needs and have completed a plan which incorporates individualized workplace emergency responses.

Training

The Ontario Trillium Foundation provides training on the requirements of Ontario's Accessibility Laws and the Ontario Human Rights Code, as it applies to people with disabilities.

Procurement

The Ontario Trillium Foundation is committed to accessible procurement processes and has put in place relevant processes to decide on how to incorporate accessibility into its scoring when choosing a bidder.

Section Two: Strategies and Actions

Customer Service

The Ontario Trillium Foundation is committed to providing accessible customer service to people with disabilities. This means that we will continue to provide services to people with disabilities with the same high quality and timeliness as others.

OTF will ensure that it complies with the Accessibility Standards for Customer Service Regulation. More specifically:

- OTF will provide new employees and volunteers with accessible customer service training. Refresh training will be available for existing employees and volunteers.
- OTF will ensure that agents and contractors hired to interact with the public on our behalf will provide evidence that they have received the required accessible customer service training.
- OTF will gather feedback on the services it provides and will act on that feedback to improve services to people with disabilities.
- OTF will post appropriate notices regarding service disruptions.
- OTF will review and amend its Policy on Accommodation and Accessibility, as required.
- OTF will ensure that any new policies that are created regarding customer service are consistent with the principles of dignity, independence, integration and equal opportunity.
- OTF will welcome people with disabilities who use assistive devices, support people or service animals and will train our staff on assistive devices in our facilities.
- If at any time OTF is hosting an event that includes a charge for participation, we will waive that charge for support persons.

Information and Communications

The Ontario Trillium Foundation is committed to making our information and communications accessible to people with disabilities.

Accessibility Feedback Processes

All OTF's feedback processes will continue to be accessible to persons with disabilities.

OTF will continue to notify the public about the availability of accessible formats and communication supports.

- OTF will continue to build on its current practice that flows all feedback through our Communications department. This will ensure consistency of response and allow our organization to create a database of information that we can use for ongoing accessibility planning.
- OTF will continue to provide new volunteers and staff with instructions on how to handle feedback regarding accessibility during their orientation to OTF.

Communications

- All content on OTF's public websites will continue to meet the WCAG 2.0 AA standard.
- OTF will test all new online systems and technology prior to the selection process for visual accessibility.

Employment

The Ontario Trillium Foundation is committed to fair and accessible employment practices.

Recruitment

OTF will continue to notify its employees and the public about the availability of accommodations for applicants with disabilities in its job postings, as well as ahead of the interview process.

OTF will make every effort to ensure job postings are available in a variety of formats and access points to ensure that potential applicants with accommodation needs are aware of the postings.

OTF will notify successful applicants of its policies for accommodating employees with disabilities when offering employment. This notice is included in the letter of offer to the successful applicant.

Informing Employees with Disabilities of Supports Available to Them

OTF will inform all employees of its policies for supporting employees with disabilities, including providing employment-related accommodations. Information will be provided through the OTF staff intranet, staff memos, email and staff meetings.

New employees will receive this information during the orientation process.

All employees will be given updated information whenever there is a change to existing policies on the provision of job accommodations.

Employees will be assured that their privacy is respected and that any sharing on information about their accommodation needs will be shared on an as-needed basis with their consent.

OTF will consult with employees with disabilities to provide them with the accessible formats and communication supports they require to do their jobs effectively.

Individual Accommodation Plans

OTF has accommodation plans for employees with disabilities:

- An employee who has requested accommodation will be provided with the necessary supports.
- The accessibility needs due to a disability will be reviewed and documented by the Talent and Engagement Team, and the applicable accommodation will be provided in a timely manner. All steps will be taken to protect the privacy of the employee's personal information. The frequency and the manner in which the individual accommodation plan will be reviewed will also be documented.

 All accommodation plans are private. Each plan will include information on accessible formats and communication supports required, individual emergency response requirements and any other accommodation required.

Workplace Emergency Response

OTF will ensure that new employees are provided with workplace emergency information in accessible formats as necessary, that an emergency accommodation plan is prepared for them, when needed, and that emergency accommodation plans for existing employees are reviewed and revised as required.

OTF will ensure that employees requiring assistance during an emergency are knowledgeable of their own individualized emergency response plans. New employees with accommodation needs will develop individual emergency plans with the Talent and Engagement Team. Revisions will be made to the plans for existing employees should their accommodation needs change.

Return to Work

OTF has a return-to-work process for employees who have been on leave which is managed with our group insurance benefits coordinators.

Throughout the process, the Talent and Engagement Team will work closely with the employee, the employee's manager and the group insurance benefits coordinators.

OTF will ensure that managers understand the accommodations being made, as well as the privacy/communication concerns and agreements around return-to-work accessibility requirements.

OTF will formally document this process.

Performance Management and Career Development

OTF will review the accessibility needs of employees with disabilities about performance management and career development – in ways that take their accessibility needs into account, including performance plans in accessible formats, as well as coaching and feedback.

OTF will ensure that its performance management process meets the needs of employees with disabilities.

Training

The Ontario Trillium Foundation is committed to providing training on the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

OTF will ensure that training is provided in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, as outlined in the Regulations under the AODA. OTF will maintain records on what training is provided and to whom.

Training will be provided to:

- All new employees and volunteers
- All new persons who participate in developing the Foundation's policies
- All other new persons who provide services or facilities on behalf of OTF (e.g. suppliers and consultants)
- Staff whose role is to support the development of communications to the public

OTF also provides refresher training including training on any future changes to Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

OTF will maintain a record of the dates of when training is provided and the number of individuals to whom it was provided.

Procurement

The Ontario Trillium Foundation is committed to accessible procurement processes.

OTF will include the following paragraph in our procurement policy and in every contract and request for proposal:

- "OTF incorporates accessibility criteria and features when procuring or acquiring goods, services and facilities, except where it is not practicable to do so. Where OTF determines it is not practicable, it will record the explanation and provide the explanation in writing upon request."
- OTF will ask bidders if they have received the accessibility training required under the
 Accessibility Standards for Customer Service Regulation and under the Integrated
 Accessibility Standards Regulation Policy (IASR) when it is required for their
 organizations. OTF will inquire about the accessibility of the bidders' products or
 services, where appropriate.
- OTF will continue to use its current policy to decide on how to incorporate accessibility into its scoring when choosing a bidder.
- OTF will include in its scoring sheet a space to explain why accessibility isn't considered
 when it is deemed not relevant for the competition. This explanation will also be made
 clear in any internal decision documents concerning the decisions to proceed with a
 competition.
- OTF will build accessibility into event planning to ensure that all meetings are held in accessible locations and that participants are accommodated at every stage of the planning and rollout.
- OTF will test all new online systems and technology prior to the selection process to
 ensure it meets required accessibility standards. This will become part of the criteria in
 our procurement process.

To learn more about OTF's Accessibility Policies see:

Accommodation and Accessibility Policy

Integrated Accessibility Standards Regulation Policy

For More Information:

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Standard and accessible formats of this document are free upon request from: Chris Shepherd
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