ACCESSIBILITY POLICY

Current As Of: November 26, 2026

Commitment to Accessibility

Camp Mini-Yo-We is committed to providing equal access to our programs and facilities, including our buildings, structures, premises and accommodations to all persons, including those with disabilities. We respect the dignity and independence of everyone who visits our Camp and will make every reasonable effort to identify, remove and prevent barriers to accessibility in a timely manner. We are also committed to ensuring that opportunities for employment are equally available to candidates with disabilities and we will make all reasonable efforts at accommodation for our employees with disabilities so that they may excel at their jobs.

Definitions

Policies: What we intend to do, including rules for staff

Procedures: How we will go about it or the steps staff are expected to take

Practices: What we do on a day-to-day basis, including how our staff offer or deliver our services.

Camp Mini-Yo-We Inc: shall include employees, seasonal staff, volunteers or service providers of goods or services for Camp Mini-Yo-We.

Disability: means (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect, illness, or work-related incident (b) a condition of mental impairment or a developmental disability (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language or (d) a mental disorder.

Service Animal: means an animal, as defined in O. Reg. 429/07, used for the support of a person with a disability. The need must be readily apparent or a doctor's letter must be provided to show that the animal is used for reasons relating to the disability.

Support Person: means, in relation to a person with a disability, another person who accompanies him or her in order to help them with communication, mobility, personal care or medical needs or with access to goods or services.

Independence: Freedom to make your own choices or, when appropriate, the freedom to do things your own way

Integration: Providing the same services, in the same place, in the same or similar way. However, at times alternate ways of serving people are needed to ensure integration (i.e. email instead of phone service.)

Equal Opportunity: Having the same chances, options, benefits, and results as others. Equal opportunity requires treating individuals slightly differently so they can benefit equally from programs or services.

Barrier: Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Applicability

This policy applies to Camp Mini-Yo-We (MYW) Inc., as defined above.

Client Accessibility Plan

Accessibility: Camp Mini-Yo-We shall ensure that our services are provided in a manner that respects the dignity and independence of persons with disabilities, and we will use all reasonable efforts to allow them to fully participate with others using our facilities. Where there are currently barriers to this goal, we will work with the affected individuals to develop plans that provide them with the opportunity to fully participate in our programs.

Communication: We will communicate with people with disabilities in ways that take into account their disability and provide training in communicating with people with disabilities to facilitate this.

Assistive Devices, Service Animals and Support Persons: We understand that people with disabilities may require the use of assistive devices, service animals and/or support persons to access Camp Mini-Yo-We's programs and services. Any restrictions under other regulations that may interfere with such assistance will be identified and Camp Mini-Yo-We will use reasonable efforts to make alternative options available to our guests.

- Assistive Devices (walkers, scooter, TTYs, Amplification Systems): We allow the use of assistive devices, however, at this time, we do not provide Assistive Devices. However, MYW Staff will be available to assist customers, as appropriate.
- Service Animals (guide dogs, hearing alert animals, seizure alert animals): Service animals will be allowed wherever the general public is allowed. A person with a disability accompanied by a service animal is permitted to enter the premises with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises (kitchens, First Aid centre), or by other health and safety requirements. If they are excluded, Camp Mini-Yo-We will ensure that other measures are available to the person with a disability to obtain, use or benefit from our services.

- Support Persons: Support Persons will be allowed to accompany a person with a disability, wherever the general public is allowed. In some cases, we may require a support person in order to protect the person with the disability or others on the premises. At this time, Camp Mini-Yo-We does not provide support persons. For the Summer Camp program, external support persons may be permitted to accompany campers on a case-by-case basis, as approved by the appropriate Camp Director. Support persons will require a Police Check and Vulnerable Sector Check screening, and will be required to pay 50% of the regular fee. If approved, they will both be allowed to enter the premises and not be prevented from having access to each other. For Outdoor Centre Guests, where a fee is applicable and a support person is required by the guest with a disability, an external support person may be permitted to accompany a guest on a case-by-case basis, as approved by the group organizer and the Director. The support person will be required to pay 50% of the regular rate of fees in order to attend, and must meet the staff screening requirements of the group organizers.

Notice of Temporary Service Interruptions: In the event of a planned or unexpected disruption (such as scheduled maintenance procedures, or unexpected occurrences, such as power outages) to services or facilities, Camp Mini-Yo-We will notify the public promptly to ensure that our clients are aware of any such interruption and the impact that it may cause. The communication will include key information with respect to the reason for and duration of the interruption, and alternatives to the services being offered. Notices will be placed in relevant locations on our premises and, when appropriate, shall be placed on our website as well. In addition, any persons with disabilities who are on site will be notified of the disruption by a staff member or volunteer.

Training for Staff: The AODA outlines the training requirements for all staff, volunteers, contactors and third parties that act on our behalf with respect to the policy, practices and regulations, and we will comply with such requirements. Training will be provided to current staff, and will be part of the regular orientation for all new staff. All staff will be trained, and the level of training received will be based on that position's level of interaction with the public. Records will be kept to verify that training has taken place, including dates of training and the individuals trained during each session. Training will include, but not necessarily be limited to:

- the purposes of the AODA and the Human Rides Code as it pertains to persons with disabilities;
- interacting and communicating with people with various disabilities;
- interacting with people who use assistive devices, service animals and/or support persons;
- use of assistive devices and equipment associated with the services that we provide on our premises;
- how to handle those situations when a person with a particular type of disability is having difficulty accessing our goods and services.
- Additional training will take place when changes are made to our policy.
- Additional training will take place in the event of redeployment.

Feedback and Suggestions: Camp Mini-Yo-We regularly evaluates the level of service being offered to its guests. The most effective evaluation tool is the feedback received from guests and

visitors. All comments and feedback will be reviewed by the appropriate staff and steps will be taken to determine the best way to address any issues brought forward in a timely fashion.

Feedback may be submitted in any manner, including in person, by telephone, in writing, or by delivering an electronic text, by email or on diskette. Anyone submitting a complaint about the level of accessibility available at the camp will receive a personal reply from a permanent staff member within two weeks of submission. The response will indicate the actions that Camp will take to resolve the complaint, and the manner of providing the response will take into account the person's disability.

Comments, questions, and feedback can be provided using the following contact information:

Email: info@miniyowe.com
Phone: 705-385-2629
Address: 1878 Muskoka Rd 10 West, Port Sydney, ON P0B 1L0

Availability of Documents: All policies, procedures and regulations will be made available to the public upon request. Information will be posted on the Camp Mini-Yo-We's website (www.miniyowe.com), and documents will be available in the main office. When providing these documents to a person with a disability, the disability will be considered when determining the format in which the information is shared.

Human Resources Procedures

Employment Opportunities: Camp Mini-Yo-We welcomes applications for employment from people with disabilities. All employment opportunities are posted on the Camp's website, where we identify that accommodation is available in our recruitment process. We also notify applicants who are selected for an interview that accommodation is available and ask for notification of any accommodations that are necessary. If an applicant does request an accommodation, we consult them to ensure that appropriate accommodations are arranged, as befits their accessibility needs.

Our letters of offer notify all selected candidates that we offer accommodation to people with disabilities and request that they notify us of their accommodation needs. We will work with them to provide the accommodations so that they can succeed in their roles, including accessible formats and communication supports. As part of our new hire orientation, we will inform our employees about job accommodation and other policies that support employees with disabilities.

Workplace Communications: We will provide workplace information in an accessible format if an employee asks for it. This includes information employees need to perform their jobs, general information that is available to all employees at work, and information for employees who may need accommodation in the case of an emergency.

Accommodation Plans: Any employee who requires accommodation shall be asked to work in cooperation with management to develop plans that are based on their individual needs. The employee requiring accommodation may request the assistance of any other employee in the accommodation plan development process. If an expert opinion is required to determine how best to meet the employee's needs, Camp Mini-Yo-We will bear the expense of the consultation. Should an accommodation constitute an undue hardship on the Camp, the employee will be informed of the reason in writing and, if required, in the format that best fits with their disability.

Only staff who need to be aware of the accommodations will be informed, and will only have access to pertinent information, thereby ensuring that care is taken to protect the employee's privacy.

Individual accommodation plans will include any information regarding accessible formats and communications supports provided, individualized workplace emergency response information, and any other accommodation that will be provided. Plans will be provided to the affected employee in the format that best takes into account their accessibility needs and will be reviewed every two years with the employee's participation.

Performance Management: We will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when applying our performance management process to evaluate performance and to provide coaching and feedback to employees, and in applying our career development and advancement processes to help them excel at their roles. When requested, information regarding promotions, training, and any other form of career development will be provided in a format that meets the needs of a person with disabilities.

Workplace Emergency Response Information: If required by the employee because of a disability, we will develop a plan to provide individualized workplace emergency response information to that employee. With the employee's agreement, we shall provide the information to other staff who are designated to provide assistance to the disabled employee in an emergency. This plan will be developed in a timely manner and shall be reviewed if the employee changes jobs, and when the employee's accommodation plans or the Camp's emergency response plans are reviewed.

Return to Work Process: Camp Mini-Yo-We will support employees who are absent from work because of a disability to return to work on a modified basis, if required, taking into account the nature of the disability. The employee and management will meet together, using the appropriate means to do so, identify the accommodation needs and determine how best to accommodate the requirement. This may include modifications to the existing job, assigning the employee to a different job temporarily, or modifying work hours to allow the employee to gradually increase the amount of work performed.

The employee and management will monitor progress at least weekly and adjust the plan accordingly. The employee is required to attend all medical appointments and treatment during their recovery period to facilitate their return to full work.

Any individual accommodation plans already in place will be used to facilitate this process.

Modifications to This or Other Policies

This policy and its procedures address the accessibility requirements of Regulation 429/07 Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act (AODA).

We are committed to developing policies that respect and promote the dignity and independence of people with disabilities. Therefore, any policy that does not respect and promote the dignity and independence of people with disabilities will be modified or removed. Our accessibility policy will be reviewed at least once every five years, and any changes to our policies will be communicated to all staff.