




NFMC ACCESSIBILITY PLAN AND ANNUAL STATUS REPORT



Accessibility Plan revision date: December 2020
Annual Status Report revision date: December 2020

MESSAGE FROM THE GENERAL MANAGER AND CHAIR OF THE BOARD

The Nawiinginiima Forest Management Corporation (NFMC) is the first Ontario local forest management corporation established under the Ontario Forest Tenure Modernization Act, 2011. The NFMC, a Crown Agency, was established to operate within a defined management area that includes the communities of the Ojibways of Biigtigong Nishnaabeg and Netimizaagamig Nishnaabeg, the Hornepayne Aboriginal community, and the municipalities of Marathon, Hornepayne, Manitowadge, and White River. The variety of services provided by the NFMC range from raw wood products to employment and information on sustainable forest management and renewal practices.

The frequency of the NFMC's encounters with people with disabilities is minimal compared to that of a larger organization with many employees. However, that does not lessen the NFMC's responsibility to be aware and respectful of the needs of fellow employees, clients, and members of the public. Much of the work the NFMC has done to date on its accessibility file includes: establishing an Accessibility Policy and multi-year Accessibility Plan, training employees on the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and updating its webpage. This year, the NFMC is also implementing its inaugural Annual Status Report.

The 2020 Accessibility Plan and 2020 Annual Status Report that follow act as a roadmap to the NFMC's commitment to meeting its Accessibility Policy, the requirements of the AODA, the Accessibility Standards for Customer Service (Ont. Reg. 429/07), and the Integrated Accessibility Standards (Ont. Reg. 191/11).



Carmelo Notarbartolo, General Manager



Laird Van Damme, Chair of the Board

November 2020

INTRODUCTION

This is the 2020 version of the NFMC's multi-year Accessibility Plan (the Plan). The Plan has been developed to comply with the requirements of three pieces of legislation: the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Accessibility Standards for Customer Service (Ont. Reg. 429/07), and the Integrated Accessibility Standards (Ont. Reg. 191/11).

Under the AODA, the NFMC is required to establish and maintain a multi-year Plan that outlines its strategy to identify, remove, and prevent accessibility barriers. The Plan must also document how the NFMC has met, or intends to meet, the requirements of the AODA. Going forward, the NFMC will be required to review and update this Plan every five years and update its Annual Status Report to report on the progress the NFMC has made to implement the Plan's objectives.

PART 1. PLAN TASKS, RESPONSIBILITIES, AND TIMELINES

TASK #1. Review feedback received from employees and members of the public on the NFMC's **Accessibility Policy** keeping in mind its effectiveness at adhering to the requirements of legislation and the needs of those with disabilities.

Responsibilities: General Manager

Timeline: October-November 2022 and biennially henceforth

TASK #2. Identify barriers (based on feedback received) in the workplace that prevents adherence to legislative requirements and the NFMC's **Accessibility Policy**. Determine accessibility needs and effective strategies/actions to mitigate said barriers.

Responsibilities: General Manager

Timeline: October-November 2022 and biennially henceforth

TASK #3. Review and update the NFMC's **Accessibility Policy** as internal practices or procedures change, if required by legislative amendments, or based on feedback (see Tasks #2 and #3).

Responsibilities: General Manager, NFMC Board of Directors

Timeline: December 2020 and biennially henceforth

TASK #4. Review and approval the NFMC **Accessibility Policy**.

Responsibilities: NFMC Board of Directors

Timelines: December 2020 and biennially henceforth

TASK #5. Post Board approved NFMC **Accessibility Policy** on webpage.

Responsibilities: Office Administrator

Timelines: December 2020

TASK #6. Inform employees of changes to the NFMC **Accessibility Policy**.

Responsibilities: Office Administrator

Timelines: December 2020

TASK #7. The NFMC will, when reasonably possible (i.e. after COVID-19 restrictions are lifted), review the NFMC's **Accessibility Plan** in consultation with individuals with disabilities and based on feedback received.

Responsibilities: General Manager.

Timelines: Timeline to be determined based on current COVID-19 restrictions at this time.

TASK #8. Amend NFMC **Accessibility Plan** based on Task #7.

Responsibilities: General Manager

Timeline: December 2020 and every five years henceforth

TASK #9. Inform NFMC Board of Directors on the progress made to date on the NFMC **Accessibility Plan**.

Responsibilities: General Manager, NFMC Board of Directors

Timeline: December 2020 and every five years henceforth

TASK #10. Post updated NFMC **Accessibility Plan** on webpage.

Responsibilities: Office Administrator

Timelines: December 2020

TASK #11. Update NFMC **Annual Status Report** to report on progress and changes made to the NFMC's Accessibility Plan.

Responsibilities: General Manager

Timeline: December 31, 2020 and annually on this date henceforth

TASK #12. Post the **Annual Status Report** on the NFMC website.

Responsibilities: Office Administrator

Timelines: December 2020

TASK #13. Complete and submit **accessibility compliance report** to the Ministry for Seniors and Accessibility.

Responsibilities: General Manager

Timeline: December 31, 2021 and every two years henceforth.

TASK #14. Review standardize accessibility wording for job advertisements.

Responsibilities: General Manager

Timeline: November 2020

TASK #15. Build accessibility planning into existing strategic procurement, business planning, and budgetary processes.

Responsibilities: General Manager and Financial Manager

Timelines: March 2021

TASK #16. Provide AODA training to permanent NFMC employees upon hire.

Responsibilities: General Manager

Timelines: As required.

TASK #17. Review requests for NFMC documents/information and ensure those frequently provided are in an accessible format.

Responsibilities: General Manager

Timelines: As required

TASK #18. Update NFMC monthly workplace inspection template to include accessibility criteria.

Responsibilities: Office Administrator

Timelines: December 2020

PART 2. 2020 ANNUAL STATUS REPORT

<i>Task #</i>	<i>Objective(s)</i>	<i>Task</i>	<i>Lead</i>	<i>Frequency</i>	<i>Consultation Period</i>	<i>Due Date</i>	<i>Status</i>
1	Consultation	Review feedback from employees and members of the public on the NFMC Accessibility Policy.	General Manager	Biennial	October-November 2022	Early December 2022	Ongoing
2	Consultation	Identify barriers (based on feedback received) in the workplace that prevents adherence to legislation and the NFMC's Accessibility Policy.	General Manager	Biennial	October-November 2022	Early December 2022	Ongoing
3	Policy analysis	Review and update NFMC's Accessibility Policy.	General Manager	Biennial	October-November 2020	Early December 2022	Completed
4	Policy approval	Review and approve NFMC Accessibility Policy.	Board of Directors	Biennial	N.A.	December 8, 2020	Completed
5	Accessible communication	Post Board approved NFMC Accessibility Policy on webpage.	Office Administrator	Biennial	N.A.	December 2020	Completed
6	Training	Inform employees of changes to the NFMC Accessibility Policy.	General Manager	Biennial	N.A.	December 2020	Completed
7	Consultation	Review, when reasonably possible (i.e. after COVID-19 restrictions are lifted), the NFMC's Accessibility Plan in consultation with individuals with disabilities and based on feedback received.	General Manager	Every five years	TBD	December 2025	Pending
8	Plan analysis	Amend NFMC Accessibility Plan based on Task #7.	General Manager	Every five years	N.A.	December 2025	Pending
9	Reporting	Inform NFMC Board of Directors on the progress made to date on the NFMC Accessibility Plan.	General Manager	Every five years	N.A.	December 8, 2020	Pending
10	Accessible communication	Post updated NFMC Accessibility Plan on webpage.	Office Administrator	Every five years	N.A.	December 9, 2020	Completed
11	Reporting	Update Annual Status Report to highlighting progress and changes made to the Accessibility Plan.	General Manager	Annual	N.A.	December 31, 2020	Completed
12	Reporting	Post Annual Status Report on webpage.	Office Administrator	Annual	N.A.	December 31, 2020	Completed
13	Reporting	Complete and submit accessibility compliance report to the Ministry for Seniors and Accessibility.	General Manager	Biennial	N.A.	December 31, 2021	Pending
14	Accessible employment Practices	Review standardize accessibility wording for job advertisements.	General Manager	As required	N.A.	November 2020	Ongoing
15	Accessible procurement	Build accessibility planning into existing strategic procurement, business planning, and budgetary processes.	General Manager and Financial Manager	As required	N.A.	March 2021	Pending
16	Training	Provide AODA training to permanent NFMC employees upon hire.	General Manager	As required	N.A.	N.A.	Ongoing
17	Accessible communication	Review requests for NFMC documents/information and ensure those frequently provided are in an accessible format.	General Manager	As required	N.A.	N.A.	Ongoing
18	Workplace accessibility	Implement measures to make workplace more accessible when reasonably possible. Update NFMC monthly workplace inspection template to include accessibility criteria.	Office Administrator/General Manager	As required	N.A.	December 2020	Ongoing