Scouts Canada Member
Accommodation Procedures

1. Purpose
Scouts Canada is committed to ensuring that its programs are inclusive, free from discrimination, meaningful, and safe and healthy for every participant. Where accommodation is required, we will cooperate by accommodating participants’ needs as required by law.
The purpose of this document is to set out in writing the organization’s procedures for accommodation and the responsibilities of each of the parties in connection with the accommodation process.

2. Scope
This procedure applies to all requests for accommodation from any members of Scouts Canada.

3. Accommodation Principles
The goal of accommodation is to provide equal access and inclusivity, with a view to reinforcing respect for human dignity, individualization, integration and full participation. A request for accommodation aims to provide access or remove barriers that prevent individuals from participating based on legally prohibited grounds. Scouts Canada is committed to providing accommodation in accordance with applicable Human Rights legislation that does not interfere with the health and safety of other participants.

4. Accommodation Requests
An accommodation request must be submitted by completing the Scouts Canada Accommodation Request and Assessment Form at the end of this document. The requesting party must indicate:

1. The reason accommodation is required, including enough information to confirm the existence of a need for accommodation.
2. Describe in sufficient detail the specific needs related to the requested accommodation.
3. Complete the special liability and limited confidentiality waiver.

Scouts will acknowledge the accommodation request via email or in writing. All accommodation requests will be taken seriously, handled in a timely manner, and no person will be penalized for making a request.

5. Providing Information
Scouts may require more information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a protected Human Rights ground, under the applicable legislation.
- Where more information on the requesting person’s limitations or restrictions is needed to determine an appropriate accommodation.
- Where there is a demonstrable objective reason to question the legitimacy of the person’s request for accommodation.

Failure to respond to such requests for information may delay the provision of accommodation.

6. Privacy & Confidentiality
Scouts Canada will maintain the confidentiality of information related to an accommodation request, and will only disclose this information with the consent of the requesting party.

7. Assessing the Accommodation Request
Where necessary, interim accommodation will be provided while long-term solutions are developed.
Scouts will consider all of the following questions when assessing the requested accommodation:

1. Need: Has the requesting party demonstrated the existence of a need for accommodation?
2. Effectiveness: Will the requested accommodation enable the requesting party to participate and achieve the goals of the program?
3. Health & Safety: Will the requested accommodation create any safety risks for the requesting party or anyone else?

4. Alternatives: Is there a less expensive, safer or more effective means of accommodating the individual, than the measure requested?

8. The Accommodation Plan
The Accommodation Plan will be put in writing, and signed by the individual requesting accommodation, as well as Scouts Canada, and may include:

- A statement of the requesting party’s relevant limitations and needs;
- Identification of the most appropriate accommodation short of undue hardship;
- Timelines for providing the accommodation; and
- A process for reviewing and re-assessing the accommodation plan as needed.

9. Limitations
Accommodation will be provided in accordance with applicable legislation. A decision on undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

Where an accommodation is assessed to create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision, the objective evidence relied upon, and the next best accommodation available.
Appendix 1

Scouts Canada Accommodation Request and Assessment Form

Any request for accommodation must provide all of the information requested on this form.

PART 1: ACCOMMODATION REQUEST

1. Scouts Information
   1. Location & Date of Request
   2. Program
   3. Scouts representative(s) managing the request

2. Requesting Party Information
   1. Name of Participant (if participant is a youth)
   2. Address
   3. Parent / Guardian
   4. The protected ground requiring accommodation

5. The reason the accommodation is required, including enough information to confirm the existence of a need for accommodation:
6. Third-party evidence of the need for accommodation (for e.g. medical documentation), including:

- That the individual has a disability or requires accommodation based on a protected ground under the applicable human rights legislation;
- The limitations or needs associated with the disability;
- The type of accommodation(s) that may be needed to allow the individual to participate; and
- The duration for which the accommodation is required.

7. Proposed form of accommodation: