

Scouts Canada Member Accommodation Procedures

1. Purpose

- 1.1. The purpose of this document is to establish operating procedures for working through request for accommodation, financial or otherwise.

2. Scope

- 2.1. This procedure applies to all requests for accommodation from any members of Scouts Canada.

3. Policy Statement

Scouts Canada is committed to ensuring that its programs are inclusive, meaningful and healthy for every participant. We respect the human and other rights of participants. Where accommodation is required, we will cooperate and to the best of our ability, assist.

4. Accommodation Principles

Accommodation is a change to the way in which things are done, to enable a person to participate in and fulfill the goals of an activity. An accommodation must:

1. Meet a proven need.
2. Be necessary to enable an individual to participate.
3. Be safe for everyone participating.
4. Not interfere with the participation of other persons.
5. Impose the minimum burden on Scouts and others affected.

5. 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:

1. Provide the evidence necessary to satisfy Scouts that the need for the accommodation is real.
2. Describe in sufficient detail the form of accommodation requested.
3. Complete the special liability and limited confidentiality waiver.

4. Pledge that they will meet the full costs of the accommodation.
5. Explain any costs that they cannot fully meet.
6. Scan and email the completed Accommodation Request and Assessment Form and email it to accessibility@scouts.ca, or send it via fax to (613) 224-3571, Attention: Accommodation Request.

Scouts will acknowledge the accommodation request via email or in writing.

6. Assessing the Accommodation Request

Scouts will follow its principles in assessing whether it can permit and cooperate with the requested accommodation.

These considerations must all be addressed in making a decision on whether the request is for a necessary, effective accommodation:

1. Need: Has the requesting party demonstrated, to our complete satisfaction, that the individual cannot participate in the program without some form of accommodation?
2. Effectiveness: Will the requested accommodation enable the requesting party to participate and achieve the goals of the program?
3. Other Participants: Every participant in the program must be able to get full enjoyment and value from the experience. Does the requested accommodation interfere with others' participation?
4. Safety: Will the requested accommodation create any safety risks for the requesting party or anyone else?
5. Alternatives: Is there a less intrusive, less expensive, safer or more effective means of accommodating the individual, than the measure requested?
6. Cost: Has the requesting party confirmed that they will meet any costs associated with the accommodation request?



7. Assisted Accommodation

Where a requesting party has proposed an accommodation measure, which satisfies the test, but asserts they cannot meet the cost, Scouts will assist to the extent possible according to this policy.

1. To determine any necessary assistance Scouts will:
 - a) Determine start-up and ongoing costs of the requested accommodation.
 - b) Obtain proof that the requesting party is unable to meet the cost.
 - c) Obtain from the requesting party proof that no forms of financial support are available to the requesting party, to meet the cost.
2. Where assistance is required:
 - a) For an accommodation costing no more than \$100, Scouts will subsidize the accommodation.
 - b) Scouts will ordinarily not be able to subsidize cost exceeding \$100. Program participants will be expected to arrange their own financial support for such costs. The exception to this would be accommodations determined to have a lasting and general value to Scouts and its membership (see below).

8. Subsidized Accommodations

In certain instances, Scouts may subsidize an accommodation:

1. Where the requesting party clearly does not have the means to meet the cost or to borrow the necessary funds, Scouts will consider whether it can offer to meet some of the cost of the measure.
 2. For an accommodation costing in excess of \$100, which is likely to have a lasting and general value to Scouts and its membership, Scouts will consider the degree to which it can subsidize the cost of the accommodation. Accommodations of a lasting and general value are those which:
 - a) Are likely to be useful to other program participants;
 - b) Improve the physical premises;
 - c) May produce financial savings.
- 8 Decision Making

Decisions under this Policy shall be made by Executive Director, Business Services.



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. Personal characteristic which may require accommodation

5. Third party evidence of the need for accommodation

3. Accommodation Request

1. How the person's characteristic(s) affect(s) participation



2. Proposed form(s) of accommodation

3. Projected cost of accommodation

4. Financial Obligation Commitment from the Requesting Party

I, _____ confirm that I will pay the necessary costs of accommodations requested here on behalf of _____ and will make no claim for subsidy should an accommodation be approved by Scouts Canada. I understand that Scouts Canada may offer a subsidy without prejudice or precedent for Scouts Canada, and decline or terminate accommodations, in its discretion. I further understand and confirm that this accommodation request and the decision made by Scouts Canada does not affect or alter any other financial commitments or waivers I have made to the benefit of Scouts Canada, and that I will make no claim against Scouts Canada in respect of the accommodation or any additional risk created for the program participant for whom I have legal custody.

Signature of the parent or guardian

Date

