

Multi-Year Accessibility Plan for the Children's Aid Society of the District of Nipissing and Parry Sound

Part A - Strategy to meet the following requirements of the IASR

Date Created: August-22-14

Date Approved:

September-11-14

AODA Standard	IASR requirement	Due Date	Steps to take	Review Date	Target Completion Date	Staff Lead	Potential Costs	Completion Status
General Requirements								
Section 3 Establishment of Accessibility Policies	Develop, implement and maintain policies governing how the Society will meet the requirements of the Integrated Accessibility Standards;	01-Jan-14	Develop Policy - finalize, circulate and post	09-Sep-14	15-Sep-14	Manager of Human Resources and Training	N/A	Recommended for Approval in Jan 2014, revisions required
Section 4 Accessibility Plans	Establish, implement, maintain and document a multi-year plan, which outlines strategy to prevent and remove barriers	01-Jan-14	Develop Plan, review, approve and post	09-Sep-14	15-Sep-14	Manager of Human Resources and Training	N/A	Reviewed in Jan, revisions required,
	Draft and adopt updated policies	01-Jan-15	Review policies, identify gaps, source solutions, train	15-Nov-14	15-Dec-14	Manager of Human Resources and Training	N/A	Pending
	Complete government accessibility report every 3 years, 2014, 2017 etc.	31-Dec-17	HR Coordinator to file	Not Applicable	31-Dec-17	HR Coordinator	N/A	Pending
	Update Multi-Year Accessibility Plan	01-Jan-19	Review and Update Plan at least once every 5 years	Not Applicable	30-Dec-18	Manager of Human Resources and Training	N/A	Pending
Section 6 Self-Serve Kiosks	Self-Serve Kiosk	N/A	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Section 7 Training	Training on accessibility standards	01-Jan-15	Provided training through Hicks Morley to Sr Mngt, Supervisors, Board Members	Not applicable	01-Oct-13	HR Coordinator	Unknown	Completed
		01-Jan-15	Source out training that incorporates the standards for employees and volunteers	30-Sep-14	01-Nov-14	HR Coordinator	Unknown	Pending
		01-Jan-15	Update Employees training records and develop a system to track volunteers	30-Sep-14	01-Nov-14	HR Coordinator	Unknown	Pending

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Section 7 Training	Training on accessibility standards	01-Jan-15	Develop a process to train future employees and volunteer, and those returning from leaves	30-Sep-14	01-Nov-14	HR Coordinator	Unknown	Pending
Information and Communication Standard								
Section 11 Feedback	Make your feedback processes, like surveys or comment cards, accessible when asked	01-Jan-15	Provide accessible formats when asked. Consult with persons with disabilities to determine best and most cost effective method. Ensure employees are aware of our need to accommodate upon request.	Not Applicable	When asked	owner of content or survey, etc.	Unknown	Completed - Customer Service Policy & Commitment Statement , both include this
Section 12 Accessibility Formats & Communication Supports	Make information about services and facilities accessible upon request	01-Jan-16	Post signs and communicate on websites that we will provide accessible formats and supports upon request. Consult with persons with disabilities for best and cost effective method	01-Nov-14	Post signs and Website by Dec 1, 2014. Formats when asked	Communication Lead	Unknown	Completed - Customer Service Policy & Commitment Statement both include this
Section 13 Emergency Procedures, Plans or Public Safety Information	Make your emergency and public safety information accessible to the public	01-Jan-12	Provide accessible formats when asked. Consult with persons with disabilities for best and cost effective method. Employees must inform HR of a disability that may require a personal safety plan. Update and Train on emergency procedures	15-Nov-14	Forms and employee safety plan when asked. Emergency Procedure Dec 15, 2014	HR Coordinator and Return to Work Committee	Unknown	Completed - portion available to public. Pending portion applicable to employees

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Section 14 Accessible Websites & Web Content	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	01-Jan-21	Review sites and content to meet requirements of WCAG 2.0 Level AA	Unknown	31-Dec-20	Manager of Finance and IT Coordinator	Unknown	Pending
Employment Standard								
Section 22 / 23 /24 Recruitment, Assessment/Selection Process and Notice to Successful Applicant	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	01-Jan-16	Review recruitment strategies, selection, interview and testing processes, including offer letter.	01-Feb-15	01-Apr-15	HR Coordinator	Unknown	Pending
Section 25 Informing Employees of Supports	Notify new hires and staff of policies for accommodating employees with disabilities	01-Jan-16	New hires are given a copy of the AODA policy and asked to read it - they sign off when done. They also receive AODA on-line training - mandatory for all staff	01-Feb-15	Apr-15	HR Coordinator	Unknown	Pending
Section 26 Accessible Formats and Communication Supports for Employees	When requested provide accessible formats and communication supports for employees to perform their jobs and general information	01-Jan-16	When requested	01-Nov-15	On-going for each situation	HR Coordinator	Unknown	Completed and ongoing
Section 27 Workplace Emergency Response Information	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that's formatted so an employee with a disability can understand it.	01-Jan-12	Ongoing review but not applicable at this time. Will work with any employee who requests this.	Individual plan to be developed for specific situation	On-going for each situation	HR Coordinator / Return to Work Committee	Unknown	Completed.

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Section 28 Documented Individual Accommodation Plans	Have in place a written process to develop individual accommodation plans for employees with a disability	01-Jan-16	Policy and procedure to be finalized, reviewing terms of reference and Health and Safety Policies and Procedures	01-Nov-14	31-Dec-14	HR Coordinator / Return to Work Committee	Unknown	Pending, many elements already in place
Section 29 Return to Work Process	Have a written return to work process in place for employees who have been absent due to a disability and are returning to work	01-Jan-16	Reviewing and updating policies, procedure and terms of reference of committee	15-Nov-14	31-Dec-14	HR Coordinator / Return to Work Committee	Unknown	Pending
Section 30 / 31 Performance Management and Career Development & Advancement	Performance management, career development and redeployment processes, considers the needs of employees with disabilities	01-Jan-16	Review existing policies, updated Performance Appraisals, individualize a plan upon request	05-Sep-14	01-Oct-14	HR Coordinator / Sr Mngt	Unknown	Pending
Section 32 Redeployment	Redeployment plans shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans	01-Jan-16	Not applicable - do not use redeployment plans	Not applicable - do not use redeployment plans	Not applicable - do not use redeployment plans	Not applicable - do not use redeployment plans	Not applicable - do not use redeployment plans	Completed
Transportation Standard - not applicable								
Built Environment								
Sections 80 to 80.44 Outdoor areas, Exterior paths of travel, Accessible parking, Obtaining services,	Make new or redeveloped spaces accessible	01-Jan-17	When and if new or redeveloped spaces are made AODA standards will be reviewed	Every December 2014 - 2016	01-Jan-17	Manager of Finance and Administration		On going
	Maintain accessible elements of public spaces	01-Jan-17	Work with building management to discuss applicability to public spaces and plan for compliance	Every December 2014 - 2016	01-Jan-17	Manager of Finance and Administration		Pending