

# 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, 2014

Date Approved: September 11, 2014

Date Reviewed: September 2020

AODA Standard	IASR requirement	Due Date	Steps to take	Review Date	Target Completion Date	Staff Lead	Completion Status
<b>General Requirements</b>							
<b>Section 3</b> Establishment of Accessibility Policies	Develop, implement and maintain policies governing how the Society will meet the requirements of the Integrated Accessibility Standards;	January 1, 2014	Develop Policy - Finalize, circulate and post	September 9, 2014	September 15, 2019	Human Resources Coordinator / Coordinator of Administrative Services	Complete / Ongoing
<b>Section 4</b> Accessibility Plans	Establish, implement, maintain and document a multi-year plan, which outlines strategy to prevent and remove barriers	January 1, 2014	Develop Plan, review, approve and post	September 9, 2014	September 15, 2019	Human Resources Coordinator / Human Resources Assistant	Complete / Ongoing
	Draft and adopt updated policies	January 1, 2015	Review policies, identify gaps, source solutions, train	July 2019	Ongoing	Human Resources Coordinator / Coordinator of Administrative Services	Complete / Ongoing
	Complete government accessibility report every 3 years, 2014, 2017 etc.	December 31, 2017	Human Resources Coordinator to file	N/A	Ongoing	Human Resources Coordinator	Complete / Ongoing
	Update Multi-Year Accessibility Plan	January 1, 2019	Review and Update Plan at least once every 5 years	2019	September 2019	Human Resources Coordinator / Human Resources Assistant	Complete / Ongoing
<b>Section 6</b> Self-Serve Kiosks	N/A						
<b>Section 7</b> Training	Training on accessibility standards	January 1, 2015	Provided training through Hicks Morley to Sr. Management, Supervisors, Board Members	N/A	October 1, 2013	Coordinator of Training and Professional Development	Complete
		January 1, 2015	Source out training that incorporates the standards for employees and volunteers	September 30, 2014	November 1, 2014	Coordinator of Training and Professional Development	Complete
		January 1, 2015	Update Employees training records and develop a system to track volunteers	September 30, 2014	November 1, 2014	Coordinator of Training and	Complete

						Professional Development	
		January 1, 2015	Develop a process to train future employees and volunteer, and those returning from leaves	September 30, 2014	November 1, 2014	Coordinator of Training and Professional Development	Complete

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#### Information and Communication Standard

<b>Section 11</b> Feedback	Make your feedback processes, like surveys or comment cards, accessible when asked	January 1, 2015	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	N/A	Ongoing	Owner of content or survey, etc.	Complete / Ongoing
<b>Section 12</b> Accessibility Formats & Communication Supports	Make information about services and facilities accessible upon request	January 1, 2016	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	November 1, 2014	Post signs and Website by Dec. 1, 2014. Formats when asked	Communication Lead	Complete / Ongoing
<b>Section 13</b> Emergency Procedures, Plans or Public Safety Information	Make your emergency and public safety information accessible to the public	January 1, 2012	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	November 15, 2014	<b>Forms and employee safety plan</b> when asked. <b>Emergency Procedure</b> Dec. 15, 2014	Human Resources Coordinator and Return to Work Committee	Complete / Ongoing
<b>Section 14</b> Accessible Websites & Web Content	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	January 1, 2021	Review sites and content to meet requirements of WCAG 2.0 level AA	Unknown	December 21, 2021	Manager Corporate Services and Coordinator of IT	Pending

#### Employment Standard

<b>Section 22 / 23 / 24</b> Recruitment, Assessment/Selection	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	January 1, 2016	Review recruitment strategies, selection, interviewing and testing processes, including offer letter	February 1, 2015	April 1, 2015	Human Resources Coordinator and Coordinator of Training and	Complete
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Process and Notice to Successful Applicant						Professional Development	
<b>Section 25</b> Informing Employees of Supports	Notify new hires and staff of policies for accommodating employees with disabilities	January 1, 2016	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	February 1, 2015	April 2015	Human Resources Coordinator	Complete / Ongoing

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<b>Section 26</b> Accessible Formats and Communication Supports for Employees	When requested provide accessible formats and communication supports for employees to perform their jobs and general information	January 1, 2016	When requested	November 1, 2015	On-going for each situation	Human Resources Coordinator	Complete / Ongoing
<b>Section 27</b> 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	January 1, 2012	Ongoing review but not applicable at this time. Will work with any employees who requests this	Individual plan to be developed for specific situation	On-going for each situation	Human Resources Coordinator / Return to Work Committee	Complete
<b>Section 28</b> Documents Individual Accommodation Plans	Have in place a written process to develop individual accommodation plans for employees with a disability	January 1, 2016	Policy and procedure to be finalized, reviewing terms of reference and Health and Safety Policies and Procedures	November 1, 2014	December 31, 2014	Human Resources Coordinator / Return to Work Committee	Complete
<b>Section 29</b> 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	January 1, 2016	Reviewing and updating policies, procedure and terms of reference of committee	November 15, 2014	December 21, 2014	Human Resources Coordinator / Return to Work Committee	Complete
<b>Section 30 / 31</b> Performance Management and Career Development & Advancement	Performance management, career development and redeployment processes considers the needs of employees with disabilities	January 1, 2016	Review existing policies, updated Performance Appraisals, individualize a plan upon request	September 5, 2014	October 1, 2014	Human Resources Coordinator / Sr. Mngt	Complete / Ongoing
<b>Section 32</b> Redeployment	N/A						

**Transportation Standard – N/A**

**Built Environment**

<b>Section 80 to 80.44</b> Outdoor areas, Exterior paths of travel, Accessible parking, Obtaining Services	Make new or redeveloped spaces accessible	January 1, 2017	When and if new or redeveloped spaces are made AODA standards will be reviewed	Every December 2014 – 2016	January 1, 2017	Manager of Finance and Administration	Complete / Ongoing
	Maintain accessible elements of public spaces	January 1, 2017	Work with building management to discuss applicability to public spaces and plan for compliance	Every December 2014 – 2016	January 1, 2017	Manager of Finance and Administration	Complete / Ongoing