

Multi-Year Accessibility Plan for the Sarnia-Lambton Children's Aid Society

AODA Standard	Integrated Accessibility Standards Regulations (IASR) Requirements	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	Jan. 1, 2014	Develop Policy: finalize, circulate, and post	Dec. 1, 2023		HR	N/A	Policies Complete / Ongoing Review
Section 4 Accessibility Plans	Establish, implement, maintain, and document a multi-year plan, which outlines strategy to prevent and remove barriers	Jan. 1, 2014	Develop Plan: review, approve, and post	Dec. 1, 2023		HR		Policies Complete / Ongoing Review
	Draft and adopt updated policies	Jan. 1, 2015	Review policies, identify gaps, source solutions, train	Dec. 1, 2023		HR		Policies Complete / Ongoing Review
	Complete government accessibility report. Completed every 3 years, 2015, 2018, 2021, etc.	Jan. 1, 2014, First report to be submitted Jan. 1, 2015, and every three years thereafter	File report. Go to: https://www.appmybizaccount.gov.on.ca/sodp/portal/osb/lut/p/b0/04_Sj9CPyksy0xPLMnMz0vMAfijCxLTU3My87Kt8ouT9Aryi0oSc_QKSpNyMpP1MvjzU_ULsh0VAfzwt0/ Log in, and select Accessibility Reporting. Post Report on website.	Dec. 1, 2023		HR		Ongoing
	Create and update Multi-Year Accessibility Plan	Jan. 1, 2014	Review and update plan at least every 5 years.	Dec. 1, 2023		HR		Ongoing
Section 6 Self-Service Kiosks	Self-Service Kiosks	N/A	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Section 7 Training	Training on accessibility standards. Train all staff and volunteers (including Board Members) on what requirements under the IASR and on aspects of the Human Rights Code that relate to accessibility	Jan. 1, 2015	Provide training through Access Ontario, the Ontario Human Rights Commission, the Child Welfare Institute in various formats. Maintain training records. All employees, volunteers, Board members and Foster care require training. Incorporate training into orientation program.	Dec. 1, 2023		HR		Completed / Ongoing
		Jan. 1, 2015	Source out training that incorporates the standards for employees and volunteers	Dec. 1, 2023		HR		Completed / Ongoing
		Jan. 1, 2015	Update employees training records and develop a system to track volunteers	Dec. 1, 2023		HR		Completed / Ongoing
		Jan. 1, 2015	Develop a process to train future employees and volunteers, and those returning from leave	Dec. 1, 2023		HR		Completed / Ongoing

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Information and Communication Standard								
Standard 11 Feedback	Feedback process (i.e., surveys or comment card) accessible to public	Jan. 1, 2015	Provide accessible formats when asked. Ensure employees are aware of the need to accommodate upon request.	Dec. 1, 2023		HR / EA		Completed / Ongoing
Section 12 Accessibility Formats & Communication Supports	Provide information about services and facilities accessible upon request	Jan. 1, 2016	Communicate and post that SLCAS will provide accessible formats and supports upon request.	Dec. 1, 2023		HR / EA		Completed / Ongoing
Section 13 Emergency Procedures, Plans or Public Safety Information	Provide emergency and public safety information accessible to the public	Jan. 1, 2012	Review emergency and public safety information. Provide accessible formats when asked. Employees must inform HR of a disability that may require a personal safety plan. Update and train on emergency procedures.	Dec. 1, 2023		HR / EA		Ongoing
Section 14 Accessible Website	All new Internet websites and web content on those sites must conform with WCAG 2.0 Level A	Jan. 1, 2014	Review current version of SLCAS website and update to meet all WCAG 2.0 requirements	Dec. 1, 2023		IT		Completed
	All Internet websites and web content must conform with WCAG 2.0 Level AA (excluding live captioning and pre-recorded audio descriptions)	Jan. 1, 2021	Review remaining websites for compliance status and will ensure they conform to requirements.	Dec. 1, 2023		IT		Completed

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General Requirements								
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 process for people with disabilities.	Jan. 1, 2016	Review of recruitment strategies, selection, interview, testing process, and letter of offer.	Dec. 1, 2023		HR		Completed
Section 25 Informing Employees of Supports	Notifying new hires and staff of policies for accommodating employees with disabilities.	Jan. 1, 2016	Review process for new hires. Recommendation to provide new hires with a copy of the AODA policy, and asked to read and sign off when completed. Staff currently receive AODA on-line training which is mandatory for all staff.	Dec. 1, 2023		HR		Completed
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.	Jan. 1, 2016	SLCAS will inform employees that accessible formats and communication supports will be provided upon request. SLCAS will encourage the creation of conversation-ready documents and electronic communications as part of its general professional practice.					Completed
Section 27 Workplace Emergency Response Information	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.	Jan. 1, 2012	Review SLCAS emergency information for all employees. Prepare a plan and provide information to these employees, in an accessible format if required.					Ongoing
Section 28 Documented Individual Accommodation Plans	Have in place a written process to develop individual accommodation plans for employees with a disability.	Jan. 1, 2016	Develop a process and procedure for these requests.					Ongoing
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.	Jan. 1, 2016	Provide all new hires with the SLCAS return to work policy (to be added to the orientation checklist).					Ongoing
Section 30 / 31 Performance Management and Career Development & Advancement	Performance management, career development and redeployment processes, considers the needs of employees with disabilities.	Jan. 1, 2016	Review existing policies, performance appraisals. SLCAS is required to use systems that take into account the accessibility needs of the employee. Employers need to review the accommodation plan to determine whether it needs adjusting with regards to employee's performance on the job.					Ongoing
Section 32 Redeployment	Redeployment plans shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans.	Jan. 1, 2016	Not Applicable - do not use redeployment plans (?)					

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General Requirements								
Transportation Standard - not applicable								
Built Environment								
Sections 80 to 80.44 Outdoor Areas, Exterior Paths of Travel, Accessible Parking, Obtaining Services, Maintenance Planning	Make new or redeveloped spaces accessible	Jan. 1, 2017	When and if new or redeveloped spaces are made, the AODA standards will be reviewed	Dec. 1, 2023		EA / Mtnc		Completed
	Maintain accessible elements of public spaces	Jan. 1, 2017	Work facilities/building management to discuss applicability to public spaces and plan for compliance	Dec. 1, 2023		EA / Mtnc		Completed