This template was created by Accessibility Ontario (www.AccessOntario.com)		Date Created:	December 2013
Multi-Year Accessibility Plan for the Macaulay Child Development Centre		Date Approved:	May 2014
Part 1: Identify your organization's strategy to meet the following requirements of the IASR		Last Review Date:	June 2021

AODA Standard	IASR requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier	Target Completion Date	Staff Lead	Potential Costs	Completion Status
IASR General Requirements	**Note**: the dates below are for large nonprofits and private sector businesses. Change as needed.							
	Create new 2021-2026 plan	Dec-21	Review accessibility policies and commitment statements. Review goals and strategies to elimiate barriers to service.		Dec-21	HR	N/A	Ongoing
	Create policies and procedures for each standard	Jan. 1, 2014	Revise current Accessibility Policy and Procedure to include IASR requirements	none	Draft by Dec 2013; Feedback from policy review committee Jan 15, 2014; Final Board approval Feb 12, 2014, Reviewed Nov 2016, Feb 2020.	Human Resources Manager	$0	Done
	Create Multi-Year Accessibility plans	Jan. 1, 2014		none	Draft by Dec 2013; Feedback and final approval from Senior Management Team Jan 15, 2014. Reviewed 2017, June 2021.	Human Resources Manager	$0	Done

	Consider accessibility features when designing, procuring or acquiring kiosks	Jan. 1, 2014	n/a	n/a	n/a	n/a	n/a	n/a
	Train all staff and volunteers (including Board Members) on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	Jan. 1, 2015	Determine training content; investigate free training options; select training delivery format (online?); select training dates; delivery training; track training completion; include in orientation ongoing	none	December 2014	Human Resources Manager	human resource time	Done
	Consider accessibility when purchasing or designing kiosks	Jan. 1, 2014	n/a	n/a	n/a	n/a	n/a	n/a
	Complete government accessibility report	Dec. 31, 2017	File Compliance Report	none	December 2017	Human Resources Manager	$0	Done
	Update Multi-Year Accessibility Plan	Jun-21	Update plan	none	June 2021	Human Resources Manager	$0	Ongoing
	Complete government accessibility report	30-Jun-21	Complete report	none	June 2021	Human Resources Manager	$0	Due June 2021
 								
Information & Communications								
	When asked, make your emergency and public safety information accessible to the public	Jan. 1, 2012	Current policy, procudre and practice meet this requirement		completed	Human Resources Manager/ Program Supervisors	human resource time	done
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	Jan. 1, 2014	Work with webiste developers that are knowledgable of the WCAG 2.0 level A requirements		as required	Director of Communications and Fundraising	working with consultants	done and ongoing

	Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015	Current policy, procudre and practice meet this requirement		completed	Program Director	minimal cost of creating accessible formats	done
	Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	Current policy, procudre and practice meet this requirement		completed	Program Director	minimal cost of creating accessible formats	done
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021	Work with webiste developers that are knowledgable of the WCAG 2.0 level AA requirements		December 2020	Director of Communications and Fundraising	working with consultants	Ongoing
Employment							
	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.	Jan. 1, 2012	Current policy, procedure and practice meet this requirement		completed	Human Resources Manager	human resource time	done
	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	Jan. 1, 2016	Revise current recruitment, selection and hiring policies, procedures and practices to meet this IASR requirement; provide training to all those involved in hiring		December 2015	Human Resources Manager	human resource time	Done

Barrier	Steps to Take	Targeted Completion Date	Completion Status	Staff Lead	Potential Costs		
	Notify new hires and staff of policies for accommodating employees with disabilities	Jan. 1, 2016	Revise current recruitment, selection and hiring policies, procedures and practices to meet this IASR requirement; provide training to all supervisors/manager; include in orientation program		December 2015	Human Resources Manager	human resource time	done
	Have in place a written process to develop individual accommodation plans for employees with a disability	Jan. 1, 2016	Current policy, procudre and practice meet this requirement		completed	Human Resources Manager	human resource time	done
	Have a written return to work process in place for employees who have been absent due to a disability	Jan. 1, 2016	Current policy, procudre and practice meet this requirement		completed	Human Resources Manager	human resource time	done
	If your office uses performance management, career development and redeployment processes, take the needs of employees with disabilities into account	Jan. 1, 2016	Revise current policies, procedures and practices to meet this IASR requirement; provide training to all supervisors/manager; include in orientation program		December 2015	Human Resources Manager	human resource time	done
Design of Public Spaces	Make new or redeveloped spaces accessible	Jan. 1, 2017	Complete needs analysis on current spaces		December 2016	Director of Finance and Administration	TBD	As Needed & Ongoing
	Maintain accessible elements of public spaces	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2010 Eglinton Main Office Renovations 2021		Complete neds analysis. Ensure Contractor is AODA Compliant. Ensure Construction meets building codes.	COVID-19 restrictions & closures.	Summer 2021	Director of Finance and Administration	TBD	Ongoing

Part 2: Identify your strategy to prevent and remove additional barrier in your organization

Barrier	Steps to Take	Targeted Completion Date	Completion Status	Staff Lead	Potential Costs		

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