Multi-Year Accessibility Plan for ST. LAWRENCE YOUTH ASSOCIATION   Date Approved: July 1, 2016   EDL1

AODA Standard	IASR requirement	Due Date	Steps to take	Staff Lead	Status	Completion
IASR General Requirements	Create a Statement of Commitment, as well as,policies and procedures for each standard	Jan. 1, 2014	Develop a Statement of Commitment. Draft and adopt updated policy	Administration/ Management/ Board of Directors	SLYA has completed a Statement of Commitment and a AODA policy to meet IASR.	**Completed**
			Make public a Statement of Commitment and Policy	IT	Request French Translation	In Progress
				IT	Request Upload to Website, www.slya.ca	In Progress
	Create Multi-Year Accessibility plans	Jan. 1, 2014	Develop a Multi-Year Accessibility Plan.	Administration/ Management	SLYA has created a Multi-Year Plan which will be reviewed and updated every five years. Next review date is January 1, 2019 and every five years thereafter.	**Completed**
			Make public the Multi-Year Accessibility Plan	IT	Request French Translation	In Progress
				IT	Request Upload to Website, www.slya.ca	In Progress
	Update Multi-Year Accessibility Plan	Jan. 1, 2019		Administration/ Management		In Progress
	Provide Statement, Policy and Multi-Year Accessibility Plan in accessible format upon request		Requests for accessible formats of these documents will be forwarded to the IT Dept. who will work with the individual to determine the most suitable format.	IT		**As requested**
	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	Train the Trainer, member training schedules and deadlines.	Administration/ Management	SLYA will provide training to a trainer.	In Progress
				Trainer(s)	SLYA Trainers will provide training to employees, volunteers, board members and individuals providing work on behalf of SLYA. Provide training to all new staff.	In Progress

				HR	Prior to January 1, 2015 all current employees will complete the IASR and Human Rights Code training with the HR Coordinator.	**Completed**
				IT	As of January 1, 2015, all new employees (including contract and unpaid positions) will be required to complete the above training as part of their orientation with SLYA. The trainer(s) will be responsible for assigning a training schedule and tracking for completion.	In Progress
				IT	Certification/record of completion of training will be retained via the SLYA CORE training record. *Training will also be made available via alternative format including on line presentation, as requested.	In Progress
	Complete government accessibility report	Dec. 31, 2017		Administration		In Progress
Information & Communications	When asked, make your emergency and public safety information accessible to the public	Jan. 1, 2012	Review emergency and public safety information. Develop a process for responding to requests and supports	Administration/ Management/ Property Manager	SLYA has exit signs that have been identified throughout the agency facilities as per the building code. Information ca be provided in an accessible format or with appropriate communication supports upon request.	**Completed**
				Management/ Staff	All clients/youth are provided Residential Handbook outlining all emergency/fire procedures provided in a one on one session on admission.	**Completed**
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	Jan. 1, 2014	To date SLYA public website and its content meet all requirements under the WCAC 2.0 Level A		IT department is fully aware of WCAG requirements and will ensure all new content and /or any substantial refreshes to the site conform to established guidelines.	**Completed**

	Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015	Upon request, be able to receive and respond to feedback from clients, individuals inquiring about SLYA, employees and members of the public who have a disability	Administration/ Management/IT	A process for receiving and responding to accessible feedback requests has been developed and communicated to all relevant employees. Currently SLYA can facilitate request via the phone, email , fax and mail (enlarged text available).	In Progress
				Trainer(s)	As feedback may be received by various departments and personnel. SLYA trainer(s) provide training on how to receive and respond to accessibility feedback requests is to be developed and delivered based on the different positions within the agency.	In Progress
				Trainer(s)	Receiving and responding to feedback will be included in all new hiring orientations where the position frequently receives and responds to requests.	In Progress
				IT/Managers	All other employees will be notified as to the internal party to whom they should direct any accessible feedback requests.	In Progress
	Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	Develop a process for responding to requests for alternative formats and supports. Institute centre policy that all documents will be created using a structured electronic format to allow for easier conversion to alternative formats	IT	Upon request, provide accessible formats and communication supports to individuals with disabilities	In Progress
			Notify the public of the availability of accessible formats and communication supports. Where a communication support or accessible format cannot be provided immediately consult with the client/youth/employee to arrange for a suitable format as soon as possible.	IT	Complete an assessment of the ways in which each department provides information to our clients, potential clients and the public.	In Progress
				IT/Administration	Develop guidelines/processes for responding to various requests.	In Progress

	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021	SLYA will continue to review and ensure training provided to IT personnel to comply with WCAG 2.0 Level AA by 2021.	IT/Administration		In Progress
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	Review emergency information. Determine which employees need help. Prepare and provide information to these employees, in an accessible format if required. Follow up with employees periodically. Review individualized plan when the employee moves to a different location in the agency; on a recurring timeline to be established during the creation of the individualized emergency plan. Factors that are to be considered when developing the recurring timeline induced the nature and the severity of the disability, as well as its classification of permanent or temporary. A review to be initiated if requested by the employee; and when the agency amends its emergency response and/or evacuation procedures.	HR/Management/Administration		In Progress
	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	Jan. 1, 2016		HR/Management/Administration		In Progress
	Notify new hires and staff of policies for accommodating employees with disabilities	Jan. 1, 2016		HR/Management/Administration		In Progress
	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	HR/Management/Administration		In Progress

	Process to Accommodate Employees/Return to Work Process	1-Jan-16	Create a process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.	HR/Management/Administration	SLYA has developed a process for return to work for employees that have been absent due to a disability. SLYA has partnered with a qualified Occupational Health Nurse Consultant, the process has been shared with management and union. A functional abilities form has been implemented.	**Completed**
	Performance Management	1-Jan-16	SLYA will review its existing performance management processes and revise if required to include AODA requirements.	Administration/Management		In Progress
	Career Development & Advancement	1-Jan-16	SLYA will review its career development and advancement processes for possible barriers and review as necessary to incorporate regulation requirements.	Administration/Management		In Progress
	Redeployment	1-Jan-16	SLYA will review its redeployment processes for possible barriers; revise as necessary to incorporate regulation requirements.	Management		In Progress
Design of Public Spaces	Make new or redeveloped spaces accessible	Jan. 1, 2017	Provide design professionals, planners, developers and persons in charge of procurement with the Accessibility Standard for the Design of Public Spaces. Where possible, incorporate requirements into development contracts.	Administation/ Property Management/IT		In Progress
	Maintain accessible elements of public spaces	Jan. 1, 2017	Provide design professionals, planners, developers and persons in charge of procurement with the Accessibility Standard for the Design of Public Spaces. Where possible, incorporate requirements into maintenance contracts.	Administation/ Property Management/IT		In Progress

Transportation	Not appliacable to this agency				NA
This template was created by Accessibility Ontario (www.AccessOntario.com)and adapted/edited by SLYA July 20, 2016.					
Content adapted by SLYA July 20, 2016 from:					
1. Multi Year Accessibility Plan - HR Downloads viewed on https://www.hrdownloads.com/multi-year-accessibility-plan,					
2. AODA, 2005 IASR - Multi Year Plan as viewed www.facsfal.ca July 20, 2016 on the verbal permission of the Executive Director, Steve Woodman.					