

**Liburdi Multi- Year Accessibility Plan – updated as Oct 18, 2016**

Year	Step #	AODA or IASR Reference	Description	Person Responsible	Due Date	Status	Comments
	1	AODA - Customer Service	Create and implement policy of AODA Customer Service requirements	Andrew McLean	Jan 01 2012	Completed	
	2	AODA - Customer Service	File Report With Regulatory Authority	Andrew McLean	Jan 01 2012	Completed	
	3	AODA - Customer Service	Make Customer Service Standard Public	Andrew McLean	Jan 01 2012	Completed	Posted on Liburdi website
2008-2012	4	AODA - Customer Service	Train all staff who interact with customers in the policy and AODA requirements	Milana Katanic / Chris Taylor	Jan 01 2012	Complete and ongoing for new hires...	
	5	IASR - Employment	Revise Liburdi Emergency Response Plan and training materials to incorporate need to provide individualised emergency response information and accommodation	Chris Taylor	Jan 1 2012	Completed	
	6	AODA and IASR - all	Revise Accessibility Policies to include Integrated Accessibility Standards Regulations (IASR) requirements	Chris Taylor	Jan 1 2014	Completed – Dec 2014.	Needs to be included in updated employee handbook.
2013-2014	7	AODA and IASR - all	Post revised Accessibility Policies on website <a href="http://www.liburdi.com">www.liburdi.com</a>	Cynthia Emili	Jan 1 2014	Completed	Posted on Website in WCGA level 2.0 AA Dec 24 2014
	8	AODA and IASR - all	Ensure all new websites or new website content added to old website conforms to WCAG Level 2.0 A or AA	Lloyd Cooke, Robert Tollett and Cynthia Emili	Jan 1 2014	Complete –	Marketing and web content staff responsible informed of requirement. Will follow up as change in standard becomes imminent

			<i>format for accessibility.</i>				
	9	<i>AODA and IASR - all</i>	<i>Incorporate revised Accessibility Policies in next revision of Employee Handbook</i>	<i>Judi Evans &amp; Chris Taylor</i>	<i>Dec 31 2014</i>	<i>Not a legislative requirement but In process...</i>	<i>Policies in place just grouping into relevant Liburdi Document....nice to have but not required</i>
	10	<i>AODA and IASR - all</i>	<i>File Report With Regulatory Authority</i>	<i>Chris Taylor</i>	<i>Dec 31 2014</i>	<i>Completed 24-Dec-2014</i>	
2015	11	<i>General Requirements under IASR</i>	<i>train all staff and volunteers</i>	<i>Chris Taylor</i>	<i>Jan 1 2015</i>		<i>Training rolled out to managers. Managers to completed.....</i>
	12	<i>IASR - Information and Communications</i>	<i>Provide an accessible feedback process</i>	<i>Andrew McLean /Chris Taylor</i>	<i>Jan 1 2012</i>	<i>Completed – updated Dec 24 2014</i>	<i>On website - email, phone, letter etc...</i>
	13	<i>IASR - Information and Communications</i>	<i>Provide materials in accessible formats and communication supports for people with disabilities</i>	<i>Chris Taylor</i>	<i>Jan 1 2016</i>	<i>Policy in place. Completed pending requests.</i>	
2016	14	<i>IASR - Employment</i>	<i>Include accessibility into recruitment process with notifications that provision of accessibility for interview will be provided upon request. Put in job postings and content is in revised policy already completed</i>	<i>Judi Evans &amp; Recruiter</i>	<i>Jan 1 2016</i>	<i>Completed Jan 2016</i>	
	15	<i>IASR - Employment</i>	<i>Include accessibility policies into written employment offers to make it known we will provide accommodation and information / communications in alternative formats upon request.</i>	<i>Judi Evans &amp; Recruiter</i>	<i>Jan 1 2016</i>	<i>Completed Jan 2016</i>	

	16	IASR - Employment	Be prepared to accommodate RTW and disabled employees - with documented process	Chris Taylor	Jan 1 2016	Complete Policy complete Dec 2014 and training for managers completed.	Process in place and being used already in RTW for STD and WSIB. Accommodation on needs will follow same process as for RTW from STD and WSIB
	17	IASR - Employment	Ensure that Managers Supervisor are trained on performance management, career development and redeployment as it related to people with disabilities and accommodation.	Chris Taylor	Jan 1 2016	Complete Policy & Manager training complete fall of 2015	
	18	IASR - Employment	Incorporate revised Accessibility Policies in next revision of Employee Handbook	Judi Evans	Dec 31 2014	Policies complete – and posted...	just need to include in next employee handbook revision.  Not legislative requirement but nice to complete....
	19	IASR Built Environment - Design of Public Spaces	Follow requirements for new building or significant remodeling.	Address if warranted in future.	Jan 1 2017 onward		
2017	20	IASR - Built Environment Design of Public Spaces	make new or remodel off street parking lots, waiting areas with fixed seating accessible	TBD		Parking lot remodeled with additional disability parking of wider nature. Completed in July 2016	
	21	General Requirements under IASR	File Accessibility Report	Chris Taylor	Dec 31 2017		
2020	22	General Requirements under IASR	File Accessibility Report	Chris Taylor	Dec 31 2021		
2021	23	IASR - Information and Communications	All websites and content conform to WCAG 2.0 Level AA (Except live captioning and audio description)	Cynthia Emili	Jan 01 2021		

2025	24	<i>IASR - Information and Communications</i>	<i>Producers of materials - brochures manuals etc., need files conversion into accessible format</i>	<i>TBD</i>	<i>Jan 1 2025</i>		
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