

**Liburdi Multi-Year Accessibility Plan – updated June 29, 2021**

<b>Year</b>	<b>Step #</b>	<b>AODA or IASR Reference</b>	<b>Description</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
	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 individualized emergency response information and accommodation	Chris Taylor	Jan 01 2012	Completed	
	6	AODA and IASR - all	Revise Accessibility Policies to include Integrated Accessibility Standards Regulations (IASR) requirements	Chris Taylor	Jan 01 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 01 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 format for accessibility.	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

	9	AODA and IASR - all	Incorporate revised Accessibility Policies in next revision of Employee Handbook	Judi Evans & Chris Taylor	Dec 31 2014	Not a legislative obligation but in process...	Policies in place just grouping into relevant Liburdi Document...nice to have but not required
	10	AODA and IASR - all	File Report With Regulatory Authority	Chris Taylor	Dec 31 2014	Completed Dec 24, 2014	
2015	11	General Requirements under IASR	Train all staff and volunteers	Chris Taylor	Jan 1 2015		Training rolled out to managers. Managers to complete...
	12	IASR – Information and Communication	Provide and accessible feedback process	Andrew McLean / Chris Taylor	Jan 1 2012	Completed – updated Dec 24 2014	On website – email, phone, letter, etc...
	13	IASR – Information and Communication	Provide materials in accessible formats and communication supports for people with disabilities	Chris Taylor	Jan 1 2016	Policy in place. Completed pending requests.	
2016	14	IASR - Employment	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	Judi Evans & Recruiter	Jan 1 2016	Completed Jan 2016	
	15	IASR - Employment	Include accessibility policies into written employment offers to make it known we will provide accommodation and information / communications in alternative formats upon request	Judi Evans & Recruiter	Jan 1 2016	Completed Jan 2016	

	16	<i>IASR - Employment</i>	<i>Be prepared to accommodate RTW and disabled employees – with documented process</i>	<i>Chris Taylor</i>	<i>Jan 1 2016</i>	<i>Complete  Policy complete Dec 2014 and training for managers completed.</i>	<i>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.</i>
	17	<i>IASR - Employment</i>	<i>Ensure that Managers Supervisors are trained on performance management, career development as it related to people with disabilities and accommodation.</i>	<i>Chris Taylor</i>	<i>Jan 1 2016</i>	<i>Complete  Policy &amp; Manager training complete fall of 2015</i>	
	18	<i>IASR - Employment</i>	<i>Incorporate revised Accessibility Policies in next revision of Employee Handbook</i>	<i>Judi Evans</i>	<i>Dec 31 2014</i>	<i>Policies complete – and posted....</i>	<i>Just need to include in next employee handbook revision.  Not legislative requirement but nice to complete...</i>
	19	<i>IASR Built Environment – Design of Public Spaces</i>	<i>Follow requirements for new building or significant remodeling.</i>	<i>Address if warranted in future</i>	<i>Jan 1 2017 onward</i>	<i>Jan 1 2017 onward</i>	
2017	20	<i>IASR Built Environment – Design of Public Spaces</i>	<i>Make new or remodel off street parking lots, waiting areas with fixed seating accessible</i>	<i>TBD</i>		<i>Parking lot remodeled with additional disability parking of wider nature. Completed in July 2016</i>	
	21	<i>General Requirements under IASR</i>	<i>File Accessibility Report</i>	<i>Chris Taylor</i>	<i>Dec 31 2017</i>	<i>Completed</i>	

2021	22	<i>IASR – Information and Communication</i>	<i>All websites and content conform to WCAG 2.0 Level AA (Except live captioning and audio description)</i>	<i>Robert Tollett</i>	<i>Jan 01 2021</i>	<i>Complete with the ongoing requirements to ensure future website changes be continually updated to WCAG 2.0 Level AA.</i>	
2021	23	<i>General Requirements under IASR</i>	<i>File Accessibility Compliance Report</i>	<i>Chris Taylor</i>	<i>June 30, 2021</i>	<i>Complete</i>	
2023	24	<i>General Requirements under IASR</i>	<i>File Accessibility Compliance Report</i>	<i>Chris Taylor</i>	<i>Dec 31 2023</i>		