

Cogir Management Corporation

2014 to 2019 Multi-Year Accessibility Plan

Integrated Accessibility Standards Regulation (IASR)

General Deliverables	Proposed Implementation Date	Actual Completion Date	Legislated Date (January)
Policies & Procedures			2014
Create Policies with Statement of Organizational Commitment in written form			2014
Approval and Sign off			2014
Make available to the Public			2014
Available in Alternative Formats - upon request			2014
Accessibility Plan - Multi Year			2014
Develop Accessibility Plan			2014
Accessibility Plans - Post to web			2014
Continue to work on Accessibility Plan, review progress and update. Update regularly and every five years.			2014-2018
Provide in alternative format			2014
Accessibility Self Service Kiosk - have regard for accessibility when purchasing			2014
Training - All employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IARS and Human Rights Code			2015
Decide on training delivery			
Create training schedule for current staff and new staff			
Ensure sign in sheets for record keeping			
Training completed			2015
Continue to train new staff as part of			2015-2018

Information & Communications	Proposed Implementation Date	Actual Completion Date	Legislated Date (January)
Emergency Procedure Plans or Public Safety Information - inventory and make accessible			2012
Feedback - ensure feedback system accessible			2015
Accessible formats and communication supports upon request (timely manner, no cost charged if none charged to other persons)			2016
Create inventory of current documents			
Create document renewal plan			
Create Strategic Communication Plan -create processes for flow of documents, who creates source documents, who ensures pdf's are accessible, who checks for accessibility before posting to website, decide on corporate wide fonts, staff training on accessible document creation, analysis of website content and new content			
If creating a new Website WCAG 2.0 Level AA (other then closed caption Live pre-recorded audio)			2014
All internet websites and web content WCAG 2.0 Level AA			2021
Review all content on website back to 2012 to ensure everything is accessible			2021

Employment	Proposed Implementation Date	Actual Completion Date	Legislated Date (January)
HR Staff develop deliverables and processes			
Workplace Emergency Response for staff			2012
Recruitment - notify employees and public regarding availability of accommodation			2016
Notify applicant - availability of accommodation upon request for assessments or selection process			2016
Inform employees of policies regarding job accommodations			2016
Providing accessible formats and communication supports available to perform job			2016
Have a Documented Individual Accommodation Plan (IAP)			2016
Have a Return to Work Process			2016
Performance Management takes into account accessibility needs			2016
Career Development and Advancement Process takes into account accessibility needs			2016
Redeployment process takes into account accessibility needs			2016
Continue to proactively remove barriers across employment life cycle allowing employees to reach their full potential			2016-2018
Public Spaces	Proposed Date for Implementation	Actual Date of Completion	Legislated Date (January)
Incorporate Design of Public Spaces on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements			2017
If developing recreational trails consult with public and persons with disabilities			2017
Provide maintenance and restoration			2017
Develop procedures for preventative and emergency maintenance of accessible elements in public spaces			2017
Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working			2017
Report on Public Spaces every three years			2020