



Canadian Mental  
Health Association  
Lambton Kent

## Canadian Mental Health Association, Lambton Kent Branch Multi-year Accessibility Plan

Updated 7/1/2016

### Integrated Standard - General Requirements

Standard Requirements	Due Date	Completion Status	Requirements	Actions Completed
Create policies and procedures for each standard, including the Statement of Commitment for the IASR	Jan. 1, 2014	Completed	<b>Requirements:</b> Develop a Statement of Commitment and post on website Assess current policies and identify gaps related to accessibility.	Statement of Commitment is completed and posted on CMHA LK's website December 2, 2013
Create Multi-Year Accessibility plans	Jan. 1, 2014	Completed		CMHA LK's multi-year accessibility plan was posted on website December 2013. Continues to be updated as requirements are completed.
Kiosks	Jan. 1, 2014	Not applicable to the organization	<b>Requirement:</b> Organizations will incorporate accessibility features and will have regard to accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks	CMHA LK currently does not have any kiosks on site. Should we consider using Kiosks in the future we will ensure to meet the requirements through the AODA
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	Completed	<b>Requirement:</b> Organizations are required to provide training on the new standard in a variety of formats (ie self-directed learning, classroom style etc.). Training needs to be provided to all staff, volunteers and students. Training process for new employees and volunteers needs to be developed. Training needs to be appropriate to job duties and kept current. Training records should be kept.	Staff, volunteers and board members have been trained on the IASR requirements. IASR training has also been incorporated into our onboarding process for these positions as well.
Complete government accessibility report	Dec. 31, 2017		Details have not been released	
Update Multi-Year Accessibility Plan	Jan. 1, 2019		Requirement: Multi-year plan will be reviewed and updated every 5 years	
Complete government accessibility report	Dec. 31, 2020		Details have not been released	

Complete government accessibility report	Dec. 31, 2023		Details have not been released	
<b>Information &amp; Communication Standard</b>				
<b>Standard Requirements</b>	<b>Due Date</b>	<b>Completion Status</b>	<b>Requirements</b>	<b>Actions Completed</b>
Emergency and public safety information accessible to the public	Jan. 1, 2012	Completed	<b>Requirement:</b> Review emergency and public safety information you provide and develop a process for responding to requests and supports	Our emergency and public safety information was reviewed November 2013. Our emergency response plan is available on the website.
Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015	Completed	<b>Requirement:</b> Develop a process for responding to requests for alternative formats and supports	A process has been created to respond to requests for alternative formats and supports.
Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	Completed	<b>Requirement:</b> Develop a process for responding to requests for alternative formats and supports	A process has been created to respond to requests for alternative formats and supports.
All new internet websites and web content on those sites must conform with WCAG 2.0 level A	Jan. 1, 2014	Completed	<b>Requirement:</b> All new websites or intranet sites created must conform with WCAG 2.0 A	Our website is in compliance with the act.
All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021			
<b>Employment Standards</b>				
<b>Standard Requirements</b>	<b>Due Date</b>	<b>Completion Status</b>	<b>Requirements</b>	<b>Actions Completed</b>
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	Completed	<b>Requirement:</b> Review your emergency information for all employees. Prepare plan and provide information to these employees, in an accessible format if required.	CMHA LK has plans for all employees that have permanent or temporary disabilities on file. We continue to monitor this process and ensure we incorporate this into our recruitment and return to work process.
<b>Recruitment process:</b> potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	Jan. 1, 2016	Completed	<b>Requirement:</b> Employer will notify all applicants about the availability of accommodation during the recruitment process	Added information to our postings to notify potential hires and public that accommodations are available.
<b>Assessment:</b> Employer to inform candidates for an interview that accommodation is available upon request	Jan. 1, 2016	Completed	<b>Requirement:</b> Applicants contacted for an interview will be informed that accommodations are available upon request (ie material, or process being used)	Updated our Recruitment and Selection policy and all candidates are informed during the initial contact to set up interview.

<b>Retention:</b> Notify new hires and staff of policies for accommodating employees with disabilities	Jan. 1, 2016	Completed	<b>Requirement:</b> Notify new and existing employees of our policies for supporting employees with disabilities, which include providing employment related accomodation	All employees are requested to read and review the AODA policies.
<b>Retention:</b> Have a written process to develop individual accommodation plans for employees with a disability	Jan. 1, 2016	Completed	<b>Requirement:</b> Develop a process and procedure for these requests	This process is completed yearly with our staff
<b>Retention:</b> Return to work process in place for employees who have been absent due to a disability	Jan. 1, 2016	Completed		Provide all new hires with our return to work policy during orientation.
<b>Performance Management:</b> Performance management, career development and redeployment processes need to take into consideration the needs of employees with disabilities	Jan. 1, 2016	Completed	<b>Requirement:</b> Employers are required to use systems that take into account the accessibility needs of the employee. Employers need to review the accomodation plan to determine whether it needs adjusting with regards to employee's performance on the job	This process is completed on an on-going basis between our employees and their managers.
		Built Environment Standard		
<b>Standard Requirements</b>	<b>Due Date</b>	<b>Completion Status</b>	<b>Requirements</b>	<b>Actions Completed</b>
New or redeveloped spaces need to be accessible	Jan. 1, 2017		Requirement applies to new construction and/ or major changes to existing public spaces	
Maintain accessible elements of public spaces	Jan. 1, 2017		Requirement will be a part of the the Building Code	
		Transportation Standard		
<b>Standard Requirements</b>	<b>Due Date</b>	<b>Completion Status</b>	<b>Requirements</b>	<b>Actions Completed</b>
Transportation standand does not apply to CMHA LK	N/A	N/A	N/A	