



CANADIAN MOTHERCRAFT SOCIETY

AODA Multi-Year Accessibility Plan

2023-2028

BACKGROUND

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that effective January 1, 2014, under the Integrated Accessibility Standards Regulations, Mothercraft establish, implement, maintain and document a multi-year accessibility plan that outlines how we will meet our requirements to prevent and remove barriers for persons with disabilities. This applies to every person or organization in the public and private sectors of the Province of Ontario.

COMMITMENT

Mothercraft is committed to treating all people in a way that allows them to maintain and exercise their individual dignity and independence. We believe deeply in the principles of diversity, equity and inclusion. As such, we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA. Mothercraft is committed to developing, applying, and maintaining policies that govern how the organization achieves or will achieve accessibility standards through meeting the AODA regulations.

MULTI-YEAR PLAN

Mothercraft is committed to our multi-year accessibility plan, outlined below, which describes our strategy to identify, remove and prevent barriers for persons with disabilities. The plan describes measures that Mothercraft has taken before 2023 and will take in the 2023-2028 accessibility planning cycle to remove barriers for all service users, staff, volunteers, students, and visitors.

Our accessibility plan is posted on Mothercraft's website (www.mothercraft.ca) and will be provided in an accessible format upon request.

Mothercraft will review and update our accessibility plan at least once every five years.

This document will be provided in an alternative format upon request.

Integrated Accessibility Standards

The Integrated Accessibility Standard combines standards relating to Information, Communication and Employment. It also includes standards relating to the Design of Public Spaces.

General Requirements

Initiative	Description	Compliance Date	Action Plans and Updates	Action Date	Staff Responsible	Status ¹		
						In complete	Ongoing	Complete
Establishment of Accessibility Policies	Every obligated organization shall develop, implement, and maintain policies governing how it achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	January 1, 2014	The accessibility policy has been in place since 2012 and continues to be reviewed as needed.		Human Resources			X
Accessibility Plans	Large organizations shall, <ol style="list-style-type: none"> establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation. post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and review and update the accessibility plan at least once every five years. 	January 1, 2014	Multi-Year Plan was initially developed in 2012. The current Multi-Year Plan is posted on the website https://www.mothercraft.ca/ . The plan will be reviewed at least once every five years or as needed. <u>The next review is to be completed by January 2028.</u>	January 1, 2028	Human Resources			X
Training	Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities, all employees, and volunteers. <ol style="list-style-type: none"> all persons who participate in developing the organization's policies; and all other persons who provide goods, services, or facilities on behalf of the organization. 	January 1, 2014	Mothercraft was in compliance with the AODA Accessible Customer Service Standard in 2012 and continues to provide training to new hires. The training was enhanced to comply with the Integrated Accessibility Standards. Training includes: <ul style="list-style-type: none"> Integrated Accessibility Standards, and Ontario Human Rights Code (as it relates to people with disabilities) Mothercraft provides training to all employees, students, and board members and maintains training records.		Human Resources		X	X

¹ Ongoing means that the action plan continues to be implemented. For example, training was implemented for all staff when the requirement came in place, but as new staff are hired, they also go through the training.

Information and Communication Standards

Mothercraft is committed to making company information and communications accessible to persons with disabilities. Mothercraft has incorporated new accessibility requirements under the information and communication standard to ensure that its information and communications systems are accessible and are provided in accessible formats that meet the needs of persons with disabilities upon request.

Initiative	Description	Compliance Date	Action Plans and Updates	Action Date	Staff Responsible	Status		
						In complete	Ongoing	Complete
Feedback	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications support upon request.	January 1, 2015	A process for submitting feedback is outlined in the Accessibility policy and is posted on the website.		Human Resources			X
Accessible Formats & Communication Supports	Except as otherwise provided, every obligated organization shall, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons. The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	January 1, 2016	An alternative accessible format will be provided upon request. Mothercraft staff will consult with the person making the request to determine alternative format needs. Alternative formats include reading aloud, providing in a larger font, providing a digital copy or hard copy, etc.		Management as applicable		X	X
	Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	January 1, 2016	Notice that alternative formats can be provided upon request are communicated to service users and posted on the website.		Human Resources			X
Emergency Procedures, Plans or Public Safety Info	If an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports as soon as practicable, upon request.	January 1, 2012	Emergency plans and procedures will be provided in accessible formats upon request.		Human Resources / Health and Safety Committee			X

Accessible Websites & Web Content	Designated public sector organizations and large organizations shall make their internet websites and web content conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	January 1, 2014 - WCAG 2.0 Level A. January 1, 2021 - WCAG 2.0 Level AA.	The internet website and web content have been assessed and evaluated for accessibility to ensure conformance with the WCAG 2.0 Level A requirements to meet the January 1, 2014, deadline. <u>WCAG 2.0 Level AA requirements are in progress.</u>	December 31, 2023	Executive Director		X	
Educational and training resources and materials	Every obligated organization that is an educational or training institution shall do the following if notification of need is given: a) Provide educational or training resources or materials in an accessible format that considers the accessibility needs due to a disability of the person with a disability. b) Provide student records and information on program requirements, availability, and descriptions in an accessible format to persons with disabilities.	January 1, 2013	New accessibility requirements under the information and communication standard have been incorporated to ensure information and communications systems are accessible and are provided in accessible formats that meet the needs of students with disabilities upon request. The following measures have been and will be implemented by Mothercraft: <ul style="list-style-type: none"> • Provide educational or training resources or materials in an accessible format upon request. • Provide student records in an accessible format upon request. • Provide course and program information in an accessible format upon request. • Procure or obtain accessible or conversion-ready electronic format of training resources or material where available. • Arrange to provide comparable if cannot be procured. <u>An updated inventory of current print materials used, and a plan to prepare conversion-ready formats.</u>	December 31, 2024	Mothercraft College for Early Childhood Education		X	
Training to Educators	Obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible programs or course delivery and instruction.	January 1, 2013	All educators are provided with accessibility awareness training, and training records are maintained.		Human Resources		X	X
Producers of educational or	Every obligated organization that produces educational or training textbooks for educational or training institutions shall, upon	January 1, 2015	Alternate accessible formats will be provided upon request.		Mothercraft College for Early			X

training materials	request, make accessible or conversion-ready versions of the textbooks available to the institutions.				Childhood Education			
	Every obligated organization that produces print-based educational or training supplementary learning resources for educational or training institutions shall, upon request, make accessible or conversion-ready versions of the printed materials available to the institutions.	January 1, 2020	Alternate accessible formats will be provided upon request.		Mothercraft College for Early Childhood Education			X

Employment Standard

Mothercraft has been in compliance with requirements as set out in the Employment section of the legislation since January 1, 2016 which include Recruitment & Selection, Interviews, Notice to Successful Employees, Informing Employees of Support, Accessible Formats and Communication support, Return to Work Process, Accommodation Process, Performance Management, Career Development and Advancement, Redeployment, Retention, Diversity and Inclusion. Mothercraft is committed to fair and accessible employment practices that attract and retain employees with disabilities. This includes providing accessibility across all stages of the employment cycle.

Initiative	Description	Compliance Date	Action Plans and Updates	Action Date	Staff Responsible	Status		
						In complete	Ongoing	Complete
Recruitment – General	Every employer shall notify its employees and the public about accommodation availability for applicants with disabilities in its recruitment processes.	January 1, 2016	Job postings include language that accommodation is available at any stage of the interview process.		Human Resources		X	X

Recruitment, Assessment or Selection Process	<p>During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.</p> <p>If a selected applicant requests accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that considers the applicant's accessibility needs due to disability.</p>	January 1, 2016	<p>Human Resources notifies internal and external job applicants that accommodation for disabilities will be provided to support their participation in the recruitment process upon request.</p> <p>Human Resources works with the individual to determine and provide suitable accommodation.</p>		Human Resources		X	X
Notice to Successful Applicants	When making employment offers, every employer shall notify the successful applicant of its policies for accommodating employees with disabilities.	January 1, 2016	Successful applicants are advised of Mothercraft's policies for accommodating employees with disabilities and a reference to Mothercraft's accommodation commitment, and the policy is included in all employment agreements.		Human Resources		X	X
Informing Employees of Supports	Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on providing job accommodations that consider an employee's accessibility needs due to disability.	January 1, 2016	Human Resources informs all employees of Mothercraft's policies used to support employees with disabilities.		Human Resources		X	X
	Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	January 1, 2016	During orientation, Human Resources informs new of Mothercraft's policies for supporting employees with disabilities, including employment-related accommodation for disabilities.		Human Resources		X	X
	Employers shall provide updated information to their employees whenever there is a change to existing policies on providing job accommodations that consider an employee's accessibility needs due to disability.	January 1, 2016	Human Resources notifies employees whenever there is a change to existing policies on providing job accommodations that consider an employee's accessibility needs due to a disability.		Human Resources		X	X

Accessible Formats & Communication Supports for Employees	Where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, a) information that is needed in order to perform the employee’s job; and b) information that is generally available to employees in the workplace. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	January 1, 2016	Human Resources consults with employees with disabilities to provide them with the accessible formats and communications supports they require to do their jobs effectively and to be informed of information that is generally available to all employees in that workplace, including job descriptions.		Human Resources		X	X
Workplace Emergency Response Information	Every employer shall provide individualized workplace emergency response information to employees with a disability if the disability is such that individualized information is necessary. The employer knows the need for accommodation due to the employee’s disability.	January 1, 2012	Human Resources provides written notification via email to employees who have identified a disability about assistance during emergency response, including identifying who will assist them.		Human Resources		X	X
	If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the employer shall provide the workplace emergency response information to the person designated by the employer to aid the employee.	January 1, 2012	Written notification via email to employees who have identified a disability and require assistance during emergency response; identify who will assist them.		Human Resources		X	X
	Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.	January 1, 2012	A timely response will be provided for any requests.		Human Resources		X	X
	Every employer shall review the individualized workplace emergency response information, a) when the employee moves to a different location in the organization. b) when the employee’s overall accommodations needs, or plans are reviewed; and c) when the employer reviews its general emergency response policies.	January 1, 2012	A review of individual workplace emergency response information will occur when there is a change to an employee’s work location or when emergency plans are reviewed.		Human Resources		X	X

Documented Individual Accommodation Plans	Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The process for the development of documented individual accommodation plans shall include all elements as required by the Act.	January 1, 2016	<u>An updated accommodation policy will be completed.</u>	December 31, 2023	Human Resources		X	X
Return to Work Process	Every employer, other than an employer that is a small organization, a) shall develop and have in place a return-to-work process for its employees who have been absent from work due to a disability and require disability-related accommodations to return to work; and b) shall document the process.	January 1, 2016	Return to Work policy outlines the process for employees returning to work due to a disability.		Human Resources		X	X
	The return-to-work process shall, a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and b) use individual documented accommodation plans, as described in section 28, as part of the process.	January 1, 2016	Documented processes are in place to support employees who return to work after being away for reasons related to their disabilities and require a disability-related accommodation to return to work. The documents will outline Mothercraft's steps to facilitate the return to work and include an individual accommodation plan.		Human Resources		X	X
Performance Management	An employer that uses performance management in respect of its employees shall consider the accessibility needs of employees with disabilities and individual accommodation plans when using its performance management process in respect of employees with disabilities.	January 1, 2016	Performance management processes consider the accommodation needs and/or individual accommodation plans of employees to ensure employees with disabilities have opportunities to advance within the organization. The performance management processes and tools consider the accessibility needs of employees with disabilities.		Human Resources and Management		X	X
Career Development and Advancement	An employer that provides career development and advancement to its employees shall consider the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when	January 1, 2016	The needs of an employee with disability will be assessed during career development and advancement opportunities.		Human Resources and Management		X	X

	providing career development and advancement to its employees with disabilities.							
Reemployment	An employer that uses redeployment shall consider the accessibility needs of its employees with disabilities and individual accommodation plans when redeploying employees with disabilities.	January 1, 2016	Redeployment processes consider the accessibility needs of employees with disabilities before moving them to other positions so that employees can continue to meet their accommodation needs.		Human Resources and Management		X	X

Built Environment

The Accessibility Standards for the Built Environment focus on removing barriers in public spaces and buildings. This standard for the design of public spaces applies only to new construction and major changes to existing features. If applicable, Mothercraft will meet the requirements in accordance with the Built Environment standard schedule. Mothercraft will seek consultation before making any built environment changes and will meet the specific requirements depending on the nature of the changes.

Initiative	Description	Compliance Date	Action Plans and Updates	Action Date	Staff Responsible	Status		
						In complete	Ongoing	Complete
General	Make new or redeveloped spaces accessible.	January 1, 2017	Mothercraft will meet the Accessibility Standards for the Design of Public Spaces in all new renovations and construction project. In instances when a build or major modifications to public spaces are made, Mothercraft will establish plans to meet the Accessibility Standards for the design of public spaces.		Facilities		X	X
	Maintain accessible elements of public spaces.	January 1, 2017	Mothercraft will take appropriate measures to prevent service disruptions to the accessible parts of its public spaces. In the event of a service disruption, we will notify the user of the service disruptions and available alternatives.		Facilities		X	X