

Multi-Year Accessibility Plan

Target Objectives	Action/ Goal	Deadline For Completion	Responsibilities
1. Accessibility Reports to be reviewed, updated, and filed every 3 years.	Develop and review the AODA Plans to update current status and ongoing requirements for accessibilities – File Report Online.	January 1, 2014	• Scott Skillen
2. New Public websites and web content on those sites must conform with Web Content Accessibility Guidelines (WCAG) - Level A	If and when the corporate website is revised, Work with Website designer to make applicable and appropriate changes to satisfy our Accessibility Policy.	January 1, 2014	• Scott Skillen
3. Train all employees/contract workers/volunteers on Human Rights Code	Develop and incorporate these training needs as part of orientation for new employees.	January 1, 2015	• Scott Skillen
4. Develop ongoing review process to define and implemented the Multi-Year Plan.	File initial report, and develop a process for regular annual review of progress, and filing of report.	January 1, 2015	• Scott Skillen
5. Develop processes for receiving and responding to feedback	Human Resources and Relevant Committee to review and develop a process.	January 1, 2015	• Scott Skillen
6. Ensure applicants who require accommodation during the recruitment phase are provided with appropriate accommodation if applicable.	Human Resources and Relevant Committee to review and develop a process.	January 1, 2016	• Scott Skillen
7. Create a written process for developing and documenting individual accommodation plans with employees with disabilities	Human Resources and Relevant Committee to review and develop a process.	January 1, 2016	• Scott Skillen
8. Create individual accommodation plans for any existing employees with disabilities	Human Resources and Relevant Committee to review and develop a accommodation plan.	January 1, 2016	• Scott Skillen
9. Create Return to Work (RTW) processes for employees absent due to disability who require accommodations to return	Human Resources and Relevant Committee to review and develop a process.	January 1, 2016	• Scott Skillen
10. Take Steps to identify and remove barriers to physical spaces for employees and general public	Initiate/Review Need For: <ul style="list-style-type: none"> • Install automatic door openers for public entrance. • Repair walkway ramp for easy access - remove curbs. • Install automatic door openers on mail floor washroom. • Customize main floor washroom. <p><i>(above bullets are examples only)</i></p>	January 1, 2017	• Scott Skillen
11. Review future AODA requirements for our ongoing Multi-Year Accessibility Plan		January 1, 2017	• Scott Skillen
12. Review current website and make necessary changes to ensure that the content conforms to WCAG 2.0 level AA	Hire a website developer to ensure our website complies with the requirements of WCAG 2.0 level AA	June 30, 2021	• Scott Skillen