

## AODA Multi-Year Accessibility Plan

AODA MULTI-YEAR ACCESSIBILITY PLAN TO MEET INTEGRATED ACCESSIBILITY STANDARD 191/11							
DATE	POLICY	ACTIONED BY	ACTION TAKEN	PROGRESS STARTED	ACTION COMPLETED	ACTION ONGOING	OTHER COMMENTS
Jan 2012	Develop and train on a return-to-work policy to include an employee with a disability	Management & Joint Health & Safety Committee	Policy development and explaining procedures for a return to work for an employee with a disability.	✓	✓	✓	
July 2017	Create, document and train on policies and procedures	Management & JHSC	Write the policy and commitment to meet standards of accessibility	✓	✓	✓	Ongoing review per standard every 5 years
July 2017	Communicate and train	Management & JHSC	Complete training and education of new standard	✓	✓	✓	
July 2017	Introduction during recruitment, policy and commitment	Management & JHSC	Added to the new candidate orientation	✓	✓	✓	
Feb 2019	Evaluation needs for employees with disability	Management & JHSC	Evaluation and attention are ongoing for any disability needs and accommodations	✓	✓	✓	
Jan 2020	Review of the development and training on updates to return-to-work policy	Management & JHSC	Review of the policy development and explaining procedures.	✓	✓	✓	
March 2020	Internal career changes or advancement opportunity for and persons with a disability	Management & JHSC	Continues observation and assessments for career change or advancement internally to accommodate a person with a disability.	✓	✓	✓	
June 2021	Documents and support using accessible formats for employees with a disability	Management & JHSC	Continue planning & discussion for preparedness to provide information & procedures of existing or new policy updates to employees when required in an accessible manner.	✓	✓	✓	Ongoing review per standard every 5 years
			Continuous consultation with all members on case updates, preparedness information, & accommodation.	✓	✓	✓	
			A method to measure the preparedness of providing in an accessible manner.	✓	✓	✓	

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DATE	POLICY	ACTIONED BY	ACTION TAKEN	PROGRESS STARTED	ACTION COMPLETED	ACTION ONGOING	OTHER COMMENTS
June 2021	Accessibility standard and policy review	Management & JHSC	Policy review completed and changes made to accommodate the standard changes.	✓	✓	✓	Ongoing review per standard every 5 years
June 2021	Introducing the policy and commitment to company resources and website when possible.	Management & JHSC	Planning on introduction to policy of the standard to provide more resources of the company that may include website for public access.	✓	✓	✓	Ongoing review per standard every 5 years
Aug 2021	Provide accessibility to our website to accommodate persons with disabilities (hearing, etc.)	Management	Website accessibility being arranged through provider	✓	✓	✓	Ongoing review per standard every 5 years
Aug 2023	Communication and feedback	Management & JHSC	Add more scheduled communication sessions for feedback and discussion disability needs. Update Policies and train. Add forms for visitors.	✓	✓	✓	Ongoing review per standard every 5 years
Aug 2023	Provide accessibility to our website to accommodate persons with disabilities (hearing, etc.). Update to new standard information needed & from feedback	Management	Website accessibility being arranged through provider	✓	✓	✓	Ongoing review per standard every 5 years
Aug 2023	Develop PM Plan for maintenance of accessibility assets.	Management	Develop PM for review of accessibility elements to ensure preventive inspections are completed every 6 months. Special Request Work Orders will be used for emergency maintenance on accessibility elements.	✓	✓	✓	Ongoing review per standard every 5 years
Jan 2024	Communication and feedback	Management & JHSC	Add more scheduled communication sessions for feedback and discussion disability needs.				
Jan 2025	Accessibility standard and policy review and update as needed to the AODA Standard	Management & JHSC	TO COMPLETE Policy review and update as required to meet the standard to accommodate changes.				
Jan 2025	Train and educate any changes to the policy or standard.	Management & JHSC	TO COMPLETE Training and re-educate any changes to the standard or policy.				

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