

## Multi-Year Accessibility Plan

<b>Compliance Date</b>	<b>Initiative</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>
January 1, 2014	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	N/A	Complete
January 1, 2014	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>a) 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;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>Post to website</p> <p>Review again within 5 year timeline</p>	Complete
January 1, 2014	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform 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.	Build WCAG 2.0 into design standards	Ongoing. Third party contractor engaged to bring all domains into compliance. Remediation plan in place.
January 1, 2015	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the		Complete

Human Rights Code as it pertains to persons with disabilities to,

a) all employees, and volunteers;

b) all persons who participate in developing the organization's policies; and

c) all other persons who provide goods, services or facilities on behalf of the organization.

January 1, 2015	Feedback	11.(1) 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 supports, upon request.	Ensure staff are aware of this requirement	Complete
January 1, 2016	Accessible Formats & Communication Supports	<p>12.(1) 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,</p> <p>a) in a timely manner that takes into account the person's accessibility needs due to disability; and</p> <p>b) at a cost that is no more than the regular cost charged to other persons.</p> <p>12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</p> <p>12.(3) Every obligated organization shall notify the public about the availability of accessible formats</p>		Complete

		and communication supports.	
January 1, 2016	Recruitment Job Postings	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Complete
January 1, 2016	Recruitment, Assessment or Selection Process	23.(1) 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.	Complete
		(2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	
January 1, 2016	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Complete
January 1, 2016	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Complete
		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	

		<p>25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.</p>	
January 1, 2016	Accessible Formats & Communication Supports for Employees	<p>26.1 In addition to its obligations under section 12, 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,</p> <p>a) information that is needed in order to perform the employee’s job; and</p> <p>b) information that is generally available to employees in the workplace.</p> <p>26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	Complete
January 1, 2016	Workplace Emergency Response Information	<p>3.6.1 Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee’s disability.</p> <p>3.6.2 If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s</p>	Complete

consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.

3.6.3 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.

3.6.4 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, 2016	Documented Individual Accommodation Plans	<p>28.(1) 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.</p> <p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <p>a) The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>b) The means by which the employee is assessed on an individual basis.</p>	Complete
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c) The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.

d) The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.

e) The steps taken to protect the privacy of the employee's personal information.

f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.

g) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.

h) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

January 1, 2016

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 disabilityrelated accommodations in order to return to work; and (b) shall document the process.

Complete

The return to work process shall, (a) outline the steps the employer will

take to facilitate the return to work of employees; and (b) use documented individual accommodation plans, as part of the process

The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.

January 1, 2016	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Complete
January 1, 2016	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Complete
January 1, 2016	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Complete
January 1, 2021	Maintenance of accessible elements	80.44 In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following:  1. Procedures for preventative and emergency	Complete

maintenance of the accessible elements in public spaces as required under this Part.

2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.