

CWSDS Multi-Year Accessibility Plan

Requirement	Action	Timeline	Person(s) Responsible	Committee (for follow-up)	Progress
General Required Training	<ul style="list-style-type: none"> Documentation for training records for all staff available through HR 	Ongoing	HR Volunteer Coordinator Residential Services Manager	HR Representative reports	E-learning tracks Accessibility Questionnaire are available prior to 2013
Information and Communication Feedback	<ul style="list-style-type: none"> Review documentation in Accessibility minutes regarding feedback 	Ongoing	Accessibility Committee Chair or designate	Accessibility Committee Chair or designate	Ongoing at bi-monthly meeting reviewing comment cards
Accessibility Policy on website	<ul style="list-style-type: none"> Review and update policy and Procedure 	Annually	Accessibility Committee Chair or designate	Accessibility Committee or designate	Update of Policy & Procedure completed November 2016

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Make our Website accessible	<ul style="list-style-type: none"> Website to meet WCAG 2.0 Level AA 	December 2021	Accessibility Committee Chair or designate	Accessibility Committee	Website was redesigned and available in French
	<ul style="list-style-type: none"> Content to be reviewed for accuracy 	Bi-annually	Director of Services (Communication)	Accessibility Committee Chair or designate	Website updated with Executive Assistant April 2018
Accessibility meeting minutes completed	<ul style="list-style-type: none"> Meeting minutes recorded and made available to meeting members 	Bi-monthly meeting minutes to be completed	Accessibility team member as designated	Accessibility Chair or designated member	ongoing
Clearly identify accessible washrooms using proper signage	<ul style="list-style-type: none"> Clear signage identifying accessible bathrooms for all individuals 		Maintenance	Operations Manager	In progress
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			Responsible	follow-up)	
Employment is committed to fair and accessible employment practices	<ul style="list-style-type: none"> To ensure standards/practices of fair/accessible employment are developed To notify all employees of fair and accessible employment standards/practices Develop policy regarding addressing and communicating accommodations HR forms for identifying accommodations on hire to be developed Emergency Response Plans for Individual on Return to Work 	December 2015	HR	Accessibility Committee (as part of HR update)	Completed by deadline but action is ongoing
		December 2015	HR	Accessibility Committee (as part of HR Update)	Completed by deadline but action is ongoing
		December 2017	HR	Accessibility Committee (as part of HR Update)	Policy developed. In practice.
		December 2017	HR	Accessibility Committee (as part of HR Update)	Forms developed. In practice
		February 2018	HR	Accessibility Committee (as part of HR Update)	Forms developed. In practice.
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Accessibility Checklists	Compliance Reporting	<ul style="list-style-type: none"> • Review AODA website/reporting compliance website for requirements and deadlines • Report filed every 3 years to ministry 	Review every January compliance requirements	<ul style="list-style-type: none"> • Accessibility committee members as assigned • Accessibility Chair 	<p>Completed Annually</p> <p>Report sent 2017. Next report 2020.</p>
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