

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 September 2018

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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	Executive Assistant	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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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 	Ongoing	HR	Accessibility Committee (as part of HR update)	Completed by deadline but action is ongoing
	<ul style="list-style-type: none"> To notify all employees of fair and accessible employment standards/practices 	Ongoing	HR	Accessibility Committee (as part of HR Update)	Completed by deadline but action is ongoing
	<ul style="list-style-type: none"> Develop policy regarding addressing and communicating accommodations 	Completed	HR	Accessibility Committee (as part of HR Update)	Policy developed. In practice.
	<ul style="list-style-type: none"> HR forms for identifying accommodations on hire to be developed 	Completed	HR	Accessibility Committee (as part of HR Update)	Forms developed. In practice
	<ul style="list-style-type: none"> Emergency Response Plans for Individual on Return to Work 	Completed	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>