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| **Requirement** | **Action** | **Timeline** | **Person(s) Responsible** | **Committee (for follow-up)** | **Progress** |
| General Required Training | * Documentation for training records for all staff available through HR
 | Ongoing | HRVolunteer CoordinatorResidential Services Manager | HR Representative reports | E-learning tracksAccessibility Questionnaire are available prior to 2013 |
| Information and Communication Feedback | * 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 | * Review and update policy and Procedure
 | Annually | Accessibility Committee Chair or designate | Accessibility Committee or designate | Update of Policy & Procedure completed September 2019Added to meeting agenda for March 3,2021 |
| **Requirement** | **Action** | **Timeline** | **Person(s) Responsible** | **Committee (for follow-up)** | **Progress** |
| Make our Website accessible | * Website to meet WCAG 2.0 Level AA
 | December 2021 | Accessibility Committee Chair or designate | Accessibility Committee | Website was redesigned and available in French |
|  | * Content to be reviewed for accuracy
 | Bi-annually | Executive Assistant | Accessibility Committee Chair or designate | Website updated with Executive Assistant April 2019 |
| Accessibility meeting minutes completed | * 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  | * Clear signage identifying accessible bathrooms for all individuals
 |  | Maintenance | Operations Manager | In progress |
| **Requirement** | **Action** | **Timeline** | **Person(s) Responsible** | **Committee (for follow-up)** | **Progress** |
| Employment is committed to fair and accessible employment practices | * 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
 | OngoingOngoingCompletedCompletedCompleted | HRHRHRHRHR | Accessibility Committee (as part of HR update)Accessibility Committee (as part of HR Update)Accessibility Committee (as part of HR Update)Accessibility Committee (as part of HR UpdateAccessibility Committee (as part of HR Update) | Completed by deadline but action is ongoingCompleted by deadline but action is ongoingPolicy developed. In practice.Forms developed. In practiceForms developed. In practice. |
| **Requirement** | **Action** | **Timeline** | **Person(s) Responsible** | **Committee (for follow-up)** | **Progress** |
| Accessibility Checklists  | Compliance Reporting | * Review AODA website/reporting compliance website for requirements and deadlines
* Report filed every 3 years to ministry
 | Review every January compliance requirements | * Accessibility committee members as assigned
* Accessibility Chair
 | Completed AnnuallyReport sent 2017. Next report 2020. Ministry advises report is due June 2021 |