



Accessibility Information & Communication Requirement	AODA Target Date	Staff responsible	Comments
Where applicable, provide <b>emergency and public safety information</b> accessible upon request. -Review compliance assistance materials; -Review current information and communication formats; -Research options for providing accessible information to persons with a disability at same time as others; -Establish policy to provide information in an accessible format on request and communicate and train all staff	January 1, 2012	GM/DHA	Completed
Provide individualized emergency workplace information to employees with disabilities when necessary	January 1, 2012	GM/DHA	Completed
Create <b>accessibility policies</b> and make them publicly available	Jan. 1, 2014	HR	Completed
Make <b>Accessibility Plan</b> publicly available	Jan. 1, 2014	GM/DHA	Completed
Make all <b>websites</b> and content on those sites conform with WCAG 2.0, Level A -Train web designer to the requirements of the IASR for all new websites and web content; -Develop and conform to WCAG 2.0, Level A where technically feasible -Test any design collaboration and video-conferencing software for accessibility; -Develop in-house process or make necessary contacts to be able to present design concepts to persons with limited vision or who are blind.	January 1, 2014	HR	Completed
<b>Train</b> individuals providing goods and services and facilities on behalf of our organization on the IASR and the Human Rights Code as it relates to persons with disabilities.	January 1, 2015	GM/DHA (ORCA)	Completed and on-going
Make existing <b>feedback</b> processes accessible, upon request	January 1, 2015	GM/DHA	Completed and on-going
-Make public information accessible, upon request; -Develop a process for responding to requests for support and services; -Post a notice on the website and on premises that information is available in a variety of accessible formats; -Institute a company standard that documents be created in a structured electronic format to allow for easier conversion to alternate formats and in plain language; -Create promotional materials in alternate formats; -Develop accessible alternates to telephone system for those that are deaf, hard of hearing or cannot speak;	January 1, 2016	HR	Completed and on-going



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<ul style="list-style-type: none"> <li>-Establish 3<sup>rd</sup> party contacts for outsourcing materials for captioning, video-description and conversion to Braille or audio as well as any other formatting that is not feasible to do in-house;</li> <li>-Familiarize with sources and time frames associated with booking sign-language interpreters, interveners or captioners;</li> <li>-Appoint a staff person to be familiar with logistics of planning meetings or presentations where persons with disabilities may be attending;</li> <li>-Acquire a portable assistive listening system;</li> </ul>			
Notify public, employees and potential candidates with disabilities that accommodations can be made in <b>recruitment</b> and assessment processes	January 1, 2016	GM/DHA	Completed and on-going
Put in place a written process to develop <b>individual accommodation plans</b> for employees with a disability	January 1, 2016	HR	Completed and on-going
Put in place a <b>Return-to-Work</b> process for employees that have been absent due to a disability	January 1, 2016	HR	Completed and on-going
Take into account the accessibility needs of your employees with a disability if: <ul style="list-style-type: none"> <li>-Using <b>performance management</b></li> <li>-Offering a <b>career development</b> or advancement</li> <li>-<b>Redeploying employees</b></li> </ul>	January 1, 2016	GM/DHA	Completed and on-going
Provide design professionals, planners, developers and persons in charge of procurement with the Accessibility Standard for the <b>Design of Public Spaces</b> . Where possible, incorporate requirements into development contracts. <ul style="list-style-type: none"> <li>-Accessible off-street parking;</li> <li>-Exterior paths of travel;</li> <li>-Maintenance</li> </ul>	January 1, 2017	GM/DHA	
Make all websites and content conform with <b>WCAG 2.0, Level AA</b> excluding live captioning and audio description. Content published prior to 2012 available in an accessible format upon request.	January 1, 2021	HR	
FOR MORE INFORMATION on this accessibility plan, please contact Debbie MacDonald, Human Resources at (613) 737-0812, Ext 151 or <a href="mailto:debbiej@waterfordretirement.ca">debbiej@waterfordretirement.ca</a> Accessible formats of this document are also available, upon request, as per the above.			

**GM = General Manager**

**DHA = Director of Hospitality & Administration**

**HR= Human Resources**