

Elexicon's Multi-Year Accessibility Plan

General Deliverables	Accountable Department	Current Status	Legislated Date (January)
Policies & Procedures			
Create policies with Statement of Organizational Commitment in written form.	Health & Safety	Complete	2014
Approval and sign off.	Executive	Complete	2014
Make available to the Public.	Health & Safety	Complete	2014
Available in Alternative Formats – upon request.	Health & Safety	Complete	2014
Accessibility Plan – Multi-Year			
Develop Accessibility Plan.	Health & Safety	Complete	2014
Accessibility Plans – post to website.	Communications	Complete	2014
Prepare an Annual Status Report.	Health & Safety	Complete	2014
Review every 5 years.	Executive	Complete	2017
Provide in alternative format.	Communications	Complete	2014
Accessibility Self Service Kiosk – have regard for accessibility when purchasing.	IT	Complete	2014
Training – All employees and volunteers, policy developers, those providing goods or services on behalf of organization regarding IRS and Human Rights Code.	Health & Safety (People & Culture)	Complete	2015
Decide on training delivery.	People & Culture	Complete	2014
Create training schedule for current staff and new staff.	People & Culture	Complete	2014
Training completed.	People & Culture	Complete	2015

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Incorporate AODA training in on-boarding/orientation for all new employees, contract positions and volunteers providing goods or services on behalf of the organization regarding IRS and Human Rights Code.	People & Culture	Complete	2019
Provide AODA refresher training for all employees.	People & Culture	On-going	2020
Information & Communications			
Emergency Procedure Plans or Public Safety Information – inventory and make accessible.	Communications	Complete	2012
Feedback – is feedback system accessible upon request.	Communications	Complete	2015
Accessible formats and communication supports upon request (timely manner, no cost charged to other persons).	Communications	Complete	2016
Create inventory of current documents.	Communications	Complete	2016
Create document renewal plan.	Communications	Complete	2016
Create Strategic Communication Plan – create processes for flow of documents, who creates source documents, who ensures pdf's are accessible, who checks for accessibility before posting to website, decide on corporate wide fonts, staff training on accessible document creation, analysis of website content and new content.	Communications	Complete	2016
If creating a new website WCAG 2.0 Level AA (other than closed caption live pre-recorded audio).	Communications	On-going	2019
All internet websites and web content WCAG 2.0 Level AA.	Communications	On-going	2019
Review all content on website up to 2012 to ensure everything is accessible.	Communications	On-going	2019
Employment			
Human Resources (HR) staff to develop deliverables and processes for below.	People & Culture	Complete	2015
Workplace emergency response for staff.	Health & Safety	Complete	2012
Recruitment – notify employees and public regarding availability of accommodation.	People & Culture	Complete	2016
Notify applicant – availability of accommodation upon request for assessments or selection process.	People & Culture	Complete	2016

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Inform employees of policies regarding job accommodations.	People & Culture	Complete	2016
Providing accessible formats and communication supports available to perform job.	People & Culture	Complete	2016
Have a Documented Individual Accessibility Plan.	People & Culture	Complete	2016
Have a Return to Work Process.	People & Culture	Complete	2016
Performance Management takes into account accessibility needs.	People & Culture	Complete	2016
Career Development and Advancement process takes into account accessibility needs.	People & Culture	Complete	2016
Redeployment process takes into account accessibility needs.	People & Culture	Complete	2016
Public Spaces			
Incorporate the Design of Public Spaces on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements.	Corporate Services	Complete	2016
If developing recreational trails consult with public, persons with disabilities and municipal AAC if there is one.	Corporate Services	Complete	2016
Provide maintenance and restoration of public spaces.	Corporate Services	Complete	2016
Develop procedures for preventative and emergency maintenance of accessible elements in public spaces.	Corporate Services	Complete	2016
Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working.	Corporate Services	Complete	2016
Report on Public Spaces every 3 years.	Corporate Services	Complete	2020