

EFFECTIVE DATE	6/1/2025	DATE OF LAST REVISION	-	VERSION NO.	1
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## Introduction

This report provides an overview of the progress made on our accessibility plan during the reporting period. It highlights essential achievements, key initiatives, and future goals with the aim of augmenting accessibility across our services, facilities, practices and communication standards.

## 1. Achievements

### *Facility Enhancements*

- Installation of Wheelchair Access into Main Building: Completed flattening of curbs in front of main office building entrances to improve access for individuals using wheelchairs and mobility aids.
- Installation of Safety Handles in Washrooms: Completed the installation of safety handles in all ground floor washrooms, beside toilets, to ensure adequate support for individuals while using washroom facilities.

## 2. Current Initiatives

### *Accessibility Audits*

- We are amidst the process of conducting a comprehensive accessibility audit of our facilities and digital platforms to identify any remaining barriers and areas for improvement.
- Expected Completion by December 2025.

### *Policy Updates*

- We are thoroughly reviewing and updating our accessibility policies to ensure alignment with regulations and best practices.
- Expected Completion by December 2025.

### *Parking Spaces*

- Increase of one additional designated accessible parking space in our main parking lot, including signage and pavement markings, for a total of 2 spaces.
- Expected completion by September 2025.

### *Staff Training*

- Conducting mandatory accessibility training sessions for all employees, focusing on disability awareness, inclusive communication, and assistance techniques.

## 3. Future Goals

### *Digital Accessibility*

- Committing to regular updates and maintenance of our website to address emerging accessibility standards and user feedback.
- Training expansion and developing advanced training modules for staff to enhance their skills in accommodating diverse accessibility needs.

## *Monitoring and Evaluation*

- Establishing a system for ongoing monitoring of accessibility features and user experience to continuously and proactively address any issues.
- Conducting an annual review of our accessibility plan to assess progress and make necessary adjustments. (Expected each December, annually)

## **4. Conclusion**

The progress made during this reporting period reflects our commitment to improving accessibility and inclusivity within our organization. We will continue to build on these achievements, address ongoing challenges, and strive to meet the evolving needs of our community.

For any questions, concerns, or more information regarding this report, please contact A.J. Punian.

**Reporting Period January 1, 2024 to December 31, 2024 & January 1, 2025 to May 14, 2025.**