



Atlantic Pilotage  
Authority

Administration de pilotage  
de l'Atlantique

# Atlantic Pilotage Authority

## Accessibility Plan 2023 – 2025

Submitted September 30, 2023



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## Executive Summary

The Atlantic Pilotage Authority (APA) was established February 1, 1972, pursuant to the *Pilotage Act*, with a mandate to establish, operate, maintain, and administer, in the interests of safety of navigation, an efficient pilotage service within the Atlantic region.

The APA is a Crown Corporation as defined by the *Financial Administration Act (FAA)* and is listed in Schedule III, Part I to that Act. The APA is not an agent of the Crown.

In the operation of our business, the APA interacts primarily with stakeholders of the marine shipping community. We also interact with governmental agencies for matters related to the safe and efficient pilotage service in Atlantic Canada. The APA does not serve nor transport the public during the operation of its services. For more information on our services, please visit our website: [www.atlanticpilotage.com](http://www.atlanticpilotage.com).

In development of this plan, the APA is focused on how we can make informed and incremental changes to improve associability across various aspects of our organization. These focus areas include:

- employment
- the built environment
- information and communication technologies
- communication, other than information and communication technologies
- the procurement of goods, services, and facilities
- the design and delivery of programs and services, and
- transportation

Each focus area is considered for current state, identification of barriers, and how these barriers can be addressed incrementally over the life of the plan.

A collaborative approach to the drafting of the APA Accessibility Plan (Plan) is utilized to ensure a holistic and inclusive viewpoint on the organization was achieved.

The APA's initial posting of our plan on September 30<sup>th</sup>, 2023, references the roadmap for what we have done to date, and the continuous improvement work will strive to accomplish over the life of the plan and beyond.

## General

### About this plan

The purpose of the *Accessible Canada Act (ACA)* is to make Canada barrier-free by January 1, 2040. As a federally regulated entity, the APA is tasked in identifying, removing, and preventing barriers in the workplace. The ACA and the Accessible Canada Regulations (Regulations) require that federally regulated entities prepare and publish accessibility plan(s), progress reports on the implementation of their plan(s), and descriptions of their feedback processes.

As such, the APA has prepared this initial plan to meet this requirement and to further our organizational value for providing an inclusive workplace.



Inclusion is an established value of the APA, as we believe that connection is a core human need and team diversity makes us stronger; so, we:

- Safeguard equity, inclusion, dignity, and respect for all by looking for opportunities to bridge social barriers to include others in the workplace.
- Create a welcoming environment free of judgement where everyone feels that they can be themselves and contribute fully.
- Take action when we observe someone being treated unfairly or in a demeaning manner.
- Engage and involve others, especially those impacted, early in the process when planning work.
- Use models and processes that create equitable and fair outcomes.
- Recognize and appreciate the importance of differences in people, individual needs and lived experiences in our hiring practices.

The foundational principle of the ACA of "Nothing without us" recognizes that persons with disabilities are equal participants in all areas of life. APA recognizes that accessibility is an ongoing and key component to making the APA an inclusive place of work. It is for this purpose that APA will continue to improve our accessibility plan in the future utilizing the key focus areas described under section 5 of the Accessibility Canada Act.

The APA has submitted this plan on September 30<sup>th</sup>, 2023.

## Consultations

To execute our accessibility plan, the APA has established an internal Accessibility Plan Committee (APC), with a mandate to focus on assessing our workplace, identifying barriers, and making recommendations for enhancing accessibility for current and future employees of the APA.

APA recognizes that to be inclusive, we must consult those persons with lived experience, to understand and meet their needs in the workplace. As such, this plan was established in consultation with employees and with external stakeholders, both individuals with disabilities and organizations that serve people with disabilities.

The APA will utilize the following consultation mechanisms:

- The APA established an internal Accessibility Plan Committee, comprised of a diverse group of employee volunteers.
- The APA will share an internal employee survey allowing participants to share their individual experience anonymously (2024).
- Speaking to other Pilotage Authorities and federal Crown corporations to learn more about their best practices.
- The APA facilitated connection with external organization employing and supporting persons with disabilities to ensure experience-based conversations and feedback could be provided to the Committee during the drafting of the plan. The Accessibility Plan Committee has engaged Excellence Canada as an external partner in this process.
- The APA will post a public feedback contact details on its website (within this plan) to allow for submission of ideas or comments on accessibility at the APA.



The Committee asked for initial feedback on the APA’s drafted accessibility plan. Early feedback from our external partner(s) was as follows:

Overall Readability/Structure	-well organized -shows urgency and inclusivity
Specific Formatting Suggestions/Comments	-good formatting -table of contents is easy to follow -some subheadings could be bolded or made a larger font to separate it from the paragraphs and allow for better flow
Comments/Recommendations	-wonderful points made throughout the plan -emphasis on creating a welcoming environment free of judgement where everyone feels they can be themselves and contribute fully shows sincere care and more than just removing physical barriers -having such a proactive approach in the plan demonstrates a positive attitude towards meeting the ACA requirements

Following this feedback, assigned members of the Committee updated the draft of the plan with this feedback in mind and then circulated the revised plan to all Committee members and our external partner.

These suggestions were incorporated into the final draft of the initial plan to be posted for September 30<sup>s</sup>, 2023. Knowing the APA’s initial plan will be ever evolving as we learn more and are able to assess further aspects of our business, the Committee will continue to utilize this feedback cycle process.

### Accessible and Inclusive Feedback Methods and Alternative Formats

To meet our commitment for continuous improvement of inclusion and accessibility, the APA incorporates a feedback process so that employees and external stakeholders can share their ideas with us. To provide feedback on our accessibility plan, please utilize one the contact methods below.

Contact Us:

- Phone: (902) 426-2550
- Email: [HR@atlanticpilotage.com](mailto:HR@atlanticpilotage.com)
- Mailing Address: 1791 Barrington Street, TD Tower Suite 1801  
Halifax, NS B3J3K9
- Website: <https://www.atlanticpilotage.com/>

If you require support while providing feedback, please contact us in a means that is appropriate for you, and we will do our best to assist and meet your needs.

This plan can be provided in alternative formats such as print, large print, braille, audio format and an electronic format upon request. Request for an alternative format may be made utilizing the contact information above. All requests will be handled in a timely manner.



## Training

Our objective is for APA employees understand what accessibility means and why it matters. They have the tools to make us a more accessible and inclusive employer and service provider.

As such, the APA acknowledges a need for informational resources on accessibility, the ACA seven principles, and accessible work practices to be an urgent priority for all employees. Efforts will be made to help employees increase their knowledge by sharing resources and ensuring employees know where to go to find resources and this plan.

For reference, the seven principles of ACA are:

- everyone must be treated with dignity.
- everyone must have the same opportunity to make for themselves the life they are able and wish to have.
- everyone must be able to participate fully and equally in society.
- everyone must have meaningful options and be free to make their own choices, with support if they desire.
- laws, policies, programs, services, and structures must take into account the ways that different kinds of barriers and discrimination intersect.
- persons with disabilities must be involved in the development and design of laws, policies, programs, services, and structures, and
- accessibility standards and regulations must be made with the goal of achieving the highest level of accessibility.

## Areas described under Section 5 of the ACA

The acknowledgements and commitments in this plan, as reflected in the below section are the focus of the APA's accessibility plan between the present and through to December 2025.

The following will identify the key areas of focus (pillars) for the APA, connecting our commitment to accessibility with our operations. The key areas of focus are:

- employment
- the built environment (buildings and public spaces)
- information and communication technologies
- communication, other than information and communication technologies
- the procurement of goods, services, and facilities
- the design and delivery of programs and services, and
- transportation

The APA will continue to engage and collaborate with persons with disabilities as the plan evolves.

## Employment

The APA will only be successful in fulfilling our mission and vision when we build and maintain positive relationships inside with each other and outside with customers, partners, and community stakeholders.

Our objective for accessibility under the key focus area of Employment at APA is:



The objective is to ensure the equitable and full participation of all persons in the APA whether as candidates for employment opportunities or as APA employees, specifically aimed to develop and maintain an inclusive, barrier-free work environment, regardless of position. Future applicants and current employees with disabilities understand APA to be an employer that values inclusivity and that can provide a workplace where their full potential can be met through employment opportunities.

APA employs approximately 120 individuals, of which 85 are full-time equivalent employees. The APA employs persons working in office administration positions and employs skilled and certified marine personnel (seafarers) to conduct its core business of pilotage services. 85% of the persons APA employs across the organization are qualified seafarers.

In support of initiatives to build a diverse public service, the APA is committed to developing an inclusive, barrier-free work environment in which all persons have equal access to opportunities within our organization as a federal Crown Corporation. This includes, but is not limited to, ensuring all recruitment, selection, and appointments are based on merit, all terms, and conditions of employment, including training, career development and performance management, are equitable, and overall ensuring that all employees feel included and valued.

Since 2018, the APA has established and followed our internal HR-L1-005 Diversity, Inclusion and Employment Equity Policy paired with our HR-L1-006 Recruitment and Selection to guide our employment practices. These policies guide our employment practices and apply to:

- Accommodation, equity, and inclusion within the workplace for all APA employees, regardless of position.
- Accommodation, equity, and inclusion during recruitment, selection, and appointment processes which the APA has authority to appoint.
- Accommodation, equity, and inclusion for the terms and conditions of the employment agreement and further during the lifecycle of employment, including career development, training, transfer, and termination/retirement.

APA strives to create an equitable working environment by encouraging a working condition that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that employment equity requires special measures and the accommodation of differences for the designated groups in Canada. The APA identifies and defines the designated groups as:

- Women
- Aboriginal peoples – people who are Indian, Inuit or Métis
- Persons with disabilities – people with a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment who consider themselves to be disadvantaged in employment by reason of that impairment or who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment.
- Individuals with functional limitations due to their impairment that have been accommodated in their current job or workplace; and members of visible minorities – people, other than Aboriginal peoples, who are non-Caucasian in race or non-white in color.



The APA strives to utilize inclusive, clear, and simple language in the sharing of employee communications across all mediums including social media.

With regards to recruitment, selection and staffing, the APA endeavors to recruit the most competent and suitable individuals to fill all positions. Additionally, the APA is committed to conducting a fair and equitable screening process. Our HR-L1-006 Recruitment and Selection policy is our guide for this employment practice.

The APA works with its employees on accommodation needs to assist in the facilitation of their duties safely and effectively. Accommodation requests are managed to a case-by-case basis and are supported by external partner organizations that specialize in occupational therapy or other healthcare professionals who under the needs of our workplace, assisting with the assessment and determination of safe return to work requirements.

#### Future Actions and Responsibilities

- By December 1<sup>st</sup>, 2023, the APA will commence a thorough review of all internal human resource policies, including recruitment and selection practices. Further, employee programs ensure inclusivity of language and to ensure programs meet employee accessibility and accommodation needs.
- By March 2024, the APA will ensure all current employees and employees hired after this date receive training on accessibility in the workplace. Further, ensure all managers are trained in the process, reason for, and duty to accommodate requirements.
- For 2024 and beyond, ensure our internal and annual employment engagement survey has additional and thoughtful questions on accessibility and accommodation in the workplace to continue to receive feedback.

#### The built environment

We recognize that protecting people, property and assets is the cornerstone of the APA. Occupational and marine safety will continue to be the priority over all competing interests. To accomplish this, we will cooperate, communicate, and collaborate daily with each other and our stakeholders to ensure we keep this promise and commitment.

Our objective for accessibility under the key focus area of the built environment at APA is:

APA employees and visiting stakeholders can attend facilities of the APA with barrier-free access. Within the limitations of safety for access to our pilot boat assets and marine infrastructure, the APA will seek enhance accessibility for certified employees and personnel.

The APA has been considerate of accessibility in its head office-built environment with accessible elevators, hallways, doorways, and washroom facilities. Further, the APA considers ergonomic needs for office set up inclusive of furniture and lighting. The APA has consideration in their current emergency evacuation plan for assisting those with mobility issues in descending the stairs to the muster point. The APA is expanding its office footprint in late 2023 into 2024 and will consider accessibility requirements with their modification plans for the current space.





Barriers in the APA's built environment is mostly related to infrastructure that was constructed or procured prior to the existence of current accessibility standards. As worksite infrastructure and facilities are scheduled for upgrade or replacement, accessibility requirements will be assessed for consideration. There are also some potential barriers related to pilot boat safety, Transport Canada or class society requirements that cannot be changed. Efforts are made to mitigate the impact of these requirements, often by providing assistive devices or individual assistance or accommodation for employees.

The APA operates in twenty compulsory ports across Atlantic Canada. Currently, none of the APA worksites are accessible once a person reaches the operational area, which includes docks, wharves, and other infrastructure that supports the safe and restricted access to our pilot boats. There are some aspects of the current built environment that are not possible to make accessible to all people due to the safe operating procedures for that site.

The APA owns, contracted, or operated pilot boats, and are built to fulfill the needs of the employees who meet the fitness for sea service requirements. Based on the employee base we are serving, the accommodation of accessibility which can be made to our assets must have the medical fitness requirements in mind for the safety of our employees.

The nature of pilotage service is that our marine Pilots join a vessel coming into or going from a compulsory pilotage zone which is not owned or operated worksite of the APA. These assets are owned and operated by the third-party shipping line and our employee Pilots are in a supernumerary and advisory capacity while onboard.

The Pilots join the vessel via a dynamic transfer from the pilot boat or board while the vessel is alongside by transiting a third-party owned wharf, dock or through a port or terminal facility. These areas are not the property of the APA.

During the life of this initial plan, the APA does plan to establish assessment criteria to evaluate these worksites. The APA has made investment into improvement in signage for these sites, improve parking access and of those sites with employee facilities on the property, have made considerations of ergonomic office furniture and other accommodations for the comfort and benefit of employees working shifts in that location.

The APA has a standing Hearing Conservation Program under our Occupational Health and Safety regime which monitors auditory items such as: sound level, reverberation time, and transmission, noise levels from internal sources, such as equipment in the room, reverberation, and echo and external sources, such as impact noise, environmental noise, and a building's heating and cooling equipment, the acoustics of specific spaces, such as workspaces, and common areas.

The APA is committed to engaging persons with lived experience in the early stages of the planning process for any upcoming modifications to be made within the built environment.

#### Future Actions and Responsibilities

- Starting immediately, the APA will work with our project management team for head office expansion on the 18<sup>th</sup> floor, for considerations that can be made for accessibility.
- By, December 31<sup>st</sup>, 2024, the APA will review, assess, and update our emergency evacuation plans for all locating locations.



- By July 1st, 2025, the APA will review and assess all worksites against our established accessibility criteria.
- By September 1st, 2025, the APA will establish a list of future accessibility implementation upgrades to worksites which are reasonable and practical for the safe and efficient use of these sites for our employees.

### Information and Communications Technology (ICT)

APA recognizes the evolving nature of our industry, technology and social change and is innovating to remain flexible and ready for the future.

Our objective for accessibility under the key focus area of ICT at APA is:

ICT products and services utilized by the APA provide all end-users access to information with efficiency and enhanced alternative format capacity within the scope of system and service capabilities.

The APA intends to conduct a review of our IT systems for accessibility, commencing in 2024. At present, the APA utilizes the Microsoft suite of products which have built in accessibility capabilities. The APA public facing website has current barriers for accessibility which can be improved upon.

#### Future Actions and Responsibilities

- By September 30<sup>th</sup>, 2024, the APA will make any suggested update to our public facing website for the improvement of accessibility, based upon the feedback received from our external consultation commencing after September 1<sup>st</sup>, 2023.
- By September 1<sup>st</sup>, 2024, review and assess the accessibility feature of all APA utilized software.
- By June 1<sup>st</sup>, 2024, ensure APA employees are informed of the accessibility features available to them within our Microsoft suite of products and any other software platforms.

### Communications, other than ICT(Communications)

We believe that communication is a critical success factor for APA.

Our objective for accessibility under the key focus area of Communications at APA is:

Employees, stakeholders, and valued partners of the APA, as well as the public, can communicate and engage with our organization through means, formats and language that are accessible to them.

The APA functions in a workspace that uses “industry jargon” including alternative or “nick naming” of commonly used phrases. The APA is aware that wherever possible, and specifically in public facing documentation and communication, to ensure the use of consistent and simple terminology. With regards to marine or nautical terminology, the APA will endeavor to provide a glossary to explain a definition and the application of that language to our business.

#### Future Actions and Responsibilities

- By December 1<sup>st</sup>, 2024, create and share with all APA employees a communication, writing and style guide that includes information about how to make documents, emails, social media posts and other shared text accessible to people with various disabilities.



- By July 1<sup>st</sup>, 2025, in consultation with the APC, create and share a set of standards for ensuring meetings are accessible, including meeting documents, virtual meeting recordings or captions, etiquette for turning on video to see those that are speaking, etc.
- By December 1<sup>st</sup>, 2025, ensure partnerships are in place to translate, modify or create public facing external documents in accessible and alternative formats on request and in a timely manner. Further, source an external partner to provide transcripts of virtual meetings where possible. The APA can utilize Microsoft and Adobe accessibility feature to assist with this where practical.

## Procurement

We are mandated to remain self-sustaining and will balance costs and customer pilotage charges with fairness and consideration of market forces.

Our objective for accessibility under the key focus area of Procurement at APA is:

APA procurement opportunities have incorporated accessible criteria, ensuring goods and services purchased are, where possible, accessible by design and where the supplier and vendor selection process is barrier-free.

Accessibility has not been a significant point of consideration in the determination, modification or updating of our procurement practices to date. The APA will note there seems to be a lack of industry best practice when it comes to procurement and accessibility. The APA will be taking steps throughout the life of this plan, to educate our finance policy makers to create awareness of accessibility when defining procurement requirements in the future.

### Future Actions and Responsibilities

- By December 1<sup>st</sup>, 2025, ensure the procurement process has a checklist item that, where possible and practical, the selection of goods or services considers accessibility and accessibility features.

## The design and delivery of programs and services

We strive for excellence and efficiency in all areas of our business. We recognize our role in advancing the Federal government's economic, social, and environmental priorities and make decisions to support those policies.

Our objective for accessibility under the key focus area for design and delivery of programs and services at APA is:

APA will strive for the design and delivery of its policies, programs, and services to be accessible to all employees and to consider the needs of those employees with a disability or for those that require accommodations, to provide an inclusive workplace.

The APA delivers a pilotage service to the commercial shipping industry in Atlantic Canada. As a Federal Crown Corporation operating in the marine transportation sector, the APA is required to fulfill its mandate for providing a safe and efficient pilotage service under overarching legislation and several federation regulations. Operating in a regulated environment, the APA has imposed limitations within the workplace due to safety, such as the requirement for medical fitness for work and the use of life saving equipment.



The APA's skilled labour requires certification which has imposed limitations for accessibility due to safety. For these positions, there are medical requirements for fitness of duty. Paraphrasing under section 269 (1) of the Marine Personnel Regulations (MPR) no person shall be employed as a seafarer unless the person holds a medical certificate issued by the Minister that meets the requirements of medical fitness for sea service duty onboard a vessel. The medical assessment has minimum standards for physical abilities, for vision (including colour vision and acuity) and hearing to comply with to be deemed fit for sea service per section 270 (1) of the MPR. Due to these regulatory restrictions, the APA does have limitation for the full accessibility of these jobs for all persons.

The APA must consider these limitations for ensuring a safe working environment for current employees, and vendors, contractors and stakeholders visiting any of our operational sites. Specifically, the APA considers any person who may interact with our operation for emergency planning purposes.

#### Future Actions and Responsibilities

- By December 1<sup>st</sup>, 2025, review and amend as required standing emergency management plans and procedures for inclusivity and considerations of all people who may visit our worksites. Plans and procedures should consider emergency preparedness, training, communication methods and use of technology for such, associated partner services for emergency management, medical assistance (in the event of medical emergencies or evacuations), and other as deemed relevant.
- By June 2026, have initiated roll out and training on any amendments to the emergency management plan.

#### Transportation

APA does not transport nor serve the public (nor take passengers) in the delivery of its pilotage services. As such, the APA will not be engaging in this section as it is not applicable.

#### Budget and Resources

As this is the first plan created for the APA, a cost analysis being reviewed to identify budget and resources needed to carry out the proposed commitments under the accessibility plan; with an initial budget developed by December 1<sup>st</sup>, 2024.

#### Evaluating and Reporting on our plan

As required by the *Accessible Canada Act*, we will publish a status report every year (December) that shows our progress against our commitments. We will review and update our accessibility plan every three years. We will also measure our overall progress and how the plan has impacted the experiences within our organizational culture.

#### Conclusion

The APA is dedicated to improving accessibility throughout our organization. We are committed to addressing the current barriers and will utilize our learned skills and knowledge in this space to be proactive in the prevention of barriers arising in the future. We will continue to engage in consultation both internally and externally that is meaningful and supportive of our plan.



This Plan is a living document which will be reviewed regularly and continually updated to assist our organization in staying committed to our action plan. A revision log can be found in the appendices of this document.



## Appendix A: Glossary

The following definitions are intended to assist with interpretation of the plan; however, this list is not exhaustive. For further definitions and terminology, APA would suggest utilizing the Government of Canada's extensive [Accessibility glossary](#) or visit the [Guide on Equity, Diversity and Inclusion Terminology](#)

**Accessibility:** Accessibility means that all persons can access and use a product, a service, or an environment with ease. When something is inaccessible, it means that barriers exist.

**Accommodation:** In the context of work, a measure taken by management based on the personal circumstances of an employee that is designed to enable them to carry out their duties and fully participate in work-related activities. Some examples include new or modified equipment, software, devices, work schedules, tasks, or accessing captions.

**Barrier:** Refers to anything physical, technological, socioeconomic, cultural, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders a person's full and equal participation in society.

**Disabilities:** Refers to any impairment, including a physical, mental, intellectual, cognitive, learning, communication, sensory impairment, or a functional limitation. A disability may be permanent, temporary, or episodic in nature, and can be evident or not, and a person may have one or more disabilities.

**Discrimination:** The unjust or prejudicial treatment of a person or group of people that deprives them of or limits their access to opportunities and advantages that are available to other members of society.

**Diversity:** The variety of identifies found within an organization, group or society. Diversity is expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, physical abilities and disabilities, family status or socioeconomic status.

**Duty to accommodate:** Refers to the employers and service providers legal obligation to adjust policies or practices, including the design and adaptation of the work environment, to meet the needs of an individual to enable them to fully participate. According to the Supreme Court of Canada, duty to accommodate refers to what is required in the circumstances of each case to avoid discrimination.

**Equity:** The principle of considering a person's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes. Equity aims to eliminate disparities and disproportions that are rooted in historical and **contemporary injustices and oppression.**

**Inclusion:** The act of recognizing, valuing and building on differences in identity, abilities, backgrounds, cultures, skills, experiences and perspectives while respecting human rights.

**Nothing without us:** A guiding principle introduced in Nothing Without Us: A Public Service Strategy on Accessibility and adopted across the government of Canada to communicate the message that no policy should be decided by a representative without the full and direct participation of the members of the group affected by that policy.



**Person with a disability or disabled person:** A person with a physical, mental, intellectual, cognitive, sensory, learning or communication impairment, or a functional limitation, whether apparent or not, and permanent, temporary or episodic in nature, that hinders their full and equal participation in society when they face a barrier.

**Systemic barrier:** A barrier that results from seemingly neutral systems, practices, policies, traditions or cultures, and that disadvantages certain individuals or groups of people.

## Appendix B: Summary of Actions and responsible parties

Employment	<ul style="list-style-type: none"> <li>•By December 1st, 2023, the APA will commence a thorough review of all internal human resource policies, including recruitment and selection practices. Further, employee programs ensure inclusivity of language and to ensure programs meet employee accessibility and accommodation needs.</li> <li>•By March 2024, the APA will ensure all current employees and employees hired after this date receive training on accessibility in the workplace. Further, ensure all managers are trained on process, reason for, and duty to accommodate requirements.</li> <li>•For 2024 and beyond, ensure our internal and annual employment engagement survey has additional and thoughtful questions on accessibility and accommodation in the workplace to continue to receive feedback.</li> </ul>
Built Environment	<ul style="list-style-type: none"> <li>•Starting immediately, the APA will work with our project management team for head office expansion on the 18th floor, for considerations that can be made for accessibility.</li> <li>•By, December 31st, 2024, the APA will review, assess, and update our emergency evacuation plans for all locating locations.</li> <li>•By, July 1st, 2025, the APA will review and assess all worksites against our established accessibility criteria.</li> <li>•By September 1st, 2025, the APA will establish a list of future accessibility implementation upgrades to worksites which are reasonable and practical for the safe and efficient use of these sites for our employees.</li> </ul>
ICT	<ul style="list-style-type: none"> <li>•By September 1st, 2024, the APA will make any suggested update to our public facing website for the improvement of accessibility, based upon the feedback received form our external consultation commencing after September 1st, 2023.</li> <li>•By September 1st, 2024, review and assess the accessibility feature of all APA utilized software.</li> <li>•By June 1st, 2024, ensure APA employees are informed of the accessibility features available to them within our Microsoft suite of products and any other software platforms.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>•By December 1st, 2024, create and share with all APA employees a communication, writing and style guide that includes information about how to make documents, emails, social media posts and other shared text accessible to people with various disabilities.</li> <li>•By July 1st, 2025, in consultation with the APC, create and share a set of standards for ensuring meetings are accessible, including meeting documents, virtual meeting recordings or captions, etiquette for turning on video to see those that are speaking, etc.</li> <li>•By December 1st, 2025, ensure partnerships are in place to translate, modify or create public facing external documents in accessible and alternative formats on request and in a timely manner. Further, source an external partner to provide transcripts of virtual meetings where possible. The APA can utilize Microsoft and Adobe accessibility feature to assist with this where practical.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>•By December 1st, 2025, ensure the procurement process has a checklist item that, where possible and practical, the selection of goods or services considers accessibility and accessibility features.</li> </ul>





Design and Delivery	<ul style="list-style-type: none"><li>•By December 1st, 2025, review and amend as required standing emergency management plans and procedures for inclusivity and considerations of all people who may visit our worksites. Plans and procedures should consider emergency preparedness, training, communication methods and use of technology for such, associated partner services for emergency management, medical assistance (in the event of medical emergencies or evacuations), and other as deemed relevant.</li><li>•By June 2026, have initiated roll out and training on any amendments to the emergency management plan.</li></ul>
Transportation	<ul style="list-style-type: none"><li>•Starting July 1, 2024, and ongoing throughout the plan, monitor developments in best practices for employees in transportation for work related purposes.</li></ul>



## Appendix C: Revision Log

<b>Revision Section</b>	<b>Date of Revision</b>	<b>Summary of Revisions</b>	<b>Approved by</b>
Consultations	Sept 20, 2025	Implementation of external consultant feedback.	CHRO