



Atlantic Pilotage
Authority

Administration de pilotage
de l'Atlantique

Accessibility Plan 2023-2025 – Progress Report



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December 31, 2023



Table of Contents

General.....	3
Consultations	4
Progress to Areas described under Section 5 of the ACA	4
Progress Report - Summary of Actions	6
Conclusion.....	8



General

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.

The APA's Accessibility Plan 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 APA Accessibility Plan (Plan) is utilized to ensure a holistic and inclusive viewpoint on the organization was achieved.

The APA's Plan (posted on September 30th, 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. The following report will outline the progress made to the date of December 31st, 2023.

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
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.

Consultations

To execute our Plan, the APA engages with its 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, the Plan and subsequent actions are 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:

Objective	Status
The APA established an internal Accessibility Plan Committee, comprised of a diverse group of employee volunteers.	Completed
The APA will share an internal employee survey allowing participants to share their individual experience anonymously (2024).	Ongoing
Speaking to other Pilotage Authorities and federal Crown corporations to learn more about their best practices.	Completed
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.	Completed; further consultation planned

Progress to Areas described under Section 5 of the ACA

The acknowledgements and commitments that are named in the below section are the focus of the APA's accessibility plan between the present and through to December 2025.

The key areas of focus (pillars) for the APA, connecting our commitment to accessibility with our operations 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

Please consult our multi-year plan for detailed descriptions of each area of focus, including objectives, actions, and responsibilities throughout the lifecycle of the plan.

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

Please see table “Progress Report - Summary of Actions and responsible parties” on next page for progress update.

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Progress Report - Summary of Actions

Key Area	Planned Actions	Status update
Employment	<ul style="list-style-type: none"> •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. •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. •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. 	<ul style="list-style-type: none"> • Ongoing policy review • Educational session on accessibility is being presented internally by human resource staff to new hires. • Survey design being reviewed for deployment in November 2024 per usual survey annual cycle.
Built Environment	<ul style="list-style-type: none"> •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. •By, December 31st, 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. 	<ul style="list-style-type: none"> • Our head off expansion has been underway in the reporting period. Use of Microsoft compliant technology and equipment has allowed for accessible meeting space. • Not started. • In March 2024, APA is engaging our external partner to consult on a worksite assessment criteria metric. • Not started.
ICT	<ul style="list-style-type: none"> •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. •By September 1st, 2024, review and assess the accessibility feature of all APA utilized software. 	<ul style="list-style-type: none"> • In progress and planning with third-party website vendor. • Not started.



	<ul style="list-style-type: none"> •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. 	<ul style="list-style-type: none"> • Not started.
Communications	<ul style="list-style-type: none"> •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. •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. •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. 	<ul style="list-style-type: none"> • Not started. This item will be discussed with our external consultant and internal committee. • Not started. • Not started.
Procurement	<ul style="list-style-type: none"> •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. 	<ul style="list-style-type: none"> • Not started.
Design and Delivery	<ul style="list-style-type: none"> •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. •By June 2026, have initiated roll out and training on any amendments to the emergency management plan. 	<ul style="list-style-type: none"> • Not started. • Not started.
Transportation	<ul style="list-style-type: none"> •Starting July 1, 2024, and ongoing throughout the plan, monitor developments in best practices for employees in transportation for work related purposes. 	<ul style="list-style-type: none"> • Not started.



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.