

	Recommendations	Responsible Authority	Notes	Time Frame
Main entrance at 21 College Street	1) Display the TFO logo on the building's exterior door. 2) Increase Groupe Média TFO's visibility in the entrance hall.	Administrative + Building Services	Under negotiation with GWL	December 2015
Traffic Areas	3) Ensure the entrance hall is free of obstructions (boxes, advertising signs, overhanging objects).	Administrative Services + Health and Safety Committee		Immediately and on an ongoing basis
Stairs	4) Install a non-slip surface in contrasting colours on the edge (nosing) of staircase steps.	Administrative Services	There are no staircases in the spaces leased by Groupe Média TFO.	December 2015
Elevator	5) Display information related to Groupe Média TFO or change the voice message in the elevator.	Administrative + Building Services	Under negotiation with GWL	December 2015
Directory	6) Increase the text size.	Communications Services		December 2015

Appendix: Groupe Média TFO

Evaluation Table - June 2015

Exterior Areas

Signage

	Recommendations	Responsible Authority	Notes	Time Frame
Reception/ Communications	<p>7) Develop a policy regarding accessible information and communications.</p> <p>8) Make sure all information is written in easy-to-read font and uses simple vocabulary.</p> <p>9) Place information at eye level for wheelchair users or people of small stature.</p>	<p>Communications + HR Services</p> <p>Administrative Services</p>	<p>This item is included in Groupe Média TFO's Accessibility Policy.</p>	<p>September 2015</p> <p>December 2015</p>
Websites	<p>10) Develop a web accessibility policy.</p> <p>The Web Content Accessibility Guidelines (WCAG) 2.0 are internationally recognized web accessibility standards developed by the World Wide Web Consortium (W3C), an international team of experts.</p> <p>11) Follow WCAG 2.0 guidelines to help make Groupe Média TFO's website more accessible for users with disabilities.</p> <p>12) Establish TFO's target accessibility level.</p> <p>Each guideline consists of three accessibility levels: A, AA and AAA. Level AAA indicates the highest degree of accessibility.</p>	Digital Content Services + Web Integration Services	<p>This item is included in Groupe Média TFO's Accessibility Policy.</p>	<p>September 2015 and on an ongoing basis</p>

	Recommendations	Responsible Authority	Notes	Time Frame
Service animals	<p>13) Develop a service animal policy.</p> <p>14) Make the staff aware of Groupe Média TFO's policy on service animals and guide dogs.</p>	HR Services	This item is included in Groupe Média TFO's Accessibility Policy.	September 2015
Feedback	<p>15) Develop a feedback policy.</p> <p>16) Establish alternate methods for providing feedback.</p> <p>17) Make the staff aware of Groupe Média TFO's policy regarding feedback.</p>	HR + Communications Services	This item is included in Groupe Média TFO's Accessibility Policy.	September 2015
Support persons	<p>18) Establish a policy on support persons.</p> <p>19) Make the staff aware of Groupe Média TFO's policy on support persons.</p> <p>20) Highlight the fact that they are to be granted free admission at all times to Groupe Média TFO's activities, events and other initiatives.</p>	HR Services	This item is included in Groupe Média TFO's Accessibility Policy.	September 2015

Procurement	21) Establish a procurement policy for Groupe Média TFO's goods and services.	Administrative Services	This policy already exists; we must ensure that it makes reference to Groupe Média TFO's Accessibility Policy.	September 2015
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Interior Areas

	Recommendations	Responsible Authority	Notes	Time Frame
Doors	<p>22) Lower the tension for opening and closing certain doors. The maximum force required to open an interior door should be 5 lbs (22 N).</p> <p>23) A graphic element at least 50 mm (2") wide should be placed halfway up all glass doors, i.e. approximately 1.3 m (53") to 1.5 m (59") above floor level, to ensure that persons with reduced vision do not walk into them.</p>	<p>Administrative Services</p> <p>Administrative Services</p>		As soon as we get an opportunity to make changes to our offices
Door handles	<p>24) All door handles must be operable with one hand. L- or D-shaped handles are preferred, as they require less effort.</p> <p>25) When necessary, the lock on a glazed sliding door leading into the office of a person with reduced mobility should be installed at a lower height.</p> <p>26) Avoid using handles that require turning, gripping or fine finger dexterity to open a door.</p> <p>Door handles must be installed 760 mm to 1 200 mm (30" to 48") above the floor.</p>	Administrative Services		As soon as we need to accommodate a disabling condition

	Recommendations	Responsible Authority	Notes	Time Frame
Ramps	27) Ramps should be free of any objects, boxes, etc.	Administrative Services		December 2015 and on an ongoing basis
Handrail in the passageway	28) Fix the handrail to ensure the extremities are curved either toward the wall or toward the bottom.	Administrative Services		December 2015
Flooring	29) Avoid carpeting.	Administrative Services	We will do this if we encounter the need to accommodate a disabling condition at the internal level.	As soon as we need to make changes to our offices
Traffic Areas	30) Ensure that wheelchair users have room to manoeuvre in the offices. 31) Ensure a clearance of 1 100 mm (40"). 32) Avoid placing chairs, filing cabinets, information panels, boxes, plants or other objects in traffic areas. 33) Cover all wires on the floor.	Administrative Services + Health and Safety Committee		On an ongoing basis

	Recommendations	Responsible Authority	Notes	Time Frame
Waiting rooms, meetings rooms, lounge areas, etc.	<p>34) The room layouts should readily accommodate persons with disabilities. Such spaces should be designed with wheelchair users in mind.</p> <p>35) The bulletin board and the flyer distributors should be placed at a seated person's eye level.</p> <p>36) Information and directions should be displayed in text that can be read easily by persons with limited vision.</p> <p>37) Ensure all rooms have adequate acoustics for persons with hearing loss and good lighting for persons with limited vision.</p>	Administrative Services	<p>When necessary, our rooms will be reconfigured immediately to accommodate persons with disabilities.</p> <p>All information will be displayed at a seated person's eye level.</p>	December 2015
Main Control Room	38) Demarcate different floor levels using contrasting strips or floor lights.	Administrative Services		December 2015
Make-up room	<p>39) Change the direction of the ramp at the entrance of the makeup room.</p> <p>This recommendation requires major changes in the room's layout.</p>	Administrative Services		As soon as we get an opportunity to change the office layouts

	Recommendations	Responsible Authority	Notes	Time Frame
Items	40) Magazines, books and other objects should be easily accessible to persons with reduced mobility.	Communications Services		Immediately
Changing rooms	41) Coat racks, coat trees or rods for hangers can be installed at two different heights. Hooks can also be mounted.	Administrative Services		As soon as we get an opportunity to change the office layouts
Movement between tables	42) The space required for passing between the dining room tables may at times be obstructed. 43) Tables should be placed 920 mm (36 in.) to 1 150 mm (46 in.) away from one another to ensure that wheelchair users can easily get around. 44) Provide 1 500 mm (59") of manoeuvring space to ensure that wheelchair users can turn around.	Administrative Services		Immediately and on an ongoing basis
Amenities (Washroom)	45) A full-length mirror will meet everyone's needs. 46) Washroom amenities (soap holder, towel dispenser, glass holder) should be mounted at a maximum height of 1 200 mm (48"). 47) Install hooks on the doors at the same height, as needed.	Building + Administrative Services	We can request that the building comply with the Act when we renew our lease.	December 2015

	Recommendations	Responsible Authority	Notes	Time Frame
Kitchen	<p>48) Determine whether there is a need for a two-level counter. One part of the counter can be lowered to a height of between 70 cm and 90 cm above the floor.</p> <p>49) Provide 49 cm of leg room for wheelchair users. Little people will also appreciate this modification.</p> <p>50) Provide a retractable cutting board.</p> <p>51) Kitchenware, such as the microwave, must be easily accessible to persons with reduced mobility.</p>	Administrative Services	We will be able to create an accessible space if we are faced with a need to accommodate a disabling condition at the internal level.	As soon as we get an opportunity to change the office layouts
Meeting rooms and conference rooms	<p>52) Provide space for users of wheelchairs or three-wheel scooters in various locations.</p> <p>53) Distribute these spaces throughout the room rather than in a single area.</p> <p>54) Cover wires, cables and other objects that are on the floor.</p> <p>55) Ensure that there are no obstructions in traffic areas (coffee tables, microphones, lecterns, etc.).</p>	Administrative Services	We will be able to create an accessible space if we are faced with a need to accommodate a disabling condition at the internal level.	On an ongoing basis

	Recommendations	Responsible Authority	Notes	Time Frame
Shower	<p>56) To prevent people from slipping, the floor surface of the shower must be slip-resistant. We must also install several grab bars, a seat, a hand-held shower head mounted on an adjustable rod, and a soap holder that is reachable from the seat.</p> <p>57) The shower dimensions must be at least 1.5 m (59") wide by 900 mm (35") deep.</p> <p>58) The shower entrance must include a clearance space at least 900 mm (35") deep along the full width of the stall.</p> <p>59) The floor must be slip-resistant. The shower entrance threshold must be at a maximum height of 13 mm (½") with a bevel at a maximum slope of 1:2.</p> <p>60) The horizontal grab bar on the back wall must be at least 900 mm (35") long. It must also be mounted 850 mm (33") above the floor level and must be reachable at less than 300 mm (11 ¾") from the seat.</p>	Administrative Services	The shower is only available for the hosts. It is not to be used by other employees.	As soon as we need to redesign the spaces of the makeup room

Recommendations	Responsible Authority	Notes	Time Frame	
	<p>A vertical grab bar measuring at least 1.0 m (39") in length should also be installed, at a height between 600 mm (23 5/8") to 650 mm (25") above the floor level and at a distance between 35 mm (1 1/2 ") and 65 mm (2 1/2 ") from the outer edge.</p> <p>Another vertical grab bar should also be installed on the side wall of the shower.</p> <p>61) Install a slip-resistant fixed or folding (non-spring-loaded) shower seat that is between 430 mm (16 7/8") and 530 mm (20 7/8") wide. It should be mounted at around 450 mm (17 3/4") from the floor level and designed to support a load of 136 kg (300 lb.).</p> <p>62) The hand-held shower nozzle must be mounted. It should include a flexible hose of at least 1.50 m (59") in length, and temperature controls operated using a lever or a device installed a maximum of 1.2 m (47") above floor level that can be easily operated by a seated person using only one hand.</p>			

	Recommendations	Responsible Authority	Notes	Time Frame
Wall-mounted fixtures and controls	<p>63) To provide persons with disabilities with as much independence as possible, Groupe Média TFO will ensure that all controls such as light switches, thermostats, security system control panels, fire extinguishers and automated dispensers, among others, are accessible to everyone.</p> <p>64) Accessories must be mounted at a maximum of 1.2 m (47") above floor level.</p> <p>65) All fixtures must be easily operated with only one hand. They must not require gripping or pinching motions, and if twisting is involved they must not require the application of a force greater than 22 N.</p> <p>66) Controls should use colours that contrast with the surface onto which they are affixed, for easy identification by persons with limited vision.</p> <p>67) Push buttons for automated doors must be installed at around 1.0 m (49") above floor level, and located in such a way as to not be hidden by an open door.</p>	Administrative Services	If we are faced with a need to accommodate a disabling condition at the internal level, we will make sure the employee's space is modified to be fully accessible.	As needed

Site Safety

	Recommendations	Responsible Authority	Notes	Time Frame
Site plans and emergency plans	<p>68) Adopt a plan including workplace emergency response information.</p> <p>69) Place site and department plans in a variety of locations.</p> <p>70) Identify different rooms using colour codes or graphics. This will make it easier for persons with limited vision or persons with reading difficulties to get around.</p> <p>71) Provide safety information in various formats.</p>	<p>Administrative Services</p> <p>Health and Safety Committee</p> <p>Health and Safety Committee</p> <p>Health and Safety Committee</p>	<p>We already have an emergency plan in place. It needs to be reviewed, to ensure its compliance with the AODA's measures.</p>	December 2015
Fire alarms	<p>72) Install audible and visual fire alarms in every room.</p> <p>73) Ensure that the staff is aware of the presence of people who may need assistance during an evacuation.</p>	<p>Building Services</p> <p>Health and Safety Committee</p>	<p>They are already installed.</p> <p>These measures are already included in our evacuation plan.</p>	On an ongoing basis

	Recommendations	Responsible Authority	Notes	Time Frame
	74) Ensure that fire extinguishers are accessible at all times.	Building Services	They are accessible at all times.	
Emergency exits	75) Ensure that visitors, volunteers and employees know about the emergency evacuation plan.	HR Services + Health and Safety Committee	An evacuation plan is already provided in the meeting rooms for visitors. Employees are made aware of the evacuation plan upon hiring.	On an ongoing basis

Training

	Recommendations	Responsible Authority	Notes	Time Frame
General	76) Establish a policy regarding mandatory AODA training. 77) Keep a record of training (date, employees, training type). 78) Provide continuous training (new employees, volunteers, administrators).	HR Services	This item is included in Groupe Média TFO's Accessibility Policy.	December 2015
AODA	79) Provide AODA training to employees, volunteers and administrators. 80) Provide training specifically for administrators and managers regarding their obligations and implementation measures (policies, budgets and training).	HR Services + Le Phenix		December 2015
Customer service	81) Provide customer service training to employees, volunteers and administrators.	HR Services + Le Phenix		December 2015
Web	82) Provide web accessibility training to those in charge of websites.	Digital Content Services		August 2015
Workplace emergency response information	83) Provide workplace emergency response information to employees, volunteers and administrators.	HR Services		On an ongoing basis

Accessible information and communications	84) Provide training related to the Human Rights Code (regarding disabilities) to employees, volunteers and administrators.	HR Services + Le Phenix		December 2015
Employment	85) Provide training on Employment Accessibility Standards to individuals in charge of human resources.	HR Services + Le Phenix		December 2015