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ACE FALL COHORT

My Accessibility Snapshot

Notice what is working, question what you do not yet know, and choose where to focus next.

This is a reflection tool—not an audit or scorecard. Record what you know, name your assumptions, and involve the people most affected before making decisions.

Organization information			
Organization		**Sector**	
Province		**Approximate number of employees**	
Participant name and role		**Assessment date**	

STEP 1 NOTICE: What is happening now?

Start with the practices that already help people participate, contribute, and feel included.

Strength snapshot 1	
Accessible practice or strength **What is already working?**	
What tells us this? **Feedback, policy, data, or observation**	
Whose experience improves and how? **Be as specific as you can**	

Strength snapshot 2	
Accessible practice or strength **What is already working?**	
What tells us this? **Feedback, policy, data, or observation**	

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Strength snapshot 2	
Whose experience improves—and how? Be as specific as you can	

STEP 2 QUESTION: What needs more attention?

Explore barriers without jumping immediately to a solution. Separate evidence from assumptions.

Barrier snapshot 1	
Barrier or opportunity What have we noticed?	
What happens because of it? Describe the impact	
Who may be most affected? Consider different roles and identities	
What is this based on? What we know, heard, assume, or still need to learn	

This is mainly based on:
☐ What we know ☐ What we have heard ☐ An assumption ☐ Something we still need to learn

Barrier snapshot 2	
Barrier or opportunity What have we noticed?	
What happens because of it? Describe the impact	
Who may be most affected? Consider different roles and identities	

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Barrier snapshot 2	
What is this based on? **What we know, heard, assume, or still need to learn**	

Listen before acting	
Whose perspective is missing? **Who has not yet been heard?**	
How will we invite input safely? **Protect privacy, confidentiality, and choice**	

STEP 3 FOCUS: What will we carry forward?

Choose one priority to explore. The goal is not to solve everything at once.

Our priority opportunity	
The opportunity we want to explore **Choose one clear focus**	
Why this priority? **Why is it important now?**	
What do we still need to confirm? **Identify evidence or perspectives still needed**	

Why are we choosing this priority? Select all that apply.
☐ Significant impact ☐ People have raised it ☐ Affects participation or belonging ☐ Opportunity to act ☐ Need to learn more

From reflection to action

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From reflection to action	
First step within 30 days **Keep it realistic and specific**	
Who should be involved? **Include people affected by the decision**	
What do we hope will be different? **Describe the change, not only the activity**	
How will we know? **Name one sign of progress**	
Longer-term direction **Where could this lead in 3–12 months?**	
Check-in date **When will we revisit this snapshot?**	