

SASKATCHEWAN HERITAGE FOUNDATION (SHF)



ACCESSIBILITY PLAN

NOVEMBER 2025

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References

- *The Accessible Saskatchewan Regulations*
- *The Accessible Saskatchewan Act*
- *Guide to Developing an Accessibility Plan – For designated Public Sector Bodies*, August 2024
- Canadian Human Rights Commission – Instructions for an Accessibility Plan

Accessibility Statement

The Saskatchewan Heritage Foundation (SHF) is committed to providing accessible and inclusive programs and services for all individuals, community groups, municipalities, corporations and stakeholders that we partner with in delivering a mandate to invest in the conservation of Saskatchewan's unique heritage, through provision of grant funding. The SHF is pleased to share our first ever Accessibility Plan which reflects our commitment to creating a more inclusive environment for everyone.

The following Accessibility Plan by SHF is in line with *The Accessible Saskatchewan Act*.¹ The purpose of *The Accessible Saskatchewan Act* is to improve accessibility so all people can participate in their communities. The *Act* came into force on December 3, 2023 and requires designated public sector bodies to create accessibility plans by December 3, 2025. An accessibility plan is a plan that identifies the actions an organization will take to remove and prevent accessibility barriers for persons who interact with their organization. Barrier to accessibility can be physical, technological, systemic, attitudinal, or information and communications related.

The SHF has a strong culture of inclusion, diversity, equity and accessibility however we recognize there is still work to do and this plan outlines the efforts that will be taken over the next three years to address them. Because the SHF does not have a physical office, the primary area of focus will be enhancing digital accessibility, formalizing accommodation process and continuing to engage with and respond to the disability community. Through embedding accessibility into our day-to-day work, the SHF endeavours to deliver meaningful improvements that will support all of our clients and stakeholders.

For more information on any SHF programming mentioned in this Accessibility Plan:

Visit: saskheritagefoundation.com

Email: grants@saskheritagefoundation.com

Feedback

Recognizing the breadth of this space, accessibility considerations will be a continuous and collective journey where the SHF is committed to seeking ongoing feedback to improve accessibility planning over time.

¹ <https://accessiblesk.saskatchewan.ca/the-accessible-saskatchewan-act-summary-of-bill>

SHF welcomes feedback on this plan and any accessibility-related items. We value the input of the disability community, nothing this plan was built through the lens of “nothing about us, without us”. Please send your feedback to SHF’s Administrator using the information provided below.

You can send your feedback by email or phone using the contact information listed below. The SHF will acknowledge receipt of your feedback in the same way you send your feedback to the SHF.

Contact: Shari Hildred, Administrator
Email: grants@saskheritagefoundation.com
Phone: 306.591.2212
Fax: 1.855.304.9962

You can use the contact information to ask us for a copy of our accessibility plan in these alternate formats: print, large print, Braille, audio or an electronic format that is compatible with adaptive technology that is intended to assist persons with disabilities (PWD). We will provide the format you ask as soon as possible. Braille and audio formats may take up to 45 days. Print, large print and electronic formats may take up to 15 days.

To support future dialogue and process related to the accessibility plan, we will create an accessibility specific email address to support the feedback process long term. This will be included as part of the year three progress update.

Consultations

In preparation of this Accessibility Plan, SHF’s consultation process took a collective approach gathering input for a wide range of stakeholders including grant applicants, grant recipients, partner and other community-based organizations, industry partners, government funding agencies representatives and others, which included PWD. This was done through an accessibility questionnaire (See Appendix 3 - Saskatchewan Heritage Foundation Consultation Survey) which was distributed through SurveyMonkey, gathering confidential and anonymous results. The survey link was also available on the SHF website with SHF stakeholders being requested to participate in accessibility consultations through participation in the survey.

In addition, the SHF Board of Directors completed strategic accessibility discussion to further identify areas for accessibility improvement. This resulted in clear commitment to accessibility being included in the new SHF 2025 – 2030 Strategic Plan.

The SHF is incredibly grateful to all who participated in the process and shared their experiences, feedback, comments and ideas. This critical input is invaluable to the SHF as we work toward becoming a more accessible organization for all.

Accessibility Barriers

SHF is committed to identifying and removing barriers. *The Accessible Saskatchewan Act* defines a barrier as anything that makes it harder for (PWD) to fully participate in Society. Common barriers include:

Physical – when spaces or buildings are designed in ways that make it hard for PWD to move around or access them;

Information and Communication – when information is shared in ways that some cannot easily access or understand;

Attitudinal – when people make assumptions or have stereotypes about PWD.

In *The Accessible Saskatchewan Act* there are seven priority areas which include: built environment; information/communications; employment; transportation; service animals; procurement and services delivery. The SHF, through renewal of their 2025 – 2030 Strategic Plan, considered the importance of articulating their commitment to accessibility.

Accessibility Achievements to Date

Support for Accessibility Leadership – to amplify the importance of accessible service in the redevelopment of the 2025 – 2030 Strategic Plan, the Values Statement was

revamped to include specific reference and commitment to accessible services.

Commitment to Plain Language – the Built Heritage Grant application updated to ensure clear, plain language. For technical terms, definitions were updated and clarified to support broader understanding.

Assessment of Website – because the SHF is so heavily reliant on sharing our grant application(s), resources, information and other communication activities our website, it was necessary to complete an accessibility assessment. That assessment was completed, and the information was used to identify and address existing barriers and create a plan to address those barriers.

Client-centered Support – SHF offers flexible consultations to “meet people where they are at” which includes doing what is possible within available resources to accommodate the preference of engaging via email, text, phone, Microsoft Teams, Zoom, Google Meet and in-person. SHF prides itself on providing personalized, approachable and accessible service.

Existing Barriers and Actions

Awareness – although visibility is often the first consideration when considering PWD’s needs, there is several non-visible disability areas that must not be overlooked, including cognitive, mental health and other non-apparent disabilities.

The action planning to address this barrier will be included:

- adopting universal design principles to ensure accessibility is a consideration in all aspects of the SHF’s operations (this includes asking the question “Have we carefully thought about accessibility in making this decision or taking this action?”) and implementing specific font and size guidelines.
- provision of accessibility training which will focus on the United Nations *Convention*

*on the Rights of Persons with Disabilities*² (CRPD) as well as the Independent Living (IL) philosophy.

Engagement with the PWD community – it is difficult for the SHF to incorporate the lived experience of PWD into decision making without formal engagement with PWD and/or disability-serving organizations.

The action planning to address this barrier will include:

- establishing, at minimum, an informal or ad hoc relationship with community-based disability organization(s);
- endeavor to increase PWD and disability community engagement for input, dialogue, communication and learning opportunities.

Website Structure – further to the accessibility assessment completed for the SHF website, there were nineteen issues that were identified, that when responded would improve the accessibility of the website.

The action planning to address this barrier will include:

- better organizational of heading structure (which will support screen reader technologies to navigate effectively)
- adding alternative text (Alt) text to images, which is descriptive text that serves as a substitute for an image or other non-textual content;
- general updated to remove unsupported elements;
- improve colour contrast as needed;

² <https://social.desa.un.org/issues/disability/crpd/convention-on-the-rights-of-persons-with-disabilities-crpd>

- ensure plain language principles are applied to all aspects of web content;
- implementing Canadian National Institute for the Blind (CNIB) guidelines and recommendations for font style (Arial or Verdana) and point size (no less than 12) for the website and all SHF communications including emails, Annual Reports and other communications;
- future formatting decision to be made based on accessibility rather than simply aesthetics (small fonts, heavy graphics) which will improve access for PWD using assistive technologies;
- investigate third-party accessibility applications or Plugins to provide toolbars that could be added to SHF website to allow visitors to manipulate certain aspects of the website such as font, text size and contrast.

Conclusion

The SHF is incredibly proud of the progress we have made to become a more accessible organization. We are committed to continuous improvement in implementing identified opportunities to remove barriers. We recognize improving accessibility is a marathon, not a sprint – it is a journey that will continue to evolve. As such, we recognize there is more work to do and that this Accessibility Plan provides a path forward to guide us in making meaningful change to create an environment where everyone can fully participate. In collaboration with our stakeholders and community we will build a more accessible future for all Saskatchewan residents.

Review

The SHF is committed to listening to the community and will actively encourage individuals to continue to reach out with feedback, input, thoughts, comments and suggestions.

In alignment with *The Saskatchewan Accessibility Act and Regulations*³, the SHF will review and update this Accessibility Plan at least once every three years. As such, this plan will be reviewed and updated by December 2028.

³ <https://accessiblesk.saskatchewan.ca/the-accessible-saskatchewan-regulations>

Appendices

The following pages include:

Appendix 1 – Accessible Saskatchewan Regulations Fact Sheet

Appendix 2 – Saskatchewan Heritage Foundation Consultation Survey

Accessible Saskatchewan Regulations

Accessibility allows persons with disabilities to enjoy their communities on an equal basis with their fellow citizens. According to Statistics Canada 29.8 per cent of Saskatchewan residents self-identified as having a disability, and this number is expected to rise as the population ages. This is why it is important to identify barriers to accessibility and plan for ways to overcome those barriers.

About *The Accessible Saskatchewan Act*

- The purpose of *The Accessible Saskatchewan Act* is to improve accessibility so all people can participate in their communities.
- The Act came into force on December 3, 2023. It requires:
 - the Government of Saskatchewan to create an accessibility plan within one year (by December 3, 2024); and,
 - designated public sector bodies to create accessibility plans within two years (December 3, 2025).

About Accessibility Plans

- An accessibility plan outlines the actions an organization will take to remove and prevent accessibility barriers, and is intended to help identify accessibility barriers for people who are in, or interact with, their organization.
- Barriers to accessibility can be physical, technological, systemic, attitudinal, or information and communications related.
- These barriers often exist in the built environment, information and communications, service delivery, transportation, employment, and procurement.

Accessibility Plan Development

- When developing accessibility plans, public sector bodies must consult with persons with disabilities. This will help to properly identify accessibility barriers that impact their clients and staff.
- Public sector bodies are responsible for identifying their own actions to prevent or remove accessibility barriers. They are not obligated to take any specific actions that are identified through their consultations with persons with disabilities.
- When completed, the plans must be posted publicly, and a process is required that allows members of the public to comment on the content of the plan. These plans are to be updated every three years.

Resources

- To assist public sector bodies, the Saskatchewan Accessibility Office has developed the Guide to Develop an Accessibility Plan for public sector bodies to reference when creating their accessibility plan that includes considerations for conducting public engagements, examples of accessibility barriers, and common accessibility related terms.
- The Government's accessibility plan will be posted before public sector bodies are required to complete their plans and can be used as a reference.
- The Saskatchewan Accessibility Office will also be available to answer questions public sector bodies have when developing their plans. Please contact accessiblesk@gov.sk.ca.

Saskatchewan Heritage Foundation
Accessibility Plan Consultations Questionnaire

The Saskatchewan Heritage Foundation (SHF) is committed to identifying, removing, and preventing accessibility barriers in our programs, services, and communications. Guided by ***The Accessible Saskatchewan Act*** (2023), we strive to create equitable access for all individuals, community groups, municipalities, corporations and stakeholders that we partner with in delivering a mandate to invest in the conservation of Saskatchewan's unique heritage, through provision of grant funding.

Your feedback is an important part of this work. As we develop and update our Accessibility Plan, we invite you to share your experiences, ideas, and recommendations. By completing this short survey by **November 30, 2025**, you will help us identify barriers and shape meaningful actions that advance accessibility for the SHF.

The survey can be accessed here: <https://www.surveymonkey.com/r/VFP9PKT>

Thank you for contributing to a more accessible community!

Saskatchewan Heritage Foundation - Accessibility Plan Consultations

Question 1

1. What group pertains to you? (select all that apply)

- ☐ Previous grant applicant
- ☐ Previous grant recipient
- ☐ Representative of community-based organization
- ☐ Other (please specify)
- ☐ None of the above

Question 2

Please identify the community you reside in or reside closest to.

Question 3

Do you know how to request an accommodation with SHF?

- ☐ Yes
- ☐ No

Question 4

Please select all the ways you have engaged with the SHF.

- ☐ Visiting website
- ☐ By email
- ☐ By phone
- ☐ By text message
- ☐ In-person meeting
- ☐ Virtual/remote meeting

Question 5

5. What are the biggest accessibility challenges you have experienced engaging with the SHF?

Question 6

Are there any specific accessibility policies, training, or supports you believe should be introduced to the SHF? If yes, please describe.

Question 7

What adaptations have you seen in other organizations that are helpful for accessibility?

Question 8

Have you noticed any interactions with SHF — responsiveness to phone calls or emails, or making assumptions — that made engagement with the SHF easier or harder?

Question 9

What tools would you use to help with communication?

- ☐ Plain Language Readability (Clear and Concise)
- ☐ Translation
- ☐ Closed Captioning
- ☐ Paper Copies/Non-Digital

- ☐ Alternate Formats (large font size, Braille, specific fonts)
- ☐ Audio
- ☐ Other (please specify)

Question 10

Do you self-identify as a person with disability (responses held in utmost confidentiality and anonymity).

- ☐ Yes
- ☐ No
- ☐ Not sure
- ☐ Prefer not to answer