



St. Lawrence  
College

# **St. Lawrence College**

## **Multiyear Accessibility Plan** 2016-2025

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities.  
This information will be made available in alternative format upon request.

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## Statement of Commitment to Accessibility

St. Lawrence College is committed to providing a barrier free learning and working environment. It strives to accommodate individuals with disabilities so that they may share the same level of access to opportunities, participate in the full range of activities that the college offers, and achieve their full potential as equal members of the college community. This will be done by preventing and removing barriers to accessibility and meeting accessibility requirements as outlined under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

### Multi-Year Accessibility Plan 2016 - 2025

This Multi-Year Accessibility Plan outlines St. Lawrence College's strategy to prevent and remove barriers and meet the requirements under the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The College is committed to having a barrier-free environment by 2025 by being proactive in having our facilities, procedures, services and policies more accessible to meet the needs of people with disabilities. This plan builds upon the successful completion of the 2013 – 2015 Multi-Year Accessibility Plan and describes the measure the College intends to take to meet the remaining accessibility standards.

### AODA Oversight Committee

Our AODA Oversight Committee consists of the Senior Vice President of Student Services and Human Resources as the Chair with representation from all departments of the College. The committee will support the efficient and effective implementation of the AODA requirements, ensuring that St. Lawrence College is in compliance with the AODA Integrated Standards required to be rolled out between 2012-2025. The AODA Oversight committee will support the multi-departmental collaboration required for successful implementation by the following:

- ensure that those with decision-making authority are properly involved in order to make informed decisions;
- add an accountability mechanism to ensure that work gets completed;
- promote an organizational culture that accessibility must be considered throughout the entire organization; and
- provide a reporting structure that communicates to all levels of the organization about our AODA obligations and progress in meeting the legislated standards.

## Background of AODA

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed in 2005. The AODA applies to all levels of government, non-profit agencies and private sector businesses across Ontario. The legislation mandated accessibility standards in the following areas:

- Customer Service
- Employment
- Transportation
- Information and Communication
- Design of Public Spaces

## Customer Service Standard

St. Lawrence College met the compliance obligation as required under this regulation by the January 1, 2012 deadline. The requirements included developing a policy and having procedures and practices in place. St. Lawrence College will continue to ensure compliance with the Customer Service Standard and provide training to all new employees, volunteers and board members offered through HRdownloads.

St. Lawrence College developed a feedback process for the way it provides good and services to persons with disabilities. Feedback options include e-mail, telephone, online or in writing. All feedback is directed to the office of the Senior Vice President, Student Services and Human Resources.

## Past Achievements to Remove and Prevent Barriers from April 1, 2016 – March 31, 2017

- Counselling and AccessAbility Services at St. Lawrence College continually work to ensure students with functional impairments related to disability have equitable access to educational opportunities through the provision of appropriate academic accommodations and advocacy. In addition to the day-to-day services offered to students, CAAS has undertaken a number of initiatives to work to reduce barriers for students with disabilities.
- The CCTL Project Specialist continues to provide support to all employees in learning how to create accessible documents in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) Information and Communication Standard.
- Signs were produced and distributed at all campus locations to notify the public of accessible format availability both on-line and in print.
- Upon request, closed captioning can now be added to video content created within the college's Enterprise Video Management solution, Panopto.
- Accessible Education Materials and Textbook Policy was posted on the intranet and disseminated to the appropriate stakeholders.

- Design of Public Spaces Standard came into force January 1, 2016 for public sector organizations. All Facility staff completed the Design of Public Spaces training by June, 2016 offered through HRdownloads.
- Part-time Term Lab Assistant position created specifically for a graduate of the Community Integration through Cooperative Education (CICE) Certificate Program. This program is a two-year certificate program designed for adults with developmental disabilities, intellectual disabilities, acquired brain injury or other significant learning challenges who wish to further their education/vocational training in a community college setting. This was an exciting venture for the College and a successful candidate was hired into the position on September 26, 2016.
- St. Lawrence College joined the College sector by celebrating 50 years as a system in Ontario in 2017. Staff was asked to consider adopting a standard AODA footer at the bottom of their e-mails when the new 50<sup>th</sup> college logo was distributed.
- Efforts will be made to ensure the College's websites and web content continue to be accessible to all users, meeting the WCAG Level A requirements.
- The New Student Life and Innovation Centre will aim to provide the school with a number of facilities, including more study and meeting space, increased wellness opportunities for all students, staff, faculty and the surrounding community, and a centralization of student services to simplify student support. The gymnasium will have retractable bleachers and modifications will be made to the lower level so that a wheelchair may be placed in the lower row, while their companion seat is a regular seat. Accessible drop-off and parking will be available and other elements of the building will incorporate accessibility.

For a full overview of the accessibility initiatives that St. Lawrence College has completed, please refer to the Accessibility Annual Report for the time period from April 1, 2016 – March 31, 2017.

### **Integrated Accessibility Standards Regulation**

The Integrated Accessibility Standards Regulation standards have been phased in through stages and are Employment, Information and Communication and Design of Public Spaces. The Transportation standard does not apply to St. Lawrence College.

St. Lawrence College's Multi-Year Accessibility Plan provides an overview of the activities and deliverables remaining under the Integrated Accessibility Standards Regulation. The AODA Oversight Committee will ensure that the activities and deliverables are met within the required time frames.

### Part 1: General Standards – Section 3

#### AODA Standards / Regulation Reference

O. Reg.191/11, s. 3

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>I: Accessibility Policies</b>	Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	AODA Integrated Accessibility Standards Regulation policy (#HR703) has been approved by CET and communicated to all staff.	Complete	2013-01-01	Senior Vice President of Student Services and Human Resources
		Accessibility for Persons with Disabilities policy (#HR 708) was revised on January 30, 2017.	Complete		
	A statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner will be included in each policy.	We have the following paragraph posted on our website:  <i>St. Lawrence College is committed to providing a barrier free learning and working environment. It strives to accommodate individuals with disabilities so that they may share the same level of access to opportunities, participate in the full range of activities that the college offers, and achieve their full potential as equal members of the college community.</i>	Complete		

## Part I: General Standards – Section 4

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 4

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>I: Accessibility Plans</b>	Establish multi-year (3-year) accessibility plan that outlines strategies to prevent and remove barriers in order to meet requirements.	Develop a three-year plan for the period of 2013 – 2015 in consultation with key stakeholders, and have it reviewed by AODA Oversight Committee members.	Complete	2013-01-01	Senior Vice President of Student Services and Human Resources
		Multi-Year Accessibility plan was drafted for the period of 2016 – 2025 in consultation with key stakeholders, and will be reviewed by AODA Oversight committee members.	Complete		
		Post Multi-Year accessibility plan to SLC website for the period of 2013 - 2016.	Complete		
		Post Multi-Year accessibility plan to SLC website for the period of 2016 – 2025.	Complete		
	Prepare annual status report.	Annual status report will be prepared and approved by AODA Oversight Committee members.	Ongoing		
		The most recent reports have been posted to SLC website: <ul style="list-style-type: none"> <li>• April 1, 2015 – March 31, 2016</li> <li>• April 1, 2016 – March 31, 2017</li> </ul>	Complete		

## Part I: General Standards – Section 5

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 5

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>I: Procuring or Acquiring Goods, Services or Facilities</b>	Update Purchasing Policy and related documents to incorporate accessibility criteria and features into purchasing policies and processes. Explanation must be provided if it is not practicable to do so.	Procuring and Acquiring Goods and services statement has been incorporated in the AODA Integrated Accessibility Standards regulation policy (HR 703).	Complete <sup>1</sup>	2013-01-01	Senior Vice President Corporate Services/CFO
		RFP template to include a mandatory AODA clause for all purchases.	Complete		
		RFQ template to include mandatory AODA clause for all purchases.	Complete		
	Document process to outline the procurement criteria used to assess the need for AODA compliance.	SLC Custom catalogue was created to assist with the purchasing accessible furniture.	Complete		
		AODA Procurement Tool Kit posted to Purchasing Intranet site for all staff	In progress		
	Provide training to purchasing staff regarding compliance requirements.	Purchasing staff will be advised of the policy changes and will be provided with training and resources to assist them in monitoring compliance.	Complete		
	Provide training to all other College employees regarding AODA compliant purchasing.	Purchasing conducts user training sessions to individual departments, attends Management Essentials Training sessions providing procurement training	On going		
		Purchasing website currently being reviewed AODA information will be available	In progress		

<sup>1</sup> Please note: Accessible Purchasing policy was finalized and communicated to all staff.



Item	Deliverables	Activities	Status	Deadline	Ownership
	Incorporate accessibility criteria and features into procurement practices in order to ensure goods, services, and facilities are accessible to those with disabilities.	The College will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities.	Complete		

## Part I: General Standards – Section 6

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 6

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>I: Self-service Kiosks</b>	Incorporate accessibility features in self-serve kiosks on all campuses in order to ensure people with disabilities can use them independently and securely. The needs of clients must be considered in order to select self-service kiosks that are accessible to the widest range of users.	Carry out an audit of all kiosks to ensure they are compliant, such as bank machines.	Complete	2013-01-01	Senior Vice President Corporate Services/CFO
		As new self-serve kiosks are purchased, accessibility features will be considered and incorporated.	In process		

## Part I: General Standards – Section 7

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 7

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>I: Training</b>	Provide training on requirements of the IASR and Ontario Human Rights Code as it relates to people with disabilities to all employees as well as those who provide goods or services on behalf of the organization.	All employees are required to take the AODA – Understanding Human Rights training offered through HR downloads.	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources
		HR downloads keeps records of training.	Complete		

## Part II: Information and Communication Standards – Section 11

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 11

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Feedback Processes</b>	Ensure online feedback processes/mechanisms are accessible and allow students, employees and the public to offer timely feedback on accessibility issues.	Feedback form/process developed and are available on the website.	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources
	External and/or internal processes to receive and respond to feedback must be accessible, upon request, to individuals with disabilities.	Signs have been posted all reception desks informing staff and students that documents can be made into an accessible format upon request.	Ongoing		

## Part II: Information and Communication Standards – Section 12

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 12

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Accessible Formats and Communication Supports</b>	Corporate communications will be made available in accessible formats upon request for people with disabilities. These will be offered at no additional cost and in a timely manner.	<ol style="list-style-type: none"> <li>1. Encourage all areas of the College to create conversion-ready documents and electronic communications as part of their general professional practice, to eliminate the barriers caused by paper documents and communications.</li> <li>2. Advancement to identify corporate communication and College website to ensure accessibility.</li> </ol>	Complete - We are currently providing materials upon request.	2015-01-01	Senior Vice President of Student Services and Human Resources
	Provide an individualized response to all requests for accessible formats by consulting with the person making the request.	Inform all employees of the range of formats and supports available and how to provide them in consultation with the client.	In progress – work is ongoing to build capacity among all employees to create accessible materials.		
	Notify public of accessible format availability both online and in print.	<ol style="list-style-type: none"> <li>1. Identify web and portal locations for key messaging.</li> <li>2. Identify physical location for signage, such as Registrar’s Office and Security</li> </ol>	In progress		

## Part II: Information and Communication Standards – Section 13

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 13

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Emergency Procedure Plans and Public Safety Information</b>	Create emergency response procedure and post plan in accessible format on the web site and notify all students and employees of its existence.	Review current emergency procedures documents and ensure they are accessible.	Complete - Emergency plans are posted on our website and can be in provided in an accessible format.	2012-01-01	Senior Vice President Corporate Services/CFO

## Part II: Information and Communication Standards – Section 14

### AODA Standards / Regulation Reference

O. Reg.191/11, s. 14 (4)

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Accessible Web Sites and Web Content</b>	Ensure new SLC web site and content conform to the guidelines of World Wide Web Consortium Web Context Accessibility Guidelines (WCAG) 2.0 Level A initially, then increasing to a Level AA.  <i>**WCAG 2.0, Level A and Level AA refer to a series of technical checkpoints that make web sites and their content increasingly accessible to a broader range of users with disabilities. Level AA builds on Level A’s checkpoints.</i>	Train all key staff on WCAG 2.0 guidelines.	Complete. AODA guidelines were taken into account when designing the new website launched in 2013. Also prepared for the upcoming 2021 requirement.	2014-01-01 New external websites to meet WCAG Level A  2021-01-01 All external websites to meet WCAG Level AA	Senior Vice President Advancement & Business Engagement
		Identify new websites and new web content to be deployed by IIRTS	In progress		
		Develop project plans for new sites/web content that required (at a minimum ) WCAG Level A compliance for websites/web content being deployed in 2014	In progress		

## Part II: Information and Communication Standards – Section 15

### AODA Standards / Regulation Reference

o. Reg.191/11, s. 15

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Educational &amp; Training Resources and Materials</b>	Provide accessible or conversion-ready format of educational and training/materials and/or resources.	Secure resources and develop implementation plans.	Complete.	2013-01-01	Senior Vice President Academic
	This is done either through purchasing materials in required format, procuring by other means, or arranging for a comparable resource.	We currently respond “upon request” in a reasonable timeline for accessible formats for students and have a trainer to work with staff on creating accessible formats.			
		Accessible Education Materials and Textbook policy was drafted and approved by CET on April 30, 2015.	Complete		
	Provide student records in accessible format upon request.	All student records are available in an accessible format upon request.	Complete		
	Provide information on programs and courses in accessible formats upon request.	Encourage all areas of the College to create conversion-ready documents, including program information and electronic communications as part of their general professional practice, to eliminate the barriers caused by paper documents and communications.	Complete		
Ensure each academic area understands the process for requesting and producing alternate format upon request.		Complete			



## Part II: Information and Communication Standards – Section 16

### AODA Standards / Regulation Reference

o. Reg.191/11, s. 16

Item	Deliverables	Activities	Status	Deadline	Ownership
II: Training to Educators	All faculty members will be trained in accessibility awareness related to accessible program or course delivery and instruction.	Implement the Accessibility Awareness training module from Ontario Colleges Tool Kit for all educators.	Complete.	2013-01-01	Senior Vice President Student Services and Human Resources
	Records of completed training will be kept.	Develop a tracking system to ensure college compliance.	Complete		
		Workshops have been offered and continue to be offered for faculty members.	Ongoing		
		<p>Listed below are current statistics of staff that have received AODA training for creating accessible documents:</p> <p><b>October 2014 – March 2015</b></p> <ul style="list-style-type: none"> <li>- 208 staff attended a workshop</li> <li>- 160 staff attended a presentation</li> <li>- 124 staff attended a one-on-one consultation</li> </ul> <p><b>April 2015 – January 2016</b></p> <ul style="list-style-type: none"> <li>- 161 staff attended a workshop</li> <li>-171 staff attended a presentation</li> <li>- 90 staff attended one-on-one consultation</li> </ul>			

## Part II: Information and Communication Standards – Section 17

### AODA Standards / Regulation Reference

o. Reg.191/11, s. 17

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>II: Producers of Educational or Training Materials</b>	All College text books, print-based educational or training supplementary learning resources are available in accessible or conversion-ready versions upon request.  <i>**2<sup>nd</sup> compliance deadline refers to printed educational or training supplementary learning resources.</i>	Create a steering group and develop implementation plans.	Complete.	2015-01-01 – Textbooks  2020-01-01 2 <sup>nd</sup> Compliance Deadline	Senior Vice President Academic
		Accessible Education Materials and Textbook policy was approved by CET on April 30, 2015.	Complete.		
		Accessible Education Materials and Textbook policy was communicated to staff on August 28, 2017 and posted to website (HR 706).	Complete.		
		Deadline January 1, 2020 for printed education or training resources. Course packs, hand outs have to be in conversion ready formats upon request. Assess progress towards deadline. Training sessions to be provided to producers.	In-progress		

## Part II: Information and Communication Standards – Section 18

### AODA Standards / Regulation Reference

o. Reg.191/11, s. 18

Item	Deliverables	Activities	Status	Deadline	Ownership
II: Libraries of Educational & Training Institutions	All campus libraries must provide, procure or acquire accessible or conversion-ready print-based, digital and multi-media resources or materials resources upon request.  <i>** Special collections, archival materials, rare books, and donations are exempt.</i>	Create a steering group and develop implementation plans.	Complete.	2015-01-01 – Print Resources/Materials	Senior Vice President of Student Services and Human Resources
		Complete an inventory of libraries current visual media collection and use to benchmark status (compliance 2020).  In 2015-16 the Heads of the Library and Learning Resources are working on a project to identify best practices.	In progress - On track to meet compliance deadline by January 1, 2020.	2020-01-01 2 <sup>nd</sup> Compliance Deadline	

## Part III: Employment Standards – Section 22

### AODA Standards / Regulation Reference

o. Reg.191/11, s. 22

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Recruitment General</b>	Prospective internal and external job applicants are notified that, where needed, accommodations for disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.	Revise Careers web page, job postings, & email correspondence with applicants to include a statement regarding inclusive hiring practices at the college.	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources

## Part III: Employment Standards – Section 23

### AODA Standards / Regulation Reference

o. Reg.191/11,s.23

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Recruitment Assessment or Selection Process</b>	Applicants who have been invited to participate in a recruitment, assessment or selection process are notified that, where needed, accommodations for disabilities are available, on request, to support their participation in the process.  The College will consult with job applicants who request accommodations to support them during the process.	Revise email correspondence with selected applicants and provide policy reference.	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources
		Review interview and testing procedures for accessibility barriers.	Complete.		
		Accommodations required for job applicants done on a case-by-case basis.	Complete.		

## Part III: Employment Standards – Section 24

### AODA Standards / Regulation Reference

o. Reg.191/11,s. 24

Item	Deliverables	Activities	Status	Deadline	Ownership
III: Notice to Successful Applicants	Successful applicants are notified of the College’s policies for accommodating employees with disabilities when offering employment.	Update hiring package to include information on the AODA Integrated Accessibility Standards policy (HR703).	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources
		Offer letter templates provide contact information for accessibility requirements.	Complete.		

## Part III: Employment Standards – Section 25

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 25

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Recruitment General: Informing Employees of Supports</b>	The College will inform its employees of the policies that are used to support employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.	AODA Integrated Accessibility Standards Regulation (HR 703) policy includes employee supports and has been communicated to staff and is posted on intranet.	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources
	The College will provide the information required under this section to new employees as soon as practicable after they begin their employment.	Communicate with all employees about revisions to the policy and their right to support.	Ongoing.		
	The College will provide updated information to its employees whenever there is a change to existing policies.	Revise orientation packages to ensure inclusion of AODA Integrated Accessibility Standards Regulation Policy (HR 703).	Ongoing.		

## Part III: Employment Standards – Section 26

### AODA Standards / Regulation Reference

o. Reg.191/11,s. 26

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Recruitment General: Accessible Format and Communication Supports For Employees</b>	When an employee with a disability requests it, the College will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for the following: <ol style="list-style-type: none"> <li>1. Information that is needed in order to perform the employee’s job</li> <li>2. Information that is generally available to employees in the workplace</li> </ol>	Establish a point of contact for employees within HR and inform all employees of how to access support.	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources
		Encourage all areas of the College to create conversion-ready documents and electronic communications as part of their general professional practice, to eliminate the barriers caused by paper documents and communications.	Complete.		



## Part III: Employment Standards – Section 27

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 27

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Workplace Emergency Response</b>	Should employees self-identify, the College will provide individualized workplace emergency response information to employees who have a disability.	Develop criteria for determining when an employee with a disability requires an individualized workplace response plan.	Complete.	2012-01-01	Senior Vice President of Student Services and Human Resources
	If an employee who receives individualized workplace emergency response information requires assistance (and with the employee’s consent) the College will provide the workplace emergency response information to the person designated by the College to provide assistance to the employee.	Develop process for establishing support teams for employees with disabilities.	Complete.		
	The College will provide the information required under this section as soon as practicable after they become aware of the need for accommodation due to the employee’s disability.	Communicate with all employees on an annual basis, and update plans as necessary on an on-going basis.	Complete.		
	The College will review the individualized workplace emergency response information.	Employee moves to a different location or their overall accommodation needs/ plans are reviewed. The College reviews its general emergency response policies.	Ongoing.		

## Part III: Employment Standards – Section 28

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 28

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Documented Individual Accommodation Plans</b>	Develop written process for documented individual accommodation plans to be kept in the employee's personnel file <sup>2</sup> .	Adapt the Ontario Colleges tool kit template for accommodation plans and make available to all HR consultants via the HR shared drive.	Complete.	2014-01-01	Senior Vice President of Student Services and Human Resources
		AODA Integrated Accessibility Standards Regulation policy (HR 703) incorporates information pertaining to documented individual accommodation plans.	Complete.		

## Part III: Employment Standards – Section 29

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 29

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Return To Work Process</b>	<p>The College will develop, document, and implement a Return To Work process for its employees who require disability-related accommodations in order to return to work.<sup>3</sup></p> <p>The return to work process will:</p> <ol style="list-style-type: none"> <li>outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work</li> <li>use individual documented accommodation plans, as described in Section 28, as part of the process.</li> </ol>	<p>Review SLC’s RTW procedures and revise as necessary, using Ontario Colleges Tool Kit template as a model. Include steps employer will take and use documented individual accommodation plans.</p> <p>Workplace Accommodation &amp; Return to Work policy (HR705) was updated effective April 1, 2016.</p>	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources

## Part III: Employment Standards – Section 30

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 30

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>III: Performance Management<sup>4</sup></b>	The College will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process.	<p>Review PMS and revise as necessary, using Ontario Colleges Tool Kit template as a model.</p> <p>Performance Appraisal form now captures individual accommodation plans with the following question:</p> <p><i>“Do you have any personal accessibility needs in your work area that have been addressed.”</i></p>	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources

<sup>4</sup> Performance Management” refers to activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities.

This information will be made available in alternative format upon request.

### Part III: Employment Standards – Section 31

#### AODA Standards / Regulation

Reference o. Reg.191/11,s. 31

Item	Deliverables	Activities	Status	Deadline	Ownership
III: Career Advancement and Development <sup>5</sup>	When the College provides career development and advancement to its employees it shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans.	Review SLC’s career development and advancement processes for possible barriers.	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources
		AODA Integrated Accessibility Standards Regulation policy (HR 703) incorporates information pertaining to career advancement and development.	Complete		

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<sup>5</sup> “Career Development and Advancement” includes providing additional responsibilities within an employee’s current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities.

This information will be made available in alternative format upon request.

## Part III: Employment Standards – Section 32

### AODA Standards / Regulation

Reference o. Reg.191/11,s. 32

Item	Deliverables	Activities	Status	Deadline	Ownership
III: Redeployment <sup>6</sup>	The College will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Review SLC’s redeployment processes for possible barriers.	Complete	2014-01-01	Senior Vice President of Student Services and Human Resources
		AODA Integrated Accessibility Standards Regulation policy (HR 703) incorporates information pertaining to redeployment.	Complete		

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<sup>6</sup> “Redeployment” means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities.

This information will be made available in alternative format upon request.

## Part IV: Design of Public Spaces Standard – Section 80

### AODA Standards / Regulation Reference

o. Reg.143/12, s. 80 by

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>IV: Provide accessible public spaces</b>	Newly constructed outdoor public spaces and all service areas will meet all requirements including: Recreation trails (S 80.6 – 80.15) Public use eating areas (S. 80.16) Outdoor Play Spaces (S. 80.18) Exterior paths (S. 80.21) Accessible parking (S. 80.21) Obtaining Services (S.80.40) Service Counters (S 80.41) Fixed queuing guides (S. 80.42) Maintenance of accessible elements (S. 80.44)	<b>Recreation Trails</b> - The College will consult with the public and persons with disabilities and ensure compliance with the technical requirements related to the slope, ramps, rest areas, passing areas, viewing areas etc.	Ongoing	2016-01-01	Senior Vice President Corporate Services/CFO
		<b>Outdoor Public Use, Eating Areas</b> – The College will consult with the public and persons with disabilities and ensure technical requirements related to Outdoor Public Use, and Eating areas and Exterior Paths of Travel.	Ongoing		
		<b>Accessible Parking</b> – The College will ensure integration of compliance requirements with newly developed or reconstructed accessible parking.	Ongoing		
		<b>Service Counters/Fixed Queuing</b> – The College will ensure integration of compliance requirements for all service counters and Fixed Queuing. Service Counter guidelines were met for counters placed in new Welcome Centre and with Library renovations.	Ongoing		
		<b>Maintenance</b> – The College will ensure that maintenance of accessible elements and procedures related to preventative and emergency maintenance are in place (including dealing with temporary disruptions related to accessible elements).	Ongoing		
	1. Procedures for preventative and emergency maintenance of accessible elements in public spaces				
	2. Procedures for dealing with temporary disruptions when accessible elements are not in working order.				

## Part VI: Transportation Standards – Section 76

### AODA Standards / Regulation

Reference o. Reg.191/11, s. 76

Item	Deliverables	Activities	Status	Deadline	Ownership
<b>VI: Accessible Transportation</b>	All College activities requiring transportation shall provide accessible transportation or equivalent service upon request.	Short or long term transportation will be made accessible upon request.	Complete	2013-01-01	Senior Vice President of Student Services and Human Resources