

# Algonquin College 2013 – 2014 AODA Multiyear Plan Status Update

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**Part I” General Standards – s.3**

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies	Administrative Responsibility		Compliance Deadline: January 1st, 2013
	Deliverables	Activities	Champion	Status
Establish accessibility policies.	IASR Policy approved by President’s Council	1) Review the existing accessibility policy. 2) Revise it to include general, employment and information and communications standards, in order to comply with IASR.	<b>Gerry Barker</b>	<b>Completed</b>

**Part I” General Standards – s.4**

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Accessibility Policies	Administrative Responsibility		Compliance Deadline: January 1st, 2013
	Deliverables	Activities	Champion	Status
Establish multi-year accessibility plan.	A three year accessibility plan is approved by the President’s Council.	1) Develop a three year plan in consultation with key stakeholders, and present to PC for approval. 2) Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms.	<b>Gerry Barker</b>	<b>Completed</b>
Prepare annual status report.	An annual report is approved by the President’s Council.		<b>Gerry Barker</b>	<b>Completed</b>

**Part I” General Standards – s.5**

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities	Administrative Responsibility:		Compliance Deadline: January 1st , 2013
	Deliverables	Activities	Champion	Status
<p>Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable.</p>	<p>1) Update Purchasing Policy and related documents.</p> <p>2) Document process to outline the procurement criteria used to assess the need for AODA compliance.</p> <p>3) Provide training to purchasing staff regarding compliance requirements.</p> <p>4) Provide training to all other College employees regarding AODA compliant purchasing.</p>	<p>1.1) Include an AODA Clause in the Purchasing Policy.</p> <p>1.2) RFP template to include a mandatory AODA clause for all purchases.</p> <p>1.3) RFQ template to include mandatory AODA clause for all purchases.</p> <p>2.1) Procurement criteria will be made available on the Purchasing website. Exceptions must be documented and signed off according to the signing authority outlined in the purchasing policy.</p> <p>3.1) Purchasing staff will be advised of the policy changes and will be provided with training and resources to assist them in monitoring compliance.</p> <p>4.1) IIRTS and Facilities staff will be briefed by the purchasing manager on the changes.</p> <p>4.2) CLC will be briefed about the changes on December 20<sup>th</sup>.</p> <p>4.3) Communication will be sent out to the College community via My Algonquin</p> <p>4.4) Monthly purchasing workshops (for new and existing staff) will now incorporate the AODA compliance information.</p>	<p><b>Duane McNair</b></p>	<p><b>Completed</b></p>

**Part I” General Standards – s6**

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks	Administrative Responsibility:		Compliance Deadline: January 1st , 2013
	Deliverables	Activities	Champion	Status
Incorporate accessibility features in self-serve kiosks.	All self-service kiosks on all campuses will be accessible.	1) Carry out an audit of all kiosks to ensure they are compliant, such as bank machines. 2) Ensure all parking access systems are accessible.	<b>Duane McNair</b>	<b>Completed</b>

**Part I” General Standards – s.7**

AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training	Administrative Responsibilities		Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status
Provide training on accessibility standards and Human Rights Code.	All employees will be trained in accessibility and the Human Rights Code	1) Implement the Ontario Human Rights training module for all employees. 2) Develop a tracking system to ensure college compliance.	<b>Gerry Barker</b>	<b>In progress and ongoing</b>

**Part II: Information and Communication Standards – s.11**

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes	Administrative Responsibility:			Compliance Deadline: January 1, 2014
	Deliverables	Activities	Champion	Status	
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues	1) Review external Accessibility page annually for functionality. 2) Compile results annually for review by the AODA Committee.	<b>Gerry Barker</b>	<b>Completed</b>	

**Part II: Information and Communication Standards – s.12**

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports	Administrative Responsibilities			Compliance Deadline: January 1st , 2015
	Deliverables	Activities	Champion	Status	
Provide accessible formats and communication supports.	All areas of the college provide accessible formats and communication supports in a timely manner, at no additional cost.	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.	<b>Doug Wotherspoon</b>	<b>Completed</b>	
Consult with person requesting accessible format	Algonquin offers an individualized response to all such requests	1) Inform all employees of the range of formats and supports available and how to provide them in consultation with the client.	<b>Doug Wotherspoon</b>	<b>Completed</b>	
Notify public of availability.	Online and print customer service notifications of availability.	1) Identify web and portal locations for key messaging. 2) Identify physical location for signage, such as Registrar’s Office and Security	<b>Doug Wotherspoon</b>	<b>Completed</b>	

**Part II: Information and Communication Standards – s.13**

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information	Administrative Responsibility:		Compliance Deadline: January 1st , 2012
	Deliverables	Activities	Champion	Status
Make emergency procedure and public safety information accessible upon request.	Post a conversion-ready emergency plan and procedures on the web site and notify all students and employees of their existence.	<ol style="list-style-type: none"> <li>1) Review current emergency procedures documents and ensure they are accessible.</li> <li>2) Update annually</li> </ol>	<b>Duane McNair</b>	<b>Completed</b>

**Part II: Information and Communication Standards – s.14**

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content	Administrative Responsibility:		Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status
Ensure websites and web content conform to guidelines. New websites and web content to Level A by January 1, 2014.	New web site and new web content conform to WCAG 2.0 level A.	<ol style="list-style-type: none"> <li>1) Train all key staff on WCAG 2.0 guidelines.</li> <li>2) Identify new websites and new web content to be deployed by IIRTS</li> <li>3) 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</li> </ol>	<b>Duane McNair</b>	<b>Completed</b>



**Part II: Information and Communication Standards – s.15**

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials	Administrative Responsibility:			Compliance Deadline: January 1st , 2013
	Deliverables	Activities	Champion	Status	
Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	All Algonquin programs provide educational and training resources and materials in a format that takes into account the accessibility needs of the person with a disability.	<ol style="list-style-type: none"> <li>1) Create a steering group and develop implementation plans.</li> <li>2) Ensure each academic area understands the process for requesting and producing alternate format upon request.</li> <li>3) 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> </ol>	<b>Claude Brule</b>	<b>In progress and ongoing</b>	
Provide program information in accessible format.	All information on program requirements, schedules and descriptions are available in an accessible format upon request.	<ol style="list-style-type: none"> <li>1) All information on program requirements, schedules and descriptions are available in an accessible format upon request.</li> </ol>	<b>Claude Brule</b>	<b>Completed</b>	
Provide student records in an accessible format.	Student records are made available in an accessible format, on request.	<ol style="list-style-type: none"> <li>1) Continued implementation of current process.</li> </ol>	<b>Laura Stanbra</b>	<b>Completed</b>	

**Part II: Information and Communication Standards – s.16**

AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators	Administrative Responsibility:		Compliance Deadline: January 1st , 2013
	Deliverables	Activities	Champion	Status
Provide accessibility awareness training to educators. <sup>1</sup>	All faculty members will be trained in accessibility awareness and universal instructional design principles.	1) Implement the Accessibility Awareness training module from Ontario Colleges Tool Kit for all educators. 2) Develop a tracking system to ensure college compliance.	<b>Gerry Barker</b>	<b>Completed</b>

**Part II: Information and Communication Standards – s.17**

AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials	Administrative Responsibility:		Compliance Deadline: January 1st , 2015
	Deliverables	Activities	Champion	Status
Provide accessible format or conversion-ready textbooks by January 1, 2015.	All College texts, print-based educational or training supplementary learning resources have accessible or conversion-ready versions available upon request.	1) Create a steering group and develop implementation plans. 2) Develop accessible e-text policy 3) Develop accessible multimedia policy	<b>Claude Brule</b>	<b>Completed</b>

<sup>1</sup> For the purposes of this document, “educator” refers to any staff member who is involved in designing, delivering or instructing courses. This includes professors, instructors and teaching assistants.

**Part II: Information and Communication Standards – s.18**

AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries	Administrative Responsibility:			Compliance Deadline: January 1st , 2015
	Deliverables	Activities	Champion	Status	
Provide accessible or conversion ready print-based resources on request. <sup>i</sup>	All campus libraries must provide or acquire an accessible or conversion-ready format of print, digital or multimedia resources or materials upon request.	1) Create a steering group and develop implementation plans. 2) Complete an inventory of libraries current visual media collection and use to benchmark status (compliance 2020).	<b>Laura Stanbra</b>	<b>In progress and ongoing</b>	

**Part III: Employment Standards – s.22**

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General	Administrative Responsibility:			Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status	
Notify applicants about accommodation in recruitment process.	Prospective applicants are advised of the availability of accommodations.	1) Revise Careers web page, job postings, & email correspondence with applicants to include a statement regarding inclusive hiring practices at the college.	<b>Gerry Barker</b>	<b>Completed</b>	

**Part III: Employment Standards – s.23**

AODA Standards / Regulation Reference o. Reg.191/11,s.23	III: Recruitment, General	Administrative Responsibility:		Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status
Notify applicants selected that accommodations are available upon request.	Selected applicants are advised of the availability of accommodations.	1) Revise email correspondence with selected applicants and provide policy reference	<b>Gerry Barker</b>	<b>Completed</b>
Provide suitable accommodation upon request.	Applicants with disabilities receive appropriate accommodations.	1) Review interview and testing procedures for accessibility barriers.	<b>Gerry Barker</b>	<b>Completed</b>

**Part III: Employment Standards – s.24**

AODA Standards / Regulation Reference o. Reg.191/11,s. 24	III: Recruitment, General	Administrative Responsibility:			Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status	
Notify successful applicants of accommodation policies.	New employees are advised of the accommodation policy.	1) Update hiring package to include information on the accommodation policy.	<b>Gerry Barker</b>	<b>Completed</b>	

**Part III: Employment Standards – s.25**

AODA Standards / Regulation Reference o. Reg.191/11,s. 25	III: Recruitment, General	Administrative Responsibility:			Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status	
Tell employees of policies supporting employees with disabilities.	All employees are advised of the supports available to individuals with disabilities.	1) Revise HR Policies to include employee supports and post internally and externally. 2) Communicate with all employees about revisions to the policy and their right to support.	<b>Gerry Barker</b>	<b>Completed</b>	
Provide information to new employees.	All new employees receive information about the policy during orientation.	1) Revise orientation packages to ensure inclusion of new policies.	<b>Gerry Barker</b>	<b>Completed</b>	

**Part III: Employment Standards – s.26**

AODA Standards / Regulation Reference o. Reg.191/11,s. 26	III: Recruitment, General	Administrative Responsibility:		Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status
Provide accessible formats and communications supports for job or workplace information.	Alternative formats and supports are provided upon request, in consultation with the employee; conversion-ready documents and electronic communications are the established standard for all College communications.	<ol style="list-style-type: none"> <li>1) Establish a point of contact for employees within HR and inform all employees of how to access support.</li> <li>2) 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> </ol>	<b>Gerry Barker</b>	<b>Completed</b>

**Part III: Employment Standards – s.27**

AODA Standards / Regulation Reference o. Reg.191/11,s. 27	III: Recruitment, General	Administrative Responsibility:			Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status	
Provide individualized workplace emergency response information as soon as practicable.	Employees with disabilities receive an individualized emergency plan, kept jointly by HR and Security.	1) Develop criteria for determining when an employee with a disability requires an individualized workplace response plan.	<b>Gerry Barker</b>	<b>Completed</b>	
Provide information to person designated to provide assistance upon consent.	Persons providing assistance are informed of plans and their role, and are advised of any changes.	1) Develop process for establishing support teams for employees with disabilities.	<b>Gerry Barker</b>	<b>Completed</b>	
Review individualized workplace emergency response information.	Employees and managers are notified annually to update their plans with HR.	1) Communicate with all employees on an annual basis, and update plans as necessary on an on-going basis.	<b>Gerry Barker</b>	<b>In progress and ongoing</b>	



**Part III: Employment Standards – s.29**

Communicate with all employees on an annual basis, and update plans as necessary on an on-going basis.	III: Recruitment, General	Administrative Responsibility:		Compliance Deadline: January 1st , 2014
	Deliverables	Activities	Champion	Status
Develop a documented return-to-work process.	Algonquin’s Return to Work procedures meets AODA standards.	1) Review Algonquin’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.	<b>Gerry Barker</b>	<b>Completed</b>

**Part III: Employment Standards – s.28**

AODA Standards / Regulation Reference o. Reg.191/11,s. 28	III: Documented Individual Accommodation Plans	Administrative Responsibility:		Compliance Deadline: January 1, 2014
	Deliverables	Activities	Champion	Status
Develop written process for documented individual accommodation plans <sup>2</sup> .	Any employee requiring accommodations has a written plan in their personnel file.	1) Adapt the Ontario Colleges tool kit template for accommodation plans and make available to all HR consultants via the HR shared drive.	<b>Gerry Barker</b>	<b>Completed</b>

<sup>2</sup> This includes; how employee can participate and be assessed; how employer can request accommodation be achieved; how employee can request participation of union representative and personal information will remain private; frequency plan will be reviewed and updated; how reasons for denied request will be communicated and plan will be provided to employee.

**Part III: Employment Standards – s.30**

AODA Standards / Regulation Reference o. Reg.191/11,s. 30	III: Documented Individual Accommodation Plans	Administrative Responsibility:			Compliance Deadline: January 1, 2014
	Deliverables	Activities	Champion	Status	
Include accessibility considerations in performance management processes.	Algonquin Performance Management Systems meet AODA standards.	1) Review PMS and revise as necessary, using Ontario Colleges Tool Kit template as a model.	Gerry Barker	Completed	

**Part III: Employment Standards – s.31**

AODA Standards / Regulation Reference o. Reg.191/11,s. 31	III: Documented Individual Accommodation Plans	Administrative Responsibility:			Compliance Deadline: January 1, 2014
	Deliverables	Activities	Champion	Status	
Include accessibility considerations in career development and advancement processes.	A barrier-free career development and advancement process for employees with disabilities.	1) Review Algonquin’s career development and advancement processes for possible barriers.	Gerry Barker	Completed	

**Part III: Employment Standards – s.32**

AODA Standards / Regulation Reference o. Reg.191/11,s. 32	III: Documented Individual Accommodation Plans	Administrative Responsibility:			Compliance Deadline: January 1, 2014
	Deliverables	Activities	Champion	Status	
Include accessibility considerations in redeployment processes.	A barrier-free redeployment process for employees with disabilities.	1) Review Algonquin’s redeployment processes for possible barriers.	<b>Gerry Barker</b>	<b>Completed</b>	

**Part VI: Transportation Standards – s.76**

AODA Standards / Regulation Reference o. Reg.191/11, s. 76	II: Training to Educators	Administrative Responsibility:			Compliance Deadline: January 1, 2013
	Deliverables	Activities	Champion	Status	
Provide accessible transportation.	All College activities requiring transportation shall provide accessible transportation upon request.	1) All College activities that provide transportation will provide accessible transportation or an equivalent service upon request	<b>Duane McNair</b>	<b>Completed</b>	

**Time available to prepare for compliance.** (For example, accessibility policies (s.3) must be established by January 1, 2013.)

<b>Integrated Standard Objectives</b>	<b>Established Date</b>	<b>Standard Type</b>
s.3: Establish accessibility policies	2012	General Requirements
s.4: Establish multi-year plan; conduct consultation; prepare annual status report	2012	General Requirements
s.5 Incorporate access criteria in procuring/acquiring goods/services/facilities	2012	General Requirements
s.6 Incorporate access features in self-service kiosks	2012	General Requirements
s.7 Provide human rights training	2013	General Requirements
s.11 Ensure accessible feedback processes	2013	Information and Communication Standards
s.12 Provide accessible formats and communication supports, notify public about availability	2014	Information and Communication Standards
s.13 Make emergency procedure plans and safety information accessible		
s.14 Make new websites and web content conform to WCAG 2.0 Level A	2014	Information and Communication Standards
s.14 Make all websites and web content conform to WCAG 2.0 Level AA	2020	Information and Communication Standards
s.15 Provide accessible / conversion ready educational training material or resources	2012	Information and Communication Standards
s.15 Provide program info and student records in accessible format	2012	Information and Communication Standards
s.16 Provide accessibility awareness training to teachers; keep records	2012	Information and Communication Standards
s.17 Provide accessible format / conversion ready textbooks (if producer)	2014	Information and Communication Standards
s.17 Provide accessible format / conversion ready print-based educational or training resources (if producer)	2019	Information and Communication Standards
s.18 Libraries to provide accessible or conversion ready print-based resources on request	2014	Information and Communication Standards
s.18 Libraries to provide accessible or conversion ready digital or multi-media resources on request	2019	Information and Communication Standards

**Time available to prepare for compliance.** (For example, accessibility policies (s.3) must be established by January 1, 2013.)

<b>Integrated Standard</b>	<b>Established Date</b>	<b>Standard Type</b>
s.22 Notify employees and public about accommodation available in recruitment process	2013	Employment Standards
s.23 Notify job applicants participating in assessment about accommodation available upon request; provide suitable accommodation on request	2013	Employment Standards
s.24 Notify successful applicant of accommodation policies	2013	Employment Standards
s.25 Inform employees of accommodation policies	2013	Employment Standards
s.25 Provide updated information to employees on changes to accommodation policies	2013	Employment Standards
s.26 Provide suitable accessible format or conversion ready information needed to do job, or generally available in workplace, upon request	2013	Employment Standards
s.27 Provide individualized emergency response information upon request as soon as practicable; review individualized information	2012	Employment Standards
2.28 Develop written process for developing documented individual accommodation plans	2013	Employment Standards
s.29 Develop a documented return-to-work process	2013	Employment Standards
s.30 Incorporate accessibility needs and accommodation plans in performance management process	2013	Employment Standards
s.31 Incorporate accessibility needs and accommodation plans in career development process	2013	Employment Standards
s.32 Incorporate accessibility needs and accommodation plans in redeployment process	2013	Employment Standards