



REPORT TO BOARD OF TRUSTEES September 24, 2013

Jim McKenzie, Associate Director & Treasurer

SUBJECT: **Accessibility Standards Implementation Five Year Plan**

PREPARED BY: Ann Sutton, Superintendent of Education

BACKGROUND:

Regulation 191/11, “Integrated Accessibility Standards”, is a regulation made under the “Accessibility for Ontarians with Disabilities Act, 2005” (AODA).

The Ministry of Community and Social Services administers the Act and had contemplated five “standards”, which were originally intended to be introduced separately. They are:

1. Customer Service
2. Information and Communication
3. Employment Standards
4. Transportation
5. Built Environment

The Customer Service Standard was issued in 2009 and is the subject of Board Policy, “Accessibility Standards for Customer Service”, and various Board Regulations made under the policy. The Ministry subsequently decided to issue the second, third and fourth standards under one regulation, Regulation 191/11, which came into force on July 1, 2011. In September 2011, the Ministry posted a proposed “Built Environment” standard for feedback and indications are this standard will result in its own separate regulation at some time in the future. It is also expected that the Ministry will integrate standards for the Built Environment into the building code.

It is important to draw a distinction between the “Accessibility for Ontarians with Disabilities Act, 2005” (AODA) and the “Ontarians with Disabilities Act, 2001” (ODA). The focus of Regulation 191/11, made under the AODA, is on barriers to accessibility with respect to information and communication, employment, and transportation as opposed to structural barriers which has tended to be the focus under the ODA.

Senior administration struck the Integrated Accessibility Standards Implementation Committee comprised of individuals representing the various departments involved to plan for and work towards compliance with Regulation 191/11. Manager – Human Resource Services, Doug Cruickshank chaired the committee. The committee produced Board Policy “Integrated Accessibility Standards”, three Procedures under the policy and a number of departmental ‘Procedural Guidelines’ to ensure compliance with the regulation.

Regulation 191/11 also required the production of a ‘Multi-Year Plan’ that would outline the Board’s strategy to prevent and remove barriers with respect to the three standards under the regulation; employment, communication and information. Therefore a sub-committee of the

**REPORT:
Accessibility Standards Implementation Five Year Plan**

Board's Integrated Accessibility Standards Implementation Committee met on April 7, 2013 and May 16, 2013 to receive input and comment on a draft multi-year plan. Four employees with disabilities reviewed the Board Policy, Procedures, Departmental Protocols and the regulation itself and as required by the regulation, provided input and comment regarding the multi-year plan. The employees were:

Nata Wheeler, Educational Assistant
Beau Cockburn, Computer Technician
Lenora Cavacas, Child and Youth Worker
Gregory Mallette, Secondary Teacher

The multi-year plan is attached. The regulation next requires that the plan be posted on the Board's website, that an annual status report be prepared and posted on the website and that the plan be reviewed and updated at least once in the next five years.

In addition, not later than December 31, 2013 the Board is required to submit an "Accessibility Report" to advise the Accessibility Directorate of Ontario as to the extent of compliance with the regulation.

RECOMMENDATIONS:

That the St. Clair Catholic District School Board receive the report: *Accessibility Standards Implementation Five Year Plan*, for information.



The following multi-year plan has been prepared by the Board's Integrated Accessibility Standards Implementation Committee in consultation with people with disabilities in compliance with Ontario Regulation 191/11, Integrated Accessibility Standards.

YEAR 1: January 1, 2012

The St. Clair Catholic District School Board will:

- Conduct an environmental scan of employees to identify anyone who may require accommodation for purposes of responding to emergency situations and prepare an individualized emergency response plan where required
- Provide an individualized emergency response plan as soon as practicable after becoming aware of the need for accommodation
- Provide emergency response information to another employee assigned to assist a disabled employee in emergency situations
- Review individualized emergency response plans, when the employee moves location, when accommodation needs change and/or when the general emergency response policies or procedures are reviewed
- Provide accessible ready and communication support in a timely manner considering the persons accessibility needs, at no greater cost than the cost charged to any other person and in consultation with the person making the request to determine suitability

YEAR 2: January 1, 2013

The St. Clair Catholic District School Board will:

- Develop, implement and maintain a policy governing how the Board will meet the requirements of Regulation 191/11
- Establish, implement, maintain and document a multi-year plan of strategy to prevent and remove barriers and meet the needs of Regulation 191/11
- Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities except where not practical to do so
- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities by providing accessible formats and communications upon request
- Notify the public about the availability of accessible formats and communications supports
- Provide accessibility training to educators with respect to ***accessible program or course delivery and instruction***
- Upon notification or request provide accessible or conversion ready educational/training material and provide student records, information on program requirements, availability and descriptions in an accessible format



YEAR 3: January 1, 2014

The St. Clair Catholic District School Board will:

- Provide training with respect to Regulation 191/11, the board's accessibility policy and the Ontario Human Rights Code, to employees, volunteers and others who provide goods, services or facilities on behalf of the board as appropriate to their duties
- Meet the requirements of Web Content Accessibility Guidelines (WCAG) 2 for internet websites and web content
- Provide notice of accommodation for applicants during recruitment, for applicants selected for interview and provide accommodation if request and notify the successful applicant of the board's accessibility policy when extended a job offer
- Inform all employees of policies used to support persons with disabilities to new employees as soon as practicable and whenever there is a change in the existing accommodation policy
- Consult with employees with disability when requested to provide accessible formats and communication supports and in determining the suitability of an accessible format or communication support to provide information needed to perform the job and to provide information generally available to other employees
- Consider disability needs and individual accommodation plans, when managing performance, in providing career development and when redeploying to another job or department
- Develop a written procedure with respect to the development of individual accommodation plans that shall include information regarding accessible formats and communication if requested, individual emergency response information if required and identifies any other accommodation that is to be provided
- Develop a written return to work procedure where a disability related accommodation is required

YEAR 4: January 1, 2015

The St. Clair Catholic District School Board will:

- Upon notification or request, provide accessible ready or conversion ready educational or training textbooks or print-based educational or training supplemental learning resources *where produced by the board* for educational or training institutions
- Upon notification or request, provide, procure or acquire by other means accessible ready or conversion ready format of print, digital or multimedia resources or materials *for a school library* for a person with a disability