

**Canadore College**  
**Multi-Year Accessibility Plan**  
**Annual Status Report - 2014 & 2015**

Canadore College's ability to fulfill its mission and mandate requires a strong commitment to promote the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation and business dealings with the College. This commitment is guided by the fundamental principles of dignity, independence, integration and equal opportunity.

Canadore College has posted its Multi-Year Accessibility Plan to address issues and barriers that may prevent persons with disabilities from participating fully in the college community. The Plan outlines how the College will identify, prevent and remove barriers to accessibility, as well as strategies to meet various requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

The following is a status report that outlines where we are in the process including some of our accomplishments from 2014 and 2015.

**1) Compliance Review by the Accessibility Directorate of Ontario – 2014**

- In July 2014, Canadore College was randomly selected for a formal file review by the Accessibility Directorate of Ontario to confirm the College's compliance with the AODA and its Standards. The college completed this compliance review and was informed in November 2014 that the Directorate was satisfied with the information provided and no follow-up was required.

**2) General Standards – Policy, Procedures and Multi-Year Plan – ongoing**

- The Accessibility for Persons with Disabilities Policy and Procedures were initially approved by the Canadore College Board of Governors in 2010. The Policy was formally reviewed by the Board in 2012 and 2015 and no changes were made.
- The College's Multi-Year Accessibility Plan was approved and published on the College website in December 2012.

**3) Procuring or Acquiring Goods, Services or Facilities - ongoing**

- Accessibility criteria and requirements are included in the College's Request for Proposal (RFP) Template (ref. Paragraph 2.17).

#### **4) Training - Ongoing**

- Training modules developed and funded by Colleges Ontario are provided to all new employees as part of their hiring documentation.
- The training module on the requirements of the Integrated Accessibility Standards and the Ontario Human Rights Code as it pertains to persons with disabilities was introduced by the College in 2013 and training is ongoing.
- Training on the Customer Service Standard, Educator Awareness (for new educators) and Integrated Accessibility Standards is an ongoing employment requirement and must be completed by new employees (including student employees) shortly after their hire date. These training requirements are included in employee appointment letters. Records of all AODA training are maintained in Human Resources.

#### **5) Feedback Processes and Accessible Formats and Communication Supports – ongoing**

- Feedback processes are made available to persons with disabilities and the College provides accessible formats and communications supports upon request.

#### **6) Return to Work and Individual Accommodation Plans – ongoing**

- In October 2015, the College and its academic and support staff union locals jointly supported and developed an Early Return to Work Program that highlights the College's commitment to make every reasonable effort to accommodate workers with disabilities.
- The Accommodation for Employees with Disabilities policy was approved in October 2013 and is provided to all new full-time employees during orientation.
- Upon request, the College will consult with employees who request accessible formats or communication supports, or other workplace accommodations.
- In administering the College's Performance Evaluation processes, the College takes into account the accessibility needs and individual accommodation plans of employees with disabilities throughout the process. In addition the accessibility needs of employees with disabilities are considered when the College is providing career development, advancement and redeployment to employees.

#### **7) Employment Standards - ongoing**

- The recruitment process at the College is accessible throughout all stages of hiring. Applicants are notified both on the Human Resources website and through the posting automated response that the College is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Contact

information is provided to applicants who require an accommodation to ensure their equal participation.

**8) Accessible Web Sites and Web Content**

- In 2013 the College conducted an external audit of its website to ensure compliance with the AODA standards. All of the items identified in the audit were remedied and the Canadore College website meets Web Content Accessibility Guidelines (WCAG) 2.0 Level A.
- The current college website includes a tab and webpage that provide centralized information on accessibility and AODA issues. This page is updated as more information becomes available and as compliance initiatives evolve.
- In December 2015 the College is in the process of developing an RFP for the redesign of its website. The RFP will be issued in early 2016 and will contain language mandating the requirement for the new website to meet all AODA compliance requirements.

**9) Provincial College Group - ongoing**

- Canadore College's Human Resources is an active member of the provincial college AODA Committee. This provincial group meets monthly by teleconference to discuss accessibility at colleges, share best practices and work collectively on various AODA issues and initiatives.