

**Sir Sandford Fleming College
2012–2013 Accessibility Plan**

**Including the 2011-12 Annual Report
and the
Multiyear Project Plan addressing the AODA Integrated Standard**

Submitted by:

The Accessibility Working Group

Coordinated by:

Diversity Coordinator

Approved by:

Executive Leaders Team

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SECTION 1: Executive Summary

The Fleming Commitment to Accessibility

*At Sir Sandford Fleming College, we are committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the **Canadian Charter of Rights and Freedoms**, the **Ontario Human Rights Code**, and the **Accessibility for Ontarians with Disabilities Act (AODA 2005)** and its related **Accessibility Standards Regulations**. The College supports the intent of the AODA and its goal of achieving accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises. The College also affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation or business dealings with the College.*

The College further affirms its commitment to promoting the following principles in all of its policies and interactions with persons with disabilities:

Dignity - *treating those with disabilities as customers and clients who are as valued and deserving of effective and full service as any other customer.*

Independence – *freedom from control or influence of others; freedom to make your own choices.*

Integration – *allowing people with disabilities to fully benefit from the same services, in the same place and in the same or similar ways as others.*

Equal opportunity – *having the same chances, options, benefits and results as others.*

Introduction

As a public College of Applied Arts and Technology in Ontario, Fleming College ensures that it meets all accessibility standards as required by the *Accessibility for Ontarians with Disabilities Act (AODA)*. The purpose of the AODA is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the AODA mandates that each college prepare an annual accessibility plan.

On June 3rd, 2011, the province adopted the new Integrated Accessibility Standard Regulation 191/11 (herein referred to as the IASR)¹ that sets out the requirements for

¹ For access to the full regulation online, go to:

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm

three standards, Employment, Information and Communications, and Transportation, in one, integrated compliance timeline. It also contains general requirements that apply to all areas, such as developing accessibility policies and plans, training employees and volunteers, and considering accessibility when purchasing goods or services. As Fleming College does not operate transportation services, the Transportation Standard does not currently affect the College beyond the services it contracts, and so there is no work plan item in that category.

One major impact of the IASR is the requirement to undertake multiyear, as opposed to annual planning. As a result, Section 3 now contains a three-year project plan and a multiyear time line up to 2020. Each year, the College will be required to report on the year's activities and update the three-year plan. This year, the Accessibility working Group, with the aid of a Carlton University student intern (and Fleming graduate), engaged many executive and senior leader members in discussions on how to address the vast scope of the IASR in the coming years. The following table identifies the major priorities for the coming academic year.

Overview of 2012-13 Objectives

Related Standard	Objectives(by Regulation #)	Timeline
General requirements	s.3: Establish accessibility policies s.4: Establish multi-year plan; conduct consultation; prepare annual status report s.5: Incorporate access criteria in procuring/acquiring goods/services/facilities s.6: Incorporate access features in self-service kiosks s.7: Begin development of human rights training module for compliance by January 1 st , 2014	January 1 st 2013
Information and communication	s.15: Provide accessible / conversion-ready educational training material or resources s.15: Provide program info and student records in accessible format s.16: Provide accessibility awareness training to teachers; keep records Begin preliminary IT project planning related to regulations #11 to #18 that require compliance by January 1 st , 2015	January 1 st , 2013
Employment	s.27 Provide individualized emergency response information upon request as soon as practicable; review individualized information Begin preliminary HR work related to regulations #22 to #32 that require compliance by January 1 st , 2014	January 1 st , 2013

Major Challenges to Success

This year, Ontario college human resources departments collaborated on the development of a tool kit to assist colleges with the policy, planning, and procedural work required by the IASR, as it did for Accessible Customer Service training in 2009-10. This network is

currently discussing the development of another training tool for use by colleges in meeting regulation #16, awareness training for faculty.

However a similar working group has not yet emerged in the area of information technology, and we are concerned about the scope of system work that will be required in the future. The Executive Leaders Team has recommended provincial collaboration in ensuring the technology we need to achieve compliance across our learning management and student information systems will be available. Fleming College is the first to complete a multi-year project plan and will need to continue to allocate resources towards the IASR over the next few years. We will also engage in significant dialogue and research in order to adequately prepare.

Beyond Compliance

While meeting the IASR within the specified time lines is critical, Fleming College is also concerned with the broader philosophy of inclusive learning in a welcoming community. We will continue to expend effort in the development of the CICE program for adults with intellectual disabilities and mental health barriers, as well as in our partnership with Community Living and other local agencies. While these priorities do not appear in our multiyear plan, we affirm their importance to the ongoing development of an inclusive learning environment.

Description of Sir Sandford Fleming College

Sir Sandford Fleming College provides accessible applied learning opportunities and research in a value-centered, dynamic environment. We offer more than 90 full-time programs in the fields of applied computing & engineering sciences, community development & allied health studies, fine arts, law & justice, interdisciplinary studies, management & business studies, environmental & natural resource sciences, and skilled trades & apprenticeships.

Our region includes the four-county area of Peterborough, City of Kawartha Lakes (including Lindsay), Northumberland (Cobourg) and Haliburton with campuses in each location. Fleming serves in excess of 6,000 full-time and 10,000 part-time students, with approximately 500 full-time and 1,800 part-time employees.

The Accessibility Working Group

The Accessibility Working Group was constituted in 2003 and is comprised of staff with responsibilities for services to people with disabilities, as well as faculty members, student volunteers and community partners. It is coordinated by the Diversity Coordinator and overseen by the Vice-President, Human Resources and Strategic Development.

Members of the 2011 – 2012 Accessibility Working Group:

Phylis Baker, Community Living representative

Pat Blacker Thompson, Finance

Janice Coughlin, Director of College Facilities

Sonia Crook, VP Human Resources & Strategic Development & ODA Representative

Nick Duley, HR Consultant & Human Rights Officer
Ian Guest, Accessibility Advisor Intern
Debbie Harrison, Coordinator of Diversity, Accessibility & International Student Supports
Susan Weaver, Coordinator of Disability Services
Aaron Hoyle, Facilities
Kelly McKnight, Faculty, Occupational/Physiotherapy Assistant Program
Maxine Mann, Director of Counseling & Learning Support Services
Grant Meadwell, Executive Director, Student Services
Norma Jean Newbold, Manager of Frost Residence

Accessibility Working Group Planning Objectives

The following report and multiyear plan:

1. Describes the process by which Sir Sandford Fleming College will identify, remove and prevent barriers to people with disabilities.
2. Reviews earlier efforts to remove and prevent barriers to people with disabilities.
3. Describes the measures the College will take in the next three years to identify, remove and prevent barriers to people with disabilities.
4. Describes how the College will make this accessibility plan available to the public.

SECTION 2: 2011– 2012 Accessibility Report

The Accessibility Working Group reports that the following objectives were addressed in 2011-12:

1. Integrated Standards (IASR)

A. General requirements:

Develop a three year general requirements work plan to address:

- Emergency and public safety information
- Accessibility plans
- Policies and practices
- Kiosks
- Training
- Accessible feedback processes

Develop three year work plans for each specific theme (employment, information and communications, and transportation) to guide the implementation of all standards in compliance with the adopted regulation found at:

(http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm).

The Accessibility Working Group will act as an overseeing body ensuring cohesion between different departments and standards, while key stakeholder committees will carry out the development of specific plans. Work plans will be submitted to ELT in December 2011 for implementation beginning January 2012.

Responsibility: *Sonia Crook, Jim Angel, Janice Coughlin, Nick Duley, Debbie Harrison*

Status: Met target

A comprehensive three year plan addressing the IASR was developed in consultation with several key areas of the college; Facilities/Security; Human Resources; IT/Library; Student Services; Academic; and Marketing. Small teams of activity champions developed components of the plan, supported by the Diversity Office. The Coordinator of Diversity & Accessibility was supported by the Accessibility Advisor, a one-year university intern.

Please see the Fleming College Three Year Accessibility Plan for the complete results. A synopsis is also included in Appendix A in the form of a multi-year time line.

B. General Requirements & the Employment Standard:

Ensure the accessibility of workplace emergency information in 2012.

Responsibility: *Janice Coughlin, Nick Duley, John Gallen, Debbie Harrison*

Status: Exceeded target

The IASR contains three objectives that had compliance deadlines during the 2011-12 academic year; a) ss. 13 and 27 on emergency procedures; and b) ss. 76 on transportation.

a) Fleming College has an existing emergency plan that is comprehensive and used as a model by other colleges. This year the plan was posted to the web site in an accessible format, including key information for persons with specific disabilities on how to respond to various emergencies. To view this information, go to: (insert web link). Human Resources communicated this information to all employees in June 2012 and individualized emergency plans were completed, based on templates provided in the Ontario Colleges Tool Kit. For a copy of the tool kit, contact the Coordinator of Diversity, Accessibility and International Student Supports.

b) In 2011, the Purchasing Department verified that our principal transportation provider, Coach Canada, had responded to the IASR and could provide accessible transportation upon request. Fleming College does not provide any transportation services of its own.

2. Customer Service Barriers

A. Accessible Customer Service training for all employees

Continue to offer the online training module to all new employees and track progress via HR systems. This will include part-time employees, third party employees (Chartwell's, Follett's, OMNI, Securitas) and student employees. Group sessions will be offered upon request. Offer student councils support in training their employees in accessible customer service in order to be compliant by January 2012.

B. General Accessibility awareness training for employees and students

Continue to offer other types of accessibility awareness training for all employee groups, including "Duty to Accommodate" sessions for new faculty and Inclusive Classroom Management. Develop and deliver a session addressing placement supports for students with Asperger Syndrome and related mental health disorders.

Responsibility: Nick Duley, Debbie Harrison, Shelly Mantik, Faith Ratchford, Greg Jefford

Status: Met target

A. Human Resources continued to promote Accessible Customer Service training this year. New employees completed the online module and third party employers were offered access to the module if their corporations did not have their own training program. Some gaps continue in the part-time faculty group, due to the large number of contract instructors and ongoing turnover, however the College is very satisfied with the response rates of full-time and third party employees (100% compliance). For a detailed report on employee training, please contact Human Resources.

B. This year, Fleming College offered Duty to Accommodate training as part of new part-time faculty orientation, as well as Return to Work training for leaders.

3. Built Environment Barriers

A. New construction

Ensure high level evaluation and implementation of accessibility requirements for all new construction related to the Kawartha Trades and Technology Centre (KTTC) to ensure it respects the emerging Built Environment Standard.

Responsibility: Janice Coughlin, Blane Harvey

Status: Met target

Architectural plans for the KTTC were developed in consideration of the draft Built Environment Standard.

B. Elevator replacement

Implement the Frost elevator replacement and related objectives from the Enabling Change Mid-Sized Projects Fund (pending approval).

Responsibility: Janice Coughlin

Status: Unsuccessful in meeting target

Despite meeting funding requirements, the Enabling Change submission was not accepted, due to the large volume of applications, and the elevator was not replaced.

C. Built Environment Standards

Continue to monitor emerging Built Environment Standards for implementation.

Responsibility: Janice Coughlin

Status: Met target

The Facilities Department continued to monitor progress of the Standard, and applied the proposed requirements to retrofits completed this year.

4. Community Integration Barriers

Offer training to administrators, faculty and support staff involved in the planning and delivery of the Community Integration through Co-operative Education (CICE) program to ensure Fleming College meets all requirements of the "Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, Ontario Regulation 299/10, Quality Assurance Measures".

Responsibility: Debbie Harrison, Joyce Wade (replaced by Angela Pind in Oct. 2011)

Status: Met target

The CICE Coordinator and Integration Specialists were oriented to the Social Inclusion Act. The Records Department collaborated with the Freedom of Information specialist in Human Resources and the CICE coordinator to ensure records met confidentiality standards.

SECTION 3: Multiyear Accessibility Plan

Barrier Identification Methodology

The Multiyear Accessibility Project Plan that follows was developed in consultation with the following College departments: Human Resources, Facilities, Student Services, Academic, Internet Technology, Finance, and Marketing. It follows the Ontario Colleges Integrated Standards Tool Kit for multiyear planning and identifies how each regulation will be addressed, the time lines for compliance, the champions carrying out the work and the administrative leaders who are responsible for the outcomes.

Reviewing and Monitoring Progress

The Accessibility Working Group will meet once each semester to review progress once the Plan has received Board of Governors approval. It will engage working committees as needed and ask for regular updates from champions.

Communication of the Plan

Copies of this plan are available: in the staff lounge at each Campus location; in the Learning Support Services department at the Brealey and Frost campuses; on the MyCampus portal access to Human Resources, under Diversity and Accessibility; and on the external College web site under Services at:

<http://www.flemingc.on.ca/index.cfm/go/fleming/sub/accessibility.cfm> .

The Report is also available as an e-mail attachment, on computer disk, in large print, or in Braille, by request to Debbie Harrison, Diversity Coordinator, at 705-749-5520 ext. 1179 or debharri@flemingc.on.ca

Fleming College Multi-Year Accessibility Plan 2012-15

In compliance with the Integrated Accessibility Standards Regulation, AODA

The following action plan deliverables and activities summarize how Fleming College will address the AODA Standards between September 2012 and August 2015. Each item identifies the specific regulation being addressed, the administrator responsible for the deliverable, the activity champions, as well as the due date for completion of the item. For an accessible copy of this plan, please contact the Fleming Diversity Office at debharri@flemingc.on.ca.

Part I: General Standards – s.3, s.4

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies Administrative Responsibility: Nick Duley Compliance Deadline: January 1st, 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Establish accessibility policies.	The Accessibility for Persons With Disabilities Policy is revised to meet the IASR.	1) Review the existing accessibility policy. 2) Revise it to include general, employment and information and communications standards, in order to comply with IASR.	TBD	Debbie Harrison Sept. 2012	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Establish multi-year accessibility plan.	A three year accessibility plan is approved by the Board of Directors.	1) Develop a three year plan in consultation with key stakeholders, and present to ELT and the Board of Directors for approval.	TBD	Debbie Harrison Sept. 2012	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
Prepare annual status report.	An annual report is approved by the Board of Directors.	1) Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms.	TBD	Debbie Harrison Sept. 2012 Ongoing	

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: Brian Baker & Sonia Crook Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable 2.	<p>1) Develop individual Department AODA Specification Criteria in conjunction with key departments, AV, IT, Facilities, Academic in order to identify a finalized criteria set.</p> <p>2) Publish AODA specification criteria checklist that will be applied by specification writers when procuring or acquiring goods, services or Facilities through the Purchasing process.</p>	<p>1.1) Establish development team, research best practices for accessibility guidelines in consultation with AV, IT, Facilities, Academic, Library, Follett Bookstore.</p> <p>1.2) Create the Fleming guidelines via a checklist for each department.</p> <p>2.1) Make the checklist available on the Purchasing website. Reference the checklist in policies.</p>	Significant staff hours to compile guidelines	<p>Debbie Harrison Fall 2012</p> <p>Debbie Harrison Cindy English</p> <p>Linda Humphries & Dec. 2012</p>	<p>Incomplete <input checked="" type="checkbox"/></p> <p>In progress <input type="checkbox"/></p> <p>Complete <input type="checkbox"/></p>

² Impracticable: impossible to do in an effective way (Cambridge Dictionary Online)

	<p>3) Ensure Department Manager accountability for applying accessibility guidelines.</p>	<p>3.1) Develop Annual Department Manager AODA sign off document.</p> <p>3.2) Notify managers of their responsibility to ensure employees apply guidelines in all department purchases, and offer information sessions.</p> <p>3.3) Inform all employees about accessibility guidelines relating to procurement of products, services and facilities, and notify of the availability of the checklist online.</p> <p>3.4) Review annually for compliance, and evaluate effectiveness in 2014</p>		<p>Nick Duley Fall 2012</p> <p>Nick Duley Fall 2012</p> <p>Linda Humphries & Purchasing by December 2012</p> <p>Nick Duley & HR ongoing</p>	<p>Incomplete <input checked="" type="checkbox"/></p> <p>In progress <input type="checkbox"/></p> <p>Complete <input type="checkbox"/></p>
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Part I: General Standards – s. 6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks Administrative Responsibility: Janice Coughlin Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due date	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.	TBD	Facilities Purchasing Fall 2013	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training Administrative Responsibility: Shelley Mantik Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	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.	TBD	Nick Duley Debbie Harrison Karen Nolk	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part II: Information and Communication Standards – s.11, s.12

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes Administrative Responsibility: Grant Meadwell Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	Cost	CHAMPION/ DUE DATE	STATUS
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues.	1) Revise external Accessibility page and MyCampus Disability Services page annually for functionality. 2) Compile results annually for review by the Accessibility Working Group.	TBD	Maxine Mann Debbie Harrison	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports Administrative Responsibility: Jim Angel Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	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) Identify possible formats and supports required and whether to source expertise internally or externally. 2) Ensure all college communications can be provided in accessible formats.	TBD	Jim Angel IT, LSS 2014 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Consult with person requesting.	Fleming offers an individualized response to all requests	1) Inform all employees of the range of formats and supports available and how to provide them in consultation with the client.	None	Jim Angel ALT/SLT 2014	
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 Desk.	Signage costs	Jim Angel IT, Facilities, 2014	

Part II: Information and Communication Standards – s.13, s.14

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information Administrative Responsibility: Janice Coughlin Compliance Deadline: January 1st , 2012				
	DELIVERABLES	ACTIVITIES	Cost	CHAMPION/ DATE DUE	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.	See the 2011-12 Annual Report	None	John Gallen Nick Duley IT	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input checked="" type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content Administrative Responsibility: Jim Angel, Drew Van Parys Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	STATUS
Ensure websites and web content conform to guidelines. New websites and web content to Level A by January 1, 2014.	External web site conforms to WCAG 2.0 level A. MyCampus portal, Web CT and Student Information Systems are assessed for future compliance requirements.	<ol style="list-style-type: none"> 1) Train all key staff on WCAG 2.0 guidelines. 2) Analyse site and develop implementation plans. 3) Carry out the development of site. 4) Develop policies on site maintenance, including how various departments contribute information (such as HR & Registrar's Office). 	TBD	Julien Feyen Scott Ramsey Brenda Mc Cue Alana Callan 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part II: Information and Communication Standards – s.15, s.16

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials Administrative Responsibility: Blane Harvey/Jim Angel/Brenda Pander-Scott Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	All Fleming 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"> 1) Complete an inventory of our current educational materials used in all Schools. 2) Create a steering group and develop implementation plans. 3) Carry out the plan to provide conversions. 	TBD	Trudy Heffernan IT, LSS (conversion support)	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Provide program information and student records in accessible format.	All student records and information on program requirements, schedules and descriptions are available in an accessible format upon request.	<ol style="list-style-type: none"> 1) Analyse Student Records and develop implementation plans for conversion. 2) Carry out the required technical changes. 3) Develop policies on Records maintenance, including how Schools contribute information. 	TBD	Lois Fleming IT, Records	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators Administrative Responsibility: Shelley Mantik Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessibility awareness training to educators . ³	All faculty members will be trained in accessibility awareness and universal instructional design principles.	<ol style="list-style-type: none"> 1) Implement the Accessibility Awareness training module from Ontario Colleges Tool Kit for all educators. 2) Develop a tracking system to ensure college compliance. 	TBD	Trudy Heffernan Jennifer Ramsdale Debbie Harrison Karen Nolk Oct. 2012	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

³ The legislation defines the term “educators” to mean employees who are involved in program or course design, delivery and instruction. Instructors on contract are considered to be employees for the purposes of this regulation.

Part II: Information and Communication Standards – s.17, s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials Administrative Responsibility: Blane Harvey Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	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.	<ol style="list-style-type: none"> 1) Complete an inventory of our current print materials used in all Schools. 2) Create a steering group and develop implementation plans. 3) Carry out the plan to provide conversions. 	TBD	Trudy Heffernan Follett Bookstore 2013/4 workplan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries Administrative Responsibility: Jim Angel, Grant Meadwell Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible or conversion ready print-based resources on request. ⁴	All campus libraries must provide or acquire an accessible or conversion-ready format of print, digital or multimedia resources or materials upon request.	<ol style="list-style-type: none"> 1) Create a steering group and develop implementation plans. 2) Carry out the plan to provide conversions. 3) Complete an inventory of Fleming libraries current visual media collection and use to benchmark status (compliance 2020). 	TBD	David Luinstra Trudy Heffernan (LSS advising on conversion) 2013/4 workplan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

⁴ Note that special collections such as archival materials, rare books and donations are exempt from this requirement.

Part III: Employment Standards – s.22, s.23, s.24

AODA Standards / Regulation Reference o. Reg.191/11, s. 22		III: Recruitment, General Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS	
Notify about accommodation in recruitment process.	Prospective applicants are advised of the availability of accommodations.	1) Create an accommodation policy based on the Ontario Colleges tool kit template. 2) Revise “Careers at Fleming” web page, job postings, & email correspondence with applicants to include a statement. Harmonize with the HR ATS.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s.23		III: Recruitment, Assessment or Selection process Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	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.	None	HR consultants	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Provide suitable accommodation upon request.	Applicants with disabilities receive appropriate accommodations.	1) Review interview and testing procedures for accessibility barriers.	None	HR consultants 2013 work plan	
AODA Standards / Regulation Reference o. Reg.191/11,s. 24		III: Notice to Successful Applicants Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS	
Notify successful applicants of accommodation policies.	New employees are advised of the accommodation policy.	Update the hiring package to include information on the accommodation policy.		HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.25, s.26

AODA Standards / Regulation Reference o. Reg.191/11,s. 25	III: Informing employees of supports Administrative Responsibility: Nick Duley, Shelley Mantik Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Tell employees of policies supporting employees with disabilities.	All employees are advised of the revised Accessibility for Persons with Disabilities Policy.	1) Revise the Accessibility for Persons with Disabilities Policy to include employee supports and post internally and externally. 2) Communicate with all employees about revisions to the policy and their right to support.	None	Debbie Harrison Fall 2012	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
Provide information to new employees.	All new employees receive information about the policy during orientation.	1) Revise the on boarding program to include the updated policy.	None	HR consultants 2013 work plan	
AODA Standards / Regulation Reference o. Reg.191/11,s. 26	III: Accessible Formats and Communication Supports for employees Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	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.	1) Establish a point of contact for employees within HR (with conversion support from LSS) and inform all employees of how to access support. 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.	TBD	HR consultants 2013 work plan (support from LSS with conversions)	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.27, s. 29

AODA Standards / Regulation Reference o. Reg.191/11,s. 27	III: Workplace Emergency Response Information Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2012				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	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.	See 2011-12 annual report for details.	None	Nick Duley John Gallen June 2012	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input checked="" type="checkbox"/>
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.	See 2011-12 annual report for details.	None	Nick Duley John Gallen June 2012	
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 ongoing basis.	ENS technology as required	Nick Duley John Gallen Ongoing	
AODA Standards / Regulation Reference o. Reg.191/11,s. 29	III: Return-to-work Process Administrative Responsibility: Nick Duley, Lynn Watson, Heather Cosh Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Develop a documented return-to-work process.	Fleming Return to Work procedures meets AODA standards.	1) Review Fleming 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.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.28, s.30, s.31

AODA Standards / Regulation Reference o. Reg.191/11,s. 28	III: Documented Individual Accommodation Plans Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Develop written process for documented individual accommodation plans ⁵ .	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.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s. 30	III: Performance Management Administrative Responsibility: Nick Duley, Lynn Watson, Debbie Caldwell Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Include accessibility considerations in performance management processes.	Fleming Performance Management Systems meet AODA standards.	1) Review Fleming PMS and revise as necessary, using Ontario Colleges Tool Kit template as a model.	TBD	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s. 31	III: Career Development Administrative Responsibility: Nick Duley, Shelley Mantik Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Include accessibility considerations in career development and advancement processes.	A barrier-free career development and advancement process for employees with disabilities.	1) Review Fleming career development and advancement processes for possible barriers.		HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

⁵ 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.32

AODA Standards / Regulation Reference o. Reg.191/11,s. 32	III: Redeployment Compliance Deadline: January 1, 2014 Administrative Responsibility: Nick Duley				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION DUE DATE	STATUS
Include accessibility considerations in redeployment processes.	A barrier-free redeployment process for employees with disabilities.	1) Review Fleming redeployment processes for possible barriers.	TBD	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Appendix: Multi-year Time Line to 2020

Integrated Standard Objectives	2012	2013	2014	2015	2016	2017	2018	2019	2020
s.3: Establish accessibility policies	■								
s.4: Establish multi-year plan; conduct consultation; prepare annual status report	■								
s.5 Incorporate access criteria in procuring/acquiring goods/services/facilities	■								
s.6 Incorporate access features in self-service kiosks	■								
s.7 Provide human rights training	■	■							
s.11 Ensure accessible feedback processes	■	■							
s.12 Provide accessible formats and communication supports, notify public about availability	■	■	■						
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	■	■	■						
s.14 Make all websites and web content conform to WCAG 2.0 Level AA	■	■	■	■	■	■	■	■	■
s.15 Provide accessible / conversion ready educational training material or resources	■								
s.15 Provide program info and student records in accessible format	■								
s.16 Provide accessibility awareness training to teachers; keep records	■								
s.17 Provide accessible format / conversion ready textbooks (if producer)	■	■	■						
s.17 Provide accessible format / conversion ready print-based educational or training resources (if producer)	■	■	■	■	■	■	■	■	
s.18 Libraries to provide accessible or conversion ready print-based resources on request	■	■	■						
s.18 Libraries to provide accessible or conversion ready digital or multi-media resources on request	■	■	■	■	■	■	■	■	

Integrated Standard	2012	2013	2014	2015	2016	2017	2018	2019	2020
s.22 Notify employees and public about accommodation available in recruitment process									
s.23 Notify job applicants participating in assessment about accommodation available upon request; provide suitable accommodation on request									
s.24 Notify successful applicant of accommodation policies									
s.25 Inform employees of accommodation policies									
s.25 Provide updated information to employees on changes to accommodation policies									
s.26 Provide suitable accessible format or conversion ready information needed to do job, or generally available in workplace, upon request									
s.27 Provide individualized emergency response information upon request as soon as practicable; review individualized information									
2.28 Develop written process for developing documented individual accommodation plans									
s.29 Develop a documented return-to-work process									
s.30 Incorporate accessibility needs and accommodation plans in performance management process									
s.31 Incorporate accessibility needs and accommodation plans in career development process									
s.32 Incorporate accessibility needs and accommodation plans in redeployment process									

Note: Coloured bar indicates the duration of time available to prepare for compliance. For example, accessibility policies (s.3) must be established by January 1, 2013.

Yellow = General Requirements

Green = Information and Communication Standards

Orange = Employment Standards