

***Submitted to:***  
Dr. Ron Common  
President, Sault College

***Submitted by:***  
Sault College Accessibility Advisory Committee  
Approved by College Executive: December 13, 2017



**C. Commitment to Accessibility**

Sault College supports the intent of the AODA, 2005 and its goal of achieving accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises on or before January 1, 2026.

We are committed to building an inclusive community that includes accessible learning and working environments.

**D. Multi-Year Accessibility Plan**

The table presented in [Appendix C-1](#) 2025.

**E. Accessibility Accomplishments (last three academic years)**

<b>Category: Physical</b>	<b>Date Completed</b>
Opened the Music Room in E Wing with the accessible lift in full operation.	September 2014
Painted E Wing stairway nosing to improve visual contrast.	September 2014
Paved additional exterior walk ways from J North parking lot to E Wing and from the Native Centre to the Health and Wellness Centre	August 2015
Improved accessibility in the J Wing by reducing the depth of the door transition.	January 2016
Began construction of a new CICE office and which includes accessible student workspace for students with disabilities.	August 2016
Constructed a new Sacred Arbour on campus.	December 2016
Repaired existing pathways to the Sacred Arbour.	August 2017
Repaired existing walkway leading to Residence entrance.	August 2017

<b>Category: Attitudinal</b>	<b>Date Completed</b>
students with varying learning disabilities ran specialized work shops aimed at assisting self-identified students adapt to college life.	Ongoing
Implemented a transition to college program for students with mental health challenges and for students diagnosed with Autism.	Ongoing
Physical plant staff consulted with Accessibility Committee to discuss accessibility requirements when changes to the physical environment were in development	Ongoing

**Category: Practice**

<p>New staff completed AODA customer service training during orientation.</p> <p>Sault College continued its ongoing review of policies, procedures and practices to ed</p>	<p>Ongoing</p>
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<b>Category: Other</b>	<b>Date Completed</b>
Counsellors and disability staff work with students with disabilities to ensure appropriate accommodations are identified and received. The Accessibility Services Department is an active participant of	Ongoing



		2. Post annual review on website.	Director SS (01/14) annually thereafter
<b>AODA Standards / Regulation Reference O. Reg.191/11, s. 5</b>	<b>I: Procuring or Acquiring Goods, Services or Facilities</b>		<b>Deadline: January 1, 2013</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>
Incorporate accessibility criteria and features.	Accessible Procurement Policy approved by Executive Committee	1. Review existing procurement policies.  2. Present to Executive for approval.	Procurement mgr and Director SS (11/12)  Procurement mgr and Director SS (12/12)

**Part I: General Standards ±s.6, s.7**

**AODA Standards /  
Regulation Reference  
O. Reg.191/11, s. 6**

**Part II: Information and Communication Standards ±s.11, s.12, s.13**

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes <span style="float: right;">Deadline: January 1, 2014</span>		
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Ensure feedback processes are accessible.	Provide accessible feedback processes to the public.	1. Review feedback processes to determine accessibility.	Director ER (02/13)
		2. Determine recommendations for changes.	Director ER (02/13)
		3. Implement changes into Information and Communications standards policy if necessary.	Director ER (12/13)
AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports <span style="float: right;">Deadline: January 1, 2015</span>		
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Provide accessible/alternate formats and communication supports.	Information will be available in accessible/alternate formats with communication supports also available.	1. Review College wide communication supports and determine gaps.	AODA Committee (01/13)
		2. Solutions to gaps identified will be investigated and implemented.	AODA Committee (02/13)
		3. Amendments to policies will be made if necessary.	AODA Committee (12/14)
Consult with person requesting.	Communication methods will be available for individuals requesting the support.	1. Training of staff will be completed and necessary technology will be available for use.	AODA Committee (12/14)
Notify public of availability.	Appropriate communication methods will be used to notify the public of communication	1. A standard for notice for the public to be notified of communication supports will be established.	AODA Committee (12/14)



**Part II: Information and Communication Standards ±s.14, s.15**

**AODA Standards /  
Regulation Reference  
O. Reg.191/11, s. 14**

**II: Accessible Web Sites and Web Content**

**Deadline: See below**

**Part II: Information and Communication Standards ±s.16, s.17**

<b>AODA Standards / Regulation Reference</b> o. Reg.191/11, s. 16	<b>II: Training to Educators</b>		<b>Deadline: January 1, 2013</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>
Provide accessibility awareness training to faculty and instructors.	College faculty and instructors will complete accessibility awareness training if they have not completed the training within 3 years.	1. Training methods have been established.	Director HR

textbooks by January 1, 2015.		2. Coordinate communication plan of conversion ready textbooks.	AODA Committee (05/14)
		3. Implementation of standard for 3 <sup>rd</sup> party bookstore.	3 <sup>rd</sup> Party bookstore (01/15)
Provide accessible format or conversion-ready print-based educational or training learning resources by January 1, 2020.	Print-based educational and training learning resources will be in conversion-ready format.	1. Develop communication strategy for updates with 3 <sup>rd</sup> party bookstore and academic areas.	CFO (01/18)
		2. Coordinate communication plan of conversion ready textbooks.	AODA Committee (12/18)
		3. Implementation of standard for 3 <sup>rd</sup> party bookstore and Academic areas.	3 <sup>rd</sup> party bookstore and academic areas (01/20)

Note: Date in right-hand column refers to projected completion date. Responsibility could be assigned to an individual, a committee or a department.

**Part III: Employment Standards ±s.22, s.23, s.24**

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General <span style="float: right;">Deadline: January 1, 2014</span>		
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Notify about accommodation in recruitment process.	All recruitment notices will include information on accommodations provided during the recruitment process.	1. A standard message will be developed for all recruitment notices.	Director HR (06/13)
AODA Standards / Regulation Reference o. Reg.191/11, s.23	III: Recruitment, Assessment or Selection process <span style="float: right;">Deadline: January 1, 2014</span>		
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Notify applicants selected that accommodations are available upon request.	Applicants selected will receive notice that accommodations are available upon request.	1. A standard message will be developed for the hiring department to provide to applicants selected during the hiring process.	Director HR (06/13)
		2. Training for administrators will be delivered.	Director HR (11/13)
Provide appropriate accommodation upon request.	Applicants will receive appropriate accommodations as per their request.	1. Training for administrators to provide suitable accommodations will be delivered.	Director HR (11/13)
AODA Standards / Regulation Reference o. Reg.191/11, s. 24	III: Notice to Successful Applicants <span style="float: right;">Deadline: January 1, 2014</span>		
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Notify successful applicant of accommodation policies.	Successful applicants will be provided a copy of the accommodation policy.	1. Draft accommodation policy.	Director HR (06/13)
		2. Approval and Training for implementation of accommodation policy.	Director HR (11/13)

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**Part III: Employment Standards ±s.25, s.26**

<b>AODA Standards / Regulation Reference o. Reg.191/11, s. 25</b>	<b>III: Informing employees of supports</b>		<b>Deadline: January 1, 2014</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>
Communicate to employees policies supporting employees with disabilities.	Employees will be notified of policies supporting employees with disabilities.	1. The accommodation policy will be communicated to all employees in accordance with communication policies.	Director HR (11/13)
Provide information to new employees.	New employees will receive information on the accommodation policy.	1. New employee orientation will include training on the accommodation policy.	Director HR (11/13)
Provide updated information on accommodations policies.	Updates to the accommodation policy will be communicated to employees.	1. Changes to the accommodation policy will be communicated to all employees in accordance with communication policies.	Director HR (11/13)
<b>AODA Standards / Regulation Reference o. Reg.191/11, s. 26</b>	<b>III: Accessible Formats and Communication Supports for employees</b>		<b>Deadline: January 1, 2014</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>
Provide accessible formats and communications supports for job or workplace information.	Accessible formats and communication supports for job or workplace information will be available.	1. The communication and accommodation policies will include standards for employees to receive communication supports for job or workplace information.	Director HR (11/13)

Consult with employee to determine suitability of format or support.

		consultative process.	
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**Part III: Employment Standards ±s.27**

AODA Standards / Regulation Reference o. Reg.191/11, s. 27	III: Workplace Emergency Response Information		Deadline: January 1, 2012
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Provide individualized workplace emergency response information.	Emergency policies and procedures are available for employees and individualized emergency response information is available.	1. Information is available for individuals to bring forward their needs for review.	Manager OH&S (current



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**Part III: Employment Standards ±s.29, s.30, s.31**

<b>AODA Standards / Regulation Reference o. Reg.191/11, s. 29</b>	<b>III: Return-to-work Process</b>			<b>Deadline: January 1, 2014</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>	
Develop a documented return-to-work process.	A return-to-work process will be in place.	1. A review of the current return-to-work process will be completed.	Director HR (11/13)	
Include steps employer will take; use documented individual accommodation plans.	Steps for the accommodation process will be included in the accommodation process.	1. A review of the current return-to-work process will be completed.	Director HR (11/13)	
<b>AODA Standards / Regulation Reference o. Reg.191/11, s. 30</b>	<b>III: Performance Management</b>			<b>Deadline: January 1, 2014</b>
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Responsibility (mth/year)</b>	
Include accessibility considerations in performance management processes.	Accessibility considerations will be included in performance management processes.	1. A review of performance management pol>> 3(r)-59 g [( ) ] -0.0182 258.52 139.9212.		

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**Part III:**

**Appendix C-2: Compliance Timeline**

Section	January 1 of										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021

**Section**

**January 1 of**

**2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021**