If you require this plan in a different format, please contact Albert College using info@albertcollege.ca, 613-968-5726, in person or by mail

ALBERT COLLEGE
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005
INTEGRATED ACCESSIBILITY STANDARDS – MULTI-YEAR PLAN

Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Develop an Accessibility Policy Senior Leadership reviews the Accessibility Policy annually	Completed Ongoing annually	March 2010 Last review: October 2026
4	Accessibility Plans	4.(1) Large organizations shall, a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Establish and maintain a Multi-Year Plan Post the Multi-Year Plan on the school's website and note that an accessible format is available upon request Ensure that the Multi-Year Plan is reviewed annually by Senior Leadership	Completed Completed Ongoing	January 2014 November 2026 Last review: November 2026
6	Self-Serve Kiosks	6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Ensure all self-service kiosks comply, e.g. water filling station	Ongoing	October 2024
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it	Establish a process to have all employees and volunteers, complete mandatory accessibility training	Completed	January 2024

		pertains to persons with disabilities to, (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Monitor training completion and keep records to ensure compliance with AODA standards	Ongoing	

PART II – Information and Communications Standards

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Ensure that all feedback mechanisms, including online forms, email, and in-person communication, are accessible to persons with disabilities by offering accessible formats and communication supports, such as large print, braille, and assistive technology, upon request	Completed	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request, in a timely manner that considers the individual's accessibility needs. Ensure that any costs associated with these formats or supports do not exceed the regular cost charged to other individuals	Completed	January 1, 2016
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Establish processes for employees to make requests for accessible formats or communication supports through their supervisor. For public requests, provide contact options on the school's website, ensuring that the appropriate staff member consults with the individual to determine the most suitable accessible format or communication support	Completed	January 1, 2016

12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Post, on the school's website, notification of the availability of accessible formats and communication supports	Completed	January 1, 2016
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Work with our website provider, Finalsite, to ensure that our website and all content conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA	Completed	January 1, 2016
15	Educational & Training Resources & Materials	15(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given: 1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by, i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format. 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities	Provide educational or training materials in an accessible or conversion-ready format, upon request, by arranging resources that meet the individual's accessibility needs Provide student records and program information, including requirements, availability, and descriptions, in an accessible format upon request to meet the needs of persons with disabilities	Completed Ongoing	January 1, 2013 Ongoing

16	Training to Educators	16(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	Provide training to all staff during onboarding Provide online training to all new hires as part of their onboarding	Completed Ongoing	February 2025 February 2025
		(2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Maintain records of all accessibility training, including the dates of completion and the number of individuals trained, to ensure compliance with AODA standards	Ongoing	September 2024
17	Producers of Educational or Training Material	17(1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	N/A	N/A	N/A
		17 (2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.	N/A	N/A	N/A
18	Libraries of educational & training institutions	18(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.	Ensure that the school's two libraries provide accessible or conversion-ready formats of print, digital, or multimedia resources upon request. Utilize text-to-voice technology to support the accessibility needs of individuals with disabilities	Completed	January 1, 2015 (print-based materials) January 1, 2020 (digital or multimedia materials)

		(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).			

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Ensure that all job postings notify employees and the public about the availability of accommodation for applicants with disabilities during the recruitment process	Completed and ongoing	January 1, 2016
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Notify all selected job applicants that accommodations are available upon request during the selection process. Upon receiving a request, consult with the applicant to provide suitable accommodations that address their accessibility needs	Completed and ongoing	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Notify all successful applicants of the school's policies for accommodating employees with disabilities by providing them with the employee handbook, which includes detailed information on accommodation policies alongside other important procedures	Completed and ongoing	January 1, 2016

25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Inform all employees of the school's policies for supporting employees with disabilities, including job accommodations that address accessibility needs, by providing the employee handbook, which outlines these policies alongside other key procedures	Completed and ongoing	January 1, 2016
25		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Provide new employees with the employee handbook immediately upon starting their employment and require them to sign off, confirming that they have read and understood the document, including the policies for supporting employees with disabilities	Completed and ongoing	January 1, 2016
25		25.(3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Provide updates to all staff on any changes to policies regarding job accommodations for employees with disabilities during one of the professional development (PD) days	Completed and ongoing	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26.(1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	Consult with employees with disabilities, upon request, to provide or arrange for accessible formats and communication supports for job-related information and any general information available to all employees in the workplace	Completed and ongoing	January 1, 2016
26		26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Consult with employees with disabilities, upon request, to provide or arrange for accessible formats and communication supports for job-related information and any general information available to all employees in the workplace	Completed and ongoing	January 1, 2016

27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Provide individualized workplace emergency response information to employees with disabilities, as needed, ensuring that the emergency response plan addresses the specific needs of the employee's disability	Completed and ongoing	January 1, 2024
27		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	With the employee's consent, provide the individualized workplace emergency response information to the designated person responsible for assisting the employee during an emergency	Completed and ongoing	January 1, 2021
27		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Provide individualized workplace emergency response information as soon as practicable after becoming aware of an employee's need for accommodation due to their disability	Completed and ongoing	January 1, 2024
27		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Review the individualized workplace emergency response information when the employee moves to a new location, when their accommodation needs or plans are updated, and during the review of the school's general emergency response policies	Completed and ongoing	January 1, 2024
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Establish a written process for the development of individual accommodation plans for employees with disabilities	Completed	January 1, 2026

28		28 (2) The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	Establish a written process for the development of individual accommodation plans for employees with disabilities that takes into account the requirements under 28 (2)	Completed	January 1, 2026

29	Return to Work Process	29.(1) Every employer, other than an employer that is a small organization, (a) shall develop and have in place a return-to-work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process.	Establish a written return-to-work process for employees with disabilities and who require disability-related accommodations in order to return to work	Completed	August 2025
29		29. (2) The return-to-work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.	Establish a written return-to-work process that takes into account the requirements of 29 (2)	Completed	January 1, 2016
29		29. (3) The return-to-work process referenced in this section does not replace or override any other return to work process created by or under any other statute.			
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Ensure that the accessibility needs and individual accommodation plans of employees with disabilities are taken into account during the performance management process	Completed and ongoing	January 1, 2016

31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Take into account the accessibility needs and individual accommodation plans of employees with disabilities when providing career development and advancement opportunities	Completed and ongoing	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Consider the accessibility needs and individual accommodation plans of employees with disabilities when redeploying them to new roles within Albert College	Completed and ongoing	January 1, 2016