

**ACCESSIBILITY FOR ONTARIANS
 WITH DISABILITIES ACT, 2005**

2012-2021 Multi-Year Accessibility Plan

INTRODUCTION:

In 2005, the Ontario Government passed the Accessibility for Ontarians with Disabilities Act (AODA), which requires that Ontario be an accessible province by 2025. It has introduced a phased-in approach to the implementation of requirements through regulations under AODA. To help public, private and not-for profit organizations identify, prevent and remove barriers to accessibility, the AODA sets out specific accessibility standards in five areas; Customer Service, Information and Communications, Employment, Transportation, and the Built Environment.

This Eight-year Accessibility Plan builds on past planning and consultation. Columbia International College will continue to build on and develop operational policies and guidelines for employees as outlined in this plan. It is a living document that outlines our goals and objectives. This plan shall be made available in alternate formats on request.

OUR COMMITMENT:

Columbia International College is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity and are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (“AODA”).

MULTI-YEAR ACCESSIBILITY PLAN:

Initiative	Description	Action	Status	Compliance Date
Establishment of Accessibility Policies	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 the AODA legislation.	-Policy has been reviewed by the Executive Committee and approved. -Statement of commitment has been reviewed and approved. -Statement of commitment posted on the company website.	Completed	January 1, 2012
	Large organizations shall, a)Establish, implement,			

Accessibility Plans	<p>maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barrier and meet its requirements under this Regulation;</p> <p>b) Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>-Plan was reviewed by the Executive Committee and has received approval.</p> <p>-The plan has been posted on the company's website in a PDF format.</p>	Completed	May 1, 2014
Training	<p>Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in the AODO Legislation and on the Human Rights Code as it pertains to persons with disabilities to,</p> <p>a) All employees, and volunteers;</p> <p>b) All persons who participate in developing the organization's policies; and</p> <p>c) All other persons who provide good, services or facilities on behalf of the organization.</p>	<p>-The school will continue to provide ongoing training about the requirements when a new employee starts or when the policy and/or legislation changes.</p>	Ongoing	January 1, 2013 onwards
Feedback	<p>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.</p>	<p>-The school ensures that its processes for receiving feedback are accessible to people with disabilities, by providing accessible formats or communication supports upon request.</p>	Completed	January 1, 2012
Emergency Procedures, Plans or Public Safety Info	<p>In addition to its obligation if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.</p>	<p>-The school will upon request, provide emergency document(s) that we share with the public, or clients in an accessible format.</p> <p>-The school is currently in the process of updating its emergency procedures with the Hamilton Fire Department.</p>	Completed	April 1, 2014
	Designated public sector and large organization shall make			

Accessible Websites & Web Content	their internal 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.	-A third party vendor has been acquired by the I.T. Department to reform the website and web content so that it complies with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0. - Public information will be made available in different formats as requested.	Completed	December 2014
Physical Layout	Renovate to meet Section 3.8 (Barrier Free Design) of 2006 Ontario Building Code.	-Any major renovations that are to be completed will be in line with the regulation.	As Required	
Recruitment, Assessment, or Selection Process	Outlines how the organization will make employment practices and its workplace more accessible to potential and existing employees with disabilities	-Update recruitment process to ensure applicants are notified if selected for an interview or assessment that accommodations are available, upon request.	Completed	January 1, 2016
Employment	-Outlines how the organization will work to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability. -Outlines how the organization will take the appropriate steps to ensure the accessibility needs of employees with disabilities needs are taken into account when using performance management, career development and redeployment processes.	- Procedures for individual accommodation plans as well as emergency procedures are in place. All employees receive training on who to access/ask for accommodations in the workplace.	Completed	January 1, 2016

For More Information:

For more information on this accessibility plan, please contact Human Resources at:

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