Sault College

MULTI-YEAR ACCESSIBILITY PLAN

Submitted to:
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President, Sault College

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

A. *The Accessibility for Ontarians with Disabilities Act, 2005*

In 2005, the government of Ontario passed the Accessibility for Ontarians with Disabilities Act (AODA), which requires that Ontario be an accessible province by 2025.

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
- built environment.

The accessibility standard for customer service came into force in 2008.

The information and communications, employment, and transportation standards have now been enacted as Ontario Regulation 191/11 - the Integrated Accessibility Standards. These standards are being phased in over time.

The standard for the built environment, which applies to facilities and outdoor spaces, is still in development.

Sault College introduced its first accessibility plan in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) in 2004. The plan outlined a number of accomplishments the College achieved over the last several years in terms of barrier removal, and the steps taken to prevent barriers.

This multi-year accessibility plan builds on our previous work in creating an accessible environment, identifies our accomplishments to date, and outlines the next steps in our efforts to identify and remove barriers for people with disabilities.

B. *Message from the President*

Our most valued resource is our people and we continue to invest in our resources so that we are providing an intentionally inviting environment for everyone. We have established a strong commitment to providing an accessible learning and working environment and we will continue to improve accessibility in the four key areas of the AODA: Employment, Information and Communications, Transportation and Built Environment.

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 outlines Sault College's plans to be accessible by 2025.

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

Category: Physical	Date Completed
▪ 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

Category: Attitudinal	Date Completed
▪ The Transition to College "Let The Journey Begin" Program for 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	Date Completed
▪ The AODA Committee meets as required to review accessibility challenges and review relevant policies.	As required

▪ New staff completed AODA customer service training during orientation.	Ongoing
▪ Sault College continued its ongoing review of policies, procedures and practices to ensure compliance with accessibility legislation. The Academic Policy Committee continues to update policies to improve access and inclusivity.	Ongoing
▪ Online UDL training module access for faculty is utilized.	Ongoing
▪ Updated the Use of Audio and Video Recording Devices in the Classrooms policy.	December 2014
▪ Reviewed the reduced course load requirements for students with disabilities.	April 2015
▪ Student Accommodation policy developed for students.	June 2015
▪ Additional UDL training was provided to faculty and staff.	June 2016
▪ Terms of reference for the Accessibility Advisory Committee and the Accommodation Sub-Committee were developed.	August 2016
▪ Student Accommodation policy was updated to address system wide accommodation process requirements.	August 2016
▪ Additional faculty UDL Training was provided to faculty	June 2017
▪ Drafted Service Animal Policy	August 2017

Category: Architectural	Date Completed
▪ Accessibility input was provided to the design team of the "Common Link" building by Accessibility Committee members	2014
▪ Accessibility input was provided to the conceptual design team of the new IE3 project.	July/August 2016
▪ Accessibility input was provided to the Waterfront and Tennis Centre building working group.	June 2017
▪ Final Accessibility input was provided to the IE3 project working group which includes the construction of a new Accessibility Services Office.	June 2017

Category: Technical	Date Completed
▪ Read and Write Gold software license is updated	July 2016
▪ New HRIS and Financial system was implemented for internal staff use.	June 2017

Category: Communication	Date Completed
▪ Posted the College's Accessibility Plan on the website http://www.saultcollege.ca/Services/StudentServices/Accessibility.asp	Ongoing
▪ Disability Services trained students with disabilities on evacuation procedures	Ongoing
▪ The Academic Calendar (web based) was added the College website.	Ongoing
▪ New internal and external way finding signage was installed	August 2015

Category: Other	Date Completed
▪ Counsellors and disability staff work with students with disabilities to ensure appropriate accommodations are identified and received.	Ongoing
▪ The Accessibility Services Department is an active participant of the College Committee on Disability Issues (CCDI)	Ongoing
▪ Library has increased purchase of ebooks – enhances accessibility for students	Ongoing
▪ Library has increased streaming video with closed captioning	Ongoing
▪ Library purchases databases with speech software, zoom capability (where available) and all databases have increase/decrease font size capability	Ongoing
▪ Library created an accessibility guide on the library website	September 2014
▪ Library implemented an alternate format request form	January 2015
▪ The library offers the Accessible Content Portal (ACE), a growing repository of accessible format texts.	Ongoing

F. *Accessibility Priorities*

Sault College will focus its accessibility efforts within the next 5 years on:

a) Ensuring access to information and teaching material in accessible formats

b) Ensuring that AODA legislated standards are met and Sault College policies are developed in compliance with the Integrated Accessibility Standard Regulations

c) Identifying and removing physical barriers within the limits of available financial resources

d) Improving awareness of disabilities and the effects of living with a disability

e) Employee training on accommodating students, staff, and customers with disabilities

f) Applying for accessibility funding opportunities to remove or reduce barriers

g) Continuing to review the campus utilizing the accessibility audit tool

h) Ensuring that all renovation/construction projects are completed within accessibility standards

Appendix C-1: Multi-year Accessibility Plan

Part I: General Standards – s.3, s.4, s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies		Deadline: January 1, 2013
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Establish accessibility policies.	Policies established to meet or exceed the IASR.	Consultation, development and approval of policies.	Director SS (12/12)
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	**I: Multi-year Accessibility Plans**		**Deadline: January 1, 2013**
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Establish multi-year accessibility plan.	Accessibility plan is amended to include the requirements of a multi-year accessibility plan.	1. Develop 1st draft of plan.	Director SS (11/12)
		2. Review with stakeholders/advisory groups.	Director SS (11/12)
		3. Finalize plan	Director SS (11/12)
		4. Present to Executive Committee	Director SS (12/12)
		5. Post Multi-year accessibility plan on website.	Director SS (01/13)
Prepare annual status report.	Report on the year's progress toward meeting the IASR requirements	1. Conduct review of progress toward fulfilling the goals of the multi-year accessibility plan.	Director SS/AODA Committee (10/13), annually thereafter

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

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

Part I: General Standards – s.6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks		Deadline: January 1, 2013
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Incorporate accessibility features.	Self-service kiosk locations have accessible features.	1. Review Self-service kiosk locations to determine accessibility.	Director SS/Director Physical Resources (11/12)
		2. Determine recommendations for changes.	Director SS/Director Physical Resources (12/12)
		3. Executive will approve the procurement policy.	Procurement mgr and Director SS (12/12)
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Provide training on legislated accessibility standards and Human Rights Code.	College employees will complete legislated accessibility standards training and Human Rights Code training if they have not completed the training within 3 years.	1. Determine training methods and material.	Director HR (02/13)
		2. Set a training schedule.	Director HR (02/13)
		3. Deliver the training.	Director HR (11/13)
		4. Evaluate the training.	Director HR (12/13)

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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		Deadline: January 1, 2014
	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		Deadline: January 1, 2015
	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)

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information	Deadline: January 1, 2012	
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
		supports.	
Make emergency procedure and public safety information available in accessible formats upon request.	Emergency procedures and public safety information will be posted on the College website.	1. Reviewed policies to ensure they addressed accessibility needs.	Director SS/Manager OHS (09/12)
		2. Completed necessary updates.	Director SS/Manager OHS (09/12)
		3. Posted information on website.	Director SS/Manager OHS(09/12)

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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
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Ensure websites and web content conform to guidelines. • New websites and web content to Level A by January 1, 2014. • All websites and web content to Level AA by January 1, 2021.	Internet and intranet sites will meet the IASR standards prior to or on each deadline.	Ensure ongoing compliance updates and development to internet and intranet web information technology.	CIO (01/14 and 01/21)

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials		Deadline: January 1, 2013
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	Access to conversion-ready electronic format educational or training resources/materials will be available upon request within a reasonable time frame.	1. Collaboration with partners and suppliers of resources and materials.	Manager LS (05/12)
		2. Purchasing of database and collections are selected based on conversion ready material being available.	Manager LS (08/12)
		3. Procurement policy is applied to Library resource and material purchasing.	Manager LS (12/12)
Provide program information and student records in accessible format.	Program information and student records are available in conversion ready formats on the internet and intranet.	1. All program and student record information is posted on the internet and intranet for users to access.	Registrar (12/12)

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

AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators		Deadline: January 1, 2013
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
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/Academic Quality Assurance (01/10)
		2. Ongoing training has occurred.	Director HR/Academic Quality Assurance(01/10)
		3. Training has been evaluated and updated.	Director HR/Academic Quality Assurance (01/10)
Keep a record of the training provided, including dates and number of people trained.	Records will be maintained of all training provided including the dates, and the faculty/instructors trained.	1. Current training records practices are applied to the accessibility awareness training.	Director HR/Academic Quality Assurance (12/12)
AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials		Deadline: see below
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Provide accessible format or conversion-ready	Text books will be available in conversion-ready format.	1. Develop communication strategy for updates with 3rd party bookstore.	VPCSS (01/14)

textbooks by January 1, 2015.		2. Coordinate communication plan of conversion ready textbooks.	AODA Committee (05/14)
		3. Implementation of standard for 3rd party bookstore.	3rd 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 3rd 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 3rd party bookstore and Academic areas.	3rd party bookstore and academic areas (01/20)

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

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General		Deadline: January 1, 2014
	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		Deadline: January 1, 2014
	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		Deadline: January 1, 2014
	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

AODA Standards / Regulation Reference o. Reg.191/11, s. 25	III: Informing employees of supports		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
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)
AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
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.	Employees will be consulted with to determine the suitability or support required for communication formats.	1. The communication and accommodation policies will include standards for employees to receive communication supports for job or workplace information which will include a	Director HR (11/13)

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	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)
Provide information to person designated to provide assistance upon consent.	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)
Provide information as soon as practicable.	Information is available to individuals regarding assistance as soon as practicable.	1. Information is available for individuals to bring forward their needs for review.	Manager OH&S (current)
Review individualized workplace emergency response information.	Employees who require individualized emergency response information will review their information.	1. Supervisors and employees with individualized workplace emergency response information will regularly review their requirements and information.	Manager OH&S (current)

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Part III: Employment Standards – s.28

AODA Standards / Regulation Reference o. Reg.191/11, s. 28	III: Documented Individual Accommodation Plans		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Develop written process for documented individual accommodation plans.	A process for individual accommodation plans will be developed.	1. The existing policy or a new policy will be developed with a written process included.	Director HR (11/13)
Include prescribed elements in process: • how employee can participate. • how employee will be assessed. • how employer can request accommodation be achieved. • how employee can request participation of union representative. • how employee's personal information will remain private. • how, and how often, plan will be reviewed and updated. • how reasons for denied request will be communicated. • how plan will be provided to employee.	The process will include the following information: • how employee can participate. • how employee will be assessed. • how employer can request accommodation be achieved. • how employee can request participation of union representative. • how employee's personal information will remain private. • how, and how often, plan will be reviewed and updated. • how reasons for denied request will be communicated. how plan will be provided to employee.	2. The existing policy or a new policy will be developed with a written process included.	Director HR (11/13)

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Part III: Employment Standards – s.29, s.30, s.31

AODA Standards / Regulation Reference o. Reg.191/11, s. 29	III: Return-to-work Process		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
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)

AODA Standards / Regulation Reference o. Reg.191/11, s. 30	III: Performance Management		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Include accessibility considerations in performance management processes.	Accessibility considerations will be included in performance management processes.	1. A review of performance management policies and processes will be completed.	Director HR (11/13)

AODA Standards / Regulation Reference o. Reg.191/11, s. 31	III: Career Development		Deadline: January 1, 2014
	DELIVERABLES	**ACTIVITIES**	**Responsibility (mth/year)**
Include accessibility considerations in career development and advancement processes.	Accessibility considerations will be included in career development and advancement processes.	2. A review of career development and advancement policies and processes will be completed.	Director HR (11/13)

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Part III: Employment Standards – s.32

AODA Standards / Regulation Reference o. Reg.191/11, s. 32	III: Redeployment		Deadline: January 1, 2014
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Include accessibility considerations in redeployment processes.	Accessibility considerations will be included in redeployment processes.	3. A review of redeployment policies and processes will be completed.	Director HR (11/13)

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Part IV.1: Design of Public Spaces

AODA Standards / Regulation Reference o. Reg.191/11, Part IV.1	IV.1: Design of Public Spaces		Deadline: January 1, 2016
	DELIVERABLES	ACTIVITIES	Responsibility (mth/year)
Public spaces have accessible elements in place as required under the Design of Public Spaces Standard of the IASR..	Accessibility requirements will be included in design processes of new build or renovation projects.	1. All new build or renovation project design teams will abide by the Design of Public Spaces (built environment) requirements.	Director Physical Resources (12/15)
Preventive and emergency maintenance of the accessible elements in public spaces to deal with temporary disruptions.	Preventative maintenance and communication processes are in place to minimize temporary disruptions to accessible elements in public spaces.	1. Regular maintenance is performed on accessible element machinery/equipment. 2. Communication of the disruption is posted in clear view of the public and other users.	Director Physical Resources (12/15)

Appendix C-2: Compliance Timeline

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

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.

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