



**Multi-Year Accessibility Plan
2020 - 2025**

Prepared and Submitted by the Algoma University Accessibility Committee

April 2025

This document is available in alternate format upon request.

Table of Contents

Message from the President

Introduction

The Accessibility for Ontarians with Disabilities Act, 2005

Integrated Accessibility Standards – Multi-Year Accessibility Plan

Part I: General

Part II: Information and Communication Standard

Part III: Employment Standards

General

Conclusion

Message from the President

The Province of Ontario is a leader in promoting accessibility for people with disabilities. The cornerstone of its strategy in this area is the 2005 Accessibility for Ontarians with Disabilities Act, (AODA). The core objective of the AODA is:

To achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before December 31, 2025.

Algoma University is an institution that was created with the explicit mission of enhancing access to university-level programming for all qualified learners in our region and beyond. As part of that mission, we are fully committed to accessibility for people with disabilities and we are fully committed to the goal of providing that access in a manner that respects the dignity and independence of everyone.

This Multi-Year Accessibility Plan provides the University with a framework to advance our efforts to reach the province's standard for universal accessibility. We look forward to working with all Algoma University stakeholders to implement this plan, and to refine it as necessary in the coming years.

Dr. Donna Rogers

President

Introduction

In 2005, the *Accessibility for Ontarians with Disabilities Act* (AODA) was enacted. This piece of legislation established accessibility standards to ensure that all Ontarians had fair and equitable access to goods and services. Since that time, all Ontario organizations have been required to develop and proactively review their policies, procedures and processes, as it relates to people with disabilities. This analysis requires the identification, removal and prevention of barriers to improve accessibility at Algoma University.

On July 1, 2016, the *Integrated Accessibility Standard Regulation* (IASR) was brought into force and legislated six (6) accessibility standards that all Ontario organizations must follow to comply with AODA. The accessibility standards include: General, Information & Communications, Customer Service, Transportation, Employment, and the Design of Public Spaces.

Statement of Commitment

Algoma University is committed to creating a campus community that is inclusive of all individuals and ensures equal opportunity among its members to achieve success in their academic and/or employment endeavours. The University recognizes that successful learning and employment outcomes are the result of a shared responsibility and commitment on the part of students, faculty and staff, and expects that all members of the community will advance the ongoing development of an environment that is accessible and inclusive, while actively working to identify, remove and prevent barriers to persons with disabilities.



The Accessibility for Ontarians with Disabilities Act, 2005

In 2011, the new Integrated Accessibility Standards Regulation (IASR) was enacted under the AODA to help public, private and not-for-profit organizations identify, prevent and remove barriers to accessibility. Within the IASR general requirements are being articulated in addition to specific standards being articulated in four areas, namely:

- Information and communications standards
- Employment standards
- Transportation standards
- Design of public spaces

Algoma University filed its first University Accessibility Plan in 2003 under the Ontarians with Disabilities Act (ODA). This plan has been updated annually and has, since 2005, been in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). These accessibility plans have outlined accomplishments that the University has achieved to address the removal of barriers and the steps it has taken to prevent barriers. In this Multi-Year Accessibility Plan Algoma University outlines the next steps in our continued efforts to identify and remove barriers for people with disabilities. This plan will guide us as we build capacity to foster an environment that supports diversity and facilitate the success of everyone in our accessibility community.

As part of the mandate to improve accessibility at Algoma University, the University has developed a multi-year plan that is available online and in alternative formats, as necessary. The primary goal of the plan is to provide a strategic roadmap of commitments that will direct the University's accessibility strategy over five (5) years. Additionally, the plan will outline past accessibility achievements, and it will detail how the University plans to address the ongoing obligations of AODA and IASR.

The Multi-year Accessibility plan is divided into two (2) sections. The first section outlines past achievements the University took to eliminate and prevent barriers at the University. The second section of the Multi-year Accessibility Plan will set out further commitments to advance and support the University's overarching accessibility strategy.

This multi-year plan will be updated every five (5) years, with annual status updates.

Integrated Accessibility Standards – Multi-Year Accessibility Plan

Section One: Past Achievements

General

Algoma University is committed to remove and prevent barriers as it pertains to people with disabilities through the establishment of policies, procedures and processes. This includes the:

Accessibility Policy;

Healthy Workplace Policy;

Human Rights Policy;

Procedures for Anti Racism/Anti-Hate Complaint Form

Hired a Director of Equity, Diversity and Inclusion.

Customer Service

In accordance with the IASR, Algoma University has remained in compliance with the Customer Service Standard. Past activities that support customer service accessibility include:

Review of the Accessibility Policy;

Review of the Accessibility Standards for Customer Service

Development of, and subsequent review and update to the Emergency Action Plan;

Development of departmental and institutional processes for notices of temporary disruptions;

Accessible AODA Customer Service Training provided for new applicants;

Establishment of a multi-format feedback form mechanism; and

Establishment of the Learning Centre and Accessibility Services Portal that provides registered students with online portal access to schedule accessibility service appointments and tests.

Information and Communications

In accordance with the IASR, Algoma University has remained in compliance with the Information & Communications Standard. Past activities that support information & communications support include:

Built-in web capability to solicit and log accessibility-related feedback;

Establishment of an online “Assistive Technology” request process for all registered students through Learning Centre and Accessibility Services;

“Alternate Format Request” process for all registered students through Learning Centre and Accessibility Services;

Computerized reading guide, real time captioning, note taking and captioning of media content delivered in courses are provided to students with documented hearing loss through Learning Centre and Accessibility Services;

Accessible Content E-Portal service was introduced in the Campus Library;

Published training materials for educators on Accessible Instructional Design and Universal Design for Learning through the Learning Centre and Accessibility Services; and

The University website was updated to meet WCAG 2.0 Level AA compliance. Continuous scanning is conducted through a 3rd party tool to assess accessibility functionality.

Employment

In accordance with the IASR, Algoma University has remained in compliance with the Employment Standard. Past People and Culture (HR) activities that support the Employment Standard include:

Notice of accommodation availability template, developed and implemented across the University;

Developed and implemented a procedure for sick leave, workplace accommodation for employees with disabilities;

Partnered with a 3rd party disability service provider to support employees with disabilities throughout the employment lifecycle; and

Managed AODA employee training compliance for the University.

Procurement

Algoma University has remained in compliance with the IASR and has considered accessibility in its procurement activities. Past initiatives that support accessibility through procurement include:

Review and updating of the Procurement of Goods and Services Procedure to include a process that is open, fair, and transparent, non-discriminatory, geographically neutral, and accessible to qualified suppliers.

Self-service Kiosks

Responsible departments have considered accessibility, during the procurement, deployment and maintenance of the Q-Nory and Information kiosks.

Design of Public Spaces

In accordance with the IASR, Algoma University has considered accessibility in its design of public spaces. Over the past several years, Algoma has made many improvements by removing barriers, and as a result it has provided a heightened level of accessibility to the campus community. Past initiatives that support accessibility through the design of public spaces include:

- Hydration stations
- Modified floor plate that created classrooms, labs, and general spaces (corridors, mechanical rooms, etc).
- Installed sit to stand height adjustable desks on campus
- Install ergonomic chairs
- Creation of gender washrooms

Section Two: 2020-2025 Strategic Accessibility Action Plan

The compliance table below identifies the priorities that the University has identified as initiatives that will help it continue to meet the requirements under the AODA and to prevent and remove barriers by 2025.

General

We are committed to maintaining the accessibility compliance framework in an effort to address the elimination of barriers in a way that respects the dignity and independence of all University members.

Part I: General Standards

Part I – General Standards – s.3

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	Establishment of accessibility policies		Deadline:
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
...Shall develop, implement and maintain policies governing how organization achieves or will achieve accessibility through meetings its requirements referred to in the Regulation.	All University policies will be articulated in such a fashion that the policies meet accessibility requirements referred to in the Integrated Accessibility Standard Regulation.	University policies reviewed on a regular basis in order that they are AODA compliant. Reviewing and updating policies, and standards to ensure accessible customer service.	Senior Leadership People & Culture
...Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies	Establish an overall University statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner.	Develop guiding principles and best practices to administer the policy – the Accessibility Committee will review changing requirements and make recommendations in an effort to meet these needs	Senior Leadership People & Culture
... Shall prepare one or more written documents describing its policies; and	Prepare one (or more) written document(s) that describes the University's policies regarding accessibility.	Accessibility Policy & Procedure policy highlights Algoma University's commitment to accessibility standards	Senior Leadership People & Culture

... Make the documents publicly available, and shall provide them in an accessible format upon request	The document(s) prepared shall be made publicly available and shall be provided in the appropriate accessible format upon request.	Reviewed every three years
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Part I – General Standards – s.4

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	Multi-Year Accessibility Plans		Deadline:
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
...Establish, implement, maintain and document a Multi-Year Accessibility Plan that outlines the strategy to remove and prevent barriers and to meet the requirements under this Regulation.	Develop Multi-Year Accessibility Plan (MYAP) for Algoma University: 2020 - 2025	Creation of a MYAP to ensure persons with disabilities are accommodated and barriers removed according to the requirements of provincial regulations in support of the AODA. The institutional commitment is to allow full access and participation for individuals with disabilities.	Senior Leadership People & Culture
... Establish, review and update their accessibility plans in consultation with persons with disabilities and, if established, an accessibility committee.	Review existing accessibility plan.	A number of administrators including P & C, Staff and various students have been identified to serve on the Accessibility Committee to review the accessibility plan and make recommendations.	Senior Leadership People & Culture
... Prepare annual status report on the progress of measures taken to implement the Multi-Year Accessibility Plan.	Update and report on measures taken to implement objectives within Multi-Year Accessibility Plan.	Plan has been submitted in accordance with the IASR (Integrated Accessibility Standards Regulation)	Senior Leadership People & Culture
... Post the status report on the website and provide the report in an accessible format upon request.	Post final annual status report on website and make available in alternate format upon request.	Post final annual status report on website and make available in alternate format upon request.	Marketing and Communications

Part I – General Standards – s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	Procuring or Acquiring Goods, Services or Facilities		Deadline:
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (November 2027)
Incorporate accessibility criteria and features.	Ensure the University Procurement policy ensures that consideration of accessibility criteria and features are considered in purchases of goods, services or facilities except where it is not practicable to do so.	Considering and incorporating accessibility criteria and features when procuring goods, services and facilities. The Procurement Policy is reviewed and revised to meet the needs to consider accessibility criteria when purchasing goods, services, facilities. No individual shall be discriminated	Vice-President, Finance & Administration (policy was created on November 2022. Next renew date is every 5 years – 2027)
Provide explanation if impracticable.	Provide, upon request, an explanation when accessibility criteria or features are not practical to consider in the purchase of goods, services or facilities.	Include appropriate statement in Procurement policy regarding this deliverable (see above). Example in Purpose Statement 1.2. – Ensure goods and services are acquired through a process that is open, fair, and transparent, non-discriminatory, geographically neutral and accessible to qualified suppliers	

Part I – General Standards – s.5

Part I – General Standards – s.6

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks		Deadline:
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (November 2027)
... Public sector organizations shall incorporate accessibility features when designing, procuring or acquiring self-service kiosks.	Accessibility features shall be incorporated into the design, procurement or acquisition of self- service kiosks where it is practicable to do so.	Ensure this criterion is embedded in the Procurement Policy.	Vice-President, Finance & Administration

AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training		
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (Ongoing)
Provide training on the requirements of the accessibility standards and Human Rights Code as it pertains to persons with disabilities.	Training will be provided to all employees, volunteers, all persons who participate in developing University policies and other persons who provide goods, services or facilities on behalf of the University	1. Working Together: Ontario Human Rights Code Training: - all employees and volunteers will be required to complete this training by December 31, 2025. 2. Certificate of Training document will be collected by supervisor and directed to People & Culture.	People & Culture
Training on requirements of accessibility standards and Human Rights Code shall be appropriate to the duties of the employees, volunteers and other persons.	Training is appropriate to the employee, volunteer or other persons.	1. All employees & volunteers are required to complete the Human Rights Code training as it pertains to persons with disabilities (Working Together: Ontario Human Rights Code Training) 2. Training modules on requirements within the accessibility standards will vary by employee group depending on nature of position/duties.	People & Culture
Every person to receive training shall be trained as soon as practicable.	Training will be delivered as soon as practicable to those who require training.	1. Training of existing employees, volunteers and other persons will be done as soon as training is developed and available. 2. Training of new employees, volunteers and other persons will be done at orientation or upon acquiring the services of persons who will be involved	People & Culture

		in the delivery of goods, services or facilities on behalf of the University.	
A record of training shall be kept including dates on which training was provided and number of individuals to whom training was provided.	A record of training, dates of training, and to whom training was provided will be kept.	A record of training, training certificates, including dates and to whom training was provided will be kept by People & Culture.	People & Culture

Part II: Information and Communication Standards

Part II – Information and Communication Standards – s.11

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Every obligated organization that has processes for receiving and responding to feedback shall ensure that feedback processes are accessible to persons with disabilities.	All feedback processes shall be accessible to persons with disabilities.	To ensure all feedback processes are accessible, persons with disabilities may request that a feedback process be made available in an alternate (accessible) format or receive communication support to provide feedback.	Learning Centre and Accessibility Services
Notification should be given regarding the availability of accessible formats and communication supports	Signage is placed in all service areas across the University and within policy documents that information and documents can be made available in alternate format upon request.	<ol style="list-style-type: none"> 1. Develop signage and post in visible areas of the University notifying public that information and documents can be made available in alternate formats upon request. 2. Include note in policy documents that information and documents can be made available in alternate format upon request. 	Marketing and Communications Senior Leadership

Part II – Information and Communication Standards – s.12

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Provide accessible formats and communication supports in a timely manner taking into account the persons disability and at a cost no more than the regular charge to other persons.	<p>Upon request, the provision of accessible formats and communication supports will be delivered:</p> <ul style="list-style-type: none"> • In a timely fashion • Appropriate to the disability • At a cost no greater than what is charged to another person 	<p>Upon request, documents and communication supports are provided in a timely fashion and appropriate to the disability so as to meet the needs of the person with the disability.</p> <p>Any cost associated with this is no greater than what is charged to another person.</p>	Learning Centre and Accessibility Services IT People & Culture
Consult with person requesting to determine suitability of accessible format and communication support.	Consultation will occur with person requesting alternate or accessible format to ensure suitability of accessible format or communication support.	Upon request of documents or information to be available in an alternate format or with communication support, consultation does occur to ensure that the alternate format or communication support is appropriate and meets the needs of the person making the request.	Learning Centre and Accessibility Services People & Culture
Notify public of availability of accessible format and communication supports upon request.	Public shall be aware that, upon request, information be made available in an accessible format or that communication support be provided.	<p>1. Information regarding alternate format of documents and communication supports is articulated in the Provision of University Goods and Services to Persons with Disabilities policy.</p> <p>2. A notice shall be placed on the Accessibility webpage that</p>	Senior Leadership Marketing and Communications

		<p>upon request information can be made available in an accessible format or that appropriate communication support can be provided.</p> <p>3. Develop signage and post in visible areas of the University notifying public that information and documents can be made available in alternate formats upon request.</p>	
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Part II – Information and Communication Standards – s.18

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information		
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
If emergency procedures, plans and public safety information are made available to the general public those materials must be made available in an accessible format or with appropriate communication supports as soon as practicable upon request.	Any emergency procedures, plans and public safety information made available to the public shall also be made available in an accessible format or with appropriate communication supports as soon as practicable upon request.	Post updated emergency procedures and plans on website with notification that upon request documents can be made available in alternate format. Put notice on Health & Safety bulletin boards that documentation can be made available upon request.	Marketing and Communications Senior Leadership Health and Safety

Part II – Information and Communication Standards – s.19

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content		RESPONSIBILITY (June 2025)
	DELIVERABLES	ACTIVITIES	
Ensure internet websites and web content conform to guidelines. ... New websites and web content to Level A by January 1, 2014. Except where meeting the requirement is not practicable, this section applies to: <ul style="list-style-type: none"> To websites and content, including web-based applications, that an organization controls directly or through a contractual relationship that allows for modification of the product; and To web content published on a website after January 1, 2012 	Any new University websites and new content on those sites will comply with WCAG 2.0 Level A standards by January 2014.	<ol style="list-style-type: none"> 1. New university website contracted and developed to WCAG 2.0 Level A standards 2. Athletics website contracted and developed to WCAG 2.0 Level A standards 3. Websites audited by external service providers to ensure WCAG 2.0 Level A standards 4. Third-party service engaged to monitor university websites for compliance 	Senior Leadership Marketing and Communications IT
... All websites and web content to Level AA by January 1, 2021. Excluding: Live Captions and Audio Descriptions (pre-recorded)	All University websites and web content will comply with WCAG 2.0 Level AA by January 2021 (apart from live captions and pre-recorded Audio Descriptions)	<ol style="list-style-type: none"> 1. All web assets to be audited for Level AA compliance. 2. Required budget allocations submitted to bring websites to Level AA compliance. 3. All web assets brought up to Level AA compliance. 	Senior Leadership Marketing and Communications IT

Part II – Information and Communication Standards – s.14 (continued)

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	s. 14 Accessible Web Sites and Web Content (continued)		RESPONSIBILITY (June 2025)
	DELIVERABLES	ACTIVITIES	
<p>In determining whether meeting the requirements is not practicable, the organization may consider:</p> <ul style="list-style-type: none"> • Availability of commercial software, tools or both; and • Significant impact on implementation timeline that is planned or initiated before January 1, 2012 <p>NOTE: Definitions for "internet website", "new internet website", "WCAG" and "web page" are articulated in the Integrated Accessibility Standards Regulation s.14 item (7).</p>	<p>University shall determine whether the requirements to comply as articulated above are practicable.</p>		<p>Senior Leadership Marketing and Communications IT</p>

Part II – Information and Communication Standards – s.15

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials		RESPONSIBILITY (mm/yyyy)
	DELIVERABLES	ACTIVITIES	
<p>Every educational or training institution obligated under the regulation shall, if notification of need is given, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs of the person with the disability to be provided by:</p> <ul style="list-style-type: none"> • Through purchase or other means an accessible or conversion-ready electronic format of materials, where available, or • Arrange for provision of comparable resource in an accessible or conversion ready electronic format if materials cannot be procured, obtained by other means or converted into an accessible format 	<p>Upon notification, educational or training resources or materials will be provided in an accessible or conversion-ready electronic format (pursuant to needs of persons making the request) whether through purchase of such materials or obtaining them through other means where available.</p>	<p>Upon request service materials and educational resources are made available in an appropriate format. In addition, one computer workstation on campus has special software installed to assist students and is readily accessible.</p>	<p>Learning Centre and Accessibility Services</p>
	<p>Where resources or materials cannot be procured in an accessible or conversion-ready electronic format, or cannot be obtained by other means, arrangements will be made for the provision of a comparable resource in an appropriate format to meet the needs of the person with the disability.</p>	<p>Disability Services will work with library, bookstore and publisher to meet the needs for alternative format.</p>	<p>Learning Centre and Accessibility Services IT</p>
<p>Provide student records & information on program requirements, availability and descriptions in an appropriate accessible format to persons with disabilities.</p>	<p>Upon request student Records and information on program requirements, availability and descriptions will be made available in an accessibility format in a timely manner.</p>	<p>Upon request, documents are provided in an appropriate format.</p>	<p>Registrar's Office Learning Centre and Accessibility Services</p>

Part II – Information and Communication Standards – s.16

AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators		
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
Educators shall be provided with accessibility awareness training related to accessible program or course delivery and instruction.	All University educators teaching a course, seminars, or labs shall be provided with accessibility awareness training related to accessible program or course delivery and instruction	<ol style="list-style-type: none"> 1. Dean and Department and Chairs will be apprised of the training requirement for all University Educators. 2. Toolkit of materials will be provided to all university educators. 3. Seminars will be scheduled to assist educators with development of accessible program delivery, documentation, and instruction. 	Learning Centre and Accessibility Services (ongoing)
A record of training provided, including dates that the training was provided and the number of individuals to whom training was delivered shall be kept.	A record of training, dates of training, and to whom training was provided will be kept.	A record of training, dates of training, and to whom training was provided will be kept by People & Culture.	People & Culture (ongoing)

Part II – Information and Communication Standards – s.17

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	Multi-Year Accessibility Plans		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Every 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 by January 1, 2015.	All educational or training textbooks developed by Algoma University will be developed in an accessible or conversion-ready format.	Activities and actions related to the standard are being developed to ensure compliance by the appropriate deadline.	Learning Centre and Accessibility Services (ongoing)
Every organization that is a producer of 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 by January 1, 2020.	All supplementary learning resources developed by Algoma University shall be developed in an accessible or conversion-ready format.	Activities and actions related to the standard are being developed to ensure compliance by the appropriate deadline.	Learning Centre and Accessibility Services (ongoing)

Part II – Information and Communication Standards – s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries of educational and training institutions		RESPONSIBILITY (mm/yyyy)
	DELIVERABLES	ACTIVITIES	
<p>Upon request, libraries of educational or training institutions 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.</p> <p>Exception: Special collections, archival materials, rare books and donations are exempt from this requirement.</p>	<p>Upon request, the University Library 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 according to the timeline below:</p> <ul style="list-style-type: none"> • Print resources & materials - January 1, 2015 • Digital or multimedia resources or materials - January 1, 2020 	<p>As part of the Ontario Council of University Libraries (OCUL) has participated in the development of the Accessible Content E-Portal (ACE) is a growing repository of accessible format texts available to users with print disabilities at participating (OCUL) institutions. Aimed at making Ontario's university library print collections more accessible, the repository creates five accessible formats (2 types of PDFs, Text, DAISY and ePub). http://books1.scholarsportal.info/access.html</p> <p>Through ongoing scholarly database purchasing using model AODA compliant licensing, Algoma University focuses its collection building on "born-digital" collections of current academic journals that can be more easily accessed/converted with accessibility tools, such as screen-readers, and with vendor platforms that comply with AODA.</p> <p>In addition, OCUL, which provides core digital collections to Algoma have made its Scholars Portal E-Books and E-Journals platforms AODA compliant.</p>	<p>Learning Centre and Accessibility Services Arthur A. Wishart Library (ongoing)</p>

Part III: Employment Standards

Part III – Employment Standards – s.22

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.	The University shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.	1. General statement about availability of accommodation for applicants will be posted on the Career Opportunities website. 2. Statement about availability of accommodation will be added to employment postings – both those online as well as those in print.	People & Culture (ongoing)

Part III – Employment Standards – s.23

AODA Standards / Regulation Reference o. Reg.191/11, s.23	III: Recruitment, Assessment or Selection process		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer shall notify job applicants when 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.	Applicants selected for an interview or are asked to participate in a selection process will be advised that, accommodations are available upon request in relation to the materials or processes to be used for the interview or the selection process.	<p>1. Script will be drafted and provided to the lead for each recruitment initiative for verbal delivery when candidate is contacted for interview.</p> <p>2. Script will be provided to Academic Dean's office to be provided to all Departments for faculty hiring.</p>	People & Culture Faculty Relations
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.	If a selected applicant requests an accommodation, the University 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.	If candidate requests an accommodation, script provided shall direct candidate to contact People & Culture to make suitable arrangements for accommodation.	People & Culture

Part III – Employment Standards – s.24

AODA Standards / Regulation Reference o. Reg.191/11, s. 24	III: Notice to Successful Applicants		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	The University shall, as part of its offer of employment, notify the successful applicant of the Universities policies for accommodation employees with disabilities.	<p>1. Include generic phrase and website link in the letter of offer with respect to the University's overall commitment to providing, upon request, suitable accommodations for employees with disabilities - accommodations that take into account the needs of the person with the disability.</p> <p>2. People & Culture to provide appropriate phrase and website link to Academic Dean's office to be disseminated to Departments for inclusion in their communication with successful applicants.</p>	People & Culture (ongoing)

Part III – Employment Standards – s.25

AODA Standards / Regulation Reference o. Reg.191/11, s. 25	III: Informing employees of supports		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer shall inform its employees of its policies used to support its employees with disabilities including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	The University shall inform its employees of its policies used to support its employees with disabilities including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	<p>1. All employees shall be informed via a Communications Bulletin of its policies to support employees with disabilities and the availability of accommodations that take into account an employee's accessibility needs due to disability.</p> <p>2. All policy and procedural information related to the support of employees with disabilities shall be posted on the People & Culture and university policy website.</p>	People & Culture Marketing and Communications
The employer shall provide information to new employees as soon as practicable after they begin their employment.	The University shall provide information to new employees as soon as practicable after they begin their employment.	Letter of offer to indicate that it is mandatory to meet with People & Culture within 30 days of employment as part of legislated requirements. Information relating to supports for employees with disabilities will be part of new employee orientation.	People & Culture Faculty Relations

Part III – Employment Standards – s.25 (continued)

AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer 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 a disability.	The University 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 a disability.	When changes to existing policies relating to provision of job accommodations are made, all employees shall be informed via a Communications Bulletin with a link provided to the new or revised policy.	People & Culture Marketing and Communications

Part III – Employment Standards – s.26

AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Upon request by an employee, the employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: <ul style="list-style-type: none"> information needed to perform the employee's job; and information that is generally available to employees in the workplace. 	Upon request by an employee, the University shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: <ul style="list-style-type: none"> information needed to perform the employee's job; and information that is generally available to employees in the workplace. 	Upon request by an employee, People & Culture shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: <ul style="list-style-type: none"> information needed to perform the employee's job; and information that is generally available to employees in the workplace. 	People & Culture (ongoing) IT

Part III – Employment Standards – s.26 (continued)

AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees (cont'd)		
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
The employer shall consult with the employee to determine suitability of on accessible format or communication support.	Upon request, the University shall consult with the employee to determine the suitability of an accessible format or communication support that bears in mind the nature of the employee's disability.	Upon request by an employee, People & Culture shall consult with the employee to determine the suitability of an accessible format or communication support that bears in mind the nature of the employee's disability.	People & Culture (ongoing) IT

Part III – Employment Standards – s.27

AODA Standards / Regulation Reference o. Reg.191/11, s. 27	III: Workplace Emergency Response Information		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The 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 <u>employer is aware of the need for accommodation</u> due to the employee's disability.	<u>When the University is aware of an individual employee's disability</u> and where an individualized workplace emergency response would be required, the University shall provide that employee with information about the individualized workplace emergency response that will be in place.	<ol style="list-style-type: none"> 1. For every employee who has disclosed a disability and for whom an individualized workplace emergency response must be put into place, People & Culture shall have a list of such individualized workplace emergency response information so that, if required, multiple individuals within People & Culture (and elsewhere – Security, etc.) are aware of what is required for relevant employees. 2. This listing will be updated annually so that appropriate areas/individuals are aware of the list and what individualized responses might be required and for whom. 	People & Culture (ongoing) Health and Safety
If an employee receives individualized workplace emergency response information and requires assistance, with the employee's consent, the employer shall provide the workplace emergency response information designated by the employer to provide assistance to the employee.	For each employee who requires individualized workplace emergency response assistance and has provided consent, the University shall provide the workplace emergency response information to Security and Fire Warden's in the event of an emergency in the workplace.	<ol style="list-style-type: none"> 1. Prepare list of employees who have disclosed a disability and require individualized workplace emergency response assistance and have provided consent for release of information. 2. Provide the list to Security and Fire Wardens. 3. Update annually. 	People & Culture (ongoing) Health and Safety

Part III – Employment Standards – s.27 (continued)

AODA Standards / Regulation Reference o. Reg.191/11, s. 27	III: Workplace Emergency Response Information (continued)		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer shall provide information required under this section as soon practicable after the employer becomes aware of the need for accommodation due to an employee's disability.	The University shall provide information related to workplace emergency response to an employee as soon as practicable once the University is aware of an employee's need for accommodation due to a disability.	As soon as practicable upon being made aware of an employee's need for assistance in an emergency situation due to a disability, the University shall make arrangements for the specific accommodations required in consultation with the employee.	People & Culture (ongoing)
If an employee receives individualized workplace emergency response information and requires assistance, with the employee's consent, the employer shall provide the workplace emergency response information designated by the employer to provide assistance to the employee.	For each employee who requires individualized workplace emergency response assistance and has provided consent, the University shall provide the workplace emergency response information to Security and Fire Warden's in the event of an emergency in the workplace.	People & Culture shall review individualized workplace emergency response information: <ul style="list-style-type: none"> • when employee moves to a different location in the organization, and • when the employee's accommodations needs/plans are reviewed or are changed; and • when employer reviews its general emergency response plans and policies 	People & Culture (ongoing)

Part III – Employment Standards – s.28

AODA Standards / Regulation Reference o. Reg.191/11, s. 28	III: Documented Individual Accommodation Plan		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Employers shall develop a written process for the development of documented individual accommodation plans for employees with disabilities.	The University shall establish a process for the development of written individual accommodation plans for employees with disabilities.	1. People & Culture will develop a standard for the development of individual accommodation plans for employees with disabilities.	People & Culture (ongoing)
<p>The process to develop individual accommodation plans for employees shall include:</p> <ul style="list-style-type: none"> • How employee can participate. • How employee will be assessed. • How employer can request an evaluation by an outside medical or other expert (at the employer's expense) to assist the employee in determining if accommodation can be achieved and, if so, how it can be achieved. • How employee can request participation of union representative or other representative (if non-unionized) in the development of an accommodation plan • How employee's personal information will remain private. • How, and how often, plan will be reviewed and updated and how this is to be done. • How reasons for denied request would be communicated. • How plan will be provided to employee in a format that takes into account the employee's accessibility needs due to a disability. 	<p>The University's process for the development of written individual accommodation plans shall include:</p> <ul style="list-style-type: none"> • How employee can participate • How employee will be assessed. • How employer can request an evaluation by an outside medical or other expert (at the employer's expense) to assist the employee in determining if accommodation can be achieved and, if so, how it can be achieved. • How employee can request participation of union representative or other representative (if non-unionized) in the development of an accommodation plan • How employee's personal information will remain private. • How, and how often, plan will be reviewed and updated and how this is to be done. • How reasons for denied request would be communicated. • How plan will be provided to employee in a format that takes into account the employee's accessibility needs. 	<p>Template for development of individual accommodation plans will incorporate:</p> <ul style="list-style-type: none"> • How employee can participate • How employee will be assessed. • How employer can request an evaluation by an outside medical or other expert (at the employer's expense) to assist the employee in determining if accommodation can be achieved and, if so, how it can be achieved. • How employee can request participation of union representative or other representative (if non-unionized) in the development of an accommodation plan • How employee's personal information will remain private • How, and how often, plan will be reviewed and updated and how this is to be done. • How reasons for denied request would be communicated. • How plan will be provided to employee in a format that takes into account the employee's accessibility needs. 	People & Culture (ongoing)

Part III – Employment Standards – s.28 (continued)

AODA Standards / Regulation Reference o. Reg.191/11, s. 28	III: Documented Individual Accommodation Plan (continued)		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Individual accommodation plans shall: <ul style="list-style-type: none"> • If requested, include any information regarding accessible formats and communication supports provided (as described in section 26); and • If required, include individualized workplace emergency response information (as described in section 27); and • Identify any other accommodation that is to be provided 	For each employee with an individual accommodation plan, the University shall include: <ul style="list-style-type: none"> • If required, any information regarding accessible formats and communication supports provided (as described in section 26); and • If required, include individualized workplace emergency response information (as described in section 27); and • Identify any other accommodation that is to be provided to the employee 	In developing of individual accommodation plans, the plan shall include the following if required: <ul style="list-style-type: none"> • If required, any information regarding accessible formats and communication supports provided (as described in section 26); and • If required, include individualized workplace emergency response information (as described in section 27); and • Identify any other accommodation that is to be provided to the employee 	People & Culture (ongoing) IT

Part III – Employment Standards – s.29

AODA Standards / Regulation Reference o. Reg.191/11, s. 29	III: Return-to-work Process		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
Every employer shall develop a return-to-work process for employees who have been absent due to a disability and require disability- related accommodations in order to return to work; and shall document the process.	The University shall develop a return-to-work process for employees who have been absent due to a disability and require disability-related accommodations in order to return to work; and shall document the process.	<p>1. People & Culture will develop a return-to-work process for employees who have been absent due to a disability and require disability-related accommodations in order to return to work; and shall document the process.</p> <p>2. Documentation will be posted on People & Culture website</p>	People & Culture (ongoing)
<p>The return-to-work process shall:</p> <ul style="list-style-type: none"> • Outline the steps the employer will take to facilitate the return to work of employees; and • Use documented individual accommodation plans (as described in Section 28) as part of the process. 	<p>The return-to-work process shall:</p> <ul style="list-style-type: none"> • Outline the steps the employer will take to facilitate the return to work of employees; and • Use documented individual accommodation plans (as described in Section 28) as part of the process. 	<p>Return to Work process will include the following:</p> <ul style="list-style-type: none"> • Outline the steps the employer will take to facilitate the return to work of employees; and • Use documented individual accommodation plans (as described in Section 28) as part of the process. 	People & Culture (ongoing)
Return to work process does not replace or override any other return to work process created by or under any other statute.			People & Culture (ongoing)

Part III – Employment Standards – s.30

AODA Standards / Regulation Reference o. Reg.191/11, s. 30	III: Performance Management		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
The employer that uses performance management in respect to 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.	The University will ensure that in the process of performance appraisals of employees, the accessibility needs of employees with disabilities; as well as individual accommodation plans, shall be taken into account in the performance appraisal process.	People & Culture will adjust performance appraisal forms to ensure that in the process of performance appraisals of employees, the accessibility needs of employees with disabilities; as well as individual accommodation plans, shall be taken into account in the performance appraisal process	People & Culture (ongoing) Faculty Relations Senior Leadership

Part III – Employment Standards – s.31

AODA Standards / Regulation Reference o. Reg.191/11, s. 31	III: Career Development		RESPONSIBILITY (December 2025)
	DELIVERABLES	ACTIVITIES	
An employer 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.	The University 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.	When providing career development and advancement to its employees with disabilities, through People & Culture, accessibility needs and individual accommodation plans will be taken into account.	People & Culture (ongoing)

Part III – Employment Standards – s.32

AODA Standards / Regulation Reference o. Reg.191/11, s. 32	III: Redeployment		
	DELIVERABLES	ACTIVITIES	RESPONSIBILITY (December 2025)
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.	In the event that the University uses redeployment, the University shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	In the event that the University uses redeployment and through People & Culture, accessibility needs of its employees with disabilities, as well as individual accommodation plans will be taken into account.	People & Culture (ongoing)

Preventative and Emergency Maintenance Procedures

As required under section 80.44, Algoma University is committed to support the proactive identification and maintenance of on-campus physical spaces by ensuring all elevators have an annual preventative maintenance service. All public spaces are managed through a campus maintenance management request process that is managed by facilities management or 3rd party service providers. Signage is placed conspicuously on site.

Notice of Temporary Disruptions Procedures

To notify the campus community of temporary disruptions, Algoma University will ensure mass communication memos are distributed to all parties in a timely manner and signage is placed conspicuously on-site. Notice of the disruption will include the reason for the disruption, its anticipated duration and the description of alternatives available (if any).

Algoma University's Timelines for Compliance with the Accessibility Standards for Customer Service (429/07) and the Integrated Accessibility Standards (191/11)

Conclusion

Over the past years, Algoma University has made improvements towards improving accessibility within the Algoma community. We will continue our efforts in ensuring that we meet the accessibility needs of our campus community. This will be done in consultation with all university stakeholders including students, staff and faculty. The implementation of our continued and collective efforts will evolve while meeting the provincial standards of accessibility.

The Algoma community is committed to ensuring that we continue to address accessibility issues on our campus and that the importance of removing barriers of accessibility is communicated with the expectation of providing for a safe environment.

The Multi-Year Accessibility Plan provides the university with a guideline of initiatives and strategies to mitigate barriers to accessibility while promoting an accessible university community which is conducive to learning.