



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO ACCESSIBILITY STANDARDS POLICY (A.35) (VERSION 2)

*Do to others as you would have them do to you.
Luke 6:31*

Created, Draft	First Tabling	Review
December 19, 2017	January 16, 2018	
Caitlin Kavanagh, Coordinator of Employee Relations & Policy Development		

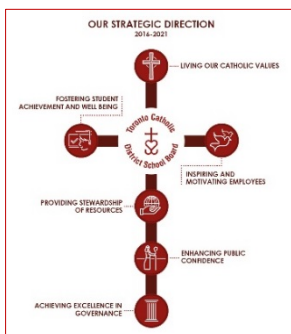
RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin
Director of Education

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T.B.D.
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updates to the current Accessibility Standards policy (A.35) and the Multi-Year Accessibility Plan to reflect legislative requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The amendments also include Trustee recommendations from the December 4, 2017 Governance and Policy Committee meeting.

The cumulative staff time required to prepare this report was 4 hours

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. Trustee request through approved motion during the Governance and Policy Committee meeting held on December 4, 2017:

Staff to bring back the policy with the following revisions to an upcoming GAP meeting:

1. **“Purpose”, page 17** – *the first sentence be divided and reworded as follows:*
 - *The Toronto Catholic District School Board (TCDSB) is committed to providing an environment in all of its facilities that fosters independence, dignity **and** respect.*
 - *Start a new sentence to read..”**TCDSB is committed to providing services that are free of barriers and biases to our students, parents/guardians, Trustees, the public and our staff.***
2. **“Purpose”, page 17** -*add the word “learning” to be included in the final paragraph.*
3. **“Scope and Responsibility”, page 18** - *add the word “Trustees”.*

4. **“Policy”, page 19** – the introductory paragraph to be written to better more broadly state the objectives of the policy for our students, staff, Trustees and the public.
5. **“Policy”, page 19** - add hyperlinks to the Accessibility Plan and Accessibility Working Group to the second paragraph.
6. **“Regulation 2”, page 19** - be reworded as “the TCDSB shall make reasonable effort as required by the Accessibility for Ontarians with Disabilities Act to ensure that.....”.
7. **“Regulations”, page 20** - remove number 4 as it is repetitive of number 3.
8. **“Regulations 6, 7, and 8”, page 20** – be renumbered to 1, 2 and 3 in order of priority so that they flow.
9. **“Regulation 10”, page 20** – reword with a general statement that the TCDSB will accommodate anyone.
10. **“Regulations”, page 20** – merge regulation 11 with regulation 10.
11. **“Regulation 4”, page 20** - , replace the word “deal” with a more suitable word e.g. interact, communicate if necessary throughout the policy.
12. **“Regulation 9”, page 20** – define “periodically”.
13. **“Regulation 12”, page 21** - remove the word “also”.
14. **“Regulation 12”, page 21** - expand on “employee” to add additional groups or add a new regulation to state how we can support people beyond employees in emergency situations.
15. **“Regulation 14”, page 21** - replace the word “laws” with “standards”.

16. **“Regulation 14”, page 21** - rewrite the 4th bullet to include the removal of the word **“parts”** and replace it with a more suitable word e.g. areas.
17. **“Regulation 15”, page 21** - incorporate the specific procedures pertaining to the policy.
18. **“Regulations”, page 21** - add a new regulation that provides contact details of the person with whom to communicate when accommodation needs are not met.
19. **“Definitions”, page 22-**
 - define **“network of school system working groups”**;
 - ensure consistency is maintained regarding the usage of either singular or plural in reference to **“person with a disability”** or **“persons with a disability”**.
20. **“Definitions”, “Accessibility Working Group”, page 22** - remove **“Christian”** from the last sentence.
21. **“Definitions”, “Dignity”, page 22** - use the Catholic Institution official definition.
22. **“Definitions”, “Equal Opportunity”, page 22** – replace **“is equal to that given to others”** with **“is equitable”**
23. **“Multi Year Accessibility Plan”, page 25** -
 - 1st bullet: ensure the website information is hyperlinked;
 - 2nd bullet: add the contact information for the Catholic Education Centre/Head Office;
 - 3rd bullet: replace **“Advisory”** with **“Parent”** and add **“upon request”** at the end; and
 - 4th bullet: amend to read **“Accessible formats of the plan are available from the Communications Department upon request”**.

24. **“Vision of the TCDSB”, page 31** - add a hyperlink to *“Fulfilling the Promise Assembly of Catholic Bishops of Ontario”* and remove the brackets.

25. **“Members of Accessibility Working Group”, page 32** –

- *the 2nd sentence to be reworded to “Other members will join the group, including persons of disability.....”; and*
- *staff to review the definition of the Accessibility Working Group.*
- *Add a hyperlink to the Accessibility Working Group application process.*

26. **“Training”, page 40** – add a hyperlink to the paragraph to provide specific information on what training is available e.g. Accessibility Accommodations training and how it can be accessed.

27. **“Disability”, page 52** – redefine

3. Trustee request through approved motion during the Special Education Advisory Committee (SEAC) meeting held on December 6, 2017:

SEAC recommends to the Board of Trustees the following:

[...]

2. Multi-Year Accessibility Plan:

- a. That the Accessibility Working Group Committee also include parent representation; and*
- b. That IT services, but not limited to, be included in the list of Commitments to Accessibility Planning, Section 2.4, page 26 (Refer to Attachment - page 15);*

C. BACKGROUND

1. The Multi-Year Accessibility Plan was on the December 6, 2017 Special Education Advisory Committee (SEAC) agenda for review and consultation.

2. The Accessibility Standards Policy was last approved September 12, 2013 and has not been reviewed or amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The *Accessibility for Ontarians with Disabilities Act* (AODA) is a law that sets out a process for developing and enforcing accessibility standards.
2. Accessibility standards are laws that the government, businesses, non-profits and public sector organizations must follow to become more accessible.
3. The Integrated Accessibility Standards regulation (IASR) (O. Reg 191/11) under the AODA sets out requirements of public sector organizations, specifically in regard to the establishment of accessibility policies (section 3) and accessibility plans (section 4).
4. The Accessibility Standards for Customer Service regulation (O. Reg. 429/07) under the AODA was revoked on July 1, 2016 and the requirements under it were consolidated into the current IASR.
5. The legislative requirements under the IASR are as follows:

Establishment of accessibility policies

3. (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.

(2) Obligated organizations, other than small organizations, shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.

(3) Every obligated organization, other than a small organization, shall,

(a) prepare one or more documents describing the policies it developed under subsection (1); and

(b) make the documents publicly available and, on request, provide them in an accessible format.

[...]

Accessibility plans

4. (1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,

- (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;
- (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- (c) review and update the accessibility plan at least once every five years.

(2) The Government of Ontario, Legislative Assembly and designated public sector organizations shall establish, review and update their accessibility plans in consultation with persons with disabilities and if they have established an accessibility advisory committee, they shall consult with the committee. [...]

- 6. In accordance with legislation, the Board must review its Multi-Year Accessibility Plan at least once every five (5) years (IASR, section 4(1)(c)).
- 7. The current Multi-Year Accessibility Plan covers the 2012-2017 years and is due for review and consultation.

E. METRICS AND ACCOUNTABILITY

- 1. Recommendations in this report will be monitored by policy staff with the support of Employee Relations.
- 2. The Director of Education will annually update and attest compliance to the statutory obligations under the AODA to the Board of Trustees including any major initiatives to meet compliance or address efficiencies.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy as approved will be posted on the TCDSB policy register.
2. The Multi-Year Accessibility Plan as approved will be reviewed with the Accessibility Working Group and persons with disabilities who wish to participate in the review.

G. STAFF RECOMMENDATION

Staff recommends that (1) the Accessibility Standards policy (A.35) provided in Appendix A be adopted and (2) the Multi-Year Accessibility Plan provided in Appendix A be approved for consultation.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

Date Approved: September 12, 2013	Date of Next Review: January 2023	Dates of Amendments: January 25, 2018
<p>Cross References: <i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i> Accessibility Standard for Customer Service, Ontario Regulation 429/07 Integrated Accessibility Standards, Ontario Regulation 191/11 <i>Ontario Human Rights Code</i> <i>Ontarians with Disabilities Act, 2001</i> Accessibility Standards for Services and Facilities (A.36)</p>		
Appendix 'A' - TCDSB Multi-Year Accessibility Plan		

Purpose:

The Toronto Catholic District School Board (“TCDSB”) is committed to providing an environment in all of its facilities that fosters independence, dignity, and respect, and **TCDSB is committed** to providing services that are free of barriers and biases to our students, parents/guardians, **trustees**, the public and our staff. The Board strives to ensure that the principle of equity of opportunity is reflected and valued in its learning and working environments.

The TCDSB is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve and is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to **learning**, information and communication, employment, and student transportation.



POLICY SECTION: ADMINISTRATION
SUB-SECTION:
POLICY NAME: ACCESSIBILITY STANDARDS
POLICY NO: A. 35

Scope and Responsibility:

This policy applies to all operational policies and procedures in all facilities within TCDSB and applies to all members of the TCDSB community, including students, employees, **trustees**, volunteers and visitors. The Director of Education is responsible for this policy.

Alignment with MYSP:

- Living Our Catholic Values
- Strengthening Public Confidence
- Providing Stewardship of Resources
- Inspiring and Motivating Employees

Financial Impact:

~~There may be significant financial impact to the Board for non-compliance in relation to the statutory obligations set within the *Accessibility for Ontarians with Disabilities Act*.~~

Legal Framework:

~~The TCDSB is obligated to comply with all statutory obligations in regards to accessibility for persons with disabilities on Board properties. The Board is dedicated to ensuring that the governing laws of Ontario, in relation to persons with disabilities, are adhered to by our staff, students, volunteers, visitors and members of the Catholic community.~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

Policy:

~~Following the obligations set out in the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, the TCDSB is dedicated to achieving service excellence in providing people with disabilities the ability to access and evacuate facilities, to utilize educational and training resources, to effectively use communication devices, to be informed of accommodations available during the employment selection process and for employees being returned to work through a process which accommodates the identified disability.~~

The Toronto Catholic District School Board is committed to maintaining an environment which actively promotes and supports human rights. As part of this commitment, the Board will make reasonable efforts to ensure that all policies, practices and procedures are consistent with the principles of independence, dignity, integration and equality of opportunity for persons with disabilities.

The TCDSB will identify barriers for people with disabilities through the process documented in the TCDSB's Multi-Year Accessibility Plan ([hyperlink](#)), primarily by the objectives of the TCDSB's Accessibility Working Group.

Regulations:

1. The TCDSB will **shall** make reasonable efforts **as required by the *Accessibility for Ontarians with Disabilities Act*** to ensure that policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration and equity of opportunity to all with particular attention for persons with disabilities.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

~~2. The TCDSB will strive to ensure that its policies, practices and procedures are consistent with the core principals as outlined in the AODA.~~

2. The TCDSB will ensure that the policy and Multi-Year Accessibility Plan are communicated to the public in a manner that accommodates all disabilities.

3. The Multi-Year Accessibility Plan shall be utilized in the TCDSB community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools.

4. The Board of Trustees will ~~periodically~~ **annually** appoint external individuals to the Accessibility Working Group and will ~~periodically~~ approve the Multi-Year Accessibility Plan **at least once every five years.**

5. The TCDSB will provide training to its employees and volunteers, ~~when~~ **as appropriate required.** All newly-hired employees will receive training as part of a mandatory orientation process.

~~4. To ensure greater awareness and responsiveness to the needs of a person with disabilities, the TCDSB will provide appropriate training for all staff who deal with the public or other third parties on behalf of the TCDSB.~~

6. Any communications with a person with a disability will take place in a manner respectful of the person's disability. **Information about our organization and its services in accessible formats or with communication supports will be provided upon request.**

7. The TCDSB will meet internationally-recognized Web Content Accessibility Guidelines (SCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

8. The TCDSB will advise that accommodations can be made during recruitment and hiring.

9. The TCDSB will notify staff that supports are available for those with disabilities. The TCDSB will put in place a process to develop individual accommodation plans for employees.

10. Where needed, the TCDSB will provide customized emergency information to help individuals with a disability during an emergency.

11. The TCDSB performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

12. The TCDSB will meet accessibility standards when building or making major changes to public spaces. Public spaces include:

- Outdoor play spaces**
- Outdoor paths of travel: sidewalks, ramps, stairs, and curb ramps**
- Accessible off-street parking**

13. The TCDSB has procedures to prevent service disruptions to our accessible areas of our public spaces. ([TCDSB Notice of Disruption Document](#))

14. The TCDSB will modify or rescind an existing policy that does not respect and promote the dignity and independence of people with disabilities.

15. If accommodations are not met, individuals are encouraged to notify their area superintendent or the Superintendent of Human Resources.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

Definitions:

Accessibility Working Group

This group is comprised of key stakeholders and comes together **representing a variety of** ~~through a network of school system working groups~~ **and departments** to develop recommendations and improvements in providing a barrier-free environment in key areas of the TCDSB such as Student Special Services, Facilities, Educational and Training Materials, Communications Tools, Transportation and Human Resources. In accordance with the Multi-Year Accessibility Plan, the working group is required to consult with our students, staff and ~~Christian~~ community members who possess a disability.

Dignity

~~Goods and services are provided in a manner that is respectful to a person with a disability and does not diminish the person's importance.~~

Human beings, created in the image and likeness of God; have by their very existence an inherent value, worth, and distinction.

Equal Opportunity

Service is provided to persons with disabilities in a way that their opportunity to access goods and services is **equitable** ~~equal to that given to others.~~

Independence

Accommodating a person's disability means respecting their right to do for themselves and to choose the way they wish to receive goods and services.

Integration

Persons with disabilities can access goods and services. This may require alternative formats and flexible approaches. It means inclusiveness and full participation.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

Evaluation and Metrics:

1. The TCDSB's Annual Accessibility Report will serve as an assessment and overview of the Board's achievements and status in working to provide barrier-free facilities, services, employment and instruction to our staff, students, parents, volunteers and Catholic community.
2. Recommendations from the Accessibility Working Group or any advice provided to the Director of Education will be assessed, monitored and considered for implementation.
3. The Director of Education will annually update and attest compliance to the statutory obligations under the *Accessibility for Ontarians with Disabilities Act* to the Board of Trustees including any major initiatives to meet compliance or address efficiencies.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

APPENDIX NAME: MULTI-YEAR ACCESSIBILITY PLAN

Date Approved: September 12, 2013	Date of Review: December 2022	Dates of Amendment: January 25, 2018
Cross Reference: TCDSB Policy (A.35) Accessibility Standards TCDSB Policy (A.36) Accessibility Standards for Services and Facilities <i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i> Accessibility Standard for Customer Service, Ontario Regulation 429/07 Integrated Accessibility Standards, Ontario Regulation 191/11 <i>Ontario Human Rights Code</i> <i>Ontarians with Disabilities Act, 2001</i> Notification of Disruption of Service at TCDSB Procedures TCDSB 2017 Accessibility Annual Status Report		

MULTI-YEAR ACCESSIBILITY PLAN

FOR THE PERIOD DECEMBER ~~2012~~ 2017 TO DECEMBER ~~2017~~ 2022



MULTI-YEAR ACCESSIBILITY PLAN

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

December ~~2012~~ ~~2017~~ – May ~~2017~~ December
2022

Prepared by

Accessibility Working Group
In accordance with
Accessibility for Ontarians with Disabilities Act
Integrated Accessibility Standards Regulation

December ~~2012~~ 2017

This publication is available through the Toronto Catholic District School Board's

- [website](http://www.tcdsb.org) (www.tcdsb.org → FOR COMMUNITY → Accessibility Policy & Multi-Year Plan)
- Catholic Education Centre/Head Office (**Communications Department- 80 Sheppard Avenue East**)
- Hard copies will be made available to all departments, schools and the Catholic School Advisory **Parent** Councils **upon request**.
- Accessible formats of the plan will be **are** available **upon contact with from** the Communications Department **upon request**.



TABLE OF CONTENTS

	Page
Cover Page	1
Plan Availability	2
Table of Contents	3
Section	
1. Aim and Objectives	4
2. Commitment to Accessibility Planning	5
3. Description of Toronto Catholic District School Board	6
4. Message from the Director of Education	7
5. Members of Accessibility Working Group	8
6. Strategy for prevention and removal of barriers	10
7. Barrier-Identification Methodologies	13
8. Recent Barrier Removal Achievements	14
9. Barriers to be addressed under the Multi-Year Accessibility Plan	15
10. Review and Monitoring Process	22
11. Communication of the Plan	22
Appendices:	
Appendix 1: Definitions	24
Appendix 2: Trustees 2012/2013 2017/2018	26



1.0 Aim

This multi-year Accessibility Plan is developed in accordance with the Integration Accessibility Standards Regulation under the *Accessibility for Ontarians with Disabilities Act, 2005*. It incorporates the intentions of the Board to meet its obligations under the *Ontarians with Disabilities Act, 2001*. The Plan describes the measures that the Board will take over the five year period from ~~2012-2017~~ **2017-2022** to identify, remove and prevent barriers to people with disabilities who work, learn and participate in the Toronto Catholic District School Board community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools. The plan will be guided by the Board's Accessibility Standards-Policy Statement.

Objectives

This Plan:

- 1.1 Describes the process by which the Toronto Catholic District School Board will identify, remove and prevent barriers;
- 1.2 Reviews recent efforts of the Toronto Catholic District School Board to remove and prevent barriers;
- 1.3 Describes the measures the Toronto Catholic District School Board will take in the period ~~2012-2017~~ **2017-2022** to identify, remove and prevent barriers;
- 1.4 Makes a commitment to provide an annual status report on the Board's implementation of the multi-year accessibility plan;
- 1.5 Makes a commitment to review and update the multi-year accessibility plan at least once every 5 years;



- 1.6 Describes how the Toronto Catholic District School Board will make this accessibility plan available to the public.

2.0 **Commitment to Accessibility Planning**

This plan will be established, reviewed and updated in consultation with persons with disabilities and with the Board's Special Education Advisory Committee and Accessibility Working Group. It will be presented to the Board for approval. The Toronto Catholic District School Board is committed to:

- 2.1 Maintaining an Accessibility Working Group;
- 2.2 Continuing the process of consulting with the Special Education Advisory Committee and with persons with disabilities;
- 2.3 Ensuring, wherever practicable, that Board policies, procedures and practices are consistent with the principles of accessibility and inclusive/universal design. The Accessibility Working Group will provide input re: accessibility issues, where appropriate, with regard to new policies and procedures and to those under review;
- 2.4 Improving access **including but not limited** to facilities, **IT services**, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community. Consideration of ongoing identification of barriers will be the responsibility of the Accessibility Working Group and will, wherever practicable, be incorporated in the multi-year plan.

The Director of Education has authorized the Accessibility Working Group to review and update the Multi-Year Accessibility Plan that will enable the Toronto Catholic District School Board to meet these commitments.



3.0 Description of the Toronto Catholic District School Board

The Toronto Catholic District School Board is a publicly funded Catholic school board for Toronto, Ontario headquartered in North York. We are one of the two English boards of education in the City of Toronto, serving the former municipalities of Scarborough, North York, York, East York, Toronto and Etobicoke.

With over 91,000 students, the TCDSB is one of the largest school boards in Canada. The TCDSB governs 201 schools in the Toronto area: 30 secondary schools, 168 elementary schools, and 3 schools that combine both secondary and elementary grades.

The TCDSB has 12 wards and 12 trustees and 2 student trustees (who are not entitled to vote). The Chair of the Board, the Vice-Chair and the Honourary Treasurer are elected at the inaugural meeting of the Board, and serve for one year.

Our Mission

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

~~In a school community formed by Catholic beliefs and traditions, our mission is to educate students to their full potential by providing:~~

- ~~▪ leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community;~~
- ~~▪ a safe and welcoming learning environment that is an example of Christian community;~~
- ~~▪ role models of Gospel values and Catholic doctrines, teachings and beliefs;~~



- guidance in what students need to learn;
- instruction in the learning process itself;
- religious, academic and technological instruction;
- integration of Catholic, Christian beliefs into the total learning experience; and
- feedback on students' proficiency and performance.

Vision of TCDSB

At Toronto Catholic we transform the world through witness, faith, innovation and action.

We believe...

- in the worth and dignity of every person
- in the critical role that our Catholic schools play in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good
- that high standards and expectations foster greater achievement
- that people thrive in a safe, healthy and compassionate environment grounded in respect for the diversity of every person,
- that teaching is responsive to individual needs
- that teaching and learning should be rooted in research and evidence
- that each of us shares responsibility for creating collaborative communities of learning
- that equity, diversity, accessibility and inclusivity are integral to the Catholic community
- that the 21st century competencies – collaboration, real world problem solving and innovation, knowledge construction, skilled communication, self-regulation and the use of information communication technology for learning, are essential.



The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.

Our vision of Catholic education invites each one of us—parents, students, teachers, principals, chaplains, support staff, trustees, clergy, supervisory personnel— to work together as a community of believers committed to putting the values of our faith into practice in the daily life of the school, the home, and in all of society.

Fulfilling the Promise, Assembly of Catholic Bishops of Ontario

To provide students with the qualities they will require, our vision of TCDSB is a school system that:

- is Christ-centered;
- is student-focused;
- demonstrates a clear sense of purpose;
- is visibly and demonstrably Catholic;
- reflects empowering leadership;
- applies collaborative decision-making as appropriate;
- is innovative; and
- provides role models among all stakeholders for all these qualities.

4.0 Message from the Director of Education

The Toronto Catholic District School Board is an educational community that values the dignity and worth of every individual in its care. In this context plans are developed to support the well-being of all its members. To this end, the Multi-Year Accessibility Plan has been developed to address the needs of its members who have disabilities.



Our Board currently demonstrates leadership in working with people with disabilities through its special education programs and services to students with special needs, through its accommodations for employees who are disabled and by ensuring that buildings and facilities become increasingly accessible.

It is our hope that all parents, students and employee groups become familiar with accessibility issues and work together to fulfill our mission of providing a community that is safe and welcoming and an example of a Christian community that is highly accessible.

~~Angela Gautier~~ **Rory McGuckin**
Director of Education

5.0 **Members of Accessibility Working Group**

The Accessibility Working Group members consist of a core group of advisors. Other members will join the group, **including persons of disability and** depending on the area of the plan addressed.

The members represent the following groups:

- Senior Staff
 - Superintendent of Human Resources
 - Superintendent of Special Services
 - Superintendent of Student Success
- Staff Representative(s)
- Student Representative(s)
- Information Technology
- Community Relations
- Human Resources
- Communications
- Facilities Services
- Transportation Services
- **Parent Representative(s)**

The Accessibility Working Group will meet to review progress and to respond to the requirements of the AODA. Evaluation of the effectiveness in implementing the barrier removal and prevention



strategies will be on-going. The Working Group will assist staff regarding roles in the implementation of the Annual Accessibility Plan.

The Accessibility Working Group developed the Multi-Year Accessibility Plan for ~~December 2012–May 2017~~ **December 2017-December 2022**.

6.0 Strategy for prevention and removal of barriers

Beginning in September 1, 2012, the principles of inclusionary practice, freedom from barriers and accessible environments have informed Toronto Catholic District School Board policies, programs, procedures and services. Through the annual accessibility plan status report process implemented under the *Ontarians with Disabilities Act, 2001*, the Toronto Catholic District School Board's programming, policies and practices have been assessed with a view to provide continuous improvement in accessibility. This process will continue through the establishment of a multi-year accessibility plan which places particular emphasis on the provisions of the regulations made under the AODA with regard to service, information and communications, employment and school transportation.

There has been recognition and heightened awareness of the need to address concerns regarding accessibility. There have been a number of initiatives both formal and informal at the local level and system wide to address accessibility issues and hence identify, remove and prevent barriers to people with disabilities. The complexities of a large, diverse urban Board present challenges that need to be addressed in the TCDSB's accessibility planning process.

Accessibility initiatives have begun to be addressed through the various departments, mainly Planning and Facilities, Special Services, Health and Safety and Human Resources.



Planning & Facilities:

There have been a number of initiatives of the TCDSB to identify, remove and prevent barriers to people with disabilities.

~~The TCDSB is currently in the process of constructing two (2) new secondary schools and five (5) new elementary schools. One (1) new build elementary school is in the initial planning phase. In addition, twenty (20) elementary schools are planned to have additions to the existing school structure to accommodate the Full Day Kindergarten Program and one (1) secondary school will be receiving an addition. Forty (40) elementary schools will also have Full Day Kindergarten classrooms retrofitted to meet the needs of the program.~~

The Capital Development and Planning services department continues to ensure all schools that are in the design and construction phase or any additions made to existing schools meet or exceed accessibility standards. Presently, there are four (4) new elementary school in construction – scheduled to open in late 2018 or the spring of 2019. The Board is proceeding with three (3) replacement secondary schools and four (4) replacement elementary schools. In addition, the Board has completed the construction of four (4) elementary school additions with three (3) other elementary school additions underway.

All designs of the new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.

Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.



The Facilities Department ensures that procedures are in place for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order. This includes providing notice of the temporary disruptions and contact information both on-site and electronically, when possible. ([TCDSB Notice of Disruption Document](#))

The following accessibility features have also been installed in some schools from a one-time accessibility grant several year ago:

- Washroom modifications
- Ramps
- Wheelchair Stair-Lifts
- Automatic Door Openers
- Elevator Repairs
- Lifting Devices
- Structural Wall Modifications

The Board operates a large number of schools that either have one (1) story or alternatively, at schools which are greater than one (1) story, have a passenger elevator to assist individuals who may have mobility issues and who may experience a physical/architectural barrier if the individual is unable to utilize the stairwells.

Through the annual budget presentation, specific projects are identified, prioritized and completed in a coordinated effort between the Planning & Facilities Department, Special Services and the local school Superintendents.

Special Services:

Student accessibility projects and initiatives are reported to the Ministry of Education through the TCDSB's Special Education Plan. This plan is posted on the TCDSB's website www.tcdsb.org.



Through the Intensive Support Amount (ISA), the Board has been able to provide assistive technology and many more accommodations at the individual school for students in need due to a disability.

The ISA process allows for individualized equipment such as a walker, standers, sensory materials, lifts, computers and assistive software to be purchased on behalf of individual students, if it is deemed essential for them to have the equipment in order to access the curriculum.

Human Resources/Employment:

The TCDSB is an equal opportunity employer. In this regard, the Board recruits qualified staff specific to requirements of the particular job. Processes are in place to find placements for staff in facilities that accommodate their disability. The TCDSB accommodates staff with disabilities by providing necessary equipment that allows staff members to perform their duties in a barrier free workplace. The TCDSB has experienced professionals in place to assist staff members with disabilities to appropriately, safely and respectfully accommodate the employee in the workplace.

The workplace accommodation process practiced by the professionals in the Human Resources department is outlined in the Board's Workplace Accommodation for Employees with Disabilities Policy.

Customer Service:

The TCDSB updated its Accessibility Standards for Services and Facilities policy (A.36) on September 22, 2016. The TCDSB remains in compliance with the Customer Service Standard.

The TCDSB did not receive any feedback about the manner in which it provides service and facilities to people with disabilities. Feedback processes vary including: in person, by telephone, in writing by mail, hard copy, diskette or fax, or by some other communication technology.



7.0 Barrier Identification Methodologies

The Accessibility Working Group will use the following identification methodologies. Staff with disabilities will be consulted throughout the process.

- (1) Presentation to Senior Staff:
 - Input and feedback will be provided as the plan evolves and consultation will be on-going.
- (2) Presentation to Employee Groups:
 - Information regarding the plan will be provided and the working group will prioritize the removal of barriers.
- (3) Presentation to Trustees:
 - Providing information regarding the plan and conducted prior to posting the updated annual plan.
- (4) Data Gathering:
 - Information to be gathered from all TCDSB stakeholders to identify barriers and measures that would make the TCDSB more accessible to people with disabilities.

Data will be gathered by either facilitating interviews, focus groups and/or surveys from three (3) sources: the Board's central office, schools and individuals. In addition data will also be gathered through the review of policies. The data-gathering instruments will address all areas of accessibility barriers (physical, architectural, communication, information, attitudinal, technological, policy and practice).

Board Central Office- Department heads and other key staff will be contacted.

Schools- A representative which may include parents or members of the school community.

Individuals- Individual students, parents and staff will be invited to respond and to contribute their suggestions in the area of accessibility.



Information will be gathered from individuals using surveys and/or focus groups.

While the primary focus of the surveys, focus groups or interviews is to gather data for informed decision making, it is expected that they will also serve to raise the awareness of respondents regarding the question of accessibility and accessibility planning within the TCDSB community.

In gathering the data, efforts will be made to encourage participation from people with disabilities. This will include extensive communication of the plan and widespread invitations for input and feedback.

8.0 Recent Barrier Removal Achievements

Between 2012-2017, the TCDSB implemented projects and programs to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*.

This document includes a summary of the accessibility initiatives the TCDSB has completed.

Information and Communications

The TCDSB ensures it can identify and have ready access to resources that enable the Board to provide information and communication supports upon request and in a timely manner to persons with disabilities. (e.g. access to board meetings/school events)

The TCDSB has ensured readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request.

The TCDSB has reviewed the status of capacity of school libraries to provide accessible or conversion-ready formats of



digital or multimedia resources upon request in anticipation of 2020 deadline.

The TCDSB Information Technology (IT) Services has reviewed accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards.

Employment

During the 2012/2013 calendar year, the hiring and recruitment practices were reviewed with a view that employment is based upon qualifications and the ability to complete the core functions of the job description. The hiring and recruitment process for job classifications and professions at the Board was reviewed in order to minimize any possibility of individuals with disabilities being disadvantaged with accessibility barriers when seeking employment with the TCDSB. Under the AODA, the recruitment process is to be barrier free for job applicants with disabilities and when making offers of employment the Board must notify the successful candidate of the policies in place regarding accommodating persons with disabilities in the workplace.

By January 1, 2014 the TCDSB was required under the AODA to notify all job applicants when they are selected to participate further in the selection process that accommodation is available upon request in relation to the materials or processes to be used. The Board must consult with the applicant who is selected and who requests an accommodation and is required to provide and arrange for the provision of suitable accommodation. The TCDSB must also notify all successful applicants, when making offers of employment, of policies, procedures and plans for accommodating persons with disabilities.

Architectural & Physical Barriers



All designs of new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.

Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.

Policies

The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.

Training

In accordance with AODA requirements the TCDSB provided interactive training on the Human Rights Code as it pertains to persons with disabilities for school board employees, volunteers and all other persons who provide goods and services or facilities on behalf of the school board. All school boards will be obligated to present this training.

Link to training modules:

Accessibility Awareness:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/default.aspx>

Customer Service Standards:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/Customer-Service-Standards-Training-AODA.aspx>



~~The most recent Annual Accessibility Plan developed in accordance with the *Ontarians with Disabilities Act* (ODA) identified a range of barriers and appropriate strategies for their removal.~~

~~**Emergency Evacuation Plan-** In accordance with the statutory requirements under the AODA, the TCDSB developed and delivered to the system an Emergency Evacuation Plan document for employees with disabilities and another document for students with disabilities. The standardized Emergency Evacuation Plan documents are to be completed for every employee and student who has a disability and would experience a barrier in exiting the building in an emergency. Each individualized Emergency Evacuation Plan provides a detailed process for other employees and students to follow in the case of an emergency to assist the disabled employee or student in exiting the building.~~

~~New school construction has adhered to the current building code and includes level access to schools, automatic door openers, elevators in schools of more than one floor, accessible washrooms.~~



9.0 Barriers to be addressed under the Multi-Year Accessibility Plan

The Integrated Accessibility Standards Regulation 191/11 filed in June, 2011 pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005* identified specific requirements to achieve accessibility in the areas of:

- Information and Communications
- Employment
- Transportation

These requirements build on the Accessibility Standards for Customer Service which came into force in 2007.

The Toronto Catholic District School Board intends, through this Multi-year Accessibility Plan for the period ~~2012-2017~~ **2017-2022**, to take action to address barriers to accessibility related to the Standards areas of current Regulations. This is in addition to ongoing work the Board is undertaking with regard to identification and removal of barriers in the Board's physical environment.

By January 1, 2020, the Board needs to:

(1) Provide accessible school library resources when asked. If available, provide accessible versions of print resources and materials such as large print, electronic or audio versions.

Exceptions

The Board does not need to provide accessible formats for:

- **rare books**
- **special collections**
- **archived materials**
- **donated books and materials**

Types of accessible formats:



- large print
- electronic versions
- CDs or other audio, including podcasts
- braille

Types of conversion-ready formats:

Electronic or digital formats that are easy to convert into accessible formats such as HTML and structured Microsoft Word files.

How to comply:

To determine what format to provide, speak with the students who will be using the content. They may already be aware of ways to access it or convert it. If it is not possible to provide information in an accessible or conversion-ready format, your library representative will need to:

- explain why it can't provide the materials as requested
- provide a summary of the information that cannot be converted

(2) Make printed learning materials accessible

If the Board produces other printed learning materials, it must make them accessible or easy to convert into other formats like accessible Microsoft Word files.

If you are unable to provide the content in an accessible or conversion-ready format, you must:

- explain to individual why you cannot convert the information



- provide a summary of the information

By January 1, 2021, the Board needs to:

Make websites and web content accessible.

The TCDSB public website and its content must meet WCAG 2.0, as outlined in the Accessibility Standard for Information and Communications.

The TCDSB does not have to make its internal website (intranet) accessible. The Board does not have to modify content posted before 2012. If asked, the Board will need to work with individuals to make the content available to them in an alternate format such as large print or braille.

2012-2013

~~In its review, the Accessibility Working Group will identify potential barriers. The Accessibility Working Group will focus on strategies of prevention and removal of barriers. Under the AODA, School Boards will be required, by statutory deadlines outlined in the AODA, to implement specific accessibility standards for accessibility barrier areas including: communication tools (including websites), recruitment, educational training materials and libraries materials. All Ontario School Boards will also be obligated, under the AODA, to provide accessibility training to educators which is being completed and implemented by the Ontario Education Services Corporation.~~

~~The Accessibility Working group will prioritize barriers to be addressed and will present to Senior Staff for consideration as budget constraints may be a factor as the Board strives to meet its many obligations.~~

~~The Accessibility Working Group will examine the gaps between what is presently in place at the TCDSB for accessibility and what the Board would like to achieve over the next five (5) to ten (10) years. From~~



~~this gap analysis, the Board will be able to develop short-term and long-term plans to address removal of accessibility barriers throughout its policies, procedures and practices in the school system.~~

Human Resources:

~~During the 2012/2013 calendar years, the hiring and recruitment practices will be reviewed with a view that employment is based upon qualifications and the ability to complete the core functions of the job description. The hiring and recruitment process for job classifications and professions at the Board will be reviewed in order to minimize any possibility of individuals with disabilities being disadvantaged with accessibility barriers when seeking employment with the TCDSB. Under the AODA, the recruitment process is to be barrier free for job applicants with disabilities and when making offers of employment the Board must notify the successful candidate of the policies in place regarding accommodating persons with disabilities in the workplace.~~

Architectural & Physical Barriers:

~~The TCDSB is currently in the process of building two (2) new replacement secondary schools which include: St. Joseph Morrow Park and Dante Aligheri. The TCDSB is also either building new schools or building replacement schools for the following elementary five (5) schools: St. Edward Catholic School (new), St. Andre Catholic School (new), Christ the King/St. Teresa (consolidation of two schools), St. John the Evangelist Catholic School, and St. Simon Catholic School. Additions are also being constructed for one (1) secondary school and twenty (20) elementary schools, primarily to accommodate new classrooms and gymnasiums for the Full-Day Kindergarten Program. The TCDSB is also either in the process or in the final planning/approval stages to retrofit and renovate forty (40) elementary site Full-Day Kindergarten classrooms. In addition, one (1) new elementary school is in the initial planning stages.~~

~~All designs of new schools and additions have building features that incorporate principles of universal and barrier free design to meet the~~



~~requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.~~

~~Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.~~

Policies:

The TCDSB's current Multi-Year Accessibility Plan will be reviewed and amended every five years. The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.



2013-2014

~~**Physical Barriers-** Capital Development will continue to classify the accessibility of each building. In addition, Capital Development will continue to develop a plan with the financial costing to address the removal of physical barriers in schools and administrative buildings.~~

~~**Human Rights Training-** In accordance with AODA requirements, the Ontario School Education Corporation will continue to develop interactive training for school board employees, volunteers and all other persons who provide goods and services or facilities on behalf of the school board. All school boards will be obligated to present this training on the Human Rights Code as it pertains to persons with disabilities. The training is required to be launched by January 1, 2014.~~

~~**Human Resource Recruitment, Assessment and Selection Process-** By January 1, 2014 the TCDSB is required under the AODA to notify all job applicants when they are selected to participate further in the selection process that accommodation is available upon request in relation to the materials or processes to be used. The Board must consult with the applicant who is selected and who requests an accommodation and is required to provide and arrange for the provision of suitable accommodation. The TCDSB must also notify all successful applicants, when making offers of employment, of policies, procedures and plans for accommodating persons with disabilities.~~



2014-2015

Type of Barrier	Location	Action	Effective Date
Information and Communication	Board-wide	Identify and have ready access to resources that enable the Board to provide information and communication supports upon request and in a timely manner to persons with disabilities. (Consider access to board meetings/school events)	January 1, 2015
Information and Communication	School Libraries	Ensure readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request	January 1, 2015
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various schools	Installation of accessibility features	Ongoing 2014-2015



2015-2016

Type of Barrier	Location	Action	Effective Date
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained.	Ongoing
Information and Communication	School Libraries	Review status of capacity of school libraries to provide accessible or conversion-ready formats of digital or multimedia resources upon request in anticipation of 2020 deadline	Ongoing preparation for 2020 deadline
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various Schools	Installation of accessibility features	Ongoing 2015-2016



2016-2017

Type of Barrier	Location	Action	Effective Date
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained	Ongoing 2016-2017
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing 2016-2017
Information and Communication	School Libraries	Review status of capacity of school libraries to provide accessible or conversion-ready formats of all resources upon request	Ongoing preparation for 2020 deadline
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various Schools	Installation of accessibility features	Ongoing 2015-2016



10.0 Review and Monitoring Process

The Accessibility Working Group meets during the year to review progress and evaluate the effectiveness of implementation of barrier-removal and prevention strategies and to plan for increased accessibility throughout the Board.

The Accessibility Working Group will ensure that in respect of the Multi-Year Accessibility Plan the following steps take place:

- (a) An annual status report on the progress of the measures taken to implement the plan is prepared.
- (b) At least once every 5 years the plan is reviewed and updated in consultation with persons with disabilities, with the Board's Special Education Advisory Committee and other relevant committees.

11.0 Communication of the Plan

In addition to the public availability of the plan as referenced earlier on Page 2, the Toronto Catholic District School Board will post an annual status report on the progress of the Multi-year Accessibility Plan on the Board's website. The Board will accommodate requests for accessible formats of the Plan.

Questions, comments or feedback regarding the Accessibility Plan may be directed to the Superintendent of Human Resources.



APPENDICES

- Appendix 1: Definitions
- Appendix 2: Trustees



APPENDIX 1: DEFINITIONS

BARRIER:

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including:

Physical barrier- Objects added to the environment, doors, windows, elevators, furniture, workstations, recreational facilities, playgrounds, bathroom hardware, etc.

Architectural barrier- inadequate or incomprehensible signage, difficulties reading brochures, forms, manuals, web sites, fax transmissions, equipment labels, computer screens, etc.

Communication barrier- Difficulties receiving information in person or by telephone; difficulties interacting with staff, difficulties receiving training and articulating in the recruitment and interview process.

Attitudinal barrier- Staff who do not know how to communicate with people with disabilities; staff who refuse to provide service; discriminatory behaviours.

Technological barrier- Computers, photocopiers, fax machines, telephones and switches; inadequate or inappropriate assistive technologies.

Policy or a Practice- Rules, regulations and protocols that prevent one from performing their job satisfactorily; or from serving the public; or that restrict public participation.

DISABILITY:

- (a) Any degree of physical disability, infirmity, malformation or disfiguration that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis,



- amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- (b) A condition of mental impairment or a developmental disability.
 - (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
 - (d) A mental disorder, or
 - (e) An injury or disability for which benefits were claimed or received under an insurance plan **established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")**
 - (f) ~~A "handicap" established under the Workplace Safety and Insurance Act, 1997.~~



APPENDIX 2: TRUSTEES 2017-2018

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2017-2018

Wards

- | | |
|-----------------------------------|--------------|
| 1. Joseph Martino | 416-512-3401 |
| 2. Ann Andrachuk | 416-512-3402 |
| 3. Sal Piccininni | 416-512-3403 |
| 4. Patrizia Bottoni | 416-512-3404 |
| 5. Maria Rizzo, Vice-Chair | 416-512-3405 |
| 6. Frank D'Amico | 416-512-3406 |
| 7. Michael Del Grande | 416-512-3407 |
| 8. Garry Tanuan | 416-512-3408 |
| 9. Jo-Ann Davis | 416-512-3409 |
| 10. Barbara Poplawski,
Chair | 416-512-3410 |
| 11. Angela Kennedy | 416-512-3411 |
| 12. Nancy Crawford | 416-512-3412 |
| Rhea Carlisle
Student Trustees | 416-512-3413 |
| Joel Ndongmi,
Student Trustee | 416-512-3417 |