



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43 - Kemptville, Ontario - K0G 1J0
Phone: 613-258-7757 Toll-Free: 1-800-443-4562 Fax: 613-258-7134
www.cdsbeo.on.ca



MULTI-YEAR ACCESSIBILITY PLAN

FOR THE PERIOD DECEMBER 2013 TO DECEMBER 2018

MULTI-YEAR ACCESSIBILITY PLAN

Prepared by

Accessibility Planning Committee

In accordance with

**Accessibility for Ontarians with Disabilities Act
Integrated Accessibility Standards Regulation**

This publication is available through the CDSBEO website

- website (www.cdsbeo.on.ca)
- Kemptville Central Office
- In accessible formats upon request*

*Please contact, Mark Musca, Superintendent of School Effectiveness

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 2013-2018 to identify, remove and prevent barriers to people with disabilities who work, learn and participate in the 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.

1.0 Objectives

This Plan:

- 1.1** Describes the process by which the CDSBEO will identify, remove and prevent barriers;
- 1.2** Reviews recent efforts of the CDSBEO to remove and prevent barriers;
- 1.3** Describes the measures the CDSBEO will take in the period 2013-2018 to identify, remove and prevent barriers;
- 1.4** Makes a commitment to review and update the multi-year accessibility plan at least once every 5 years;
- 1.5** Describes how the CDSBEO will make this accessibility plan available to the public.

2.0 Commitment to Accessibility Planning

The CDSBEO is committed to:

- 2.1** Maintaining an Accessibility Planning Committee;

- 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 Planning Committee will provide input re: accessibility issues, where appropriate, with regard to new policies and procedures and to those under review;
- 2.4 Improving access to facilities, 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 Committee and will, wherever practicable, be incorporated in the multi-year plan.

3.0 Members of Accessibility Planning Committee

Working Group Member	Department	Contact Information
Mark Musca	Sr. Management	mark.musca@cdsbeo.on.ca
Bonnie Norton	Sr. Management	bonnie.norton@cdsbeo.on.ca
Barb Renaud	Human Resource Services	barb.renaud@cdsbeo.on.ca
Amber LaBerge	Communications	amber.laberge@cdsbeo.on.ca
Paula Perrault	Special Education	paula.perrault@cdsbeo.on.ca
Craig McDonald	Facilities Services	craig.mcdonald@cdsbeo.on.ca
Nancy Prest	Elementary School Administrator	nancy.prest@cdsbeo.on.ca
Richard James	Secondary School Administrator	richard.james@cdsbeo.on.ca
Caroline Chesbro	Health & Safety Coordinator	caroline.chesbro@cdsbeo.on.ca

4.0 Strategy for prevention and removal of barriers

The principles of inclusionary practice, freedom from barriers and accessible environments have informed all CDSBEO Board policies, programs, procedures and services. Through the annual accessibility plan status report process implemented under the *Ontarians with Disabilities Act, 2001*, the CDSBEO’s programming, policies and

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practices have been assessed to ensure 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 customer service, information and communications, employment and school transportation.

5.0 Barrier Identification Methodologies

A variety of accessibility initiatives continue to be addressed through various departments including: Human Resources, Plant and Maintenance, Curriculum, Special Education, Information Technology, and the Student Transportation of Eastern Ontario (STEO).

The Accessibility Steering Committee uses the following methods to identify barriers to accessibility:

Feedback

The Board welcomes feedback by email and telephone. As well, Principals have been encouraged to inform their Superintendent of any issues or concerns that may arise. These concerns are brought to the attention of the Accessibility Steering Committee. As well, the Board's Special Education Advisory Committee (SEAC) provides input, as do the Catholic school councils.

Staff Training

Customer Service training is mandatory for all employees. Completion is tracked and data is reviewed by the Accessibility Steering Committee.

Continuous Review of Standards

The Accessibility Steering Committee is kept abreast of all regulatory requirements by attending conferences and reviewing information as it becomes available. The Accessibility Steering Committee makes use of the resources provided by the Ministry of Education and the Ontario Education Services Corporation.

Collaboration with Plant and Maintenance and Special Education

The Accessibility Steering Committee collaborates with the Plant and Maintenance and Special Education departments to identify and select accessibility projects. As often as possible, projects are planned in conjunction with other projects in order to save on costs and capitalize on existing manpower.

6.0 Recent Barrier Removal Achievements

The most recent Annual Accessibility Plan developed in accordance with the Ontarians with Disability Act (ODA) identified a range of barriers and appropriate strategies for their removal. The detailed achievements are set out in the following charts:

2002-2003 Projects
<ul style="list-style-type: none"> ▪ Improved access to main entrances at St. Francis Xavier Elementary School in Brockville
<ul style="list-style-type: none"> ▪ Provided access to three entrances at St. Mary-St. Cecilia, Morrisburg
<ul style="list-style-type: none"> ▪ Installed an automatic door opener at main entrance of St. Mary-St. Cecilia, Morrisburg
<ul style="list-style-type: none"> ▪ Created an accessible main entrance at St. Francis Xavier, Brockville

2003-2004 Projects
<ul style="list-style-type: none"> ▪ Improvement to special education area of St. Michael CHS, Kemptville

2003-2004 Projects
Provide accessible parking with proper signage at the following schools:
<ul style="list-style-type: none"> ▪ Immaculate Conception, Cornwall
<ul style="list-style-type: none"> ▪ Sacred Heart, Cornwall
<ul style="list-style-type: none"> ▪ St. Andrew, St. Andrews
<ul style="list-style-type: none"> ▪ St. Anne, Cornwall
<ul style="list-style-type: none"> ▪ St. Columban’s West, Cornwall
<ul style="list-style-type: none"> ▪ St. George, Long Sault
<ul style="list-style-type: none"> ▪ St. John Bosco, Cornwall
<ul style="list-style-type: none"> ▪ St. Mary, Chesterville
<ul style="list-style-type: none"> ▪ St. Bernard, Finch
<ul style="list-style-type: none"> ▪ Iona Academy, Williamstown
<ul style="list-style-type: none"> ▪ St. Finnan, Alexandria
<ul style="list-style-type: none"> ▪ St. Joseph CSS, Cornwall
<ul style="list-style-type: none"> ▪ Notre Dame CHS, Carleton Place
<ul style="list-style-type: none"> ▪ St. Gregory, Carleton Place
<ul style="list-style-type: none"> ▪ St. Matthew’s, CSS, Cornwall
<ul style="list-style-type: none"> ▪ Administration Office, Cornwall
<ul style="list-style-type: none"> ▪ Holy Cross, Kemptville

▪ St. Joseph, Prescott
▪ St. Mark, Prescott
▪ St. Mary, Carleton Place
▪ St. Edwards, Westport
▪ St. Francis Xavier CHS, Brockville
▪ St. John Bosco, Brockville
▪ St. Joseph, Gananoque
▪ St. Joseph, Toledo
▪ St. Luke, Smiths Falls
Provide accessible entrances to the following schools:
▪ Bishop Macdonell, Cornwall
▪ Immaculate Conception, Cornwall
▪ St. Matthew CSS, Cornwall
▪ Administration Office, Cornwall
▪ St. Francis de Sales, Smiths Falls
▪ St. Luke, Smiths Falls
▪ Design a accessible bus access route for St. Finnan, Alexandria

2004-2005 Projects
▪ Construct an accessible bus access route at St. Finnan, Alexandria
▪ Design and build a new accessible parking space at St. Francis de Sales, Smiths Falls
▪ Design and build a new accessible parking space at St. John Elementary School, Perth

2005-2006 Projects
▪ New accessible washroom at Sacred Heart, Lanark
▪ New accessible washroom at St. Mary, Carleton Place
▪ New accessible ramp and door operator at Pope John Paul II, Hammond
▪ Five play structures received ramps

2006-2007 Projects
▪ Create an accessible access to main entrance in the Cornwall Board Office
▪ Install two automatic door openers at the Cornwall Board Office
▪ Install automatic door opener at south exit at St. Joseph Secondary
▪ Install two automatic door openers at ramp near auditorium at St. Joseph Secondary
▪ Install automatic door opener at main entrance of St. Finnan
▪ Install two hold-open devices on doors at J.L. Jordan
▪ Install four hold-open devices on doors at St Francis de Sales
▪ Install one hold-open device at St Edward, Westport
▪ Install one hold-open device at St Mary, Carleton Place

2007-2008
▪ St Joseph Toledo new addition completely designed barrier free

<ul style="list-style-type: none"> ▪ St Joseph Toledo new change facilities and special needs area
<ul style="list-style-type: none"> ▪ St Michael add a ramp to a portable and place automatic door operator on the special education area
<ul style="list-style-type: none"> ▪ Construct accessible washroom at St Mary CHS, Brockville
<ul style="list-style-type: none"> ▪ Renovate special needs classroom to better suit student access St Mary CHS
<ul style="list-style-type: none"> ▪ Install accessible door operators at St Joseph Toledo
<ul style="list-style-type: none"> ▪ Install accessible door operators on main entrance at Pope John Paul II
<ul style="list-style-type: none"> ▪ Washrooms at Immaculate Conception renovated to ODA standards

<h2 style="color: #4F81BD;">2008-2009 Projects</h2>
<ul style="list-style-type: none"> ▪ Accessible lift to stage at St John CHS
<ul style="list-style-type: none"> ▪ Accessible washroom at St Francis Xavier CHS, Hammond
<ul style="list-style-type: none"> ▪ Install card swipe on the elevator at Notre Dame CHS
<ul style="list-style-type: none"> ▪ Install accessible door operators at Pope John Paul II on main front entrance door
<ul style="list-style-type: none"> ▪ Pope John Paul II front door revisions and library infill of pit for wheel chair safety

<h2 style="color: #4F81BD;">2009-2010 Projects</h2>
<ul style="list-style-type: none"> ▪ Accessible washroom at St. Francis Xavier, Brockville
<ul style="list-style-type: none"> ▪ Place ramp at exterior of Iona Academy
<ul style="list-style-type: none"> ▪ Re-do front entrance St Mary, Carleton Place to be accessible, and place operators on front doors and staff entrance doors
<ul style="list-style-type: none"> ▪ Bishop Macdonell- accessible parking sign installed in new parking lot

<h2 style="color: #4F81BD;">2010-2011 Projects</h2>
<ul style="list-style-type: none"> ▪ Upgrade Western region office to be accessible
<ul style="list-style-type: none"> ▪ Install automatic operators on library and port-a-pack doors, St Michael CHS
<ul style="list-style-type: none"> ▪ Install ramp at port-a-pack doors, St Michael CHS
<ul style="list-style-type: none"> ▪ Install stair lift at Iona Academy
<ul style="list-style-type: none"> ▪ St. Francis deSales - wheelchair accessible
<ul style="list-style-type: none"> ▪ Pathway to civic complex from St Michael CHS – wheelchair accessible
<ul style="list-style-type: none"> ▪ Change table and washroom upgrades St Mary, Chesterville
<ul style="list-style-type: none"> ▪ Hearing impaired system installed in new wing St. Thomas Aquinas CHS
<ul style="list-style-type: none"> ▪ St Michael - ODA compliance in new addition
<ul style="list-style-type: none"> ▪ St Thomas Aquinas CHS - ODA compliance in new addition
<ul style="list-style-type: none"> ▪ Holy Trinity CSS, washroom renovations

<h2 style="color: #4F81BD;">2011-2012 Projects</h2>
<ul style="list-style-type: none"> ▪ Ramp installation for Our Lady of Good Counsel
<ul style="list-style-type: none"> ▪ Washroom and change space upgrades at St George, Long Sault
<ul style="list-style-type: none"> ▪ Washroom and change space upgrades at Iona Academy
<ul style="list-style-type: none"> ▪ Upgrade washrooms at St Michael CHS
<ul style="list-style-type: none"> ▪ Renovate St Mark washroom
<ul style="list-style-type: none"> ▪ Accessible operator on exterior door at St John CHS
<ul style="list-style-type: none"> ▪ Install non-slip treads at St Francis Xavier, Brockville
<ul style="list-style-type: none"> ▪ Washroom renovation Sacred Heart, Cornwall

2012-2013 Projects
▪ Place wheel chair lift from daycare to main floor at St Finnan
▪ St Mathew accessible washroom retrofit
▪ Accessible washroom upgrades at St Peter, Cornwall
▪ St Patrick, Rockland Kindergarten area and walkway repairs – assist low vision student
▪ Pope John Paul II – re-work North entrance ramp
▪ Install key swipe on elevator at St Michael, CHS
▪ Upgrades of washrooms and entrances at St Andrew
▪ Sacred Heart, Cornwall – washroom improvements
▪ Install ODA door operator on office door at St Michael CHS
▪ St Michael - grab bars in student services
▪ Holy Cross - paint stairs and hallways for visually impaired
▪ St Francis deSales - paint stairs and hallways for visually impaired
▪ Install camera at St John Elementary complete with electronic latch

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.

7.0 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 CDSBEO intends, through this Multi-year Accessibility Plan for the period 2013-2018, 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.

2013-2014

Type of Barrier	Location	Action	Effective Date
Systemic - attitudinal	Board-wide	Provide training to all staff, volunteers on accessibility standards requirements and on Human Rights Code provisions re disabilities and ensure third-party providers have similar training	Ongoing 2013-2014
Information and Communication	Board Offices	Review process for receiving/responding to feedback to ensure accessibility to persons with disabilities and readiness to provide accessible formats and communication supports upon request.	January 1, 2014
Information and Communications	Board-wide	Review Board and school websites to assess level of accessibility. Ensure that new sites and web content published after Jan 1, 2012 meet WCAG 2.0, Level A standards.	January 1, 2014
Systemic - Employment	Board-wide	Review and update Human Resources procedures and practices with regard to recruitment, job accommodations, alternative accessible formats and communication supports, individual accommodation plans, return to work, performance appraisal,	January 1, 2014

		career or professional development, redeployment	
Information and Communication – Student Transportation	Board-wide (Student Transportation and Special Education)	Consult with parents and develop individual school transportation plans for students with disabilities, clarifying roles and responsibilities	January 1, 2014
Information and Communication	School Libraries	Review the readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request	Ongoing 2013-2014 in anticipation of the 2015 compliance date
Physical	St. John Elementary, Perth	Install elevator	2013-2014
Physical	Sacred Heart, Cornwall	Construct accessible washroom	2013-2014
Physical	Pope John Paul, Hammond	Install ODA door operator on door to playground	2013-2014
Physical	St. Francis deSales, Smiths Falls	Construct accessible washroom on 3 rd floor	2013-2014

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.	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	Board-wide	Please refer to Appendix A for all projects under consideration for 2014-2015	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	Board-wide	Please refer to Appendix A for all projects under consideration for 2015-2016	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	Board-wide	Please refer to Appendix A for all projects under consideration for 2016-2017	2016-2017

2017-2018

Type of Barrier	Location	Action	Effective Date
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained	Ongoing 2017-2018
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing 2017-2018
Information and Communication	School Libraries	Review status of capacity of school	Ongoing preparation for 2020 deadline

		libraries to provide accessible or conversion-ready formats of all resources upon request	
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	Board-wide	Please refer to Appendix A for all projects under consideration for 2017-2018	2017-2018

8.0 Review and Monitoring Process

The Accessibility Planning Committee meets regularly 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 Planning Committee will ensure that 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.

Appendix A

AODA Projects Under Consideration

PLEASE NOTE: As the total costs related to the proposals below are far in excess of funding that is available, this listing is **for consideration only**, and should not be mistaken as an approved plan. During the funding process, these recommended projects will be reviewed and only a limited number will be approved.

2014-2015 AODA projects to be considered
Accessibility playground improvements at: <ul style="list-style-type: none">▪ Iona Academy▪ St Gregory▪ St. James▪ St. John Bosco
▪ Place ramp at gymnasium at St Mary, Carleton Place
▪ Install elevator at St Mary, Carleton Place
▪ Upgrade washrooms at St Mary, Carleton Place
Install devices for vision impaired and hearing impaired at the following sites: <ul style="list-style-type: none">▪ Holy Cross▪ St. Joseph, Gananoque▪ St. Francis deSales▪ Holy Trinity▪ Sacred Heart, Cornwall▪ St. John CHS▪ St. Michael CHS
▪ Construct ramp to the stage at Bishop Macdonell
▪ Construct ramp to the stage at Iona Academy

2015-2016 AODA projects to be considered
Install devices for vision impaired and hearing impaired at the following sites: <ul style="list-style-type: none">▪ St. Mary – St. Cecelia▪ St. James
Accessibility playground improvements at: <ul style="list-style-type: none">▪ Holy Name of Mary▪ J.L. Jordan▪ Sacred Heart of Jesus, Lanark▪ St. Andrew▪ St. Peter
▪ Place ODA compliant stairs and handrails at St. Francis Xavier, Brockville
▪ Install elevator at St Francis deSales, Smiths falls
▪ J.L. Jordan port-a-pack to made accessible to play yard
▪ Holy Name of Mary - build ramp to make portables accessible
▪ St John CHS - build ramp to make portables accessible

- | |
|---|
| <ul style="list-style-type: none"> ▪ St Mathew CSS - build ramp to make portables accessible |
| <ul style="list-style-type: none"> ▪ Install elevator at St. Peter |

2016-2017 AODA projects to be considered

Install devices for vision impaired and hearing impaired at the following sites:

- St. Gregory
- Mother Teresa
- St. Thomas Aquinas CHS
- Notre Dame CHS
- St. Mary, Carleton Place

Accessibility playground improvements at:

- Mother Teresa
- Sacred Heart, Cornwall
- St. Columban
- St. Francis Xavier, Brockville
- St. Finnan
- St. Joseph, Gananoque
- St. Mary – St. Ceceila

▪ Install elevator at St Francis Xavier, Brockville

▪ Build ODA compliant washroom at St. Francis Xavier Brockville

▪ Install an elevator at St Mathew, CSS

▪ Install elevator at Sacred Heart, Cornwall

▪ Sacred Heart, Cornwall - make playground accessible from port-a-pack

▪ St Columban - elevator and lift to gymnasium

▪ Elevator to be installed at St Finnan

▪ St Joseph, Gananoque - make stage accessible

▪ St Joseph, Gananoque - build ramp to portable to make it accessible

▪ Install elevator at St Luke CHS

▪ Construct accessible washroom at St Luke CHS

▪ St Luke CHS - make front entrance , shop and lower level accessible

▪ St John Elementary - build ramps to make portables accessible

2017-2018 AODA projects to be considered

Install devices for vision impaired and hearing impaired at the following sites:

- St. Patrick
- St. Francis Xavier, Hammond
- St. Mary CHS
- St. Columban
- St. Joseph CSS

Accessibility playground improvements at:

- Bishop Macdonell
- Holy Cross
- Our Lady of Good Counsel
- Pope John Paul II
- St. Anne
- St. Edward
- St. George

<ul style="list-style-type: none"> ▪ St. John Elementary ▪ St. Jude ▪ St. Mark
<p>Ramp or lift constructed for stage access at:</p> <ul style="list-style-type: none"> ▪ Pope John Paul II ▪ St. Edward ▪ St. Francis Xavier, Hammond
<ul style="list-style-type: none"> ▪ Holy Trinity CSS – accessibility improvements for portables
<ul style="list-style-type: none"> ▪ St Edwards – accessible washroom constructed
<ul style="list-style-type: none"> ▪ St John Elementary, rework main entrance to make it accessible. (Currently there are two accessible entrances, but neither is the main entrance)
<ul style="list-style-type: none"> ▪ St. Jude – accessibility improvements for portables
<ul style="list-style-type: none"> ▪ St Joseph CSS - install ramps to portables and make rear stairs from track accessible