

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

PART I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	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 under the accessibility standards referred to in this Regulation.	Policy written and posted on the NBS website with Customer Service Policy.	Complete	January 1, 2014
4	Accessibility Plans	4.(1) 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.	Developed a multi-year plan to address the requirements to be met between 2013 and 2020.	Ongoing	January 1, 2014
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to: (a) all employees, and volunteers; (b) all persons who participate in developing (c) the organization's policies; and (d) all other persons who provide goods, services or facilities on behalf of the organization.	Current staff members have participated in training sessions (classroom and desktop). Newly hired staff received training during Orientation Sessions.	Ongoing	January 2015

PART II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request	Have posted Feedback process as part of policy on Website.	Completed	January 1, 2015

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

12	Accessible Formats and Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities: (a) in a timely manner that takes into account the person's accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to other persons.	Upon request NBS will provide accessible formats and communications supports in a timely manner at no additional costs.	Complete	January 1, 2016
		12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	The process to request accessible formats includes consultation with the person making the request when determining suitability of an accessible format or communication support.	Complete	January 1, 2016
		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Information included in posted IAS Policy	Complete	January 1, 2016
14	Accessible Websites and Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section	NBS will ensure websites and content conform to guidelines and that external website conforms to WCAG 2.0 Level A. and will be reviewed, assessed and revised when necessary.	Complete	September 2015
15	Educational and Training Resources and Materials	15(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given: 1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by: i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format.	Educational training resources and materials are in formats which take into account the accessibility needs of any student with a disability. Student records and information on program requirements are made available in alternate formats, as requested.	Complete	January 1, 2014

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

		2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.			
16	Training to Educators	16(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction. (2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Part of ongoing faculty professional learning – differentiation and accommodation. Training records exist.	Completed	January 2013
17	Libraries of educational and training institutions	18(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations 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, upon request. (2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).	In consultation with the Learning Commons, a statement has been posted on the BSS Learning Commons website and the BSS intranet.	Completed	January 2018 January 1, 2020 For digital or multimedia resources or materials

PART III – EMPLOYMENT STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Review to ensure applicants and employees will be notified in regards to the Schools commitment to provide equal opportunities, access to jobs and accommodation during employment.	Complete	January 1, 2016
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the	Selected applicants will be notified that accommodations are available upon request during the initial telephone call arranging for	Completed	January 1, 2018

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

		materials or processes to be used. (2) 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.	an interview. Selected applicants will receive Appropriate accommodations when requested		
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Offer Letter of Employment will advise the employee of the School's policies for accommodation.	Completed	January 2018
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Ongoing education and updated information will be communicated to employees via NBS Intranet. Update Policy List to include Accommodation Policy	Complete	January 2016
		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	All new employees will receive information in the Offer Letter of Employment and during the onboarding process.	Complete	January 2016
		25.(3)Employers 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 disability.	See 25 (1)	Complete	January 2016
26	Accessible Formats and Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: (a) information that is needed in order to perform the employee's job; and	Alternative job and workplace-related information formats and supports are provided upon request, in consultation with the employee and are documented.	Complete	January 2016

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

		(b) information that is generally available to employees in the workplace.			
		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Employees can request accessible formats in order to meet job requirements. See 26 (1)		January 1, 2016
27	Workplace Emergency Response Information	27.(1) Every 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 employer is aware of the need for accommodation due to the employee's disability.	The School will provide Personal Emergency Plans for all employees and students as required. The Plans will be updated on an annual basis.	Completed	January 1, 2012
		2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	See 27(1)	Complete	January 1, 2012
		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	See 27(1)	Complete	January 1, 2012
		(4) Every employer shall review the individualized workplace emergency response information: (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	See 27(1)	Complete	January 1, 2012
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Develop accommodations plan in consultation with affected employee.	Complete	January 1, 2016

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability. 	See 28 (1)	Complete	January 1, 2016
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <ol style="list-style-type: none"> (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process. 	Early and Safe Return to Work Policy; posted on Intranet; discussed during onboarding	Complete	January 2014
		<p>29. (2) The return to work process shall,</p> <ol style="list-style-type: none"> (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their 	See 29 (1)	Complete	January 2014

NBS Integrated Accessibility Standards Multi-Year Plan – 2017 Update

		disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.			
		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	See 29 (1) and (2)	Complete	January 1, 2014
30	Performance Management	30.(1) An employer that uses performance management in respect of 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 in respect of employees with disabilities.	NBS will ensure that the Annual Review process takes into account the accessibility needs of employees with disabilities as well as individual accommodation plans.	Complete	January 1, 2015
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees 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.	See 30	Complete	January 1, 2015
32	Redeployment	32.(1) 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.	See 30	Complete	January 1, 2015

PART IV – DESIGN OF PUBLIC SPACES STANDARDS (ACCESSIBILITY STANDARDS FOR THE BUILT ENVIRONMENT)

80	Maintenance of accessible elements	<p>44. In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following:</p> <ol style="list-style-type: none"> 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order. O. Reg. 413/12, s. 6. 	<p>Reported deficiencies are dealt with immediately.</p> <p>A formal inspection (walkways, parking, etc.) is done twice annually. Areas of deficiency are identified - a plan of repairs is implemented.</p> <p>There is sufficient variety in options for accessible entry/egress. The most practical option is offered during any temporary disruption.</p>	Completed	January 1, 2016
----	------------------------------------	--	---	-----------	-----------------