CDSBEO Multi-Year Accessibility Plan

For the Period January 2020 to January 2025

Prepared by:

Accessibility Planning Committee

In accordance with

Accessibility for Ontarians with Disabilities Act Integrated Accessibility Standards Regulation

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 has taken to date to identify, remove, prevent, and eliminate barriers for people with disabilities who work, learn and participate in the school board community and environment including students, staff, parents, guardians, caregivers, volunteers and visitors to the Board and its schools. The plan will be guided by the Board's Accessibility Standards Policy Statement and will be used as a foundation in moving forward.

Reviewed: June 11, 2024

1. Objectives

This Plan:

1.1 Describes the process by which the CDSBEO will prevent, identify, remove and eliminate barriers;

1.2 Reviews recent efforts of the CDSBEO to remove and prevent barriers;

1.3 Describes the measures the CDSBEO will take to prevent, identify, remove and eliminate barriers;

1.4 Makes a commitment to review and update the multi-year accessibility plan annually;

1.5 Describes how the CDSBEO will make this accessibility plan available to the public.

2. Differentiated Roles and Responsibilities of Trustees and the Director

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 practical, 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 Planning Committee and will, wherever practical, be incorporated in the multi-year plan.

3. Members of the Accessibility Planning Committee

Member	Department	Contact Information
Dawn Finnegan	Sr. Management	dawn.finnegan@cdsbeo.on.ca
Ashley Hutchinson	Sr. Management	ashley.hutchinson@cdsbeo.on.ca
Peter Oostrom	Human Resources	peter.oostrom@cdsbeo.on.ca
Amber LaBerge	Communications	amber.laberge@cdsbeo.on.ca
Caroline Chesbro	Health & Safety Coordinator	caroline.chesbro@cdsbeo.on.ca
Steve Payne	Information & Communications Technology	steve.payne@cdsbeo.on.ca
Angie McNamee	Special Education	angela.mcnamee@cdsbeo.on.ca
Paul Mesman	Plant & Maintenance	Paul.Mesman@cdsbeo.on.ca

4. 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 Accessibility for Ontarians with Disabilities Act, 2005, the CDSBEO's programming, policies and 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 regarding customer service, information and communications, employment, public spaces, and school transportation.

Key Areas for Compliance Standards

Employment

The Employment Standard requires that employers must make their workplace and employment practices accessible to potential or current employees requiring accommodation.

- CDSBEO regularly reviews Human Resources procedures and practices.
- CDSBEO ensures clear, simple, and accessible policies that are publicly available to support employees with disabilities,
- CDSBEO informs employees of policies used to support 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

CDSBEO notifies employees and identifies the availability of accommodation throughout the hiring process for applicants requiring accommodation.E2:3 Accessibility Standards for Employment

Information and Communications

The Information and Communications Standards of the AODA list rules for organizations to create, provide, and receive information and communications that people with disabilities can access. The standards give all people an equal chance to learn and be active in their communities.

- CDSBEO provides educational resources, materials, student records and information on program requirements in accessible formats upon request and advertises the availability of accessible formats openly
- CDSBEO ensures that all features and updates related to Board and School websites are compliant with accessibility requirements.
- CDSBEO provides training to all new employees on accessibility awareness training including the Accessible Customer Service Standard Program and the Integrated Accessibility Standards Program as part of the New Hire Information and Training Handbook.
- CDSBEO provides accessible or conversion-ready formats of all resources upon request.

- CDSBEO ensures that all accommodation requests are responded to in a timely manner,

E2:2 Accessibility Standards for Information and Communication

Transportation

The Transportation Standard of the AODA requires transportation service providers to make the features and equipment on routes and vehicles accessible to passengers with disabilities.

- CDSBEO will work with STEO (Student Transportation of Eastern Ontario) to ensure accessibility standards are maintained through the work of the Transportation Committee.
- CDSBEO will review special transportation requests to ensure any required accommodations are supported and provided by the appropriate transportation services.

Public Spaces

The design of public spaces standard of the AODA outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities.

- CDSBEO maintains an annual facilities renewal program for board facilities. Annually, renewal funds are prioritized and when possible, consideration is given to priority accessibility projects.
- CDSBEO maintains existing equipment such as doors, ramps, rails, curb cuts, , accessibility parking, evacuation chairs and signage.
- CDSBEO responds to accommodation requests for public spaces in a timely manner.

Customer Service

The Customer Service Standard mandates that service providers must find ways to break down barriers that prevent customers requiring accommodation from accessing the services they need. Barriers may be due to physical obstacles, technology, information and communications, an organization's practices or procedures, and/or the attitudes of staff.

- CDSBEO establishes and reviews its process for receiving and responding to feedback.
- CDSBEO ensures that feedback regarding accessibility originating with a user/customer is directed to the department responsible for resolving and responding to concerns/complaints.

CDSBEO makes a reasonable effort to ensure that accessibility challenges experienced by user groups with regard to Community Use of Board facilities are appropriately identified and resolved.

E2:1 Accessibility Standards for Customer Service

5. 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 Planning Committee uses the following methods to identify barriers to accessibility:

Feedback

The Board welcomes feedback by email and telephone. Also, 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 Planning 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 upon hire and will be reviewed every five years.

Continuous Review of Standards

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

Collaboration with Plant and Maintenance and Special Education

The Accessibility Planning 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.

Review and Monitoring Process

The Accessibility Planning Committee meets quarterly 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 five 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.

Temporary Service Disruptions

In the event of planned maintenance and/or unplanned service disruptions to accessible services, notice identifying the outage, its location, anticipated disruption length and alternative methods of service where possible, will be posted on the CDSBEO website. A notice will also be posted at the site of the impacted service.

6. Accessibility Projects/Initiatives for the Prevention/Removal of Barriers 2023-2024

Key Areas for Compliance Standards	Action/Progress	Department
Employment	Standardized customer service agreement language with third party providers with respect to AODA training and/or compliance	Human Resources
	Ergonomic assessments for employees with accessibility requirements (ongoing)	Human Resources
Information & Communication	Completion of a Manual Public Website AODA audit	Communications
	Continued progress towards AAA Website Accessibility Standard (by 2025)	Communications
	AODA Compliance Training for Staff (Teams Meetings, Creating Compliant Documents), virtual training for site administrators	Communications
Transportation	TBA	
Public Spaces	Construction of Accessible Washroom – Sacred Heart of Jesus, Lanark	
	Construction of Accessible Washroom – St. Mary Catholic School, Chesterville	
	Design of Room 108-124, Accessible Washroom – Sacred Heart Catholic School, Cornwall	
Customer Service	Professional Development for organizational leaders related to AODA requirements, best practices, and awareness training	Human Resources/ Communications
	Implementation of mandatory AODA training for all staff (via Vector) on cyclical basis	Human Resources
	New hire onboarding process to include mandatory AODA training modules (ongoing)	Human Resources
	Central ICT support accessibility – addition of chat feature	Information and Communications Technology (ICT)

7. Accessibility Projects/Initiatives for the Prevention/Removal of Barriers 2018-2024

Type of Barrier	Location	Action	Effective Date
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained.	Ongoing
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing
Information and Communication	School libraries	Review status of capacity of school libraries to provide accessible or conversion-ready formats of all resources upon request (see Appendix A)	Ongoing
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 (refer to Appendix A)	Ongoing preparation for 2021 deadline
Physical	Board-wide	Please refer to Appendix A for all projects under consideration	Ongoing

References

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (ontario.ca)

O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS (ontario.ca)

Accessibility for Ontarians with Disabilities Act (AODA)

Human Rights Code, R.S.O. 1990, c. H.19 (ontario.ca)

Appendix A

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.

Future AODA projects to be considered 2021 - 2022
Holy Name of Mary – AODA ramp off of basketball court area
St. Finnan, Alexandria – AODA upgrade to washroom downstairs – South hallway
St. John Elementary – Repair to railings at entrances
Cornwall Board Office - Replacement of both sets of front doors for accessibility to office and St. Joseph CSS

Appendix B

AODA Projects Completed

2002-2003 Projects
▪ St. Francis Xavier School, Brockville: Improved access to main entrances
▪ St. Mary-St. Cecilia, Morrisburg: Provided access to three entrances
▪ St. Mary-St. Cecilia, Morrisburg: Automatic door opener at main entrance
2003-2004 Projects
▪ St. Michael CHS, Kemptville: Improvement to special education area
2003-2004 Projects
Provide accessible parking with proper signage at the following schools:
▪ Administration Office, Cornwall
▪ Holy Cross, Kemptville
▪ Immaculate Conception, Cornwall *closed June 2018*
▪ Iona Academy, Williamstown
▪ Notre Dame CHS, Carleton Place
▪ Sacred Heart, Cornwall *school closed June 2018*
▪ St. Andrew, St. Andrews West
▪ St. Anne, Cornwall
▪ St. Bernard, Finch school *closed June 2006*
▪ St. Columban's West, Cornwall *school closed June 2018*
▪ St. Edward, Westport
▪ St. Finnan, Alexandria
▪ St. Francis Xavier CS, Brockville
▪ St. George, Long Sault *school closed June 2016*
▪ St. Gregory, Carleton Place
▪ St. John Bosco, Brockville
▪ St. John Bosco, Cornwall
▪ St. Joseph CSS, Cornwall
▪ St. Joseph, Gananoque
▪ St. Joseph, Prescott *school closed June 2009*
▪ St. Joseph, Toledo

▪ St. Luke, Smiths Falls *school closed June 2018*
▪ St. Mark, Prescott
▪ St. Mary, Carleton Place
▪ St. Mary, Chesterville
▪ St. Matthew CSS, Cornwall
Provide accessible entrances to the following schools:
▪ Administration Office, Cornwall
▪ Bishop Macdonell, Cornwall
▪ Immaculate Conception, Cornwall *school closed June 2018*
▪ St. Francis de Sales, Smiths Falls *school closed June 2018*
▪ St. Luke, Smiths Falls *school closed June 2018*
▪ St. Matthew CSS, Cornwall
2004-2005 Projects
▪ St. Finnan, Alexandria: Construct an accessible bus access route
▪ St. Francis de Sales, Smiths Falls: Accessible parking space school closed June 2018
▪ St. John Elementary School, Perth: Accessible parking space
2005-2006 Projects
▪ Pope John Paul II, Hammond: New accessible ramp and door operator
▪ Sacred Heart, Lanark: New accessible washroom
▪ St. Mary, Carleton Place: New accessible washroom
▪ Five play structures received ramps
2006-2007 Projects
▪ Cornwall Board Office: Create an accessible access to main entrance
▪ Cornwall Board Office: Install two automatic door openers
▪ J.L. Jordan: Install two hold-open devices on doors
▪ St. Edward, Westport: Install one hold-open device
▪ St. Finnan: Install automatic door opener at main entrance
▪ St. Francis de Sales: Install four hold-open devices on doors closed June 2018
▪ St. Joseph Secondary: Install automatic door opener at south exit
▪ St. Joseph Secondary: Install two automatic door openers at ramp near auditorium
▪ St. Mary, Carleton Place: Install one hold-open device
2007-2008 Projects
▪ Immaculate Conception: Washrooms renovated closed June 2018
▪ Pope John Paul II: Install accessible door operators on main entrance

▪ St. Joseph Toledo: new addition completely designed, barrier free
▪ St. Joseph Toledo: new change facilities and special needs area
▪ St. Joseph Toledo: Install accessible door operators
▪ St. Mary CHS, Brockville: Construct accessible washroom
▪ St. Mary CHS, Brockville: Renovate special needs classroom
▪ St. Michael CHS: add a ramp to a portable and place automatic door operator on the special education area
2008-2009 Projects
▪ Notre Dame CHS: Install card swipe on the elevator
▪ Pope John Paul II: Install accessible door operators on main front entrance door
▪ Pope John Paul II: front door revisions and library infill of pit for wheelchair safety
▪ St. Francis Xavier CHS, Hammond: Accessible washroom
▪ St. John CHS: Accessible lift to stage
2009-2010 Projects
▪ Bishop Macdonell: Accessible parking sign installed in new parking lot
▪ Iona Academy: Ramp at exterior
▪ St. Francis Xavier, Brockville: Accessible washroom
▪ St. Mary, Carleton Place: Re-do front entrance and place operators on front doors and staff entrance doors
2010-2011 Projects
▪ Western region office: Upgrade to be accessible closed
▪ Holy Trinity CSS: washroom renovations
▪ Iona Academy: Install stair lift
▪ St. Francis de Sales: wheelchair accessible school closed June 2018
▪ St. Mary, Chesterville: Change table and washroom upgrades
▪ St. Michael CHS: Install automatic operators on library and port-a-pack doors
▪ St. Michael CHS: Install ramp at port-a-pack doors
▪ St. Michael CHS: Pathway to civic complex - wheelchair accessible
▪ St. Michael CHS: ODA compliance in new addition
▪ St. Thomas Aquinas CHS: Hearing impaired system installed in new wing
▪ St. Thomas Aquinas CHS - ODA compliance in new addition
2011-2012 Projects
▪ Iona Academy: Washroom and change space upgrades
▪ Our Lady of Good Counsel: Ramp installation
▪ Sacred Heart, Cornwall: Washroom renovation school closed June 2018

▪ St. Francis Xavier, Brockville: Install non-slip treads
▪ St. George, Long Sault: Washroom and change space upgrades closed June 2016
▪ St. John CHS: Accessible operator on exterior door
▪ St. Mark: Renovate washroom
▪ St. Michael CHS: Upgrade washrooms
2012-2013 Projects
▪ Holy Cross: paint stairs and hallways for visually impaired
▪ Pope John Paul II: re-work North entrance ramp
▪ Sacred Heart, Cornwall: washroom improvements school closed June 2018
▪ St. Andrew: Upgrades of washrooms and entrances
▪ St. Finnan: Place wheelchair lift from daycare to main floor
▪ St. Francis de Sales: paint stairs and hallways for visually impaired closed June 2018
▪ St. John Elementary: Install camera, complete with electronic latch
▪ St. Matthew: accessible washroom retrofit
▪ St. Michael, CHS: Install key swipe on elevator
▪ St. Michael CHS: Install door operator on office door
▪ St. Michael CHS: grab bars in student services
▪ St. Patrick, Rockland: Kindergarten area and walkway repairs
▪ St. Peter, Cornwall: Accessible washroom upgrades
2013-2014 Projects
▪ Pope John Paul II, Hammond: Door operator on door to playground
▪ Sacred Heart, Cornwall: Accessible Washroom school closed June 2018
▪ St. Francis de Sales Smiths Falls: Washroom on 3rd floor school closed June 2018
▪ St. John Elementary, Perth: Elevator
▪ St. John Elementary, Perth: Washroom
▪ St. Mary CHS, Brockville: Washroom

* In order for the Catholic District School Board to further its commitment to students and staff with disabilities and to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005, the Board initiated an Accessibility Audit Project during the 2014-15 school year. The project involved auditing 43 school facilities and spaces to identify where barriers may exist in the school environment.

The project was awarded to The Harrington Group Ltd (THG) and a final report was prepared, dated November 23, 2015. Since 2003, THG has conducted accessibility audits of over 800 buildings province- wide, assessing over 20 million square feet of facility spaces. THG has extensive experience in planning, executing and reporting accessibility audits of a variety of facilities and spaces, with a solid track record in the education sector.

The report provides a detailed reference tool to the CDSBEO for planning "access improvement" initiatives. Results are presented in a chart form for each facility to allow for review by the respective departments. The chart provides all necessary information, in a succinct format, relating to why the barrier exists and how it can be removed.

Recommendations are ranked according to four priority levels:

- Priority 1 – Immediate action recommended

- Priority 2 – Short-term action recommended (within 2 years)

- Priority 3 – Mid-term action recommended (3-5 years), and

- Priority 4 – Long-term action recommended (6-10 years)

Priority rankings were determined by Board staff in the Request for Proposal (RFP) process. The Board will plan implementation in a feasible manner to its operations, immediate needs and funding capabilities. The report will be used as a guide for each facility in determining any available resources to be allocated to improved accessibility at CDSBEO facilities. It is important to note that the detailed report included cost estimates for all four priority levels in excess of ten million dollars for which the Board has a very limited funding source. It is, however, the plan of the CDSBEO to make reasonable efforts, annually, to address some improvements in accessibility across the board's wide jurisdiction.

2014-2015 Projects
▪ All facilities: Accessibility studies *
▪ Holy Cross, Kemptville: Renovations to entrance, with operators, ramp and railings
▪ St. James the Greater, Smiths Falls: Renovate washroom
▪ St. John Elementary, Perth: Washroom
▪ St. John Elementary, Perth: Replace sidewalks at front of school
▪ St. Joseph CSS, Cornwall: Remove and enlarge 2 doors
▪ St. Joseph, Gananoque: Washroom in East wing
▪ St. Joseph, Gananoque: Upgrade Intercom
▪ St. Mary, Chesterville: Renovate ground floor washrooms

▪ St. Mary – St. Cecilia, Morrisburg: Sidewalk
2015-2016 Projects
▪ Holy Cross, Kemptville: Replace courtyard doors with auto opener
▪ Immaculate Conception, Cornwall: Sidewalk on North side (*closed June 2018*)
▪ St. John Elementary, Perth: New treads with vision strips on stairs
▪ St. John Bosco, Brockville: Replace front entrance doors with auto opener
▪ St. Joseph CSS, Cornwall: Enlarge Spec Ed washroom doors
▪ St. Joseph CSS, Cornwall: Replace & enlarge 3 doors
▪ St. Mary CHS, Brockville: Replace exterior door in Elementary wing
▪ St. Mary, Carleton Place: West entrance auto door opener and ramp & rails
▪ St. Mary – St. Cecilia, Morrisburg: Sidewalk
▪ St. Mary – St. Cecilia, Morrisburg: Renovate boys' & girls' washrooms
▪ St. Patrick, Rockland: Entrance doors at daycare end
2016-2017 Projects
▪ Our Lady of Good Counsel, Ingleside: Replace sidewalk
▪ St. Finnan, Alexandria: New sidewalk
▪ St. Francis Xavier CHS, Hammond: Replace interlocking at Main entrance with sidewalk
▪ St. Joseph, Gananoque: New exterior door
▪ St. Mary, Carleton Place: Chair lift access from Main level to Gym level
2017-2018 Projects
▪ Holy Cross, Kemptville: Grab bars for washroom 140A in the 7/8 Wing
▪ Holy Name of Mary, Almonte: New washroom door
▪ Sacred Heart of Jesus, Lanark: Replace door hardware
▪ St. John Bosco, Brockville: Renovate existing washroom
▪ St. Joseph CSS, Cornwall: Replace 8 interior doors
▪ St. Mark, Prescott: Install washroom
▪ St. Mary, Chesterville: Replace Northwest entrance door
2018-2019 Projects
▪ Iona Academy, Williamstown: Replace 3 doors
▪ J.L. Jordan, Brockville: Install wheelchair ramp at rear of portapak
▪ Notre Dame CHS, Carleton Place: Renovate washroom D134
▪ Sacred Heart of Jesus, Lanark: Install automatic door openers for gymnasium
▪ Sacred Heart of Jesus, Lanark: Update main entrance door and walkway
▪ St. Andrew, St. Andrews West: Replace main entrance and Exit G

▪ St. Finnan, Alexandria: Install new set of doors between 112 & 113
▪ St. Francis Xavier, Brockville: Install chairlift on inside rear of school
▪ St. John Elementary, Perth: Upgrade exterior lighting
▪ St. John Elementary, Perth: Replace steps at South entrance
▪ St. John Elementary, Perth: Replace entrance doors to Breakfast Program
▪ St. Joseph CSS, Cornwall: Add door operators to various doors
▪ St. Joseph CSS, Cornwall: Upgrade washrooms and 3 sets of doors
▪ St. Joseph, Gananoque: Replace pad at front of building
▪ St. Joseph, Gananoque: Replace Door E
▪ St. Mary, Carleton Place: Upgrade gym entrance
▪ St. Mary, Chesterville: Replace main entrance doors, railing and concrete slab
2019-2020 Projects
▪ St. Francis Xavier, Brockville: Renovate washroom on 1st Floor
▪ St. Luke CHS, Smiths Falls: Replace pavers to concrete slab at Main Entrance
▪ St. Michael CHS, Kemptville: Purchase & installation of Portable Emergency Evacuation Chair in Cabinet
▪ St. Patrick, Rockland: provide a new ramp at the end of Portable Link
▪ St. Anne CS, Cornwall: accessible washroom modification
2020-2021 Projects
▪ St. Finnan, Alexandria – Engineering for washroom downstairs
▪ St. Joseph CSS, Cornwall – Ceiling track lift – needs to hold 3000 psi
▪ St. Joseph CSS, Cornwall – Addition of doors out East side by large gymnasium
▪ St. Mark, Prescott – New concrete slab to replace interlocking
▪ St. Joseph, Toledo – Concrete slab
▪ Our Lady of Good Counsel, Ingleside – Concrete slab
▪ St. John CHS, Perth – Replace ramp with non-slip material
▪ St. Mary CHS, Brockville – Replace pavers in courtyard with concrete slab
▪ St. Edward, Westport – Re-pave uneven section in front of school

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.

Information and Communications – Board-wide – School Libraries

Typically, photocopiers scan documents in a standard PDF format which cannot be read with traditional software readers. In order to overcome this barrier, future contracts for CDSBEO photocopiers will include a requirement that they be equipped with Optical Character Recognition (OCR) software to create scanned documents that are accessible to all students using their technology of choice, such as ReadWrite or Cortana. Effective September 2020, all CDSBEO photocopiers at all locations have OCR capabilities. In addition, OCR capabilities are embedded in the Office Lens app to provide students with an additional tool to scan documents on the go.

Further, all CDSBEO staff and students have access to the online OverDrive library. They gain access to this through their "MyCDSBEO" portal on the computer or by using the Sora, by OverDrive app on their phone/tablet. This online library includes accessibility options such as some audio books, and the ability to change font size as well as the colour of the background they are reading on. Another tool we use, EPIC Books, contains video clips, audio books and regular books. Arrow is a library option used by CDSBEO Low Vision and Deaf and Hard of Hearing students on a regular basis. Zoomtext is a magnification software that is installed on the laptops of all Low Vision students to allow them to magnify their work area and thus read any text on their screen. It can also be used to magnify images in books and websites. Brail texts are made available upon request. CDSBEO Staff strive to find the resources and technology that best suits the needs of each individual student.

CDSBEO internet websites and web content has been updated to meet the new accessibility requirements and the 2021 WCAG 2.0 level AA standard. A new CDSBEO website template was implemented in January 2021, and includes considerations for all elements of the level AA requirements, text enhancement features, as well as descriptive text for images. The board uses SiteImprove, an online tool which evaluates website content and assesses for any non-compliance, based on level A, AA, or AAA. The tool also offers accessibility training modules for site administrators to support the maintenance of accessible website content.

Appendix C

AODA Barriers Addressed

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 accommodation, alternative accessible formats and communication supports, individual accommodation plans, return to work, performance appraisal, career or professional development, redeployment.	January 1, 2014
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 school closed June 2018
Physical	Pope John Paul II, Hammond	Install ODA door operator on door to playground	2013-2014
Physical	St. Francis de Sales, Smiths Falls	Construct accessible washroom on 3rd floor	2013-2014 closed June 2018

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 Section 7 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 Section 7 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
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing
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 Level AA standards	Ongoing preparation for 2021 deadline
Physical	Board-wide	Please refer to Section 7 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
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing
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 Section 7 for all projects under consideration for 2017-2018	2017-2018