



**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005  
INTEGRATED ACCESSIBILITY STANDARDS  
Multi Year Plan  
November 2022**

**Part I – GENERAL REQUIREMENTS**

Section	Initiative	Description	Action	Status
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.	IAS Policies and statements reviewed, approved and posted on our School’s website.	Completed
4	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>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;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>TMS’ Multi-Year Accessibility Plan outlines the School’s strategies for preventing and removing barriers and meeting its requirements under the Regulation.</p> <p>The School will post the plan on its website and will provide it in an accessible format upon request.</p> <p>The plan will be reviewed and updated at least once every five years.</p> <p>Next review date is June 2025.</p>	Ongoing



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 the organization’s policies; and	Employees are currently undergoing AODA training delivered by HR Downloads.  New Hire Onboarding process incorporates AODA Training delivered by HR Downloads.	Ongoing and in progress 2023
		(c) all other persons who provide goods, services or facilities on behalf of the organization.	Volunteers will receive AODA training applicable to their role delivered by HR Downloads.  Record will be kept by HR via HR Downloads to ensure compliance.	Ongoing

**PART II – Information and Communications Standards**

Section	Initiative	Description	Action	Status
11	Feedback	11.(1) Every obligated organization that has <b>processes for receiving and responding to feedback</b> shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Feedback is received from parents, students, employees, alumni and the public by email, phone, and in-person.	Completed

12	Accessible Formats & 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.	<p>The School will determine what accessible formats and communication supports we will provide to persons with disabilities upon request.</p> <p>Ensure these formats and supports can be provided in a timely manner. The cost will be no more than the regular cost charged.</p> <p>For examples of types of accessible formats and communication supports: <a href="https://www.ontario.ca/page/how-make-information-accessible#section-2">https://www.ontario.ca/page/how-make-information-accessible#section-2</a></p>	Ongoing 2023
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	<p>Human Resources to communicate to managers the need to consult with the person making the request.</p> <p>Human Resources to provide training to managers on how to communicate and respond to the request.</p> <p>In situations where a suitable agreement cannot be made the school will use its best effort to provide an alternate solution.</p>	Ongoing / 2023
			<p>Examples when accommodations cannot be made:</p> <ul style="list-style-type: none"> <li>• it is not possible technically to convert a document to an accessible format (TMS should provide a short summary of it instead)</li> <li>• the information comes from another organization or TMS does not control the information</li> <li>• the information is found on products or product labels</li> </ul>	

12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	In regular communications materials include reference that information in other formats is available upon request. Statement to be included on website, newsletter and employee handbook.	Ongoing
13	Emergency Procedures, Plans or Public Safety Info	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	This information is currently available internally to our School community. However, should we make this information available to the public in the future, we will provide an accessible format and/or provide communication supports upon request.	Ongoing
14	Accessible Websites & 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	The School's website is compliant to WCAG 2.0 Level AA.	Completed

15	Educational & Training Resources & Materials	<p>15(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> <li>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,             <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> </li> <li>2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.</li> </ol>	<p>Accessible educational materials and various assistive technologies are provided to ensure educational materials are accessible for individual/students' needs.</p> <p>Various accessible formats are available depending on the need as well as required assistive technologies including but not limited to Text-to-speech and voice to text. Textbooks are both physical and electronic.</p> <p>The School has Learning Strategists/Resource on the faculty who are able to support students and their teachers to implement Educational Assessment recommendations.</p>	Completed/ Ongoing
16	Training to Educators	16(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or	Ongoing training to be completed by all educators at our school.	Ongoing / September 2023



		training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	Managers and Human Resources to review on an annual basis whether new employees or employees who have changed roles will require training on accessibility awareness 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.	Human Resources will maintain a record of all accessibility training via HR Downloads.	Completed /Ongoing
17	Producers of Educational or Training Material	17(1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	We do not produce textbooks so this requirement is not relevant for our School.	NA



18	Libraries of educational & training institutions	<p>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.</p> <p>(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).</p>	A variety of media forms are used based on the learning needs as stated above.	Completed/ Ongoing
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**PART III – Employment Standard**

Section	Initiative	Description	Action	Status
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.	The availability of accommodation for applicants is included in all job postings and on our website.	Completed
23	Recruitment, Assessment or Selection Process	<p>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 materials or processes to be used.</p> <p>(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.</p>	Recruitment process under review to ensure that applicants are aware of the School’s commitment to providing equal opportunities for persons with disability in all employment activities, including access to jobs and accommodation during employment	Ongoing
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.	This will be communicated to successful applicants who had identified a disability at the interview stage.	Ongoing
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.	<p>Human Resources will inform employees during onboarding of its accessibility policies.</p> <p>This information will also be shared in the Staff Handbook and on the Staff Portal of our school website.</p>	Completed





25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	<p>New Hires complete training delivered through our HR Downloads platform as follows:</p> <p>IASR: Information and Communications Standards and Employment Standards Training,</p> <p>AODA Customer Service Standards Training and</p> <p>Understanding Human Rights (AODA edition) Training</p> <p>Additionally, as part of onboarding, new employees are provided with access to the employee handbook which outlines the School’s policies.</p> <p>This is available in accessible format upon request and available on our staff portal.</p>	Completed /Ongoing
25		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.	Human Resources will, in a timely manner, provide this information as and when policies change.	Ongoing

26	Accessible Formats & Communication Supports for Employees	<p>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,</p> <p>(a) information that is needed in order to perform the employee’s job; and</p> <p>(b) information that is generally available to employees in the workplace.</p>	<p>Upon request by an employee with a disability, HR will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:</p> <p>Information that is needed in order to perform the employee’s job; and</p> <p>Information that is generally available to employees in the workplace.</p> <p>For examples of types of accessible formats and communication supports: <a href="https://www.ontario.ca/page/how-make-information-accessible#section-2">https://www.ontario.ca/page/how-make-information-accessible#section-2</a></p>	As required
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	In addition to section 26.1, Human Resources will consult with the employee making the request in determining the suitability of an accessible format or communication support.	As required
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.	Human Resources and Facilities to review the evacuation plan for people with disabilities including but not limited to: low vision or blindness, deaf or hard of hearing, using crutches, canes, walkers, or wheelchairs.	In process 2022

27		(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	Human Resources will request consent from the employee and if granted will provide the information to the designated person who will provide assistance.	As required
		provide assistance to the employee.		
27		(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.	Human Resources shall provide the information as soon as practicable.	As required
27		(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.	Human Resources and Facilities will review the emergency response/evacuation plan for employees on an annual basis and when an Individual Accommodation Plan (IAP) is reviewed.	As required



28	Documented Individual Accommodation Plans (IAP)	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented IAPs for employees with disabilities.	<p>Human Resources to develop an accommodation Plan</p> <p>Academic Heads and Supervisors shall consult with Human Resources if an employee requests an accommodation. Human Resources will work with the employee and their Academic Head/Supervisor to develop and document an IAP.</p> <p>The Plan will include the elements in 28.(2) and will also include: accessible information needed, communication supports needed, and an emergency response/evacuation plan (which will be part of the fire safety plan).</p>	Ongoing/ 2023
28		28 (2) The process for the development of documented IAPs shall include the following elements:	2023	



		<ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the IAP.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>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.</li> <li>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.</li> <li>5. The steps taken to protect the privacy of the employee's personal information.</li> <li>6. The frequency with which the IAP will be reviewed and updated and the manner in which it will be done.</li> <li>7. If an IAP is denied, the manner in which the reasons for the denial will be provided to the employee.</li> <li>8. The means of providing the IAP in a format that takes into account the employee's accessibility needs due to disability.</li> </ol>		
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(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</p> <p>(b) shall document the process.</p>	<p>Develop a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such process will be documented, including outlined steps that the school will take to facilitate the return to work and include an individual accommodation plan (IAP)</p>	2023



29		<p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use documented IAPs, as described in section 28, as part of the process.</p>	See 29.(1)	2023
29		29. (3) The return to work process referenced in this section	See 29.(1)	See Above
		does not replace/override any other return to work process created by/under any other statute.		See above
30 31 32	Performance Management Career Development & Advancement Redeployment	30.(1) An employer that uses performance management or provides career development and advancement or uses redeployment in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as IAPs, when using its processes in respect of employees with disabilities.	<p>We will ensure that our performance management program takes careful account of the accessibility needs of employees with disabilities.</p> <p>Training to be provided to Academic Heads/Supervisors so that are aware that they shall take into account the accessibility needs of employees with disabilities, as well as IAPs.</p>	2023



**PART IV.1 – Design of Public Spaces**

80.16	Outdoor Public Use Eating Areas	<p>1. The requirements in section 80.17 apply to newly constructed and redeveloped outdoor public use eating areas that an obligated organization, other than a small organization, intends to maintain and that fall within the description set out in subsection</p> <p>(2) The outdoor public use eating areas to which subsection (1) applies consist of tables that are found in public areas, such as in public parks, on hospital grounds and on university campuses and are specifically intended for use by the public as a place to consume food.</p>	NA	NA
80.21	Exterior Paths and Travel	<p>80.21 (1) This Part applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience. O. Reg. 413/12, s. 6. (2) This Part does not apply to paths of travel regulated under Ontario Regulation 350/06 (Building Code) made under the Building Code Act, 1992.</p>	During any new construction and/or redevelopment we ensure that all exterior paths of travel meet the Act for walkways, sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals.	Ongoing

80.32	Off-Street Parking	80.32 Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part	We have ensured that Accessible parking meets the act with access aisles and number of spaces and signage during any new construction and/or redevelopment	Completed /Ongoing
80.40	Application	80.40 (1) Obligated organizations shall meet the requirements set out in this Part in respect of the following: 1. All newly constructed service counters and fixed queuing guides. 2. All newly constructed or redeveloped waiting areas. (2) For the purposes of this Part, requirements for obtaining services in respect of service counters, fixed queuing guides and waiting areas apply whether the services are obtained in buildings or out-of-doors.	During new construction and/or redeveloped we ensured that our service counters or waiting areas are made with accessible design standards according to the regulations	Completed /Ongoing
80.44	Maintenance of Accessible Elements	80.44 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: 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	We have a third party contractors for emergency maintenance services. Facilities has created procedures for preventative and emergency maintenance of the accessible elements in public spaces as well as procedures for dealing with temporary disruptions when accessible elements are not in working order.  We will notify our stakeholders during temporary disruption, including signage.	Completed Ongoing/