



ST. CLAIR

C O L L E G E

St. Clair College

ACCESSIBILITY ANNUAL STATUS REPORT

September 2022 – August 2023

Table of Contents

1.0	Executive Summary.....	3
2.0	Aim.....	3
3.0	About St. Clair College	4
4.0	The Accessibility Advisory Committee	4
5.0	St. Clair College’s Commitment to Accessibility Planning.....	5
5.1	Accessibility Services Office	5
5.2	Self-Identification	6
5.3	The Bursary for Students with Disabilities (BSWD)	6
6.0	Barrier-Identification Methodologies.....	6
7.0	Barriers Addressed in 2022/2023	7
8.0	Barriers to be Addressed in 2023/2024	7
9.0	Review and Monitoring Process.....	8
10.0	Communication of the Accessibility Annual Status Report	8
11.0	Summary	8

1.0 Executive Summary

At St. Clair College (SCC), we believe in and promote the rights of all persons with disabilities as enshrined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (2005) and its related Accessibility Standards Regulations. The College is committed to fostering a rich working and learning environment that affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation, or business dealings with the College.

This document was prepared in consultation with the SCC Accessibility Committee. The report describes (1) the measures that St. Clair College has taken in the 2022/23 year, and (2) the measures that St. Clair College intends to take during 2023/24 to identify, remove and prevent barriers to people with disabilities who access and/or utilize our facilities and services. This document will be created annually and posted to the College website before March 31st.

St. Clair College will continue to focus its accessibility efforts by:

- continuing to proactively review the campus physical environment.
- ensuring that all renovation/construction projects are completed within accessibility standards.
- ensuring that Accessibility for Ontarians with Disabilities Act (AODA) legislated standards are met and St. Clair College policies are developed in compliance with the integrated accessibility standards.
- Identifying and removing physical barriers within the limits of available financial resources.
- Improving awareness of disabilities and the effects of living with a disability.
- Applying for accessibility funding opportunities to remove or reduce barriers.
- Removing learning and support access barriers for students studying remotely.

2.0 Aim

This report addresses the identification, removal and prevention of barriers to persons with disabilities in the College's policies, programs, practices and services.

The aim of this report is to identify:

- The measures the College has taken during the 2022/23 year to identify, remove and prevent barriers to persons with disabilities, and ensure the organization assessed its policies, programs, practices, and services to determine their effect on accessibility for persons with disabilities.
- The measures the organization intends to take in the 2023/24 year to identify, remove and prevent barriers to persons with disabilities.
- All other information that the regulations prescribe for the purpose of the report.
- Provide that the Accessibility Annual Status Report be made available to our students, staff, and the public.

3.0 About St. Clair

Vision:

Excellence in all we do.

Mission:

Transforming lives and strengthening communities through high-quality and accessible educational experiences that support career readiness, innovation, and life-long learning.

Values:

- Accessibility
- Accountability
- Collaboration
- Diversity
- Inclusivity
- Integrity
- Quality
- Respect
- Sustainability
- Transparency

4.0 The 2022-23 Accessibility Advisory Committee

Our Accessibility Committee consists of the Director of Student Services as the Chair with representation from all divisions of the College.

Constituent Group	Member Name
Admin. – Disability Services	Art Barron
Disability Services Counsellor & CCDI Provincial Representative	Gerri General
Campus Nurse	Mary Sinclair
St. Clair College Administrator	Brunilda Gjini
Facilities Management	James Coulter
Faculty – Local 138 Thames	Mark Colangelo
Faculty – Local 138 South	Laurisa Kapetanov
Downtown	Dina Naser
Deaf & Interpreting Services Coordinator	Shirley Malette
Student Success Officer	Katie Jette
Member at Large	Kyle Schauber
Human Resources	Beth Pirouet
CICE Coordinator	Stephanie DeFranceschi
Information Technology	Beth Storey
Registrar's Office	Melanie DeSchutter / Juli Vlaminck
Library Services	Mellissa Forget
Committee Liaison - SRC	Navjeet Singh (President)
Support Staff – South (Local 137)	Conrad McCulligh
Support Staff – Thames (Local 137)	Wayne Nevin
Chair, Health Sciences	Monica Staley Liang
Recording Secretary	Shirley Malette

5.0 St. Clair College's Commitment to Accessibility Planning

St. Clair College supports the Ontarians with Disabilities Act, Bills 125 and 118, the legislated Accessible Standards, and is committed to expanding its access and support to all persons with disabilities, by having as its goal a barrier-free learning and working environment to enable academic and employment success. Therefore, the accessibility mission of St. Clair College will:

- Conduct ongoing review and update of St. Clair College policies, procedures, and practices to achieve sustained compliance with Bill 125.
- Conduct ongoing review and update of St. Clair College policies, procedures, and practices to achieve sustained compliance with Bill 118.
- Develop plans to achieve sustained compliance with the Final Integrated Accessibility Standards regulation under the AODA.
- Maintain and create a physical and technological barrier-free campus within the limits of available financial resources.
- Provide adequate information, awareness, and training to foster a supportive and inclusive environment, and work towards removing any attitudinal barriers.
- Continue to make reasonable accommodation for the needs of self-identified persons with documented disabilities, as per the Ontario Human Rights Code.
- Involve people with disabilities in the identification and prevention of barriers.
- Monitor the admission policies to ensure that self-identified students with disabilities are accommodated for admission to programs for which they are academically qualified.
- Continue to monitor program course load, examination procedures, and other academic requirements to permit self-identified students with disabilities to complete their program of study.
- Explore avenues for new funding as well as utilize existing funds to increase assistive technology and/or computer software/hardware technology for students with disabilities.
- Explore funding sources that may become available to assist St. Clair College with the costs associated in the removal and prevention of barriers to all persons with disabilities.

5.1 Accessibility Services Office

The St. Clair College Student Services Office is the centralized point of activities related to students with disabilities. Accessibility Counsellors assist students with disabilities to identify the most appropriate accommodations. Disabilities include visual and hearing loss, physical and mobility limitations, medical and mental health disorders as well as learning disabilities.

The Student Services Office serves as a resource for faculty and staff who work with students with disabilities and are available to answer questions, discuss disability issues, provide information and support. There are Student Services offices on each of our campuses.

Windsor (Main Campus) Room A2110:

(519) 972-2727 ext. 4226

studentservices@stclairCollege.ca

Chatham Room W1023:

(519) 354-9100 ext. 3306

chathamstudentservices@stclairCollege.ca

Downtown Windsor (1 Riverside Dr) Room R1011:

(519) 972-2727 ext. 4348

downtownstudentservices@stclairCollege.ca

5.2 Self-Identification

Students are encouraged to self-identify to the Student Services Office as early in the admission process as possible, to plan accommodations to ensure equitable participation in all learning and evaluation activities within St. Clair College. A Student Orientation to Accessibility Resources is available at www.stclaircollege.ca/soar to assist students with disabilities to transition from their high school experience to success at St. Clair College.

Once self-identification occurs, students will meet individually with a Counsellor to develop an Accommodation Plan. Confidentiality is maintained within the parameters of the Freedom of Information and Protection of Privacy Legislation.

5.3 The Bursary for Students with Disabilities (BSWD)

Students with disabilities who qualify for OSAP may also qualify for a bursary. The individual student, the Financial Aid Administrator and the Counsellor jointly process the BSWD application. Students may use the bursary to support their disability-related educational expenses.

6.0 Barrier-Identification Methodologies

St. Clair College continuously strives to improve its accessibility services. Some ways we work towards fulfilling our commitment to accessibility include the following:

- The Accessibility Advisory Committee meets as required to identify barriers and offer suggested improvements.
- The College invites outside organizations to provide recommendations on how to improve our facilities.
- Students and staff are encouraged to submit accessibility concerns to the Accessibility Committee through the College website's [barrier identification form](#).
- College building audits are completed in collaboration with students requiring accessibility to understand barriers they may encounter.

St. Clair College is committed to making every effort to establish policies, practices and procedures that are consistent with the principles laid out in the Accessibility Standards for Customer Service Regulations:

- The services provided by members of St. Clair College staff are provided in a manner that respects the dignity and independence of persons with disabilities.
- The goods and services provided to persons with disabilities are integrated unless an alternative measure is necessary, to enable a person with a disability to obtain, use and benefit from the goods and services available.
- St. Clair College encourages the use of assistive devices by persons with disabilities.
- When communicating with a person with a disability, St. Clair College staff does so in a respectful manner that considers the person's disability.
- St. Clair College policies, practices and procedures relating to persons with disabilities, are available online and upon request and in alternate formats.

7.0 Barriers addressed – September 2022 to August 2023

Under the AODA's Integrated Accessibility Standards Regulation (IASR), St. Clair College and other organizations across Ontario are required to develop and publish a multi-year accessibility plan, update those plans at least every five years and report on them annually. The following barriers from the College's plan were addressed in 2022/23:

- Renumbering of all doors at each campus with accessible signage.
- Removal of security entrance and installation of full height door operator to Chatham Campus Library.
- Purchase of adjustable tables for classrooms as the need arises.
- Creation of a guide to digital accessibility for faculty.
- Purchased software for accessible digital registration and appointment booking system for Disability Services.
- Added Closed Captioning to all official College videos and put a process in place to ensure all videos moving forward include captioning.
- Additional Barrier Free Accessibility was added in parking areas, including new curb cuts to access sidewalks.
- Added new Universal Washroom on second floor of South Campus.
- Five new classroom lift desks in Windsor and five more in Chatham.

8.0 Barriers scheduled to be addressed in 2023/24

- Completion of Welcome Centre to bring service areas together for incoming students.
- Implementation of fully accessible digital registration and appointment booking system for Disability Services.
- Removal of Windsor Library Security system to open up the entrance for wheelchair accessibility.
- Creation of accessibility resource webpages on stclaircollege.ca including a notification system for temporary service disruptions.
- Budget plans for removal of barriers in the 2020-2024 Accessibility Plan.
- Creation of new Universal Washrooms in the Main Lobby.
- Creation of a new Universal Washroom at the Chatham Campus.
- Completion of the Peace Parkette and improvements to roadways to provide pedestrian accessibility from Sportsplex building to main building.
- Eight additional adjustable height tables planned for lounge areas around campus

9.0 Review and Monitoring Process

- Automatic Door opener audits conducted monthly and reported to Accessibility Committee.
- Weekly third-party audits of College website using the paid service from AODAonline.
- Communicate accessibility issues with annual updates:
 - to staff through all administrators' meetings.
 - to students through student government meetings.
- Refresh committee membership as required by incorporating Accessibility Committee information and calls for membership:
 - through new staff onboarding processes.
 - in THRIVES online orientation for students.

10.0 Communication of the Accessibility Annual Status Report

- Post on the St. Clair College Website:
<https://stclaircollege.ca/student-services/accessibility-services/committee>

11.0 Summary

In accordance with the Accessibility for Ontarians with Disabilities Act 2004, which aims to improve accessibility standards for Ontarians with physical and mental disabilities to all public establishments by 2025, St. Clair College prepared its Accessibility Annual Status Report for release in February 2024.

St. Clair College is committed to the continual improvement of access to College campuses, facilities and services for students and staff with disabilities as well as the participation of people with disabilities in the ongoing development and review of its annual Accessibility Status Reports. St. Clair College intends to use available and emerging resources, including a review of other institutional plans, government documents, templates and consultation with members of the accessibility community in an effort to maintain the best possible process for the identification, prevention and removal of barriers to persons with disabilities and beyond.

Approved by: The Accessibility Committee - January 31, 2024
St. Clair College Senior Operating Group – February 28, 2024