



UNIVERSITY OF KING'S COLLEGE • HALIFAX

**Memo: Update to Accessibility Plan
April 1, 2025**

Accessibility Plan Updated April 1, 2025

This update to King's Accessibility Plan builds on the original framework, with revisions and additions highlighted throughout the document. To see the complete Accessibility Plan, please visit [University of King's College Accessibility Plan](#). While maintaining the core structure of the original plan, we have incorporated updates to reflect our ongoing commitment to making King's as accessible as possible.

A summary of the updates and additions can be found within the document, outlining the progress we've made and the steps we are taking to further enhance accessibility on campus.

Acknowledgements

We would like to begin by recognizing that the land upon which we work, live, and gather is the traditional territory, ancestral homeland and unceded land of the Mi'kmaq Nation. Our relationship is based on a series of sacred and historic Peace and Friendship Treaties. As we reflect on our presence as Treaty People in Nova Scotia, let us also commit ourselves to fostering an environment where accessibility is not only recognized but actively promoted, allowing every member of our community to fully participate, engage, and thrive.

We acknowledge the existence of people of African descent in Nova Scotia for over 400 years. May we honour and offer gratitude to the ancestors who came before us to this land and their commitment to not let this history be lost.

Purpose

Nova Scotia post-secondary education institutions must provide full and equitable access to education, programs, and services within a collaboratively developed commitment to accessibility that prioritizes institutional accountability within a human rights framework.

Executive Summary of Barriers removed in the past three years:

University of King's College hired an Accessibility Officer in November 2022.

- The Accessibility Officer has had, and continues to have, many one-on-one interactions with students assisting them with navigating the accommodations processes at the Mark A. Hill Student Accessibility Centre.
- The Accessibility Officer has led many changes and upgrades to the built environment, for instance, removing high thresholds, securing floor mats, changing doorknobs to lever style.

Education: Teaching, Learning and Research

- The Accommodations page on the King's website highlights accessibility resources at King's and Dalhousie and serves as a 'hub' for Accessibility Office planning.
- Following "Train the Trainer" training from an Accessibility specialist from the Nova Scotia Accessibility Directorate, the King's Accessibility Officer will deliver training on "Foundations in Accessibility." This workshop will be open to all members of Faculty to be delivered in 2025.
- In Winter, 2023/24, the University conducted an Accessibility Survey of all members of the King's community. The survey will be used to help us refine our Accessibility Plan. Community Town Hall to release the survey data has not yet happened.
- In Winter 2022/23, King's hosted MacLellan Visiting Scholar Dr. Erika Dyck (Canada Research Chair in the History of Medicine, USask), with expertise in Canada's history of eugenics. In addition to a well-attended public lecture, Prof. Dyck conducted sessions in classes and a lunchtime seminar with students.
- The King's Contemporary Studies, The History of Science and Technology, and The Early Modern Studies Programs in collaboration with the Accessibility Officer, are delivering a public lecture series and upper year courses entitled "Representations of Disability in Historical, Scientific and Artistic perspectives".

Information and Communications

- The Book of Common Prayer in the Chapel is now available in braille print.
- King's now has a web form on our website that allows community members to identify accessibility issues on campus.
- Campus tour forms and advising appointments booking form now request information about any accessibility needs of participants.
- There is an Accommodations page on the King's website that highlights accessibility resources at King's and Dalhousie and serves as a 'hub' for Accessibility Office planning. <https://ukings.ca/campus-community/accessible-kings/>
- The Website Manager and their team completed the Web Accessibility Initiative "Intro to Web Accessibility" course and are currently performing an accessibility audit on the website to identify existing barriers and begin removing them

Delivery of Goods and Services

- "Foundations in Accessibility" workshop was delivered to the staff in Spring 2024.

- Campus tour form and advising appointments booking form now request information about any accessibility needs of participants.
- Events planning—King’s Convocation, Matriculation, Open House events, etc—processes include requests for information about accessibility needs of participants.
- The King’s Library has created a subject guide for accessibility in the library to Increase awareness of accessible library services and resources for users.
- The King’s Library has a Computer loan program. 2 laptops, available to students to sign out for use.
- Assistive technologies available to students to loan from the Student Accessibility centre. https://www.dal.ca/campus_life/academic-support/accessibility/assistive-technology.html items include ipads, c-pens, scribe pens, noise cancelling headphones, text to speech, speech to text software. Etc.

Employment

- King’s has developed a flexible work policy for all staff members.

Transportation

- King’s has clearly marked accessible parking spaces for students, staff, and visitors who require accommodation

Built Environment

- In summer 2022, King’s completed the Alexandra Hall Accessibility Renovation, a major renovation to one of the residences that resulted in the first accessible living space on campus.
- Furniture in residence common spaces and in specific mutli-use offices is now arranged in a way that it is wheelchair accessible.
- King’s has not yet implemented clearer directional signage within residence buildings but plans to do so in the near future.
- King’s received a Community Accessibility Grant through province. Renovations took place at the gymnasium. We installed accessible doors, ramps, accessible spectator area, and washroom upgrades.
- Regular audits of campus with Facilities Management Director and Accessibility Officer.

Updated Accessibility Advisory Committee (AAC) Members

In accordance with section 44(2) of the Accessibility Act of 2017 “at least one half of the members of an accessibility advisory committee must be persons with disabilities or representatives from organizations representing persons with disabilities.” The King’s AAC meets this requirement.

Membership:

- Vice-President (Co-Chair)
- Dean of Students (Co-Chair)
- KSU President
- Two Student representatives (renewable two-year term)
- Two Faculty representatives (renewable two-year term)
- One Staff representative (renewable two-year term)
- Accessibility Officer (ex officio)

AAC Membership 2025:

- Sarah Clift (Vice-President), Co-Chair
- Jeff Wilson (Interim Dean of Students), Co-Chair
- Sara McCallum (Outgoing President, King’s Students' Union), Member
- Ellie Anderson (Incoming President, King’s Students' Union), Member
- Anna Carsley-Jones (King’s Student), Member
- Gale VanAmburg (King’s Student), Member
- Mélanie Frappier (Professor, History of Science and Technology), Member
- David Swick (Professor, School of Journalism), Member
- Pamela Hazel (Staff Representative), Member
- Michelle Mahoney (Accessibility Officer), ex officio

Accessibility Plan Phases

Phase One: 2022-2025 (years 1-3)
Phase Two: 2025-2028 (years 4-6)
Phase Three: 2028-2031 (years 7-9)

Phase One was devoted largely, addressing the **Climate of Ableism**, information gathering about accessibility and disability on the King’s campus, and **Agency and Capacity-Building**. The following is a summary of items completed in Phase one.

Academic Barriers

Date	Action	Focus Areas	Accountability	Monitoring	Challenges	Resources Required	Outcomes
August 2022 – 23	Enhance accessibility information on Accommodations page on the King's website with built-in accessibility features. The webpage would include existing resources at King's and Dalhousie, and serve as a 'hub' for Accessibility Office and planning	Accessibility Services	Advancement Office (Comms)	Director of Advancement, Accessibility Officer, Equity Officer	Ensure that the accessibility page is fully accessible	Hire a qualified student to develop the page in coordination with the King's site admin	COMPLETE
2022/23 (ASAP)	Environmental scan of text-to-voice software and other assistive technologies (such as C-pens, headphones, tablets); inventory of Dalhousie resources (quality assessment and ease of availability)	Accessibility Services	Dalhousie Accessibility Centre, King's IT/AV Officer in consultation with King's Accessibility Officer	King's Accessibility Officer to report to Accessibility Advisory Committee with support from King's IT/AV Officer	None foreseen	Budget for the purchase of any needed updated equipment (in collaboration with Dalhousie)	COMPLETE
Fall 2022/23	General Information Workshop on Accessibility planning and implementation (led by Accessibility specialist from the Nova Scotia Accessibility Directorate): Open to all members of the King's community (incl. Board members)	Climate of Ableism Agency and Capacity-Building	AAC Co-Chairs organize, in consultation with the NS Accessibility Directorate	Accessibility Officer	Ensuring full and interested participation (rather than mandating participation)	IT/AV Officer support for hybrid session	COMPLETE

Date	Action	Focus Areas	Accountability	Monitoring	Challenges	Resources Required	Outcomes
Fall 2022/23	Conduct Accessibility Survey of all members of the King's community	Climate of Ableism Agency and Capacity-Building	Accessibility Officer; Co-Chairs of the AAC; KSU president (with support from Dal's Health and Wellness)	Accessibility Committee; IT support for data aggregation	Achieving a high participation rate	Identify resources inhouse and at Dalhousie to design the survey, gather and analyse data	COMPLETE
Late Fall 2022/23	KSU Workshop on Student Self-Advocacy	Climate of Ableism Agency and Capacity-Building	KSU President (with support from Accessibility Officer, Co-chairs of the AAC)		KSU capacity		MOVED TO PHASE 2
Winter 2022/23	Community Town Hall to release the survey data (including context and interpretation)	Climate of Ableism Agency and Capacity-Building Accessibility Resources and Services	Accessibility Officer; Co-Chairs of AAC; Survey designers	Feedback (on-site feedback cards & accessibility email)	Ensure emphasis is on problem-solving, and not just on presentation of data		DATA TOO OLD – TOWN HALL DID NOT HAPPEN
Winter 2022/23	Accessibility Plan Course Correction (based on Accessibility Survey results and Community Town Hall feedback)	Climate of Ableism Agency and Capacity-Building Accessibility Resources and Services	AAC and Working Groups	Co-Chairs of AAC and Accessibility Officer	None foreseen		MOVED TO PHASE 2

Date	Action	Focus Areas	Accountability	Monitoring	Challenges	Resources Required	Outcomes
Winter 2022/23	Initiate discussions for a series of lunchtime events over the early period of Phase Two (see Phase Two, Action #2, 2024/25 for more details)	Climate of Ableism Accessibility Resources and Services	Program Directors with support from Accessibility Office, AAC, and Advancement Office	Feedback by way of onsite feedback cards	Sustained attendance	Funding for travel, honoraria, etc	MOVED TO PHASE 2
March 2022/23	MacLellan Visiting Scholar: Dr. Erika Dyck (Canada Research Chair in the History of Medicine, USask), with expertise in Canada's history of eugenics (One public lecture; sessions in classes and a lunchtime seminar with students)	Climate of Ableism Research/ Scholarship and Expertise Teaching and Learning	HOST Faculty Advancement Office		None anticipated	Funds already secured	COMPLETE
Fall 2023/24	King's Research Project into the Legacy of Samuel Prince	Climate of Ableism Research/ Scholarship and Expertise	University president, with support from Accessibility Officer, interested faculty, AAC, Advancement Office	Set date for posting on King's website	None anticipated	Financial support	MOVED TO PHASE 2

Date	Action	Focus Areas	Accountability	Monitoring	Challenges	Resources Required	Outcomes
Fall/ Winter 2023/24	Two workshops/self-directed modules: One for Faculty on Pedagogy, Universal Design in Learning (UDL) and syllabi (in anticipation of Phase Two Actions); one for Students on accessible student societies	Agency and Capacity-Building Teaching and Learning	Chair of Faculty and Vice-President with support and input from Equity Officer, Accessibility Officer, President of KSU Lecture Series: CTMP, HOST, and EMSP Directors				MOVED TO PHASE 2
Fall/ Winter 2023/24	Initiate discussions about dedicating upper-level programs' flagship Lecture Series to accessibility (a component of the LS is a 3-credit class, which will ensure student participation. The LS could later be converted into a regular inter-program class offering)	Agency and Capacity-Building	Chair of Faculty and Vice-President with support and input from Equity Officer, Accessibility Officer, President of KSU Lecture Series: CTMP, HOST, and EMSP Directors				COMPLETE

Non-Academic Barriers

Barriers to the Built Environment	Accountable Department	Deadline	Outcomes
Organize the furniture in the common spaces within residence in a way that it is wheelchair accessible	Residence	August 31, 2022	COMPLETE
Alex Hall Accessibility Renovation - Major renovation to create the first accessible living space on campus	Facilities Management	September 1, 2022	COMPLETE
Based on the request of students, install grab-bars and shower doors in residence showers	Facilities Management	September 1, 2022	NOT COMPLETE
Re-arrange office furniture in RO	Registrar	October 1, 2022	COMPLETE
KSU - Based on the KSU accessibility audit and consultation with students, identify the next step in the student accessibility needs. This is a continuation of the accessible wayfinding initiative with the KSU from the previous year	Facilities Management	April 1, 2023	NOT COMPLETE
Sandwich board sign for campus tour guests outside of building - building signage (internal and external) would be part of a larger project for the university	Registrar	April 1, 2023	NOT COMPLETE
Implement clearer directional signage within residence Buildings	Residence	May 30, 2023	NOT COMPLETE
Gymnasium - Based on space study with Athletics and Accessibility Audit Results, apply for the NS Tourism Grant to make the first floor of the Gym as accessible as funding permits	Facilities Management	September 1, 2023	COMPLETE
Administrative / Teaching Areas - Continue the project to replace knobs with lever handles	Facilities Management	September 1, 2023	COMPLETE
We are all aware that accessibility for mobility impaired people on our campus is challenging. Mobility impairment can be described as those who have a physical disability or those who have temporary mobility issues where getting into the gym on the quad side could be made easier by a ramped entrance/exit. Because of its proximity, this would make it a lot easier get to another part of campus or into cars while attending public events in the gym. This would require some construction but would go a long way to making the gym physically accessible on three of the four main exits in the gym. Because there is additional exit on to Lord Dalhousie Drive from the glass doors that open onto this street, this would give us a fourth exit. Given the scope of a project like this and the planning needed, an estimate of at least two years would be best. *I realize that this is ambitious and a more costly but not having access on this end of campus and the parking lot is long overdue	Gym	TBD	COMPLETE
Clear signage of the accessible routes, such as the elevator in lobby of the A&A and of the ramp to the library	Student Advice	TBD	NOT COMPLETE
Improving lighting/visibility in the book stacks on the lower level, for individuals with low vision or visual disabilities.	Library	TBD	NOT COMPLETE

Barriers to Communication and Information	Accountable Department	Deadline	Outcomes
Provide awareness and sensitivity training to our staff.	Ancillary	May 1, 2022	COMPLETE
Purchasing large-print and, if possible, braille* versions of the Book of Common Prayer (BCP) will remove a barrier preventing visually impaired community members from participating in Chapel worship services as fully as they might. *Note. There is a braille BCP in print, and I'm currently looking into 1) which version it is, and 2) whether it is close enough to the Canadian 1968 BCP, used in the Chapel, to be useful.	Chapel	May 1, 2022	COMPLETE
We will launch an accessibility page on the website, with available Resources	Advancement	June 1, 2022	COMPLETE
Making all required forms accessible online	Bursar's Office	August 31, 2022	COMPLETE
Together, with other stakeholders in the community, we will develop a web form for that page, that allows community members to identify accessibility issues on campus	Advancement	September 1, 2022	COMPLETE
We will research and adopt accessibility guidelines for social media, web/email and print materials	Advancement	September 1, 2022	COMPLETE
For many years locating the gym, finding the right exit when you get there, and knowing where to go once inside is not easy to navigate. In this case we refer to new students, members of the college community who are new users, rental groups, and people attending events. Using a small committee of facility user groups, the exact needs for signs will be identified and a list of mandatory signs will be sent on to Facilities. Consult on design of signs would be mandatory as we would want it to be consistent with designs of other signs on campus	Gym	September 1, 2022	NOT COMPLETE
Clearer directions on how to pay an application fee if no credit card, cheque, or cash not available, and who to contact (consult with Student Accounts)	Registrar	October 1, 2022	NOT COMPLETE
The Website Manager will complete the Web Accessibility Initiative Intro to Web Accessibility course: https://www.w3.org/WAI/fundamentals/foundations-course/ . Other website editors and comms members will be encouraged to do so as well	Advancement	December 1, 2022	COMPLETE
Continuing to work with King's IT team and external providers to make our services more accessible online	Ancillary	April 1, 2023	NOT COMPLETE
We will perform an accessibility audit on the website to identify existing barriers and begin removing them	Advancement	May 1, 2023	NOT COMPLETE
Audio on King's website (Student Accounts) in relation to written text, perhaps? (Note: we have already taken our online student account financial aid information and hosted online webinars that were recorded live and then posted online)	Bursar's Office	August 31, 2023	NOT COMPLETE
Academic forms – physical copies are available in office, and digital copies on website. Make sure all forms are easily accessible and easy to find on website. Larger project – audit of RO part of the website to make sure information is easily accessible	Registrar	October 1, 2023	NOT COMPLETE

Accessible forms. Allow all staff to have access to forms regardless of any type of disability and whether they have access electronically or not	HR	April 1, 2024	NOT COMPLETE
Add/Update audio/video resources for some of our print materials or procedures (ie. How to guides for online application, next steps, What's Next Guide, etc). Using different formats allows for other accessibility technologies to work better (ie. new calendar)	Registrar	April 1, 2024	NOT COMPLETE
Better communication of scent-free spaces on campus	Student Advice	TBD	NOT COMPLETE
Better communication that masking is required in the library	Student Advice	TBD	
Using clear and plain language on signage in the library and on the library's digital content (subject guides, social media, library's page on King's website) to benefit all users	Library	TBD	NOT COMPLETE

Barriers to Employment	Accountable Department	Deadline	Outcomes
Flexible working hours for staff- (actual workday hours for those with health reasons, for example)	Bursar's Office	April 1, 2022	COMPLETE
Complete Orientation Process for new onboarding staff members. This will properly give all staff the information they require when starting at King's	HR	April 1, 2023	COMPLETE

Barriers to Goods and Services	Accountable Department	Deadline	Outcomes
The Chapel could make it a policy to include the question, "Do you have any access needs?" on sign up forms for Chapel events. This removes the barrier that prevents the identification of other barriers	Chapel	April 1, 2022	COMPLETE
In the past Chapel retreat fees have been waived for participants who have been unable to pay them. Going forward, we can make it a policy to make this possibility known (via the website, email, and/or poster) before people sign up. This would be more effective in removing a financial barrier for those who encounter it	Chapel	April 1, 2022	COMPLETE
Sometimes Chapel services are crowded and incorporate strong smells and loud and/or sudden sounds (especially during Holy Week), which can act as triggers for neurodiverse congregants. A message can be included in the service bulletin indicating the presences of such triggers and reminding congregants that they are allowed to leave the service at any time if they are feeling overwhelmed. This would be a positive step toward removing a barrier preventing some members from the King's community from attending Chapel worship	Chapel	April 13, 2022	COMPLETE
Awareness training for the office staff (for this exact topic)	Bursar's Office	April 28, 2022	COMPLETE
We will include an accessibility segment in our client surveys. This in the hope to gain more accurate feedback from clients	Ancillary	May 1, 2022	COMPLETE
Add an accessibility question to campus tour form and follow-up survey (including clear directions for those with access needs on how to get to our office prior to arriving on campus)	Registrar	July 1, 2022	COMPLETE

Create a Special Permissions List (a list of family members, personal care workers, off campus guests etc.) added by a student with a disability that impacts their mobility. These guests would be authorized to gain access into a residence floor, facilitated by a staff person, where they access the students room door. This would reduce how often the student would need to get ready to leave their room to let their guests into the building	Residence	August 31, 2022	COMPLETE
When booking advising appts, make it standard practice to ask if there any accessibility needs, and add them to the booking notes. This might help determine if another room has to be booked in advance, etc	Registrar	October 1, 2022	COMPLETE
When planning events (ie. Matriculation, open house) always consider accessibility needs	Registrar	April 1, 2023	COMPLETE
Increase awareness of accessible library services and resources for users with disabilities by creating a subject guide for accessibility at the library	Library	TBD	COMPLETE

Monitoring and Evaluation

To monitor and evaluate the impact of our Accessibility Plan, we will:

Engage the Accessibility Advisory Committee: Regularly consult (**2 times per year**) with the committee to review progress, gather insights, and identify areas for improvement.

Consult with Directors: Seek input from directors (**2 meetings per year**) to ensure that proposed actions align with organizational goals and provincial frameworks.

Hold Regular Meetings: Conduct regular meetings (**2 meetings per department each year**) with departments to track implementation, address challenges, and promote accountability. **Annually circulate the updated list of barriers each department is committed to remove as part of this accessibility plan.**

Conduct Regular Audits of the Built Environment: Perform audits to assess physical spaces for accessibility compliance and identify areas requiring improvement. **Document audit results and track the percentage of barriers that are resolved per year. Also track the total spending on an annual basis for spending related to accessibility and the removal of barriers.**

Conduct Surveys: Distribute surveys to gather feedback from the community and stakeholders, helping us assess the effectiveness of our initiatives. **Survey results will be updated once per year and made available on the website for community review.**

These processes will ensure ongoing evaluation and provide valuable input for future updates to the plan.

Conclusion

Our Vision for the Next Three Years - Over the next three years, the University of King's College (UKC) aims to foster a more inclusive environment by implementing meaningful changes that support accessibility in all aspects of campus life. Our vision is to create a campus where all individuals, regardless of ability, can fully participate and thrive.

High-Level Outcomes We Aim to Achieve:

Improved Physical Accessibility: Through regular audits and upgrades to the built environment, we will create safer and more accessible spaces.

Increased Awareness and Engagement: Ongoing training, consultation, and communication will strengthen the culture of inclusion and accessibility among all campus members.

Enhanced Support and Resources: We will provide accessible resources and support services that meet the diverse needs of the community.

Continuous Monitoring and Improvement: By regularly engaging the Accessibility Advisory Committee, directors, and departments, along with conducting surveys and gathering feedback, we will ensure that our accessibility initiatives remain effective and aligned with evolving standards.

The next phase of our accessibility efforts will focus on:

Implementing Signage and Wayfinding: This is our next major project aimed at improving navigation and inclusivity on campus.

Purchasing Assistive Technology: Ensuring that students have access to assistive technologies that enhance learning and participation on the King's campus.

Providing Accessibility Foundations Training for Faculty: Equipping faculty with the knowledge and skills to create inclusive learning environments.

Our commitment to accessibility is an ongoing journey, and through collaboration and shared responsibility, we will build a more inclusive and equitable community for all.

Accessibility Feedback

We recognize that feedback is critical to the process of identifying and removing barriers to participation as well as improving how we deliver our services to persons with disabilities.

To provide your feedback, or for more information on this Accessibility Plan, please contact: Michelle Mahoney (Accessibility Officer)

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