

**Annual Accessibility Plan  
Bluewater District School Board  
2018-2019**



***Prepared by***

Bluewater District School Board  
Accessibility Executive Committee

*This publication is available on the Bluewater District School Board website at:*

<http://www.bwdsb.on.ca/AODA>



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## **Description of Bluewater District School Board**

Bluewater District School Board provides public education to families in Bruce and Grey counties in southwestern Ontario. The two counties of Grey and Bruce cover an area of 8,673 square kilometers. As of March 31, 2019, the District was comprised of 46 locations with a Total Daily Enrolment (ADE) of 12,213 students in the elementary panel and 4,339 students in the secondary panel.

## **Accessibility for Ontarians with Disabilities Act, 2005**

### **Purpose of the AODA**

Recognizing the history of discrimination against persons with disabilities in Ontario, the purpose of the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* is to benefit all Ontarians by:

- developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and
- providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards.

### **Definition of Disability**

The AODA defines a disability as meaning,

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal, or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

## **Definition of Barrier**

The AODA defines a barrier as meaning anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability including: a physical barrier, an architectural barrier, an informational or communication barrier, an attitudinal barrier, a technological barrier, or a policy or a practice.

To this end, the AODA requires each school Board to prepare an Annual Accessibility Plan, to consult with people with disabilities in the preparation of this plan, and to make the plan public.

## **AODA Integrated Accessibility Standards Regulations (IASR)**

The AODA is comprised of the Integrated Accessibility Standards Regulations which currently cover the areas of:

- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Customer Service

Please refer to [Appendix A: AODA Integrated Accessibility Standards Regulations](#) for website links and more specific information on the IASR content.

## **About the Annual Accessibility Plan**

This is the fifteenth Annual Accessibility Plan (2018-19) prepared by the Accessibility Executive Committee of the Bluewater District School Board. This Annual Accessibility Plan is in compliance with the Ontarians with Disabilities Act (2001) and is consistent with the belief statements outlined in the Strategic Plan. It serves as a resource for addressing accessibility issues for the students, staff and members of the community.

## **Bluewater District School Board Commitment**

Bluewater District School Board is committed to:

- maintaining an executive committee to recognize compliance issues and forward to appropriate partners for action;
- consulting with people with disabilities, as well as people working with the disabled in the development and review of its Annual Accessibility Plan;

- providing ongoing support and training for administrative staff, managers, and supervisors; and
- holding regular committee meetings to:
  - review the annual accessibility plan
  - ensure compliance with accessibility legislation
  - address accessibility issues
  - ensure improved access to facilities, policies, programs, employment, practices and services for staff, students, parents/guardians, volunteers and members of the community.

### **Annual Accessibility Plan Explanation of Contents**

The Annual Accessibility Plan includes:

- a report on the measures the organization has taken to identify, remove and prevent barriers to persons with disabilities;
- the measures in place to ensure that the organization assesses its proposals for by-laws, policies, programs, practices, and services to determine their effect on accessibility for persons with disabilities;
- a list of the by-laws, policies, programs, practices and services that the organization will review in the coming year in order to identify barriers to persons with disabilities; and
- the measures that the organization intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities.

### **Communication of the Annual Accessibility Plan**

The Bluewater District School Board's Annual Accessibility Plan is posted on the public Board website at [www.bwdsb.on.ca/AODA](http://www.bwdsb.on.ca/AODA) and is available to employees on the AODA and Accessibility SharePoint page. It is also available in a variety of accessible formats upon request. Please contact the Accessibility Executive Committee to request an alternate accessible format.

# **The Accessibility Executive Committee**

The Bluewater Accessibility Working Group was formally constituted in September 2004 and evolved into the Accessibility Executive Committee in 2011.

## **Accessibility Executive Committee Mission**

The Committee will develop in consultation with stakeholders' recommendations to continuously improve the conditions of access at Bluewater District School Board. This will be achieved by meeting or exceeding the standards outlined in the AODA.

## **Committee Mandate**

To recommend to Bluewater District School Board the prevention and removal of barriers that persons with disabilities may encounter at any Bluewater DSB sites through programs, education, practices and services provided by the Board.

## **Accessibility Executive Committee Members 2018-2019**

Alana Murray	Director of Education
Sheryl Elliott	Administrator, Human Resources Services
Melissa Hilgendorff	Chair; Human Resources Services Officer
Kathy Eccles	Employee Support, Human Resources Services
Sara Morrow	Administrator
Andrew Chittka	ETFO Occasional Teachers Union President
Jayne Bastarache	Supervisor, Project Development
Bruce Rowney	System Special Education Lead Teacher
Josie Becker	Executive Assistant Human Resources Services

## **Contact for Accessibility Executive Committee**

Lindsay Greig – Human Resources Services Officer  
[Lindsay\\_Greig@bwdsb.on.ca](mailto:Lindsay_Greig@bwdsb.on.ca)  
519-363-2014 x 2029

# Prevention and Removal of Barriers to Accessibility

## Physical and Architectural Initiatives

The following work has been completed and forms work under the ACCESSIBILITY PLAN, PLANT, CAPITAL RETROFITS, and meet all requirements of the Ontario Building Code as amended, specifically Section 3.8.

### Update on Completed Projects for 2017-2018 and New Projects for 2018-2019

Projects Completed 2017-2018	Status
<b>Arran-Tara Elementary School</b> <ul style="list-style-type: none"> <li>• New interior doors installed with windows for accessible viewing</li> <li>• All door hardware updated to lever sets</li> </ul>	Completed in Summer 2018
<b>Bruce Peninsula District School</b> <ul style="list-style-type: none"> <li>• Door hardware updated to lever sets</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Flooring updates in various areas of school highlighting doorways and contrasting walls and trim. New interior doors installed with windows for accessible viewing</li> </ul>	Completed in Summer 2018
<b>G.C. Huston</b> <ul style="list-style-type: none"> <li>• Installation of new power door operating system at main entrance door</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Flooring updates in various areas of school highlighting doorways and contrasting walls and trim.</li> </ul>	Completed in Summer 2018
<b>Holland - Chatsworth Central School</b> <ul style="list-style-type: none"> <li>• Installation of new exterior barrier free doors</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Flooring updates in various areas of school highlighting doorways and contrasting walls and trim.</li> <li>• All door hardware updated to lever sets</li> <li>• New interior doors installed with windows for accessible viewing and hardware that allows door to open minimum width</li> <li>• Newly created barrier free stall in girls washroom</li> </ul>	Completed in Summer 2018
<b>Owen Sound District Secondary School</b> <ul style="list-style-type: none"> <li>• Accessible parking spaces created with resurfacing of parking lot at rear of school.</li> <li>• Renovation and upgrades to Specialized Education Suite</li> <li>• Creation of barrier free washroom and shower in girls and boys change rooms for Gymnasium 1 &amp; 2.</li> </ul>	



<ul style="list-style-type: none"> <li>• Creation of barrier-free washroom in Instructors Offices in girls and boys change rooms for Gymnasium 1 &amp; 2</li> <li>• Creation of universal public washroom</li> <li>• Installation of new lift to stage in Gymnasium 1</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Door hardware updated to lever sets</li> <li>• New interior doors installed with windows for accessible viewing</li> <li>• Flooring updates in various areas of school highlighting doorways and contrasting walls and trim.</li> <li>• Installation of barrier-free bottle filler/water fountain</li> </ul>	
<b>Projects to be Completed 2018-2019</b>	<b>Status</b>
<b>Holland Chatsworth Central School</b> <ul style="list-style-type: none"> <li>• Door hardware updated to lever sets</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Flooring updates in various areas of school highlighting doorways and contrasting walls and trim.</li> <li>• New interior doors installed with windows for accessible viewing</li> <li>• Creation of universal public washroom</li> <li>• Creation of new parking lot with proper barrier free parking with accessible walkways to the school entrances</li> </ul>	Design in process, anticipated completion Summer 2019
<b>Kincardine District Secondary School</b> <ul style="list-style-type: none"> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• All door hardware updated to lever set</li> </ul>	Design in process, anticipated completion Summer 2019
<b>Normanby Community School</b> <ul style="list-style-type: none"> <li>• Accessible parking spaces and walkways created with resurfacing of parking lot and bus loop</li> </ul>	Design in process, anticipated completion Summer 2019
<b>Paisley Central School</b> <ul style="list-style-type: none"> <li>• New front entrance vestibule with door operators</li> <li>• New accessible walkway to new front entrance</li> </ul>	Design in process, anticipated completion Summer 2019
<b>Saugeen District Secondary School</b> <ul style="list-style-type: none"> <li>• Door hardware updated to lever sets</li> <li>• Interior painting of doors, trim and walls in various areas of school for colour and brightness contrast</li> <li>• Flooring updates in various areas of school highlighting</li> </ul>	Design in process, anticipated completion Summer

<p>doorways and contrasting walls and trim.</p> <ul style="list-style-type: none"> <li>• New interior doors installed with windows for accessible viewing</li> <li>• Creation of universal public washroom</li> <li>• Installation of new barrier free doors with power door operating system at bus loop entrance</li> <li>• Creation of new grade 7/8 Specialized Education Suite with physio space and barrier free washroom</li> <li>• Creation of new accessible walkway from bus loop to entrance</li> </ul>	<p>2019</p>
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Projects for the 2019-2020 school year will be determined in the fall of 2019. Accessible elements will be considered within projects as required and in compliance with the Ontario Building Code.

## **Information, Communication, and Technology Initiatives**

### **2018-2019 School Year Progress**

ICT Services continued to work with the Director's Office to implement WCAG 2.0 compliancy tools for the Bluewater District School Board website. Updates have been made to the current website to make it more accessible. ICT Services has also been working to include accessibility compliance tools within a new web platform that is being developed, which will include an accessibility checker.

The department is committed to the continuation of implementing enhancements of the O365 system and SharePoint platform.

### **On-Going Initiatives and Future Plans**

ICT Services will continue to provide support and develop accessibility standards within the information and communication of the board to meet the AODA standards. A main area of focus will be to research further WCAG 2.0 requirements that must be met under the AODA in 2021. This will include review of board websites and school websites. ICT Services will continue considering accessibility during implementation of the new web platform.

## **Human Resources Services Initiatives**

### **2018-2019 School Year Progress**

In the 2018/2019 school year, Human Resources Services provided continued support to the AODA committee in reviewing AODA policies and procedures and made appropriate adjustments to meet standards. Human Resources Services is committed to providing and supporting a robust focus on accessibility throughout BWDSB. Effective September 1, 2018 responsibility for AODA shifted under the portfolio of responsibility of the Director of Education. This provides further focus and support on accessibility throughout the organization.

The Human Resources Officer responsible for AODA has maintained and updated the AODA and Accessibility SharePoint page to provide employees with access to accessibility resources, news, and support within the BWDSB intranet system. The SharePoint page includes an area of resources created to support staff in creating accessible documents.

Human Resources Services sourced new and updated AODA Training resources from the Government of Ontario. This training is available to all new hires and existing employees through a newly implemented training platform, eBASE. eBASE provides ability to track all training for employees in a central location with reporting and reminder functions that are helpful in ensuring compliance with AODA training requirements.

Human Resources Services participated on the BWDSB Website Migration Committee in combination with representatives from other areas of the organization. Recommendations were provided from an AODA and accessibility perspective to help ensure the new web platform adopted by BWDSB is in compliance. Recommendations included built-in accessibility functions and requirements, as well as accessibility monitoring functions. Human Resources Services coordinated a joint demonstration for the AODA Committee and Website Migration Committee of the accessibility checker program, Monsido, included within the new web platform.

### **Initiatives for 2019-2020**

Human Resources Services aims to further develop resources and tools to support accessibility throughout BWDSB. An area of particular focus will include working with ICT Services to ensure accessibility features are available as BWDSB continues work to implement a new web platform in support of WCAG 2.0 requirements under the AODA.

The department will ensure the Accessibility Executive Committee and other stakeholders remain aware of legislative changes and progress, with specific focus on the requirements of the Education Standard that is currently being developed under the AODA.

### **On-Going Initiatives and Future Plans**

Human Resources Services will provide ongoing monitoring for current accessibility policies, programs and initiatives. The department will provide continued support to the Accessibility Executive Committee as well as BWDSB staff, students, and the public in accessibility efforts and to address accessibility concerns.

Human Resources Services will continue to support, develop, and implement procedures to help ensure BWDSB is compliant with the AODA Integrated Accessibility Standards Regulations in consultation with various stakeholders. The department will also ensure staff of all levels receive notification of and/or training related to new or updated procedures.

### **Corporate Services Initiatives**

#### **On-Going Action**

All board policies and administrative procedures are reviewed according to a set cyclical review process. When policies are brought forward as part of the cyclical review process, and/or are being created, they are posted on the board's website, and also sent to specific groups/committees to solicit feedback (i.e. the Administrative Council, learning services administrators, administrators, the Student Senate, union presidents, school councils, the Parent Involvement Committee, the board's Accessibility for

Ontarians with Disabilities Act (AODA) Committee, and other individuals/groups as identified).

The Corporate Services Officer is responsible for coordinating the cyclical review process with the Administrative Council and the Policy Standing Committee. An initial review of policies and procedures will always consider accessibility and equity.

### **On-Going Initiatives**

As policies and procedures are reviewed by the board, the issue of accessibility will be considered where appropriate. To review the full cyclical review list, please go to [www.bwdsb.on.ca/director/cyclical\\_review\\_chart](http://www.bwdsb.on.ca/director/cyclical_review_chart).

### **Plans for 2019-2020**

Bluewater District School Board endeavours to ensure ongoing compliance with the Integrated Accessibility Standards Regulations outlined in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Additional information about the AODA and all of the compliance standards can be found at [ <http://www.accessON.ca> ]

### **School Transportation Initiatives**

The transportation consortium had no specific projects in 2018-19 that directly address AODA requirements. It met the General Training and Student Transportation Plan in prior years. The next target date, year 2021, is to have all websites and communication tools WCAG 2.0 compliant. This project will be completed with the progression from FirstClass.

The consortium continues to support accessibility generally by providing specialized transportation for students with special needs. Expenditures for special transportation have risen substantially between 2015/16 and 2017/18. The total expenditure in 2017/2018 was \$1,577,000.00, a rise of 8.3%, or 4.7% after inflation.

# **Appendix A: AODA Integrated Accessibility Standards Regulations**

Clicking each link below will open the applicable website content.

## **Part 1 General**

1. Purpose and application
2. Definitions
3. Establishment of accessibility policies
4. Accessibility plans
5. Procuring or acquiring goods, services or facilities
6. Self-service kiosks
7. Training
8. Exemption from filing accessibility reports

## **Part II Information and Communications Standards**

9. Definitions and exceptions
10. Application
11. Feedback
12. Accessible formats and communication supports
13. Emergency procedure, plans or public safety information
14. Accessible websites and web content
15. Educational and training resources and materials, etc.
16. Training to educators
17. Producers of educational or training material
18. Libraries of educational and training institutions
19. Public libraries

## **Part III Employment Standards**

20. Scope and interpretation
21. Schedule
22. Recruitment, general
23. Recruitment, assessment or selection process
24. Notice to successful applicants
25. Informing employees of supports
26. Accessible formats and communication supports for employees
27. Workplace emergency response information
28. Documented individual accommodation plans
29. Return to work process
30. Performance management
31. Career development and advancement
32. Redeployment

## **Part IV Transportation Standards**

33. Definitions
34. Availability of information on accessibility equipment, etc.
35. Non-functioning accessibility equipment
36. Accessibility training
37. Emergency preparedness and response policies
38. Fares, support persons
39. Transition, existing contracts
40. Transition, existing vehicles
41. Accessibility plans, conventional transportation services
42. Accessibility plans, specialized transportation services
43. Accessibility plans, conventional and specialized transportation services
44. General responsibilities
45. Alternative accessible method of transportation
46. Fares
47. Transit stops
48. Storage of mobility aids, etc.
49. Courtesy seating
50. Service disruptions
51. Pre-boarding announcements
52. On-board announcements
53. Requirements re grab bars, etc.
54. Floors and carpeted surfaces
55. Allocated mobility aid spaces
56. Stop-requests and emergency response controls
57. Lighting features
58. Signage
59. Lifting devices, etc.
60. Steps
61. Indicators and alarms
62. Accessibility, rail cars
63. Categories of eligibility
64. Eligibility application process
65. Emergency or compassionate grounds
66. Fare parity
67. Visitors
68. Origin to destination services
69. Co-ordinated service
70. Hours of service
71. Booking
72. Trip restrictions
73. Service delays
74. Companions and children
75. School transportation
76. Public sector organizations
77. Ferries

- 78. Duties of municipalities, general
- 79. Duties of municipalities, accessible taxicabs
- 80. Duties of municipalities, taxicabs

#### **Part IV.1 Design of Public Spaces Standards**

- 80.1 Definitions
- 80.2 Application
- 80.3 Transition
- 80.4 Slope ratios
- 80.5 Schedule
- 80.6 Trails
- 80.7 Beach access routes
- 80.8 Consultation, recreational trails
- 80.9 Technical requirements for trails, general
- 80.10 Technical requirements for beach access routes, general
- 80.11 Common technical requirements, general
- 80.12 Boardwalks
- 80.13 Ramps
- 80.14 Exceptions, limitations
- 80.15 Exceptions, general
- 80.16 Outdoor public use eating areas, application
- 80.17 Outdoor public use eating areas, general requirements
- 80.18 Outdoor play spaces, application
- 80.19 Outdoor play spaces, consultation requirements
- 80.20 Outdoor play spaces, accessibility in design
- 80.21 Exterior paths of travel, application
- 80.22 Exterior paths of travel, general obligation
- 80.23 Exterior paths of travel, technical requirements
- 80.24 Exterior paths of travel, ramps
- 80.25 Exterior paths of travel, stairs
- 80.26 Exterior paths of travel, curb ramps
- 80.27 Exterior paths of travel, depressed curbs
- 80.28 Exterior paths of travel, accessible pedestrian signals
- 80.29 Exterior paths of travel, rest areas
- 80.30 Exceptions, limitations
- 80.31 Exceptions, general
- 80.32 Application, off-street parking
- 80.33 Exceptions
- 80.34 Types of accessible parking spaces
- 80.35 Access aisles
- 80.36 Minimum number and type of accessible parking spaces
- 80.37 Signage
- 80.38 Exception
- 80.39 On-street parking spaces
- 80.40 Application
- 80.41 Service counters
- 80.42 Fixed queuing guides



- 80.43 Waiting areas
- 80.44 Maintenance of accessible elements

## **Part V Compliance**

- 81. Application
- 82. Definition
- 83. Amount of administrative penalty
- 84. Review of order
- 85. Payment of penalty
- 86. Designation of tribunal
- 87. Commencement
- Schedule 2 Administrative penalties for individuals or unincorporated organizations
- Schedule 3 Administrative penalties for corporations

## **Customer Service Standard**

- 1. Purpose and application
- 2. Effective dates
- 3. Establishment of policies, practices and procedures
- 4. Use of service animals and support persons
- 5. Notice of temporary disruptions
- 6. Training for staff, etc.
- 7. Feedback process for providers of goods or services
- 8/ Notice of availability of documents
- 9. Format of documents
- Schedule 1 Boards, commissions, authorities and agencies
- Schedule 2 Broader public sector
- Exemptions