

Annual Accessibility Plan Bluewater District School Board

2015-2016



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>

It is also available in a variety of accessible formats upon request.

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. The District is organized into three administrative areas with a Total Daily Enrolment (ADE) of 10,283.00 ADE students in 41 elementary schools and 5,789.60 ADE students in 11 secondary schools as of October 31, 2012.

Purpose of Accessibility for Ontarians with Disabilities Act, 2005

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,

- (a) 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
- (b) 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

- taken from Accessibility for Ontarians with Disabilities Act, 2005-

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 communications 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.

Executive Summary

This is the tenth Annual Accessibility Plan (2013-14) 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 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;
- the committee will meet regularly to review and ensuring that the Annual Accessibility Plan is in compliance with the legislation; and,
- Identifies issues and ensures improved access to facilities, policies, programs, employment, practices and services for staff, students, parents/guardians, volunteers and members of the community.

This 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.

Historical Perspective

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 stakeholder's 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 act

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 2015-2016

Cynthia Lemon	Executive Officer Human Resources Services
Kathy Eccles	Human Resources Representative
Dawn Perry	ICT Representative
Marga Wilson	Administrator Representative
Andrew Chittack	Union Representative
Peter Wilgress	Plant Department Representative
Dave Barrett	Management Representative
Josie Gunson	Recording Secretary

Communication of the Annual Accessibility Plan

The Bluewater District School Board's Annual Accessibility Plan is posted on the Board website at www.bwdsb.on.ca. It is also available in a variety of accessible formats upon request. [Click here](#) to request an alternate accessible format.

Contact for Accessibility Executive Committee

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Prevention and Removal of Physical and Architectural Barriers

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, and specifically Section 3.8.

Projects for 2015-2016

Project	Status	Completed
Bayview Public School Provide accessible exterior ramp at North play yard entrance door		September 2015
Beaver Valley Community School Upgrades to existing parking lot and bus loop. Design to be in accordance with current AODA requirements.	Design in process, anticipated completion September 2016	
Beaver Valley Community School Construct new barrier free public washroom	Planned for summer 2016	
Chesley District Community School Update side entrance doors to be barrier free accessible	Planned for summer 2016	
Dundalk & Proton Community School Replace interior locksets and install new interior room signage to current barrier free standards	Planned for summer 2016	
Elgin Market Public School Upgrade main entrance to door to AODA standards		September 2015
Hillcrest Elementary School Improve exterior sidewalk and provide accessible compliant curb at rear entrance		September 2015
Holland - Chatsworth Central School Provide accessible exterior ramps at south play yard entrance door	Planned for summer 2017	
Huron Heights Public School Provide new accessible sidewalk and ramp at main entrance door		September 2015
John Diefenbaker Senior School Accommodation of Special needs students in existing building.		September 2015
John Diefenbaker Senior School Renovate new Spec Ed suite for elementary students with barrier free washroom	Planned for summer 2016	
Keppel-Sarawak Elementary School Upgrades to the existing parking lot and drop off lane. Design to be in accordance with current AODA requirements	Planned for summer 2016	
Kincardine Township - Tiverton Public School Provide new power door operator at main entrance door		September 2015

Kincardine Township –Tiverton Public School Construct new Barrier Free public washroom	Planned for summer 2016	
Kincardine Township - Tiverton Public School Provide new accessible ramp at south west and north west exits		September 2015
Lucknow Central Public School Replace ramp at south entrance with new ramp/grading to current AODA standards	Planned for summer 2016	
Northport Elementary School Upgrade main entrance door to current barrier free standards	Planned for summer 2016	
St. Vincent-Euphrasia Elementary School Resurface from drop-off loop to current AODA standards	Planned for summer 2016	
Sullivan Community School Provide a new power door operator and main entrance door	Planned for summer 2016	
Sydenham Community School Provide new power door operators at main entrance doors		On Hold

Prevention and Removal of Information, Communication, and Technology Barriers

2015-2016

Development of Training conferences to allow on line completion of AODA Customer Service and Integrated Accessibility Training.

Development and implementation of WCAG compliancy tools for website

Revision and adjustment to website to make more accessible and user friendly

Implantation of new email system Outlook O365

Initiative for 2016-2017

Continue to provide support and develop accessibility standards within the information and communication of the board to meet the AODA standards.

Prevention and Removal Employment and Hiring Barriers **Human Resources**

Supported the AODA committee in reviewing our AODA policies and procedures and made appropriate adjustments to meet standards.

Advise organization of the importance of “The Path to 2025” for Ontario’s Accessibility Action Plan to outline the importance of self-identifying, proper training, and building code/ requirements

Provide yearly reminders for schools to ensure volunteers are aware of the AODA Integrated training

Initiative for 2016-2017

Continue following outside providers for our job posting process to ensure compliance to Integrated Accessibility Standards

Provide support to ensure compliance of the Integrated Accessibility Standards Regulations during the renovations of our play spaces in our schools.

Continue training for Administrators, Managers and Supervisors on AODA compliance

On-Going Initiatives and Future Plans

Continue to develop, implement and ensure accessibility standards are compliant with the AODA through feedback provisions, emergency plans and notification to staff and public.

Prevention and Removal of Policy, Procedure and Attitudinal Barriers **Director's Office**

On-Going Action

All board policies and procedures are reviewed according to a set cyclical review process. When policies/procedures are brought forward as part of the cyclical review process and/or are being created, they are sent to multiple groups to solicit feedback (i.e. Administrative Council, Learning Services Administrators, administrators, Student Senate, Union Presidents, school councils, Parent Involvement Committee).

The Executive Assistant (EA) – Director's Office is responsible for coordinating the cyclical review process with the Administrative Council and the Policy Standing Committee. Senior Administration and/or the EA-Director's Office, will do initial review of documents and will always consider accessibility and equity in these reviews.

An Attendance Support Program (Staff) was implemented on October 1, 2012 and all associated policies and procedures have been revised to reflect a commitment to accessibility for staff.

Revisions have been made to the board website to make it more accessible and user-friendly for all users.

On-Going Initiatives

As policies and procedures are reviewed by the board, the issue of accessibility will always be considered where appropriate. To review the full cyclical review list, please go to www.bwdsb.on.ca/director/cyclical_review_chart.

Plans for 2016-2017

Bluewater District School Board endeavours to ensure ensuring on-going compliance with the Customer Service and Accessible Transportation Standards outlined in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

BWDSB will also be working towards full compliance with the Information and Communication Standards as well as Accessibility in Employment.

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

Prevention and Removal of Information, School Transportation Barriers

The transportation consortium had no specific projects in 2014-15 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.

The consortium continues to support accessibility generally by providing specialized transportation for students with special needs. There has been about a 7.5% increase in expenditure for special transportation between 2011/12 and 2013/14. This is made up of a drop of 20% in the cost to transport students in wheelchairs and an increase of 11% to transport students with other special needs in taxis and small buses. Total expenditure in 2013/14 was C\$ 1,367,767

ONTARIO REGULATION 429/07

made under the

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

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ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

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Purpose and application

1. (1) This Regulation establishes accessibility standards for customer service and it applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

(2) In this Regulation,

“designated public sector organization” means the Legislative Assembly and the offices of persons appointed on the address of the Assembly, every ministry of the Government of Ontario, every municipality and every person or organization listed in Schedule 1 or described in Schedule 2 to this Regulation; (“organisation désignée du secteur public”)

“provider of goods or services” means a person or organization to whom this Regulation applies. (“fournisseur de biens ou de services”)

Effective dates

2. The accessibility standards for customer service apply to the designated public sector organizations on and after January 1, 2010 and to other providers of goods or services on and after January 1, 2012.

Establishment of policies, practices and procedures

3. (1) Every provider of goods or services shall establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities.

(2) The provider shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

1. The goods or services must be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
3. Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

(3) Without limiting subsections (1) and (2), the policies must deal with the use of assistive devices by persons with disabilities to obtain, use or benefit from the provider's goods or services or the availability, if any, of other measures which enable them to do so.

(4) When communicating with a person with a disability, a provider shall do so in a manner that takes into account the person's disability.

(5) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare one or more documents describing its policies, practices and procedures and, upon request, shall give a copy of a document to any person.

Use of service animals and support persons

4. (1) This section applies if goods or services are provided to members of the public or other third parties at premises owned or operated by the provider of the goods or services and if the public or third parties have access to the premises.

(2) If a person with a disability is accompanied by a guide dog or other service animal, the provider of goods or services shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises.

(3) If a service animal is excluded by law from the premises, the provider of goods or services shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the provider's goods or services.

(4) If a person with a disability is accompanied by a support person, the provider of goods or services shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

(5) The provider of goods or services may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

(6) If an amount is payable by a person for admission to the premises or in connection with a person's presence at the premises, the provider of goods or services

shall ensure that notice is given in advance about the amount, if any, payable in respect of the support person.

(7) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare one or more documents describing its policies, practices and procedures with respect to the matters governed by this section and, upon request, shall give a copy of a document to any person.

(8) In this section,

“guide dog” means a guide dog as defined in section 1 of the *Blind Persons Rights’ Act*; (“chien-guide”)

“service animal” means an animal described in subsection (9); (“animal d’assistance”)

“support person” means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services. (“personne de soutien”)

(9) For the purposes of this section, an animal is a service animal for a person with a disability,

- (a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- (b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Notice of temporary disruptions

5. (1) If, in order to obtain, use or benefit from a provider’s goods or services, persons with disabilities usually use particular facilities or services of the provider and if there is a temporary disruption in those facilities or services in whole or in part, the provider shall give notice of the disruption to the public.

(2) Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

(3) Notice may be given by posting the information at a conspicuous place on premises owned or operated by the provider of goods or services, by posting it on the provider’s website, if any, or by such other method as is reasonable in the circumstances.

(4) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document that sets out the steps to be taken in connection with a temporary disruption and, upon request, shall give a copy of the document to any person.

Training for staff, etc.

6. (1) Every provider of goods or services shall ensure that the following persons receive training about the provision of its goods or services to persons with disabilities:

- 1. Every person who deals with members of the public or other third parties on behalf of the provider, whether the person does so as an employee, agent, volunteer or otherwise.

2. Every person who participates in developing the provider's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

(2) The training must include a review of the purposes of the Act and the requirements of this Regulation and instruction about the following matters:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
3. How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.

(3) The training must be provided to each person as soon as practicable after he or she is assigned the applicable duties.

(4) Training must also be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.

(5) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document describing its training policy, and the document must include a summary of the contents of the training and details of when the training is to be provided.

(6) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall keep records 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.

Feedback process for providers of goods or services

7. (1) Every provider of goods or services shall establish a process for receiving and responding to feedback about the manner in which it provides goods or services to persons with disabilities and shall make information about the process readily available to the public.

(2) The feedback process must permit persons to provide their feedback in person, by telephone, in writing, or by delivering an electronic text by email or on diskette or otherwise.

(3) The feedback process must specify the actions that the provider of goods or services is required to take if a complaint is received.

(4) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document describing its feedback process and, upon request, shall give a copy of the document to any person.

Notice of availability of documents

8. (1) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall notify persons to whom it provides goods or services that the documents required by this Regulation are available upon request.

(2) The notice may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.

Format of documents

9. (1) If a provider of goods or services is required by this Regulation to give a copy of a document to a person with a disability, the provider shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

(2) The provider of goods or services and the person with a disability may agree upon the format to be used for the document or information.

Commencement

10. This Regulation comes into force on January 1, 2008.

SCHEDULE 1

BOARDS, COMMISSIONS, AUTHORITIES AND AGENCIES

1. Agriculture, Food and Rural Affairs Appeal Tribunal.
2. Agricorp.
3. Alcohol and Gaming Commission of Ontario.
4. Algonquin Forestry Authority.
5. Assessment Review Board.
6. Board of negotiation continued under subsection 27 (1) of the *Expropriations Act*.
7. Cancer Care Ontario.
8. The Centennial Centre of Science and Technology.
9. Child and Family Services Review Board.
10. College Compensation and Appointments Council.
11. Each community care access corporation as defined in section 1 of the *Community Care Access Corporations Act, 2001*.
12. Consent and Capacity Board.
13. Conservation Review Board.
14. Criminal Injuries Compensation Board.
15. Crown Employees Grievance Settlement Board.
16. Custody Review Board.
17. Deposit Insurance Corporation of Ontario.

18. Echo: Improving Women's Health in Ontario.
19. Education Quality and Accountability Office.
20. Environmental Review Tribunal.
21. Financial Services Commission of Ontario.
22. Financial Services Tribunal.
23. Fire Marshal's Public Fire Safety Council.
24. Fire Safety Commission.
25. Greater Toronto Transit Authority.
26. Greater Toronto Transportation Authority.
27. Health Professions Appeal and Review Board.
28. Health Professions Regulatory Advisory Council.
29. Health Services Appeal and Review Board.
30. Human Rights Tribunal of Ontario.
31. Landlord and Tenant Board.
32. Legal Aid Ontario.
33. Licence Appeal Tribunal.
34. Liquor Control Board of Ontario.
35. Each local health integration network as defined under section 2 of the *Local Health System Integration Act, 2006*.
36. McMichael Canadian Art Collection.
37. Metropolitan Toronto Convention Centre Corporation.
38. Niagara Escarpment Commission.
39. Niagara Parks Commission.
40. Normal Farm Practices Protection Board.
41. Office of the Employer Adviser.
42. Office of the Worker Adviser.
43. Ontario Civilian Commission on Police Services.
44. Ontario Clean Water Agency.
45. Ontario Educational Communications Authority.
46. Ontario Electricity Financial Corporation.
47. Ontario Energy Board.
48. Ontario Farm Products Marketing Commission.
49. Ontario Film Review Board.
50. Ontario Financing Authority.

51. Ontario Food Terminal Board.
52. Ontario French-language Educational Communications Authority.
53. Ontario Health Quality Council.
54. Ontario Heritage Trust.
55. Ontario Highway Transportation Board.
56. Ontario Human Rights Commission.
57. Ontario Infrastructure Project Corporation.
58. Ontario Labour Relations Board.
59. Ontario Lottery and Gaming Corporation.
60. Ontario Media Development Corporation.
61. Ontario Mental Health Foundation.
62. Ontario Municipal Board.
63. Ontario Northland Transportation Commission.
64. Ontario Parole and Earned Release Board.
65. Ontario Pension Board.
66. Ontario Place Corporation.
67. Ontario Police Arbitration Commission.
68. Ontario Racing Commission.
69. Ontario Realty Corporation.
70. Ontario Review Board.
71. Ontario Securities Commission.
72. Ontario Special Education Tribunal (English).
73. Ontario Special Education Tribunal (French).
74. Ontario Tourism Marketing Partnership Corporation.
75. Ontario Trillium Foundation.
76. Ottawa Congress Centre.
77. Owen Sound Transportation Company.
78. Pay Equity Hearings Tribunal.
79. Pay Equity Office.
80. Province of Ontario Council for the Arts.
81. Public Service Grievance Board.
82. Royal Ontario Museum.
83. St. Lawrence Parks Commission.
84. Science North.

85. Smart Systems for Health Agency.
86. Social Assistance Review Board.
87. Social Benefits Tribunal.
88. Soldiers' Aid Commission.
89. Trillium Gift of Life Network.
90. Walkerton Clean Water Centre.
91. Workplace Safety and Insurance Appeals Tribunal.
92. Workplace Safety and Insurance Board.

SCHEDULE 2
BROADER PUBLIC SECTOR

1. Every district school board as defined in section 1 of the *Education Act*.
2. Every hospital as defined in section 1 of the *Public Hospitals Act*.
3. Every college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*.
4. Every university in Ontario, including its affiliated and federated colleges, that receives operating grants from the Government of Ontario.
5. Every public transportation organization in Ontario, including any municipally operated transportation services for persons with disabilities, that provides services for which a fare is charged for transporting the public by vehicles that are operated,
 - i. by, for or on behalf of the Government of Ontario, a municipality, a local board of a municipality or a transit or transportation commission or authority,
 - ii. under an agreement between the Government of Ontario and a person, firm, corporation, or transit or transportation commission or authority, or
 - iii. under an agreement between a municipality and a person, firm, corporation or transit or transportation commission or authority.