

**Annual Accessibility Plan
Bluewater District School Board
2016-2017**



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, 2017, the District was comprised of 46 school locations with a Total Daily Enrolment (ADE) of 11534.49 students in the elementary panel and 4550.94 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 thirteenth Annual Accessibility Plan (2016-17) 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
- 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 Board website at www.bwdsb.on.ca/AODA. 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 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.

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 2016-2017

Cynthia Lemon	Executive Officer Human Resources Services
Sheryl Elliott	Human Resources Services Administrator
Melissa Hilgendorff	Chair; Human Resources Representative
Kathy Eccles	Human Resources Representative
Sara Morrow	Administrator Representative
Andrew Chittick	Union Representative
Jayne Bastarache	Plant Department Representative
Josie Gunson	Recording Secretary

Contact for Accessibility Executive Committee

Melissa Hilgendorff, CHRL – Human Resources Services Officer
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Prevention and Removal of Barriers to Accessibility

Physical and Architectural Initiatives

The following initiatives form work under the ACCESSIBILITY PLAN, PLANT, CAPITAL RETROFITS, and meet all requirements of the Ontario Building Code, specifically Section 3.8.

Project	Status	Date Completed
Arran-Tara Elementary School Construct new vestibule to upgrade main entrance doors to current barrier free standards Construct new barrier free public washroom	Design in process, anticipated completion September 2017	
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.		September 2016
Beaver Valley Community School Construct new barrier free public washroom		September 2016
Chesley District Community School Update side entrance doors to be barrier free accessible		On Hold
East Ridge Community School Construct new barrier free public washroom on 2 nd floor	Design in process, anticipated completion September 2017	
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 2018	
Huron Heights Public School Provide new accessible sidewalk and ramp at main entrance door		September 2015
Huron Heights Public School Construct new barrier free public washroom	Design in process, anticipated completion September 2017	
John Diefenbaker Senior School Accommodation of Special needs students in existing building.		September 2015

Project	Status	Date Completed
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		September 2016
Kincardine Township - Tiverton Public School Provide new power door operator at main entrance door		September 2015
Kincardine Township –Tiverton Pubic School Construct new Barrier Free public washroom		September 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		September 2016
Northport Elementary School Upgrade main entrance door to current barrier free standards		September 2016
Osprey Central School Upgrades to the existing parking lot and drop off lane. Design to be in accordance with current AODA requirements	Design in process, anticipated completion September 2017	
St. Vincent-Euphrasia Elementary School Resurface from drop-off loop to current AODA standards		September 2016
Sullivan Community School Provide a new power door operator and main entrance door		Deferred
Sydenham Community School Provide new power door operators at main entrance doors		Cancelled

Information, Communication, and Technology Initiatives

2016-2017 School Year Progress

ICT Services facilitated the creation of an improved Accessibility and AODA training website for new hires. The department also supported the development of an online training acknowledgement to track training.

ICT Services worked 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 website to make it more accessible.

The implementation of the Outlook O365 email system and Sharepoint platform has been completed.

Two of the laptops available for loan from ICT Services have had assistive technologies installed on them in order to support the provision of timely accommodations.

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.

Human Resources Services Initiatives

2016-2017 School Year Progress

In the 2016/2017 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 reorganized job responsibilities throughout the department to support a more robust focus on accessibility throughout BWDSB.

The Human Resources New Hire Committee facilitated the development of improved AODA training for new hires and implemented a system to acknowledge and track training. Further to this, Human Resources Services created and released a Staff Selection Guideline to support managers and supervisors throughout the recruitment and selection process, with emphasis on accessibility and accommodations.

A new procedure and process has been developed to ensure compliance with the AODA when building new outdoor play spaces or renovating an existing play space in recognition of legislative changes related to the AODA.

The Administrator's monthly checklist has been updated to include AODA training for volunteers and information about AODA considerations related to play spaces. Annual reminders will continue to be issued to ensure compliance in these areas.

Initiative for 2017-2018

Human Resources Services aims to develop resource tools to aid staff in providing effective and timely accommodations to persons with disabilities.

The department will ensure the Accessibility Executive Committee and other stakeholders remain aware of legislative changes and progress, with specific focus on the proposed development of an Education Standard 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.

Director's Office Initiatives

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.

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 2017-2018

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>]www.accessON.ca

School Transportation Initiatives

The transportation consortium had no specific projects in 2016-17 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 between 2014/15 and 2015/16 were relatively flat. It was made up of a drop of 30% in the cost to transport students in wheelchairs and an increase of 5% to transport students with other special needs in taxis and small buses. Total expenditure in 2015/16 was \$1,379,000.

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 1 Broader public sector
- 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