

## **Accessibility Plan**

---

Updated: March 2022

# Accessibility Plan (Updated: March 2022)

## Pembina Trails School Division

### A. Statement of Commitment

Pembina Trails School Division is committed to moving forward to equal access and participation for all. We are committed to continuing our work to create an environment where all individuals, regardless of their abilities can thrive with dignity and independence. We have had a long-standing philosophy of inclusion and are committed to meeting the needs of those who face accessibility barriers. We will continue this work by identifying, removing and preventing barriers to accessibility throughout our division. In this way we can support our 'customers' which include our students, parents, community members and the general public, as well as our staff.

### B. Policies

Pembina Trails has stated a commitment to creating and maintaining a safe and inclusive environment for all through a number of documents and policies. Those that promote accessibility and inclusion are:

- Mission, Vision and Values
- Creating a Safe, Caring and Inclusive Community – A Standard of Behaviour for the Pembina Trails School Division
- Policy AC – Non-Discrimination
- Policy ACG – Resolution of Discrimination Procedure
- Policy GBA – Equal Employment Opportunity
- Policy GBAA – Harassment
- Policy IFC – Inclusion and Appropriate Educational Programming
- Policy IJ – Selection of Instructional Resources
- Policy IJL – Library Resources Selection
- Policy IMG – Animals on Division Premises
- Policy JLCEA – Students with Special Health Needs
- Manitoba Education – Supporting Transgender and Gender Diverse Students in Manitoba Schools (new)
- Manitoba Education – Resources for Supporting Transgender and Gender Diverse Students (new)
- Manitoba Education – Case Studies to Explore the Challenges and Possibilities for Supporting Transgender and Gender Diverse Children and Youth (new)
- Rick Hansen Foundation – “From Where I Sit: Five Traits of a Meaningfully Accessible Building”
- A Path Towards Inclusivity – Report on Accessibility in the Pembina Trails School Division (Monteyne Architect Works: January 2018)
- Manitoba Education - Safe and Caring Schools – A Whole-School Approach to Planning for Safety and Belonging

The Pembina Trails School Division will continue to review all programs, services and policies, and will scrutinize all new initiatives with a view to providing accessibility for all.

## C. Actions

<b>Action 1 – Establish an Accessibility Working Group</b>	
<b>Initiative and Actions</b> <ul style="list-style-type: none"> <li>Establishment of an accessibility working group including representation from human resources, facilities and operations, student services &amp; clinicians, IT, workplace safety and health</li> <li>Establish regular meetings to prepare and review organizational gap analysis in pursuit of the ongoing removal of barriers and to generate recommendations for action</li> </ul>	<b>Expected Outcomes</b> <ul style="list-style-type: none"> <li>Working group will be representative of divisional stakeholders</li> <li>Working group establishes plans for progress along with timelines for completion</li> <li>Working group will review divisional policies and practices and forward recommendations for improvement</li> <li>Working group will review new initiatives and make any recommendations necessary to ensure accessibility</li> </ul>
<b>Action 2 – Accessibility of Information</b>	
<b>Initiative and Actions</b> <ul style="list-style-type: none"> <li>Accessibility Working Group to establish a process for responding to requests for accessible supports and services – this process to be communicated to all staff</li> <li>Ensure that multiple formats are available to submit information to the Division and are in alignment with the <i>Accessibility for Customer Service</i> section of <i>The Accessibility Act</i></li> <li>Ensure new software applications pass the Cloud Risk Questionnaire which includes an accessibility review component</li> </ul>	<b>Expected Outcomes</b> <ul style="list-style-type: none"> <li>An established and timely process for processing requests for accessible supports</li> <li>Division-hosted electronic media that are accessible to our ‘customers’</li> <li>An expanded range of formats for submitting information to the Division that provide a full range of accessibility</li> <li>As we investigate, purchase and use new software apps we will become more attuned to what alternate modes of service delivery are available and that are responsive to our community needs</li> </ul>
<b>Action 3 – Accessibility Audit of Divisional Buildings</b>	
<b>Initiative and Actions</b> <ul style="list-style-type: none"> <li>Review of accessibility audit information (completed by Monteyne in January 2018) to identify and plan for areas of strategic priority</li> <li>Development of a strategic plan with timelines to address all remaining physical accessibility barriers within the Division (multi-year plan developed as part of our five-year capital plan cycle)</li> <li>Ensure that all new builds, renovations and upgrades are designed and built with accessibility features in mind</li> </ul>	<b>Expected Outcomes</b> <ul style="list-style-type: none"> <li>Specific deficiencies with respect to physical barriers in all facilities will be identified</li> <li>Specific plans for resolving existing accessibility barriers will be created and costed</li> <li>Timelines for resolving issues will be established</li> <li>Financial resources for resolving issues will be secured with a strategic plan</li> <li>Existing accessibility barriers in all facilities will be resolved</li> <li>Future facilities projects will ensure full accessibility in design and build</li> </ul>
<b>Action 4 – Staff Awareness and Training</b>	

<p><b>Initiative and Actions</b></p> <ul style="list-style-type: none"> <li>• Working Committee will review the <i>Accessibility for Customer Service</i> section under <i>The Accessibility for Manitobans Act</i> and create an organizational gap analysis, along with specific actions to address any areas of outstanding concern</li> <li>• Administration to create and deliver resources and training programs to staff re accessibility</li> <li>• Administration to acknowledge accessibility achievements as appropriate through divisional information streams</li> <li>• Working group will review and update accessibility policies, as required</li> </ul>	<p><b>Expected Outcomes</b></p> <ul style="list-style-type: none"> <li>• Accessibility will be considered in all future planning</li> <li>• Barriers will be removed or, where this is not possible, an alternate way of delivering the service will be sought</li> <li>• Accessibility planning will be communicated to all staff</li> <li>• All staff members are aware of divisional accessibility initiatives and their role in implementation</li> <li>• Concerns with regard to accessibility will be forwarded to the Assistant Superintendent – Divisional Support Services</li> </ul>
<p><b>Action 5: Monitoring Progress</b></p>	
<p><b>Initiative and Actions</b></p> <ul style="list-style-type: none"> <li>• Accessibility Coordinator, with the working group, to track progress, challenges and requests for accommodations</li> <li>• Working group will develop a draft accountability framework for reporting and issue resolution</li> <li>• Accessibility Coordinator will report at least annually to Senior Administration and the Board of Trustees</li> <li>• Financial planning for resolving accessibility issues will be integrated into the annual budget process</li> </ul>	<p><b>Expected Outcomes</b></p> <ul style="list-style-type: none"> <li>• Senior Administration is kept apprised of requirements and progress with respect to the Accessibility for Manitobans Act so that decisive action can be formulated in response</li> <li>• Accessibility Plan will be reviewed annually</li> <li>• Periodic report on progress provided by Accessibility Officer</li> </ul>

**Contact Person:**      **Nora Wood (Accessibility Coordinator)**  
**Phone:**                **204-488-1757 ext 1266**  
**Email:**                 [nwood@pembinatrails.ca](mailto:nwood@pembinatrails.ca)