



Accessibility Plan & 2 Year Review

Date of first approval: November, 2018

Date updated: May, 2023

Years Applicable: 2018-2023

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Accessibility Working Group members:

Senior Manager’s Signature:

Statement of Commitment

The Portage la Prairie School Division is committed to ensuring equitable access and participation for all people, regardless of their abilities. The Division is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. With consideration given to staff and financial resources, the Division is committed to meeting the needs of people who face accessibility barriers by identifying, removing, and preventing these barriers and by meeting requirements of The Accessibility of Manitobans Act (AMA).

Policies

PLPSD has developed an Accessibility Policy (FK) that commits to providing equity of access to programs and services within our school division, with an ongoing commitment to engaging all stakeholders in a manner that promotes and maintains respectful treatment and integrity of the process for all. We realize that our efforts will need to be fluid in nature, and will need to be a continuing part of our division’s strategic plan if we are to address ongoing, and new challenges facing students, staff, and the public.

The PLPSD is committed to addressing the following areas through ongoing training and strategic planning initiatives:

- **Attitudinal barriers** that result from false assumptions, often based on appearance
- **Informational and communication barriers**, such as tiny print or information that is not easy to understand
- **Technological barriers** such as websites that do not consider needs of people who do not use a mouse or who use screen reader software
- **Systemic barriers** are policies or procedures that can exclude some people, for example, when job applicants are required to use online forms.
- **Physical barriers** can be large and small, including walkways that are not shoveled, narrow store aisles, or high service counters.

Actions

Action 1: Accessibility Working Group

<p><u>Initiatives/Actions</u> (continued action May, 2023) - Management of accessibility initiatives</p>	<p><u>Outcomes completed May, 2023</u></p> <ul style="list-style-type: none"> ● Review of accessibility opportunities/concerns becomes a breakout category under the Division’s Strategic Continuanace Committee. ● Within the Strategic Continuanace Committee, time-lines
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<p>are coordinated by the PLPSD superintendent. - Meet on a regular basis to review initiatives working towards accessibility (w/principals, supervisor of operations, director of student services, SILC, Strategic Continuance Committee) New Initiative/Actions</p>	<p>and work plans are developed under PLPSD's 3-year plan (2018-2021), for review and implementation by the accessibility working group:</p> <ul style="list-style-type: none"> Members actively plan for the renewal of accessibility considerations as a breakout category, as part of the Division's planning cycle.
	<p><u>New and/or continued Outcomes: May, 2023</u></p> <ul style="list-style-type: none"> Surveys by all staff to be completed by October 1 annually. Survey results will be used to inform next steps for action. Accessibility will remain an agenda item for monthly school based staff meetings. Coordinate annual meeting with all school/department representatives in May.

Action 2: Offer and Provide information in an accessible format on request.

<p><u>Initiatives/Actions</u> (continued action May, 2023) - Accessibility working group to develop a process for responding to requests for accessible supports and services. - Accessibility coordinator (superintendent/SILC) to communicate processes to all staff.</p>	<p><u>Outcomes completed May, 2023</u></p> <ul style="list-style-type: none"> Inform stakeholders of the availability of accessibility information in a wide variety of formats. Development of an ongoing review process for communication venues/opportunities. All PLPSD offices received the "How can I help you" signage to alert customers that supports are available upon request. The PLPSD website has an "active offer" to assist customers that supports are available upon request. http://www.plpsd.mb.ca/
	<p><u>New and/or continued Outcomes May, 2023</u></p> <ul style="list-style-type: none"> Include the voice of all staff annually in an Accessibility Review survey. https://forms.gle/KovQcDASzrmk41Jq5 Continued monitoring of website option "Active Offer" for accessibility requests. To explore options for more accessible website design (languages and alternative services/supports, highlight the banner, change location).

Action 3: Staff Awareness and Training

<p><u>Initiatives/Actions</u> (continued action May, 2023)</p> <ul style="list-style-type: none"> - Senior Administration will confirm PLPSD's commitment to accessibility in writing. - Senior Administration will offer accessibility awareness training opportunities to staff via professional development. - Senior Administration to share progress in accessibility with staff via varied modes of communication, including the strategic planning process. 	<p><u>Outcomes completed May, 2023</u></p> <ul style="list-style-type: none"> ● All PLPSD employees completed the Accessibility Training Module (online) and received a certificate of completion (2017) ● All new employees must complete the Accessibility Training Module (online) ● Customer Service Component training video Online Accessibility Training reviewed by all employees (November 2018-present) ● Ongoing Accessibility professional development will be included as a part of short and long term planning processes. ● Inclusive of policy changes, considerations and expectations around accessibility planning will be communicated to all institutional stakeholders via Admin Council, Principals' Council, Parent Councils and Division Website. ● Accessibility issues will be communicated out of the Superintendent's department, for dissemination to various department leaders such as Student Services, Principals, Operations, and Technology.
	<p><u>New and/or continued Outcomes May, 2023</u></p> <ul style="list-style-type: none"> ● New employee certification training. ● Annual review training video for all staff (by end of September). https://forms.gle/KovQcDASzrmk41Jq5 ● Communication of inclusive practices regularly communicated by divisional leadership. ● Review the Inclusion, Diversity and Equity and Accessibility policy. ● Maintain awareness of professional learning options provided by Accessibility Manitoba. ● Inclusion of Accessibility plan in the Divisional Strategic Plan (3-Year Plan)

Action 4: Monitor Progress

<p><u>Initiatives/Actions</u> (continued action May, 2023)</p> <ul style="list-style-type: none"> - Superintendent, with cooperation of the working group and the Continuance Committee, will monitor progress re: challenges and achievements, and will continue to plan for accessibility considerations within the budgetary and strategic planning process. - Superintendent, through the Strategic Planning Continuance Committee, to report to the Board of Trustees and school administrators 3 – 4 times per school year, through the strategic 	<p><u>Outcomes completed May, 2023</u></p> <ul style="list-style-type: none"> ● Senior Admin and the Board of Trustees are aware of the progress regarding AMA guidelines, compliance and future challenges. ● Annual strategic planning review includes progress on accessibility ● The Board of Trustees formed a reserve fund for Accessibility Projects as part of their budget discussions.
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<p>planning process.</p> <p>- Future plans and budgets to be integrated into the plans of the divisional department.</p>	<p><u>New and/or continued Outcomes May, 2023</u></p> <ul style="list-style-type: none"> ● Board of Trustees to maintain a reserve fund for Accessibility projects included in budget discussion. ● PLPSD will continue to apply for available grants to offset costs of accessibility projects. ● Superintendent and SILC to review (end of May/early June Accessibility Plan for updates and next actions.
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Action 5: Removing Physical Barriers

<p><u>Initiatives/Actions (continued May, 2023)</u></p> <p>- PLPSD has identified multiple school sites with accessibility concerns that were slated for upgrades in the 2018-2019 budget to allow for improved accessibility.</p> <p>- Identified the need for an additional school bus for students requiring barrier free access</p> <p>- Additional accessibility upgrades to be presented during annual budget meetings and with the Finance Committee and Operations Committee.</p>	<p><u>Outcomes completed May, 2023</u></p> <ul style="list-style-type: none"> ● new doors and ramps for École Arthur Meighen School North/South Doors: ● new accessible main entrance doors at La Verendrye School (2018) ● new accessible main entrance doors at North Memorial School (2017) ● new accessible main entrance doors and ramp at Fort la Reine School (2018) ● new accessible main entrance doors at Yellowquill School (2018) ● new accessible main entrance doors at École Crescentview School (2018) ● new Accessible Hygiene Room at Yellowquill, Oakville, Crescentview, North Memorial Schools (2018) ● new accessible entrance doors and ramp at the Portage Collegiate Institute (East) building (2018) — new accessible entrance doors and ramp at the Portage Collegiate Institute (West) building (2018) ● 2 new barrier free access school busses (2018) ● Handicapped Parking Signage updated in all PLPSD schools ● New Handicap parking areas assigned opposite both new accessible entrances at PCI: ● washroom decals applied to doors to identify wheelchair accessibility in all applicable schools: ● Addition of lift at YQS: ● Addition of lift at FLR: ● Addition of lift at NMS: ● Two new barrier-free washrooms at EAMS: ● New accessible main entrance doors at OVS: ● Addition of strobe light alarm notification in the Building and Construction area at PCI: ● Updated emergency lights for all fire alarms in every school: ● Addition of handicap parking area PCI East building:
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	<p><u><i>New and/or continued Outcomes May, 2023</i></u></p> <ul style="list-style-type: none"> ● New elevator at PCI East building. ● New accessible play structure at EAMS and CVS. ● To review placement of the fob pad near entrance doors at each school to ensure reasonable and timely access/entry. ● Superintendent to review placement of entrance cameras with Operations Supervisor. ● Addition of strobe light alarm notification in the Automotive area at PCI. ● Superintendent to confirm that all schools have active flashing lights during a fire alarm and to include on the fire alarm checklist (completed by school Administration) a verification that the flashing emergency lights are working. ● To review Google Read and Write program options regularly with Student Services. ● As identified by the accessibility committee, the school washrooms will be addressed for accessibility considerations in the next budget plan. ● Monitor and review walking paths and uneven surfaces reported during the next year. ● Verify that all schools have signage indicating Handicap Parking.
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A special thank you to the following PLPSD Accessibility Committee Members (May,2023)

School	Representatives
NMS	Kim Houle, Darla Sanderson
ECVS	Chris Boschman, Brooke Shultz
PCI	Marie Bertholet, Albert Krynski, Katie Frank
FLR	Tanis Mauws, Sandi Shaw Lyons
EAMS	Karen Erickson, Erin Moar
LVS	Stephanie Brown, Dorinda Rodd
Hutt	Graham Shindle
OVS	Paula Mellen, Natalie Harrison
Student Services	Rochelle Rands, Maxine Mutchter
YQS	Andrew Duykers, Erin Moar
Student Voice (late addition)	Jorja Carrothers (PCI Gr. 11 Student)
SILC	Lisa Shackleton
Superintendent	Todd Cuddington

For more information, or to request alternate formats: Visit **AccessibilityMB.ca** or contact:

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Legal disclaimer: This information complements the application of the regulations under The Accessibility for Manitobans Act (AMA) and is not legal counsel.

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