



**ALGONQUIN AND LAKESHORE  
CATHOLIC DISTRICT SCHOOL BOARD**

**MULTI-YEAR  
ACCESSIBILITY PLAN**

**FOR THE PERIOD DECEMBER 2017 TO DECEMBER 2022**

## **MULTI-YEAR ACCESSIBILITY PLAN**

**ALGONQUIN AND LAKESHORE  
CATHOLIC DISTRICT SCHOOL BOARD  
December 2017 – December 2022**

**Prepared by**

**The Accessibility Planning Committee  
In accordance with  
Accessibility for Ontarians with Disabilities Act  
Integrated Accessibility Standards Regulation**

December 2017

This publication is available through the  
Algonquin and Lakeshore Catholic District School Board's:

- website [www.alcdsb.on.ca](http://www.alcdsb.on.ca)
- School Board Central Office 1-800-581-1116 (613 area code only)  
or 613-354-2255
- School Central Offices (Principal/Vice-Principal)
- To receive accessible formats of this plan, contact General Inquiries at  
[info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)
- For more information on Accessibility in ALCDSB, go to the following link:
- <http://www.alcdsb.on.ca/Board/Accessibility/default.aspx>



ALCDSB believes in the strength that diversity contributes to our communities. We are committed to creating a universally designed, inclusive environment where systemic barriers (i.e. physical, communication and attitudinal), are reduced or eliminated through reasonable efforts ensuring equitable access and full participation for all.

### **OUR VISION**

Catholic schools in the Algonquin and Lakeshore Catholic District School Board inspire and nurture strong communities of faith, engaged communities of learning and compassionate communities of service. Knowing that we are alive in the faith of Jesus Christ and that we are called to put our faith into action, we educate our students to grow in grace and knowledge, and to lead lives of faith, hope and love. Accordingly, we remain resolute in our commitment to academic excellence and the relentless pursuit of success for each student and staff member, fostered within faith-filled Catholic learning environments.

### **OUR MISSION**

We are a Catholic school system, called to work  
in partnership with home, parish and community  
on our journey to understand and live  
the way of Jesus Christ.

We are committed to excellence in Catholic education  
and to lifelong learning, so that those with whom we journey  
may become caring and contributing citizens  
in a world of constant challenge.

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## INTRODUCTION

This Multi-Year Accessibility Plan has been developed in accordance with the Integration Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005. It incorporates the intentions of the Algonquin and Lakeshore Catholic District School Board (ALCDSB) to meet its obligations under the Ontarians with Disabilities Act, 2001. This plan describes the measures that the ALCDSB will take over the five-year period from 2017-2022 to identify, remove and prevent barriers to people with disabilities who work, learn and participate in our Catholic school board community and environment including students, staff, parents and guardians, volunteers and visitors to the board and its schools.

## BACKGROUND

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) came into effect on June 13, 2005 and replaced the previous *Ontarians with Disabilities Act, 2001* (ODA).

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province by January 1, 2025 through developing, implementing and enforcing accessibility standards.

The Accessibility Planning Committee of the Algonquin and Lakeshore Catholic District School Board (ALCDSB) prepared the initial plan. This plan described the measures that the Algonquin and Lakeshore Catholic District School Board had taken in the past as well as proposed future measures to identify, remove and prevent barriers for people with disabilities.

This current Multi-Year Plan for the period 2017-2022 – compliant with the *Accessibility for Ontarians with Disabilities Act, 2005*, Ontario Regulation 429/07 (Customer Service Accessibility Standard) and Ontario Regulation 191/11 (Integrated Accessibility Standards)- builds on the early work of the Accessibility Planning Committee and supports continued growth in the area of accessibility.

ALCDSB is committed to the continual improvement of access by identifying, removing and preventing barriers to people with disabilities who work, learn and participate in the School Board community and environment including students, staff, parents and guardians,

volunteers and visitors to the Board and its schools. We continue to be committed to involving people with disabilities in the development and review of its annual access plans; and to provide quality services to all students, parents, employees, and members of the community with disabilities.

### **SPECIFIC REQUIREMENTS OF THE *ONTARIANS WITH DISABILITIES ACT***

Each year every school board in Ontario is required to prepare an accessibility plan and consult with persons with disabilities and others in preparing the plan. The plan must include the following:

- ✓ 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;
- ✓ the measures that the organization intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities.

The AODA provides an enhanced emphasis on required actions to meet the needs of persons with disabilities. The AODA includes regulations with respect to the following:

1. Customer Service
2. Transportation
3. Information and Communications
4. Employment
5. Built Environment

For feedback or inquiries on the Accessibility Plan, access the following link: [info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)

## OBJECTIVES

This Plan:

- Describes the process by which the Algonquin and Lakeshore Catholic District School Board will identify, remove and prevent barriers;
- Reviews recent efforts of the Algonquin and Lakeshore Catholic District School Board to remove and prevent barriers;
- Describes the measures the Algonquin and Lakeshore Catholic District School Board will take in the period 2017-2022 to identify, remove and prevent barriers;
- Makes a commitment to provide an annual status report on the Board's implementation of the Multi-Year Accessibility plan;
- Makes a commitment to review and update the Multi-Year Accessibility plan at least once every 5 years;
- Describes how the Algonquin and Lakeshore Catholic School Board will make this accessibility plan available to the public.

## COMMITMENT TO ACCESSIBILITY PLANNING

This plan will be established, reviewed and updated in consultation with persons with disabilities and with the Board's Special Education Advisory Committee and Accessibility Planning Committee. It will be presented to the Board of Trustees for approval. The Algonquin and Lakeshore Catholic District School Board are committed to the following:

- Maintaining the Accessibility Planning Committee;
- Continuing the process of consulting with the Special Education Advisory Committee and with persons with disabilities;
- Ensuring, wherever practical, that Board policies, procedures and practices are consistent with the principles of accessibility and inclusive/universal design. The Accessibility Planning Committee will provide input re: accessibility issues, where appropriate, with regard to new policies and procedures and to those under review;
- Improving access to facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community. Consideration of ongoing identification of barriers will be the responsibility of the Accessibility Planning Committee and these considerations, wherever practicable, will be incorporated in the multi-year plan.

The Director of Education has authorized the Accessibility Planning Committee to review and update the Multi-Year Accessibility Plan that will enable the Algonquin and Lakeshore Catholic District School Board to meet these commitments.

This Multi-Year Plan will be guided by the Board's Accessibility Standards-Policy Statement A-2009-10-1:

<http://www.alcdsb.on.ca/Board/Policies/Documents/Administration/Accessibility%20Standards%20A-2013-12-1/01.%20Policy%20Statement%20%20Accessibility%20Standards.pdf>

## **DESCRIPTION OF THE ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

We are a Catholic Faith Community committed to bringing forth the richness of each student, staff member and community member that we serve. Staff of the Algonquin and Lakeshore Catholic District School Board serve as an exemplar of dignity, compassion and academic excellence; building on the rich traditions of the legacy boards before us. We serve a geographically diverse population, with several emerging demographic groupings that add to the richness of our system.

The jurisdiction of the Board covers 16,101 square kilometers from Seeley's Bay in the east; to Trenton in the west; to Picton in the south and Whitney near Algonquin Park in the north. There are 32 elementary schools, 5 secondary schools, 2 outdoor education centers, 2 plant and operations offices (Belleville and Kingston), a central office located in Napanee and 4 adult education centers through the Loyola School of Adult and Continuing Education.

Schools and learning centers under the jurisdiction of the Director of Education provide a diverse array of programming opportunities to meet the needs of all students. All curriculum delivery follows the Ontario Ministry of Education's Policy and Practice guidelines and supports our faith values that influence all that we do as a system. The Director of Education works with the Board of Trustees to clarify and inform the decisions made at the Board level, in light of the operations of the day-to-day functions of the system.

### **The Ontario Catholic School Graduate Expectations in ALCDSB**

The Ontario Catholic School Graduate Expectations play an important role in developing discerning, caring and conscientious citizens. Each member of Algonquin and Lakeshore Catholic DSB will be:

- A Discerning Believer Formed in the Catholic Faith Community
- An Effective Communicator
- A Reflective and Creative Thinker
- A Self-Directed, Responsible, Life Long Learner

- A Collaborative Contributor
- A Caring Family Member
- A Responsible Citizen

### **Universal Design Philosophy**

The Ontario Ministry of Education’s Education for All, The Report on the Expert Panel on Literacy and Numeracy Instruction for Students with Special Education Needs, Kindergarten to Grade 6, 2005, introduced district school boards to Universal Design for Learning (UDL). Education for All, updated to Learning for All, K-12, in 2013, became the resource guide for school boards when planning instruction and designing learning environments for **all** students.

The term universal design (UD) is inspired by the work of architects who challenged the conventional approach of designing for the average user and provided a design foundation for more accessible and usable products and environments. When planning for individuals with physical disabilities, architects observed that the added improvements facilitated access for all users, not just the intended user. An access ramp, for instance, provides a person using a wheelchair with easier access to a building, but it also makes it easier for a parent with a child’s stroller or someone using a walker (Story, Mueller, & Mace, 1998).

Algonquin and Lakeshore CDSB strives to educate each student in the most enabling environment. The principles of universal design listed below put high value on both diversity and inclusiveness. These principles guide decisions made by the Algonquin and Lakeshore Catholic DSB in accessibility planning:

- Safety
- Equitable use
- Flexibility and inclusiveness in use
- Simple and intuitive use
- Appropriately designed space
- Different modes of perception

### **MEMBERS OF ALCDSEB’S ACCESSIBILITY PLANNING COMMITTEE**

<b>Working Group Member</b>	<b>Department</b>
Wendy Procter, Trustee <i>(updated every Jan)</i>	Board of Trustees
Karen Shannon, Superintendent of School Effectiveness	Senior Management
Jill Gardiner, Coordinator	Student Services

Sean Adamson, Labour Relations Specialist	Human Resource Services
Kathleen Dillon De Matos	Human Resource Services
SEAC Member at Large	Parent/Community Member/SEAC
Lori Bryden, Vice-Principal St. James Major CS, Sharbot Lake/St. Patrick CS, Harrowsmith	Chair, Elementary Vice- Principal
Gord Taylor, CEO, Tri-Board Transportation Services	Student Transportation Services
Jim Eastman Supervisor, Computer Services	Learning Services Technology
Darcey French, Principal St. Mary Catholic School, Trenton	Elementary Principal
Doug Campbell, Manager, Plant and Planning	Facilities Services

**Contributing Working Group Members who have provided their expertise:**

- Laurie Morton, Executive Assistant, Office of the Director;
- Jessica Salmon, Communications, Office of the Director;
- Nancy Brennan, Secretary, ALCDSB.
- Dianne LaFortune, Vice-Principal, Elementary School;
- Patrick Prior, Teacher, Secondary School;
- Gloria Hackett-Desgagne, Principal, Elementary School;
- Carol Adlington, Special Education Resource Teacher, Elementary School;

### **CONSULTATION WITH PERSONS WITH DISABILITIES**

In maintaining and updating the plan, the Accessibility Planning Committee has sought input from persons with disabilities. A sub-committee has reviewed the plan and provided input.

### **STRATEGY FOR PREVENTION AND REMOVAL OF BARRIERS**

Since the *Ontarians with Disabilities Act, 2001* came into force the principles of inclusionary practice, freedom from barriers and accessible environments have informed all Algonquin and Lakeshore Catholic District School Board policies, programs, procedures and services. Through the annual accessibility reporting process implemented under the *Ontarians with Disabilities Act, 2001*, the Algonquin and Lakeshore Catholic District School Board’s programming, policies and

practices have been assessed to ensure continuous improvement in accessibility. This process will continue through the establishment of a multi-year accessibility plan which places particular emphasis on the provisions of the regulations made under the AODA with regard to customer service, information and communications, employment, school transportation and built environment.

**BARRIER IDENTIFICATION METHODOLOGIES**

The Accessibility Planning Committee met throughout the 2016-2017 school year to review and update the Multi-Year Accessibility Plan. The goals of these meetings included:

- discussing barriers that were addressed in the previous multi-year plan
- identifying new barriers to be addressed or areas that require focus
- revising the Multi-Year Accessibility Plan

The Accessibility Planning Committee uses the following barrier-identification methods:

<b>Methodology</b>	<b>Description</b>	<b>Status</b>
Annual review of facilities deficiencies re: accessibility	Regular Facilities Services plant reviews	Annually
Annual input from SEAC on existing or emerging accessibility issues	Feedback from SEAC	Annually
Accessibility Feedback Opportunity	<b>Link to website</b>	Ongoing

**PROCESS FOR REPORTING BARRIERS**

1. Concern will be brought to the principal or manager of the facility where the issue exists.
2. The principal or manager will email the School Superintendent and copies the email to the appropriate Superintendent of School Effectiveness responsible for accessibility.
3. The appropriate course of action will be taken:
  - ✓ Work order
  - ✓ Resources
  - ✓ Consultation for direction

In addition, concerns can be brought to the attention of the appropriate party by completing the web accessible form found at [info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)

## RECENT BARRIER REMOVAL ACHIEVEMENTS

During the last several years, there have been a number of initiatives at ALCDSB to identify, remove, and prevent barriers to people with disabilities. **An itemized list of barriers removed in the past is available at [www.alcddb.on.ca](http://www.alcddb.on.ca)**

The Board through its Special Education Plan has addressed access for students with disabilities through modification and accommodation of programs and services. The Special Education Plan is available on the ALCDSB website by following the link: <http://www.alcddb.on.ca/programs/Documents/Planning%20for%20Success%20A%20Guide%20for%20Special%20Education%20Manual%20May%202017.pdf>

Accessibility issues concerning facility are and will be addressed in the course of renewal projects for maximum efficiency and cost savings, in line with the provincial funding model. The design of new schools includes architectural features that incorporate principles of universal design as much as possible and renovations to existing buildings address all areas of accessibility.

The most recent Annual Accessibility Plan developed in accordance with the Ontarians with Disability Act (ODA) identified a range of barriers and appropriate strategies for their removal. All new construction adheres to current building code and includes level access to schools, automatic door openers, elevators in schools of more than one floor and accessible washrooms.

## BARRIERS TO BE ADDRESSED UNDER THE 2017-2022 MULTI-YEAR ACCESSIBILITY PLAN

Algonquin and Lakeshore Catholic District School Board intends, through this Multi-Year Accessibility Plan for the period 2017-2022, to take action to address barriers to accessibility related to the Standards areas of current Regulations. This is in addition to ongoing work the Board is undertaking with regard to identification and removal of barriers in the Board's physical environment.

### MULTI-YEAR GOALS 2017-2022

In order to address barriers, ALCDSB has identified the following multi-year goals:

#### **EMPLOYMENT**

By Dec. 2022, the ALCDSB will have made further progress towards ensuring that all persons with disabilities are encouraged and able to participate in all aspects of the life of the school and board.

## **INFORMATION AND COMMUNICATIONS**

By Dec. 2022, the ALCDSB will have established effective and efficient access to information for all users following WCAG 2.0 accessibility design principles and best practices when developing, implementing and maintaining information and communication strategies and products including websites, intranet sites, communication materials, telephone communications and face to face interactions.

## **CUSTOMER SERVICE**

By Dec. 2022, the ALCDSB will have ensured that all staff, students, parents/guardians and community members, whatever their ability or circumstance, are able to participate in an accommodating environment and receive accessible services and goods in a timely and reasonable manner.

## **BUILT ENVIRONMENT**

By Dec. 2022, the ALCDSB will have ensured that staff, students, parents/guardians and community members will be able to move freely, unrestricted by most barriers, in the ALCDSB's interior and exterior facilities and spaces through prioritized progressive implementation.

## **TRANSPORTATION**

By Dec. 2022, the ALCDSB in cooperation with Tri-Board Student Services will ensure that students requiring transportation accommodations and/or students with disabilities will have equal access to board and school activities and events, using whenever possible and necessary, inclusive modes of transportation (e.g. accessible buses).

## **RISK AND SUPPLY CHAIN MANAGEMENT**

By Dec. 2022, the ALCDSB will have ensured that accessibility will be integrated into procurement policies, procedures and practices and that the vendor community has been made aware of and understands the need to remove barriers for persons with disabilities when providing goods and services to the district.

## **TRAINING**

By Dec. 2022, the ALCDSB will have delivered training strategies and practices to ensure that staff, volunteers, trustees, members of advisory committees and third party providers of services understand all accessibility standards and requirements and Ontario Human Rights provisions and obligations regarding persons with disabilities.

## **REVIEW AND MONITORING PROCESS**

The Accessibility Planning Committee meets regularly to review progress and evaluate the effectiveness of implementation of barrier-removal and prevention strategies and to plan for increased accessibility throughout the Board.

The Accessibility Planning Committee will ensure that in respect of the Multi-Year Accessibility Plan the following steps take place:

- (a) An annual status report on the progress of the measures taken to implement the plan is prepared.
- (b) At least once every 5 years the plan reviewed and updated in consultation with persons with disabilities, with the Board's Special Education Advisory Committee, and other relevant committees.
- (c) Ensure the results of the review fully communicated to the community.

## COMMUNICATION OF THE PLAN

In addition to the public availability of the plan, Algonquin and Lakeshore Catholic District School Board will post an annual status report on the progress of the Multi-Year Accessibility Plan on the Board's website. The Board will accommodate requests for accessible formats of the Plan.

Questions, comments or feedback regarding the Accessibility Plan can be directed to [info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)

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