



# Pine Creek School Division Accessibility Plan

## **Update:**

**Date of First Approval:** March 2016

**Date of Update:** August 30, 2023

**Years Applicable:** March 2023 – December 2024

## **Part 1: Baseline Report**

### **A. Overview of Programs and Services**

Pine Creek School Division (PCSD) is committed to ensuring every student is supported to reach their full potential. PCSD is committed to working towards providing equal access and participation for people with disabilities in an inclusive environment. We will accomplish this by identifying, removing, and preventing barriers, and by working towards meeting all requirements of the Accessibility for Manitobans Act (AMA).

We are working to ensure PCSD's practices align with Manitoba's accessibility standards which focus on five key areas:

1. The Accessibility Standard for Customer Service (November 2017)
2. The Accessibility Standard for Employment (May 2021)
3. The Accessibility Standard for Information and Communications (May 2024)
4. The Accessibility Standard for the Design of Public Spaces
5. The Accessibility Standard for Transportation

PCSD is located in the South-Central region of Manitoba, inclusive of the communities Plumas, Langruth, Gladstone, MacGregor, Austin. Our school division is culturally diverse and consists of approximately 1100 students in seven schools and six Hutterite Colonies.

PCSD provides public K-12 education to our communities. Our schools deliver a variety of programs and services including core educational services, as well as additional programming that includes vocational education, apprenticeship, community transitions (special needs), clinician services, arts' programs, and comprehensive athletic programming.

### **Part B: Accessibility Achievements**

PCSD continues to maintain our facilities in a manner that incorporates accessible design and technology, including the following initiatives:

- Grooming Rooms and the building of Sensory Spaces/Gyms - PCSD has built 6 in schools in the last 5 years. This has been a priority from the inclusive lens.
- Wheelchair parking and signage at 8 public buildings.
- Power Assist Door openers at 8 public buildings. Or mirror/buzzer system at all front doors to correspond with locked-door policies.
- Updating online documents to ensure they are accessible; including school websites.
- Sound systems throughout all public schools; portable and built-in systems (for public events).

- Creating a safe and inclusive environment which includes looking at all projects and programs to identify any barriers they might create and working to overcome those barriers before the project begins.
- Approval of the PCSD Board's Capital Reserve request through Labour, Consumer Protection, and Government Services (formerly Central Planning and Asset Management (CPAM)).
- The Maintenance Supervisor continues to identify physical barriers within our schools. Any renovations to buildings are completed in accordance to building code with specific attention to accessibility considerations.

### **Accessibility Barriers:**

An assessment of accessibility of all buildings and ongoing reviews identified several areas and items.

#### *Major:*

- The upgrade of aging facilities and buildings to meet accessibility standards will be challenging and costly.

#### *Other:*

- Turnover in staff which require continuous training.
- Includes communication/website (current online resources), space, and developing awareness.
- Time with a link to cost.

## **Part 2: Accessibility Plan**

### **A: Statement of Commitment**

Pine Creek School Division will endeavour to plan to meet the recognized needs that are known and needs that arise throughout the process of creating the Accessibility Plan. Pine Creek School Division will adhere to the standard requirements at minimum, while addressing the immediate accessibility issues that the Division faces and has been made aware of.

The Division believes in addressing the rights on behalf of its students, employees, and community members as we are made aware of any pending issues. The division will confidentially address needs of our students and families, as well as our employees and the general public.

The Division will continue to address needs of the public, by making available the Accessibility Survey and other documentation on the division's website at minimum, for the duration of the development of each of the standards of the Accessibility Act of Manitoba.

### **B. Policies**

- Pine Creek School Division's Superintendent has reviewed all programs, services and new initiatives to support provincial accessibility expectations.
- Pine Creek School Division makes information available in an accessible format or provide communication supports to people with disabilities in a way that considers their disability in various formats – electronically and hard copies. We will also provide braille or interpreters where necessary.
- Pine Creek School Division has several policies and administrative procedures that promote accessibility, which can be easily found on our website as the following link:

#### **Policies:**

<https://pin Creeksd.ss11.sharpschool.com/cms/One.aspx?portalId=8193669&pageId=16933354>

#### **Procedures:**

<https://pin Creeksd.ss11.sharpschool.com/cms/One.aspx?portalId=8193669&pageId=14462648>

- September 2023 PCSD revised and updated the Human Resources/Personnel procedures.

**C. Actions**

<b>Action 1. Continue to Eliminate Barriers with Progress</b>	
Wheelchair parking and signage at 8 public buildings.	Completed
Power Assist Door openers at 8 public buildings, or mirror/buzzer system at all front doors to correspond with locked-door policies	Completed
Gladstone Elementary School – wheelchair ramp.	Completed
Front Office/Reception Greeting counters – height adjusting in two locations.	Completed
Langruth Elementary School- wheelchair ramp at East door.	Completed
Sound systems throughout all public schools; portable and built-in systems (for public events)	Ongoing
Updating online documents to ensure they are accessible, including school websites.	Ongoing
Division Office building wheelchair accessible.	Pending
Door levers to replace doorknobs throughout all 8 public buildings; in public areas/rooms that need to be accessible during public events.	Ongoing

<b>Action 2. Policies and Procedures</b>	
<p><b>Initiatives/Actions</b> 2023-2024 <b>Updated August 2023.</b> Continue to review existing policies and procedures that relate to Accessibility, Safe Schools, and Inclusion as needed and annually.</p>	<p><b>Expected Outcomes</b> Staff understands the accessibility requirements within each standard including: Customer service; Employment; Information and Communication. The Division's practices are aligned and compliant with Accessibility legislation.</p>

<b>Action 3. Staff Awareness and Training</b>	
<p><b>Initiatives/Actions</b></p> <ul style="list-style-type: none"> <li>● Division Office Staff Meeting Updates (managerial meetings)</li> <li>● Continuous Student Services Team updates – Clinicians, Resource Teachers and Guidance.</li> <li>● PD Days, Admin Days, Staff Meetings: Administration to continue to offer accessibility awareness training to staff.</li> <li>● Division and/or School Administration to share accessibility achievements and information with staff in organization newsletters and staff meetings.</li> <li>● Annually in September, administration will meet with staff regarding their emergency response needs.</li> </ul>	<p><b>Expected Outcomes</b></p> <ul style="list-style-type: none"> <li>● Accessibility plan will be shared with the Administration, who will share with their staff.</li> <li>● New staff are trained through orientation built into the onboarding process.</li> <li>● The staff will understand accessibility and will support the implementation of the plan.</li> <li>● Accessibility issues that arise will be forwarded to the senior administrator.</li> </ul>

#### Action 4. Accessibility Leader Meetings – Superintendent and Student Services Coordinator

##### Initiatives/Actions

- Prioritize regular meetings
- Tasks will include:
  - Ensuring terms of reference for the working group, including purpose, timelines and membership are relevant
- Reviewing action items as a result of student or staff needs.
- Ensuring clear communication between all applicable parties

##### Expected Outcomes

- The superintendent and student services coordinator:
  - serves the public is represented on the working group.
  - has detailed work plans, multi-year timelines.
  - participate in developing, implementing, and updating the Accessibility Plan.

#### Action 5. Monitoring Progress

##### Initiatives/Actions

- Accessibility leaders to track progress on challenges and requests for accommodations with budgetary implications.
- Accessibility leaders to meet regularly with Maintenance Coordinator on progress of 'ongoing' and 'pending' items.
- Accessibility coordinator to report at least twice annually to the Board of Trustees.
- Future plans and budgets to be integrated into operational plans
- Superintendent to meet regularly with Secretary Treasure on budgetary items

##### Expected Outcomes

- Budgeted items are continuously brought forward for review and prioritized.
- Accessibility will be considered when Pine Creek School Division plans future programs and services.
- Senior administration and the Board of Trustees are aware of progress on AMA compliance and considers future plans.
- Annual report includes progress on accessibility.

**Contact Person:** Sandra Meilleur, Superintendent  
Accessibility Coordinator  
Phone : 204-385-6110  
Email : [smeilleur@pcsdonline.ca](mailto:smeilleur@pcsdonline.ca)

**Accessibility Leaders:** Sandra Meilleur, Superintendent  
Ashfaque Nizamani, Secretary Treasurer  
Kim Young (Interim: Lesley Nichol), Student Services Coordinator  
Erwin Hiebert, Maintenance Coordinator  
Steven Williams, Principal and Workplace Health & Safety Cochair (with Superintendent)

**Senior Management: Signature:**



**Date:** April 1<sup>st</sup>, 2023