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| Section: General | |
| Policy #: 1.8 | |
| Policy Name: Accessibility Plan | |
| Date Approved: May 8, 2019 | Executive Director: Sherry Carnevale |

SCOPE

All people who access supports from Community Living North Bay and their families, employees, volunteers and students.

POLICY STATEMENT

This policy is intended to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Ontario Regulation 429/07 in regards to the Accessibility Plans.

Community Living North Bay is committed to treating people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act 2005.

REFERENCES:

Legislation: The Accessibility for Ontarians with Disabilities Act, 2005.

ACCESSIBILITY COMMITTEE ROLES AND RESPONSIBILITIES:

Purpose:

Community Living North Bay's Accessibility Advisory Committee will be responsible for identifying, preventing and removing barriers in all Community Living North Bay's worksites.

The philosophy of the Accessibility Advisory Committee with regards to accessibility will fully embrace the purposes outlined within the Accessibility for Ontarians with Disabilities Act 2005.

The committee will function as an ongoing resource regarding matters of accessibility and will promote a barrier-free community. The committee chair will be the Manager - Property and Maintenance and will ensure the purpose and responsibilities are adhered to.

Responsibilities:

1. The committee will assist in monitoring the ongoing identification of barriers such as physical, communication, attitudinal, transportation or in policy and procedures.
2. The Accessibility Advisory Committee will develop an accessibility plan, identifying barriers within the agency and implement guidelines to remove them. The plan will be continually monitored and evaluated by the committee.

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3. The committee will update the plan on an annual basis and provide a copy of the updates to the agency programs.
4. The identification of barriers within the agency will be communicated to the appropriate persons as required i.e.: Managers, Board, Joint Health and Safety Committee, etc.
5. Commitment to an ongoing program of education to inform families, employees, individuals who receive supports and the community at large about accessibility and the removal of barriers.

Membership:

- Front line staff
- Management
- Person Supported
- Parent or Family member

Barrier Identification Methodology

The following measures will be undertaken to identify barriers within Community Living North Bay by April 1, 2014:

- Completion of Accessibility Study in each program site
- Standing agenda item on staff meeting agendas
- Part of new employee orientation
- Part of our complaints and feedback process
- Agency is a member of the Municipal Accessibility Advisory Committee – if selected.

Reviewing and monitoring

The Accessibility Committee will meet quarterly (*April/ July/ October/ January*) to review the Accessibility Plan including the list of barriers. They will identify priorities and set target dates for removal of barriers.

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Communication of Plan

- Community Living North Bay's Accessibility Plan Policy will be reviewed by all employees, volunteers and people supported.
- A copy of the plan will be provided on an annual basis and available through the Manager - Property and Maintenance. Copies can be made upon request.
- A copy of the plan is also posted on our website at: www.communitylivingnorthbay.org

Non-Compliance of the Policy

Any breach of this policy or the components contained herein will be treated as misconduct. Misconduct will be reviewed and may result in disciplinary action including dismissal from employment.

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Multi Year Accessibility Plan 2019-2020, 2020-2021, 2021-2022

| BARRIERS TO BE ADDRESSED | LOCATION | STRATEGY FOR REMOVAL OF BARRIER | STATUS |
|--------------------------|------------------|--------------------------------------|--|
| Automatic Door | 171 Chippewa St. | Possible Funding Applications/Budget | Pending funding approval/Pending Budget Approval |

Maintain Areas 2019-2020, 2020-2021, 2021-2022

| ACCESSIBLE PARTS | LOCATION | MAINTENANCE/EMERGENCY |
|-----------------------------------|---|---|
| Picnic Tables | 741 Wallace Road | Maintain annually and post "not in use" sign if damages and repairs required (disruption of use) |
| Picnic Tables | 214 Second Avenue | Maintain annually and post "not in use" sign if damages and repairs required (disruption of use) |
| Accessible Doors | 741 Wallace Road 937 Wyld Street 214 Second Avenue 624 Banner Avenue | Annual Inspection. Post "not in use" signs if repairs required and set up alternate entrance for users. |
| BARRIERS THAT HAVE BEEN ADDRESSED | LOCATION | COMPLETED |
| Automatic doors | 161 Main St E. | 2012 |
| 2 Automatic Doors | 741 Wallace Rd. | 2013 |
| Grab Bars-washroom | 741 Wallace Rd. | 2013 |
| Lift/Track System | 741 Wallace RD. | 2009 |
| Accessible Shower | 214 Second Ave. | 2010 |
| Lift/Track System | 214 Second Ave. | 2010 |
| Automatic Door | 214 Second Ave. | 2010 |
| Automatic Door | 171 Chippewa St. | 1990 |
| Ramp | 175 Chippewa St. | 1990 |
| Ramp | 29 Ashdale Cres. | 2008 |
| Bath chair | 29 Ashdale Cres. | 2009 |

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|---|-----------------------------------|------|
| Lift System | 29 Ashdale Cres. | 2009 |
| 3 Doors widened-suite | 168 Birchs Rd. | 2013 |
| Ramp | 168 Birchs Rd. | 2000 |
| Elevator | 624 Banner Ave. | 2007 |
| Accessible Vehicle | 624 Banner Ave. | 2010 |
| Accessible Shower | 624 Banner Ave. | 1989 |
| Jacuzzi Tub | 624 Banner Ave. | 1889 |
| Lift/Track System | 624 Banner Ave. | 1989 |
| Automatic Door | 624 Banner Ave. | 2008 |
| Ramp | 624 Banner Ave. | 1989 |
| Ramp | 502 Kehoe St. | 2006 |
| Accessible Vehicle | 502 Kehoe St. | 2011 |
| List/Track System | 502 Kehoe St. | 2006 |
| Accessible Shower | 502 Kehoe St. | 2006 |
| Stair chair lift | 1527 Fraser St. | 2010 |
| Elevator | 105 Larocque Rd. | 1989 |
| Ramp | 105 Larocque Rd. | 2006 |
| Accessible Shower | 105 Larocque Rd. | 2010 |
| Lift/Track System | 105 Larocque Rd. | 2001 |
| Accessible Vehicle | 105 Larocque Rd. | 2012 |
| Automatic Door | 937 Wyld St | 2011 |
| Accessible Vehicle | 937 Wyld St. | 2012 |
| Jacuzzi Tub | 937 Wyld St. | 2011 |
| Bath Chair | 937 Wyld St. | 2001 |
| Accessible Shower | 937 Wyld St. | 2009 |
| Ramp | 937 Wyld St. | 1983 |
| Lift /Track System | 937 Wyld St. | 2010 |
| Customer Service Training Policy | | 2012 |
| Policies and Procedures around accessibility plan | | 2014 |
| Accessible Vanity | 29 Ashdale Crescent | 2014 |
| Lift /Track System | 100 & 108 Karla Dr. | 2014 |
| Lift/Track System | 168 Birchs Rd. | 2015 |
| Lift /Track System | 21 & 23 Plumtree Place | 2015 |
| Annual Accessible Door Maintenance | FJ/Main St /Second/Banner/Wyld | 2015 |
| % of Picnic Tables | 741 Wallace Rd. | 2015 |
| Accessible parking spot | 214 Second Ave | 2015 |
| % of Playground apparatus (Inspector) | 171 Chippewa St W. | 2015 |
| Update Accessible Washrooms | 741 Wallace Rd. | 2018 |
| Added Accessible Door (Café) | 741 Wallace Rd. | 2019 |
| Lift/Track System | 23 Plumtree | 2019 |
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Review History

| Policy Number/ Form Number | Name | Date | Reason for Changes |
|-------------------------------|--------------------|---------|---|
| 1.15 | Accessibility Plan | 03-2014 | New policy |
| 1.8 | Accessibility Plan | 12-2014 | Updated to reflect new policy number. Changed Supervisor to Manager. |
| 1.8 | Accessibility Plan | 03-2015 | Updated to reflect the status of the barriers identified in the accessibility plan. |
| 1.8 | Accessibility Plan | 09-2016 | Updated to reflect the status of the barriers identified in the accessibility plan. |
| 1.8 | Accessibility Plan | 02-2017 | Added "Multi Year" plan and added "Maintain Areas" chart. |
| 1.8 | Accessibility Plan | 04-2019 | Updated dates, updated barriers that have been addressed. |
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