

Accessibility Report

April 2020



Accessibility Report

INTRODUCTION

In December 2013, the *Accessibility for Manitobans Act* (AMA) became law. Since that time, the Government of Manitoba has been developing accessibility standards to address barriers for Manitobans.

In December 2016, an accessibility plan was created by the division's accessibility committee. The purpose of the plan was to show the division's commitment to moving towards equal access and participation for people with disabilities in accordance with the AMA. The plan highlights the division's accessibility achievements, any barriers to accessibility and the division's plan of action. The committee has developed work plans to support the division's plan that adhere to identified AMA timelines. The work of the committee is ongoing having a mandate to implement accessibility standards within the given timelines. Committee members are: Amanda Gaudes, Senior Communications Co-ordinator; Mark Bruce, Assistant Superintendent of Human Resources; Leonard Zdrill, Manager-Workplace Safety and Health and Administrative Services; Rita Kupiak, Acting Director, Human Resources; Tammy Mitchell, Assistant Superintendent of Student Services; and Vince Mariani, Secretary-Treasurer/CFO.

ACCESSIBILITY ACHIEVEMENTS

All 42 schools in our division are accessible. Although our maintenance and transportation buildings pose accessibility challenges, plans to relocate the transportation facility and the option of combining the two operations in one building would provide the opportunity to rectify these challenges.

The divisional website and school sites have been working towards attaching alt-text on images to ensure greater accessibility for all people. Alt-text and accessibility edits have been implemented on our divisional website. In addition, a training document has been prepared for school secretaries which outlines guidelines for adding proper text and tags to images on school websites. All secretaries in the division have been trained in this process.

Policy ECABB supports the activities of the Accessibility Committee. Guidelines for the Accessibility Standard for Customer Service have been prepared and all employees have completed a training module which supports this standard. The module is accessed via the division's Learning Management System (Smarter U).

Committee work related to the accessible employment standard continues. Draft policies, and checklists to support those policies, outlining the division's commitment to employment standards related to accessibility have been prepared including:

- Recruitment and hiring of employees (GCE/GCF)
- Procedure for hiring of employees (GCF-R)
- Reasonable accommodation and accessibility procedure (GBA-R)

Accessibility Report

The following table represents the Accessibility Committee Work Plan to date:

DATE	ACTION	COMPLETED
29 Nov. 2016	- Team to attend AMA Training Workshop	√
5 Dec. 2016	- Team to draft the divisional Accessibility Plan	√
21 Dec. 2016	- Team to finalize the divisional Accessibility Plan	√
18 Jan. 2017	- Team to participate in the webinar on the employment section of the AMA	√
9 Mar. 2017	- Team to meet to prioritize workflow for policy development, customer service guidelines & website accessibility	√
20 Mar. 2017	- Team to attend AMA training	√
23 Mar. 2017	- Team to trial potential on-line accessibility training developed in Ontario	√
5 May 2017	- Team to share progress updates on policy development, customer service guidelines & website accessibility	√
6 June 2017	- Team to finalize policy, customer service guidelines & website guidelines; team to begin development on a staff training module & year-end report	√
28 Sept. 2017	- Team to finalize year-end report & staff training module	√
18 Oct. 2017	- Team to draft communication plan for customer service guidelines	√
Nov. 2017	- Policy ECABB – Accessibility is passed	√
Dec. 2017	- Customer Service Training module completed by all staff	√
March 2018	- Alt text training available for staff who support school websites	√
March 2019	- created checklists for administrators to use when arranging interviews	√
June 2019	- Team attended provincial AMA training workshop held as part of Manitoba Access Awareness Week	√
October 2019	- Trained all secretaries in using alt text and creating hyperlinks	√
May 2020	- Compliant with Workplace Emergency Response Information and Workplace Emergency Assistance	√

Accessibility Report

NEXT STEPS

The committee will continue to develop guidelines as required by the *Accessibility for Manitobans Act*. An audit of our website for accessibility and transcription/translation services will be explored next year. New recruitment procedures will be shared with administrators in the fall and the draft policies for accessible employment will be updated once the final guidelines from the AMA are released.