



RM of Victoria

Accessibility Plan

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Authority: Council	Effective Date: August 9 th , 2023
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Section I – Baseline Report

A. Overview of Programs and Services

The RM of Victoria is committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitoba Act. Our policies, practices and measures reflect principles of dignity, independence, integration, and equal opportunity for people with disabilities.

We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

This policy applies to management, human resource practitioners and employees specify roles that are specific to the RM of Victoria.

The RM of Victoria is home to over 1,132 residents, located in south central area of the Province of Manitoba. The following outlines the current facilities and services offered in the municipality.

a. Recreation

- i. Holland Ice Gardens
- ii. Holland Curling Rink
- iii. Holland Community Centre
- iv. Cypress River Multi-Purpose Community Centre
- v. Cypress River Memorial Hall
- vi. Parks – there are a number of ball diamonds, playgrounds, picnic shelters, and green spaces located throughout the municipality.

b. Roads

- i. Road maintenance
- ii. Weed control
- iii. Dust control
- iv. Snow removal

c. Waste collection

d. Fire and Emergency Services

e. Land use and planning

- i. Building permits and regulations
- ii. Land sale

- f. Water and utilities
- g. By-law enforcement
- h. Property taxes

B. Accessibility Achievements

The municipality has already taken steps to improve accessibility and through action steps outlined in this plan will continue to find ways to ensure that all residents have equal access to municipal services. A few achievements that have been made to date include:

- a. The design of Cypress River Community Hall and the Holland Ice Gardens includes; automated doors, wheelchair accessible bathrooms, and the Cypress River Memorial Hall is wheelchair accessible, and the facility has a wheelchair ramp into both levels.
- b. Current upgrades to and the Holland Ice Gardens and the Cypress River Multi-Purpose Centre include a number of accessible features including upgrades to the washroom to include hi-rise toilets with grab bars.
- c. The municipality employs staff that are available to speak English and French.
- d. The Municipal Office is equipped with an automated front door. The washrooms are wheelchair accessible and are equipped with grab bars.
- e. Access into all the businesses along Broadway Street in Holland have been made wheelchair accessible.
- f. The Holland Windmill Park, and Wayside Park at Cypress River each have public washrooms, which are both wheelchair accessible, and equipped with grab bars.
- g. New accessible washroom open year round at the Holland Windmill Park.
- h. Various information is available on the website for easy access by residents.

C. Remove barriers to Recruitment and Selection

The municipality has taken steps to remove barriers to recruitment and selection. During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

- a. Include a statement of all jobs postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs.
- b. When making interview arrangements in writing or verbally, we inform applicants that reasonable accommodations are available during the assessment and selection processes.
- c. When an applicant has made a request for an accommodation during the selection process, we consult with the applicant to determine the appropriate accommodation and put the appropriate accommodation in place during the process.
- d. We provide information to employees about our policies for employees with disabilities and any updates through discussions with management in person, by phone or through email.

D. Employment Accessibility Requirements

The municipality keeps employees informed about our policies for employees with disabilities and any updates in multiple ways such as:

- a. Posted on an internal site, public website, on social media and through staff emails.
- b. Communicate in a way that meets the employees' needs through discussions with management in person, by phone or through email.
- c. Provide individualized accommodation plans.
- d. Provide career development, training, internal advancement, and reassignment.
- e. Put return to work processes in place.
- f. Provide workplace emergency response information.
- g. Maintain privacy.
- h. Provide training.

E. Accessibility Barriers

The Executive Committee for the RM of Victoria Accessibility Plan collected information from front line staff as well as residents living in the municipality to identify some of the current barriers. A number of items were identified and this information, along with

information gathered through research was used to formulate the action steps listed in this Accessibility Plan. Some of the barriers identified were:

- a. Washroom doors in public buildings do not have automatic doors.
- b. A number of the recreation facilities may be wheelchair accessible to enter the buildings, however inside have some barrier restraints (e.g. Puttin' on the Prairies Miniature Golf Course located at the Windmill Park is not wheelchair accessible).

Section II – Accessibility Plan

A. Statement of Commitment

The RM of Victoria is committed to ensuring services that will enhance our citizen’s quality of life is equally accessible to residents with a disability. We are committed to being inclusive, creating barrier free environments and meeting the needs of people who face accessibility barriers. We are committed to meeting the requirements of The Accessibility for Manitobans Act (AMS) and engaging with community organizations and citizens to identify, remove and prevent barriers.

B. Actions

The following table outlines the municipalities’ action plan.

Action 1 – Establish Accessibility Working Group				
Initiatives/Actions	Expected Outcomes	Budget Impact	Timeline	Progress
<ul style="list-style-type: none"> • Have individual emergency response information made available for employees with disabilities. • Consult with residents, groups representing persons with disabilities and seniors to assist with identifying barriers and developing, 	<ul style="list-style-type: none"> • Staff and residents have an opportunity to assist in developing, implementing, and updating the RM of Victoria Accessibility Plan. • Executive Committee will oversee the Plan and pull in other staff and residents as required so all areas that 	<p>\$0</p>	<ul style="list-style-type: none"> • May 2022 	<ul style="list-style-type: none"> • Leona DeSmet assigned as Accessibility Coordinator on October 18, 2017 Res#2017/180. • Terms of reference developed reviewed in December 2019. Res#2017/180

implementing, and updating the Accessibility Plan.	serve the public are represented.			<ul style="list-style-type: none"> • Terms reviewed in February, 2022. Res#2022/036 • Terms reviewed in August, 2023. Res#2023/165
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Action 2 – Ensure information is available to residents in an accessible format

Initiatives/Actions	Expected Outcomes	Budget Impact	Timeline	Progress
<ul style="list-style-type: none"> • To develop a process for responding to requests for accessible supports and services. • Communicate this process to all staff. • Create communication material to promote the availability of alternate formats on request. • Complete a full review of all forms of communication including input from residents to identify areas for improvement. 	<ul style="list-style-type: none"> • Staff are aware and trained in process for offering alternate formats to the public. • All new documents created will advertise the availability of alternate formats. 			<ul style="list-style-type: none"> • The Info is published on the RM of Victoria’s website and there are hard copies available in the office for the public.

Action 3 – Ensure staff are properly trained

Initiatives/Actions	Expected Outcomes	Budget Impact	Timeline	Progress
<ul style="list-style-type: none"> • Provide training sessions for front-line staff. • Develop reference materials for staff. 	<ul style="list-style-type: none"> • All staff have an understanding of accessibility and are confident in implementing identified strategies 	\$300 Disability Awareness workshop for staff.	<ul style="list-style-type: none"> • March 2022 	<ul style="list-style-type: none"> • All our front-line staff in the office are informed about the RM of Victoria’s Accessibility Plan & policy and procedures.

Action 4 – Ensure public spaces are accessible				
Initiatives/Actions <ul style="list-style-type: none"> • Conduct a comprehensive review of public facilities. • Construct a new washroom facility. • Identify barriers • Identify potential retrofit solutions for existing facilities. • Develop a policy to include accessibility features in new construction. 	Expected Outcomes <ul style="list-style-type: none"> • Public spaces are accessible. • Identify Grant Funding 	Budget Impact Budget implications identified through the process and included in budget planning.	Timeline <ul style="list-style-type: none"> • 2023-2024 • Action plans to be reviewed again in 2024 • Policy August 2023 	Progress <ul style="list-style-type: none"> • RM of Victoria’s Policy, Procedures and Standards reviewed in August, 2023. Resolution No: 2023/165. • RM of Victoria’s Action Plan Reviewed in August 2023.
Action 5 – Monitor Progress				
Initiatives/Actions <ul style="list-style-type: none"> • Review action plan annually and present a year end progress report to Council. • Future plans and budgets integrated into operational plans. • Review standards as they are introduced and integrate actions for these standards into RM of Victoria Accessibility Plan – Action Steps. 	Expected Outcomes <ul style="list-style-type: none"> • To have an up to date accessibility plan and keep the staff and council informed about the changes. 	Budget Impact Budget implications identified through the process and included in budget planning.	Timeline <ul style="list-style-type: none"> • December 31, 2023 	Progress <ul style="list-style-type: none"> • RM of Victoria’s Action Plan was reviewed on August 9, 2023.