

# **Corporate Policy Manual**

**Policy Name** 

**Policy Number** 

Responsible Department

Accessibility Policy

CPM 02 - 14

Health, Safety, and Compliance

**Approval Body** 

**Approval Date** 

**Review Date** 

Chief Executive Officer

June 28, 2024

June 28, 2027

#### **Purpose**

Niagara Parks is committed to meeting the accessibility needs of persons with disabilities in a timely manner. The purpose of this policy is to demonstrate Niagara Parks' commitment to providing equal treatment to people with disabilities and to provide information on the accessible standards at Niagara Parks.

#### Scope

This policy applies to all employees, contractors, visitors, volunteers, clients, guests, and other persons while on Niagara Parks property.

Partners who have tenant agreements and operating on Niagara Parks property shall have their own accessible standards.

#### **Definitions**

"Accessibility Plan" means the multi-year accessibility plan created and maintained by Niagara Parks to prevent and remove barriers for people with disabilities. An update on this plan will be provided annually and the plan will be reviewed every 5 years.

"Accessible Formats" may include, but are not limited to, large print, clear text, recorded audio and electronic formats, Braille, and other formats usable by persons with disabilities. These formats include Niagara Parks information, communications, documents, and emergency procedures, normally made available to the public.

"Communication Supports" may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.



#### "Disability" means:

- a) Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- b) A condition of mental impairment or a developmental disability
- c) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d) A mental disorder or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

The definition includes disabilities that are non-visible, are temporary, may be intermittent or have varying degrees of severity. Information about any person's disability is personal and private and must be treated confidentially.

"Guide Dog" means a guide dog as defined in section 1 of the *Blind Persons' Rights Act*. "Medical Aid" means an assistive device including respirators and portable oxygen supplies. "Mobility Assistive Device" means a cane, walker, or similar aid.

"Niagara Parks Business" means all business activities related to Niagara Parks operations whether conducted on or off Niagara Parks property. It includes situations where an individual is representing or could reasonably be perceived as representing Niagara Parks.

"Niagara Parks Property" means but is not restricted to, all land, property, structures, installations, vehicles, or equipment owned, leased, operated, or otherwise controlled by Niagara Parks for the purpose of conducting Niagara Parks Business.

"Personal Assistive Devices" means any aids including communication, cognition, personal mobility, medical or technical aids that are used to increase, maintain, or improve the functional abilities of persons with disabilities. Assistive devices include, but are not limited to wheelchairs, walkers, speech synthesizers, TTYs (Telephone Typewriters or Telephone Teletypes), computer technologies, canes, and hearing devices.

"Self Service Kiosk" means a self-service interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both.

"Service Animal" means: (a) an animal that can be readily identified as one that is being used by a person with a disability for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or (b) an animal for which a person with a disability



provides documentation from regulated health professional confirming that the person requires the animal for reasons relating to the disability. An animal that does not meet either of these criteria (e.g., ordinary pets) will not be considered a "Service Animal" for the purpose of this policy.

"Support Person" means a person who accompanies a person with a disability to help with communication, mobility, personal care, or medical needs, or access to goods or services.

"Volunteer" means a person who provides services to Niagara Parks without being remunerated or paid for such service in any way. A volunteer is not required to give or entitled to receive any notice to terminate the volunteer relationship.

#### Policy

It is the policy of Niagara Parks to:

- Provide its goods and services in a way that respects the dignity and independence of persons
  with disabilities. Niagara Parks is committed to giving persons with disabilities the same
  opportunity or reasonable alternative to access our goods and services.
- Promote accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness, and equality of opportunity.
- Ensure compliance with AODA and its accessibility standards.
- Provide accessibility and accommodation for persons with disabilities through AODA's
  customer service standard, integrated accessibility standard and all other standards as they
  are developed, and in accordance with the requirements of the Ontario Human Rights Code.
- Promote a working environment that is inclusive and that is free from barriers as outlined in the
   Ontario Human Rights Code. Further, Niagara Parks is committed to complying with AODA.
- Provide training to staff on the AODA standards when required by AODA and its regulations.

#### **Providing Goods and Services**

Niagara Parks is committed to serving all guests including persons with disabilities and shall carry out its functions and responsibilities in the following areas in compliance with AODA's Accessibility Standards for Customer Service and in accordance with other applicable legislation.

#### Communication

Niagara Parks shall communicate with persons with disabilities in ways that consider their disability. Niagara Parks shall also ensure that all staff, volunteers, and others dealing with the public on behalf of Niagara Parks are properly trained in how to communicate and interact with persons with various types of disabilities and provide Communication Supports when possible.

#### **Assistive Devices**

Niagara Parks is committed to serving persons with disabilities who use assistive devices to obtain,



use, or benefit from its goods and services. Niagara Parks shall also ensure that all staff, volunteers, and others dealing with the public are properly trained and familiar with various assistive devices that may be used by customers with disabilities while accessing its goods and services.

Niagara Parks shall also ensure that staff knows how to use assistive devices that are accessible at Niagara Parks such as wheelchairs and TTY [Local: (905) 356-5672 or Toll Free: 1 (855) 356-5672]. Persons with disabilities are permitted and encouraged to use their own personal assistive devices to access our facilities and goods and services. Assistive devices such as communication aids, cognition aids, personal mobility devices, and medical aids may be used at all Niagara Parks facilities and parklands where access is possible at the venue. It should be noted that it is the responsibility of the person with a disability to ensure that their assistive device is always operated in a safe manner. information about assistive devices provided by Niagara Parks to assist persons with disabilities is available on the Niagara Parks website <a href="www.niagaraparks.com">www.niagaraparks.com</a>, through Niagara Parks Accessibility at <a href="mailto:accessibility@niagaraparks.com">accessibility@niagaraparks.com</a> or <a href="mailto:info@niagaraparks.com">info@niagaraparks.com</a>, 1 (877) 642-7275 during regular business hours, Monday to Friday (8:30am to 4:45pm), or after 4:45pm and on weekends at (905) 358-3268 ext. 4222, or TTY [Local: (905) 356-5672

or Toll Free: 1 (855) 356-5672].

#### First Aid and Emergency Services

Niagara Parks is committed to ensuring that first aid and emergency services are provided for persons with disabilities when required. Staff is trained to respond to first aid and emergency matters which may occur at Niagara Parks, including how to communicate emergency information and how to offer evacuation assistance to persons with disabilities, identifying accessible and safe evacuation routes both on-site and off-site.

#### Website

To the extent required by the *AODA* and the <u>Integrated Accessibility Standards</u>, Niagara Parks' internet websites and web content shall conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA, other than (i) success criteria 1.2.4 Captions (Live), and (ii) success criteria 1.2.5 Audio Descriptions (Pre-recorded).

#### Recruitment

Niagara Parks shall post information about the availability of accommodations for applicants with disabilities in its recruitment process. Job applicants who are individually selected for an interview and/or testing shall be notified that accommodations for material to be used in the process are available, upon request. Niagara Parks shall consult with any applicant who requests an accommodation in a manner that considers the applicant's disability. Successful applicants shall be notified about Niagara Parks' policies for accommodating employees with disabilities as part of their offer of employment.



#### Billing

Niagara Parks is committed to providing accessible invoices to all its customers. For this reason, upon request, invoices shall be provided in an accessible format. Niagara Parks shall answer any questions customers may have about the content of the invoice in an accessible manner.

#### **Guest Admission to Park Venues and Transportation**

Information about accessibility and admission provisions at Niagara Parks attractions and venues is available on Niagara Parks' website, at the respective locations or by contacting Niagara Parks Guest Services at info@niagaraparks.com.

Many of Niagara Parks' historic buildings are over 100 years old and are not fully accessible. Regular individual admission will be discounted by 10% at attractions such as Journey Behind the Falls, Whirlpool Aero Car, White Water Walk, and historic sites where full accessibility is not available. This discount does not apply if the customer is purchasing an admission package that is already discounted. Where full accessibility is available, regular individual admissions for people with disabilities will apply.

#### Admission

Admission fares and fees for Support Persons (when accompanying a person with a disability to assist them) who specifically identify themselves as Support Person, shall be waived at all Niagara Parks attractions and transportation systems. No identification will be required to waive the admission fee and fare.

Admission to facilities on Niagara Parks sites operated by a third party through a rental or lease agreement shall not be subject to the admission provisions of this policy but shall be subject to the requirements under AODA and other legislation as applicable.

#### **Group Sales**

Groups (qualified/ approved by Niagara Parks) of any size who have persons with disabilities that have pre-booked through Niagara Parks Group Sales shall be provided a group discount. Information about this discount is available on the Niagara Parks website.

#### **Parking**

When customers with an Accessible Parking Permit pay to park at any parking lot owned by Niagara Parks, they can re-park on the same day at any other Niagara Parks paid parking lot at no charge, if they retain their original parking receipt.

#### Use of Guide Dogs and Other Service Animals

Niagara Parks is committed to welcoming persons with disabilities who are accompanied by guide dogs or other service animals. Persons accompanied by a guide dog or other service animal are welcomed in all areas of Niagara Parks premises that are open to the public, unless the animal is



otherwise excluded by law from the premises. If a service animal is excluded by law from the premises, Niagara Parks will ensure that other measures are available to enable the person with a disability to obtain, use or benefit from Niagara Parks' goods, services, or facilities.

A person may be required to provide documentation to verify an animal's status as a service animal if the animal cannot be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal. Verification can be satisfied by providing documentation from a regulated health professional confirming that the animal is required for reasons relating to the disability.

# Please note that the disability does not have to be disclosed on the verification documentation.

Niagara Parks shall also ensure that all staff, volunteers, and others dealing with the public are properly trained in how to interact with persons with disabilities who are accompanied by a service animal.

#### Care and Control of the Animal

The person with a disability that is accompanied by a guide dog or service animal is responsible for maintaining care and control of the animal while on Niagara Parks Property.

The safety and cleanup of the service animal is also the responsibility of the person with a disability. Where a guide dog or service animal exhibits behaviours that threaten safety, the guide dog or service animal might be denied access or required to leave the premises on the basis that it is excluded by law.

#### Accessibility Support Persons

Niagara Parks is committed to welcoming persons with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by one support person shall be allowed to enter Niagara Parks' premises with their support person. At no time shall a person with a disability who is accompanied by a support person be prevented from having access to their support person while on Niagara Parks premises.

#### Emergency Procedures, Plans, and Public Safety Information

Emergency procedures, plans, and public safety information that are available to the public as well as any relevant updates to these procedures, plans, and information, will be made available and in an accessible format or accessible communication support upon request. Time frames for this information will be dependent upon the format requested but will be provided as soon as is practicable.

Niagara Parks staff will be trained in emergency response policies and procedures as they relate to



people with disabilities, including how to communicate emergency information and how to offer evacuation assistance to people with disabilities, identifying accessible and safe evacuation routes both on-site and off-site.

Workplace Emergency procedures, plans, and safety information will be made available to staff in an accessible format or accessible communication support upon request. Time frames for this information will be dependent upon the format requested but will be provided as soon as practicable.

Niagara Parks staff with disabilities who may require assistance in an emergency are encouraged to identify their accessibility needs to their immediate supervisor so that individualized emergency accommodation plans can be created. This information will be maintained confidentially with the Human Resources and Health, Safety, and Compliance departments. The individualized emergency accommodation plan will only be shared with those necessary to ensure the safe evacuation of Niagara Parks employees.

#### Accessibility on the WEGO Transportation System

Niagara Parks' WEGO Transportation System will be compliant with the Integrated Accessibility Standards as applicable. Niagara Parks shall carry out its functions and responsibilities in the following areas in compliance with AODA's Integrated Accessibility Standards as follows:

#### Fare and Fees for Support Persons

Admission fares and fees for accessibility support persons (when accompanying a person with a disability) who specifically identify themselves as support persons, shall be waived at transportation systems. No identification will be required to waive the admission fee and fare.

#### Announcement Procedures

All WEGO vehicles will have electronic pre-boarding announcements of the route. All WEGO vehicles will provide an audible and visual announcement of the next stop(s) while the vehicle is on route or in operation. While vehicles are on route or being operated, announcements will be made in a manner that complies with the requirements of the AODA.

#### Accessibility Features and Equipment

Information regarding existing accessibility features of WEGO vehicles, routes, and services such as Boarding Procedures, Route Stop Accommodations, Courtesy Seating, Mobility Assistive Device Storage, and Support Person Fare Policy will be made available in accessible format or accessible communication support upon request.



#### Emergency Preparedness and Response Procedures

Emergency Preparedness and Response Policies shall be made available to the public and provided in an accessible format upon request.

All WEGO drivers have been trained in emergency procedures in the event of a vehicle or accessibility equipment failure.

#### **Boarding Policy**

Drivers will ensure adequate time is provided to people with disabilities to safely board, be secured, and de-board vehicles and will aid with these activities upon request.

Drivers will ensure a person with a disability using a medical aid or service animal is allowed access to a WEGO vehicle.

#### Route Stop Accommodations

Passengers with disabilities using the WEGO will be allowed to board and de-board vehicles at the closest available location that is not an official stop if the official stop is not accessible, and the safe location is along the same transit route. Location of the non-official boarding and deboarding point will be determined by the driver, but consideration will be given to the preferences of the person with a disability.

Drivers will promptly report to the Supervisor, WEGO Transportation where a route stop is temporarily inaccessible or where a temporary barrier exists. The Manager will ensure that passengers and appropriate staff are informed accordingly.

#### Priority/ Courtesy Seating

Niagara Parks will establish and clearly mark with signage, priority/ courtesy seating areas for people with disabilities on each WEGO vehicle.

Priority/courtesy seating will be located as close as practicable to the entrance doors. Priority/courtesy seating shall have signage to indicate passengers without disabilities must vacate the priority/courtesy seating when required by a person with a disability.

Information about priority/ courtesy seating on WEGO buses can be found on the website at <a href="https://www.niagaraparks.com">www.niagaraparks.com</a>, WEGO website at <a href="https://www.niagaraparks.com/wego/">www.niagaraparks.com/wego/</a> or by contacting Niagara Parks Accessibility as noted above.

#### **Notice of Service Disruptions**

From time to time, temporary service disruptions will be experienced at Niagara Parks facilities. Niagara Parks is committed to making reasonable efforts for its guests in these instances to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.



In these instances of service disruptions, Niagara Parks shall provide its guests with reasonable notice in the event of a planned or unexpected disruption to the facilities or services used by persons with disabilities. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of the alternative facilities or services, if available. Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective locations, Niagara Parks Welcome Centres and through internal communication systems. The steps to be taken in connection with a temporary disruption will be available at the location and shall be provided to guests as requested.

In the event of a long-term disruption, information shall also be posted on the Niagara Parks and WEGO websites.

#### **Training**

Niagara Parks shall provide training to: (a) all its employees and volunteers; (b) all persons who participate in developing Niagara Parks' policies; and (c) all other persons who provide goods, services, or facilities on behalf of Niagara Parks. This training will be provided as soon as practicable and will be appropriate to the duties of the employees, volunteers, and other persons. The training will cover the requirements of the accessibility standards referred to in the Integrated Accessibility Standards and on the Human Rights Code as it pertains to persons with disabilities. This training shall be provided as part of orientation training for all new employees, volunteers, and

others who have been retained by Niagara Parks and require training in accordance with AODA.

A review of the purposes of the AODA and the requirements of the Integrated Accessibility

Standards Regulation IASR (Ontario Regulation 191/11) and instruction about the following matters:

- How to interact and communicate with persons with various types of disabilities
- How to interact with persons with disabilities who use assistive devices or require the assistance of guide dogs or other service animals or the assistance of support persons.
- How to use equipment or devices available on the provider's premises or otherwise
  provided by the provider that may help with the provision of goods or services to a person
  with a disability.
- What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.
- A review of the requirements of other accessibility standards referred to in the AODA
   Integrated Accessibility Standards and the Human Rights Code as it pertains to persons with
   disabilities.
- A review of Niagara Parks Accessibility Policy

Niagara Parks is committed to providing training on an ongoing basis to ensure that employees and those associated with Niagara Parks are informed about changes or requirements respecting the provision of goods and services to persons with disabilities.



The Human Resources department shall keep a record of those employees and others who have been trained on AODA, the accessibility standards, and the Human Rights Code, including the dates on which the training is provided and the number of individuals to whom training is provided. Niagara Parks staff and others who deal with the public on behalf of Niagara Parks are aware of their obligation to protect confidential and personal information obtained while at work.

#### Feedback

Niagara Parks welcomes comments on the provision of its goods and services and how well customers' expectations are being met. This feedback will enable Niagara Parks to improve its customer service and the guest experience for persons with disabilities.

Feedback regarding the way Niagara Parks provides goods, services, and facilities to persons with disabilities can be made verbally at Niagara Parks facilities, through the Niagara Parks website, via email at: accessibility@niagaraparks.com or by contacting or writing to:

Accessibility Niagara Parks - The Niagara Parks Commission

P.O. Box 150

7400 Portage Road

Niagara Falls

L2E 6T2

This feedback process permits persons to provide their feedback in person, by telephone, or by email or otherwise. Niagara Parks ensures that the feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

The feedback process at Niagara Parks is set up to resolve concerns in a timely, fair, and respectful manner. Niagara Parks is committed to providing an accessible and open process which ensures the opportunity to understand the issue, take prompt action and ensure ongoing follow-up as required. The following guidelines shall be followed for such concerns:

- All concerns shall be documented and acknowledged in a timely manner.
- Confidentiality shall always be respected.
- Reasonable efforts shall be made to review and respond to a concern within 30 days.
- Appropriate follow up and monitoring shall be undertaken to prevent a reoccurrence of the issue.
- A summary of concerns shall be provided to the Executive Team to ensure appropriate action is taken.
- Employees shall understand the concern resolution process and shall be readily willing to cooperate with the processing of concerns.
- Niagara Parks shall track and respond to any trends identified through the concern resolution process.



#### **Document Availability**

Notice of the availability of all documents in alternate formats is available on the Niagara Parks Website. If a person with a disability requests these documents, they shall be provided by Niagara Parks in a format that considers the person's disability, as agreed upon by Niagara Parks and the requester. This provision will be in accordance with the requirements and timelines set out in AODA's Standard for Information and Communications. Niagara Parks will use the applicable Accessibility guideline to prepare accessible documents and materials for persons with disabilities.

#### **Accessibility Plan**

Niagara Parks will review and update its Accessibility Plan at least once every 5 years with specific actions, assigned dates and assigned individuals and departments to remove barriers for those with disabilities. An update on this plan will be provided to the public on an annual basis.

#### **Design of Public Spaces**

Public spaces that are newly constructed or redeveloped by Niagara Parks shall meet the accessibility requirements set out in the AODA Design of Public Spaces Standards, including the following areas:

- Recreation Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking
- Service counters, queuing guides and waiting areas
- Consultation with the public and persons with disabilities

In addition to incorporating accessible design requirements in new or renovated public spaces, the updated Niagara Parks Accessibility Plan will document procedures for maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order.

#### Self Service Kiosks

Niagara Parks will incorporate accessibility features and have regard to the accessibility for persons with disabilities when designing, procuring, or acquiring self service kiosks. These accessibility features may include technical items such as colour contrast on display screen, extra time for people to complete tsks, audio instructions or voice-activated equipment. Some structural features that may be considered include the height and stability of the kiosk, headset jack with volume control, or



specialized keypads. Niagara Parks will also consider the mobility of the person accessing the kiosks.

#### When Accessibility Features and Criteria is Not an Option

Niagara Parks will strive to ensure accessible products, services, and facilities are available to our employees and guests. When procuring or acquiring goods, services, or facilities, Niagara Parks will incorporate accessibility design, criteria, and features except where it is not practicable to do so. Niagara Parks may consider questions such as those outlined on the Ontario Accessibility Rules Procurement page: <a href="https://www.ontario.ca/page/accessibility-rules-procurement#section-2">https://www.ontario.ca/page/accessibility-rules-procurement#section-2</a>. If purchasing or acquiring an accessible product, service or facility is not an option, a written explanation will be prepared and submitted to the following email address: accessibility@niagaraparks.com.

If requested, a response will be prepared in either an accessible format or with communication supports on the rationale for when a product, service or facility is not accessible.

#### Roles and Responsibilities

#### **CEO/ Executive Team/ Directors**

- Provide leadership and support to ensure the implementation of this policy
- Ensure that all required employees have received current training
- Ensure that the progress report on the Multi-Year Accessibility Plan is presented in an annual public consultation meeting
- Ensure compliance where required

#### Managers/Supervisors

- Ensure that all employees are made aware of this policy through a communication tool (e.g. Health and Safety Orientation, Safety Talks, Learning Management System, policy review)
- Provide information to assist with the Multi-Year Accessibility Plan annual updates
- Ensure that employees who report to them have been trained on this policy
- Communicate with those with disabilities as required
- Participate in the Accessibility Program at Niagara Parks

#### **Employees**

- Participate in accessibility as required
- · Receive communication and participate in training on accessibility



#### Health, Safety and Compliance Department

- Ensure the development and maintenance of this policy
- Prepare the annual Accessibility public consultation meeting
- Follow up and ensure respective departments are providing updates on their portion of the Multi-Year Accessibility Plan
- Recommend amendments to this policy as necessary
- Monitor compliance with this policy

#### **Human Resources**

- Ensure accessibility training is tracked for employees
- Provide accessible formats and provide required accommodations during the recruitment process
- Notify successful candidates of our Accommodation/ ESRTW Policy
- Create Accommodation Plans for those with restrictions in the workplace

#### **Education and Training**

All employees shall be made aware of this policy through one of the following:

- Niagara Parks Safety Talks
- Health and Safety Orientation
- Review on the Learning Management System (LMS)

All employees shall receive Accessibility Training upon hire and every 3 years as a refresher.

#### **Related Policies**

CPM 10 00 Health and Safety Policy

CPM 10 15 Workplace Violence & Harassment & Workplace Sexual Violence & Harassment Policy

CPM 10 31 Health and Safety Orientation Training Policy

#### **Related Procedures**

HSE 10 1035 Emergency Prevention, Preparedness, and Response Procedure

#### References and Consultation

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 Integrated Accessibility Standards O. Reg. 191/11 City of Toronto – Accessibility Policy Niagara Parks Multi-Year Accessibility Plan (2022-2026)



## **Record of Changes**

Version		Section/Content	Change Made /	
No.	<u>Date</u>	<u>Changed</u>	Reason for Change	Change By
4	May 1, 2024	Throughout document	Remove NPC and replace with Niagara Parks to reflect current corporate language	Kate Ball
4	May 1, 2024	Definitions	Removed NPC and COVID definitions	Kate Ball
4	May 1, 2024	Throughout document	Replaced gender specific language with gender neutral language	Kate Ball
4	May 1, 2024	Policy section – Assistive Devices	Removed COVID 19 cleaning requirements	Kate Ball
4	May 1, 2024	Policy section – Assistive Devices	Removed specific information and will update information as required	Kate Ball
4	May 1, 2024	Policy section – First Aid and Emergency Services	Removed that COVID-19 may affect the services able to be provided	Kate Ball
4	May 1, 2024	Roles and Responsibilities	Removed section re: First Aid Trained Employees	Kate Ball
4	May 1, 2024	Policy section – When Accessibility Features and Criteria is Not an Option	Removed specific reference to the Accessibility Coordinator and cited the HSC email for communication	Kate Ball
4	May 1, 2024	Policy section – Accessibility Support Persons	Removed requirement that a person with a disability must be accompanied by their support person at a specific location if a support person is necessary to protect the health and safety of others	Kate Ball
4	May 1, 2024	Policy section – Care and Control of the Animal	New section	Kate Ball
4	May 16, 2024	Entire document	Reviewed by Fasken	Anthony Panacci
4	May 16, 2024	Care and Control of Animal section	Fasken assisted with wording	Anthony Panacci

Authorization

Name: David Adames

Title: Chief Executive Officer

Date: June 28, 2024

## **Appendices**

None