

KPR Sites and Non-KPR Rented Venues

INTRODUCTION

The Kawartha Pine Ridge District School Board (KPR) is committed to ensuring equitable access and respect for the dignity and humanity of all individuals. Living, learning and leading equitably and inclusively at KPR means that the core principles of the Equity, Diversity and Inclusion Policy are unified within the foundation of our organization. Our goal is to implement these values into the operations within schools and to extend them into community spaces to build on our reputation as a forward-thinking Board. Recognizing the needs of our staff to have mentally, emotionally, and physically safe working environments, these guidelines aim to recommend sound booking practices that align with our Equity, Diversity and Inclusion Policy.

As we work through our Living, Learning and Leading in a Changing World 2015-2018 Strategic Plan, the following points help to inform these guidelines:

- Providing interventions, programs and supports responsive to the needs of students and staff;
- Creating safe and positive environments by fostering a culture of respect and inclusion; and
- Developing creative and strategic partnerships in support of our schools and communities.

PURPOSE AND APPLICATIONS OF THE GUIDELINES

The purpose of these guidelines are to facilitate the use of appropriate and accessible Non-KPR spaces for meetings, professional development sessions and other events in which KPR staff will be utilizing community space. If we recognize that accessibility goes beyond physical barriers, then we can evaluate the ways in which people relate to the spaces that they are in. We anticipate that the result of establishing equitable booking practices will foster comfortable, barrier free Non-KPR spaces where our well-being goals can be achieved by all staff.

All KPR employees should be given equitable opportunities and feel comfortable in their workplaces regardless of their age, ancestry, race, creed, ability, family status, gender identity, gender expression, sex or sexual orientation.

BOOKING CONSIDERATIONS

KPR Site Availability

When booking space for professional development and work related events, it is important to consider all possible internal options. This is an element of financial stewardship, and if adequate space within a KPR site is available, we strongly encourage that space to be booked first.

Once you have selected a space that is suitable for your event, internal booking is done through the secretarial staff at the school level. For additional support, it is best to contact the Community Use of Schools Coordinator at the Education Centre.

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Accessibility

The consideration of physical access is vital as we continue to create barrier-free work experiences and achieve the standards of the Accessibility for Ontarians' with Disabilities Act (AODA). The AODA outlines that:

The provider shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

1. The goods or services should be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities and others should be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
3. Persons with disabilities should be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

Please refer to Appendix A for a full list of Accessibility Features at KPR Sites and Appendix B for the Accessibility Features on KPR Vendors.

In the rare circumstances where there are barriers and limitations within the venue, that impact a staff member's ability to participate in person, an option to participate remotely from their workplace should be considered.

Historical Context

Collectively KPR staff members represent a diverse community with a range of lived experiences. It is important to select venues that historically embody inclusiveness and are not associated with violence, racism, sexism, homophobia or other discriminatory actions. Being required to work within these spaces can be unsettling, re-traumatizing and distracting for attendees, which may result in limiting their capacity to work, and/or decrease their feelings of personal safety. For example, community spaces are a considerable alternative to religious institutions. As a public school board, we provide opportunities for all staff and students regardless of their faith or creed, and our use of external worksites should reflect this.

Appendix B highlights a number of venues that are Board recommended and considered "neutral".

Significant Dates

An additional factor for consideration when booking meetings, professional learning sessions and other work related events, is recognizing faith-based accommodations, high holidays and other dates of significance that would exclude attendees. KPR recognizes that the school calendar is rooted in the Christian faith, and that many other religious holidays and days of significance may be overlooked. When booking, please reference our Multi-Faith Accommodation Guidelines and annual Equity, Diversity and Inclusion Calendar for further information.

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Geographic Area

Working in a Board that covers a large geographical area can require some staff to travel significant distances for meetings. It is to the benefit of staff if meetings and professional learning opportunities are offered in a variety of locations throughout the district and beyond one central location.

Duty to Accommodate

These guidelines have been created for the purpose of supporting the well-being of KPR staff and to ensure that booking practices align with KPR's Equity, Diversity, and Inclusion Policy.

In accordance with the Ontario Human Rights Code, we have a duty to accommodate the various needs of our staff members:

- The goal of accommodation is to help everyone have equal opportunities, access and benefits.
- The duty to accommodate stems, in part, from a recognition that the "normal ways of doing things" in organizations and society are often not "neutral" but rather may inadvertently disadvantage, privilege or better meet the needs of some groups relative to others. Instead of giving special privileges or advantages, accommodations help to "level the playing field" by ensuring that all Ontarians are equally included and accommodated.

Every effort should be made to book inclusive spaces, as well as resolve complaints related to these guidelines. Unresolved issues and additional recommendations will be reviewed by the Non-KPR Rental Working Group and members of the Equity, Diversity and Inclusion Committee. Questions and concerns can be directed to:

Equity, Diversity & Inclusion Department

1-877-741-4577 Ext. 2157

equity_diversity@kprdsb.ca

Catherine Foy

Superintendent of Education, Student Achievement
(Northumberland Region)

1-877-741-4577 Ext. 2602

Catherine_Foy@kprdsb.ca

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1 APPENDIX A: ACCESSIBILITY FEATURES OF KPR SITES

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD										
Descriptions:										
OBC Compliant	Meets the barrier-free (BF) requirements of the 2006 Ontario Building Code (OBC). The OBC definition for barrier-free means "that the building and its facilities can be approached, entered and used by persons with physical or sensory disabilities". This includes access to a parking area, BF path of travel, BF elevator and/or ramp, BF washroom and drinking fountain, and assistive listening devices in large assembly areas.									
Main Floor Accessible	The main floor of the school is accessible for wheelchair, barrier-free (BF) parking spot available, level access into building and main floor, entry doors are accessible by wheelchair or automatic openers.									
Other Floors Accessible	Other floors are accessible for wheelchairs.									
Accessible Stage	The stage area is accessible for wheelchair via lift, ramp or portable lift.									
BF Washroom	There is a staff and/or private washroom that meets the requirements of the Ontario Building Code (OBC) for a BF washroom facility.									
BF Drinking Fountain	There is a drinking fountain on each of the floors at the school that meets the BF requirements of the OBC.									
Visual Enhancements	Visual improvements have been made at the school for the visually impaired; may include Braille room signs highlighting of stair edges, visual contrasting stripes on posts and around doors.									
Access to Staff Areas	There are clearances around doors and within rooms to allow easy access in a wheelchair.									
Accessible PA System	Controls are mounted at a maximum height of 1200 mm.									
Legend:										
Y	Yes									
N	No									
R	Some restrictions may apply, see comments									
NA	Not applicable									
Blank	Not determined									
BF	Barrier-free									
SCHOOL NAME	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Main Floor Accessible</td> <td style="width: 12.5%;">Other Floors Accessible</td> <td style="width: 12.5%;">Accessible Stage</td> <td style="width: 12.5%;">BF Washroom</td> <td style="width: 12.5%;">BF Drinking Fountain</td> <td style="width: 12.5%;">Visual Enhancements</td> <td style="width: 12.5%;">Access to Staff Areas</td> <td style="width: 12.5%;">All-Gender Washroom</td> <td style="width: 12.5%;">Emergency Plans</td> </tr> </table>	Main Floor Accessible	Other Floors Accessible	Accessible Stage	BF Washroom	BF Drinking Fountain	Visual Enhancements	Access to Staff Areas	All-Gender Washroom	Emergency Plans
Main Floor Accessible	Other Floors Accessible	Accessible Stage	BF Washroom	BF Drinking Fountain	Visual Enhancements	Access to Staff Areas	All-Gender Washroom	Emergency Plans		

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ELEMENTARY SCHOOLS									
Adam Scott Intermediate @ ASCVI	Y	R	Y	Y	Y	Y	Y		Parking & access at back of school, second floor accessible by stair lift.
Apsley Central	Y	NA	N	Y	Y	N	Y	Y	
Armour Heights	Y	R	N	N/R	Y	N			Basement only wheelchair accessible from front parking lot. Student washrooms have BF stall and lavatory.
Baltimore	Y	NA	Y	Y		N	Y		
Beatrice Strong	Y	NA	Y	Y		N	Y		
Brighton	Y	Y	Y	Y	Y		Y	Y	
Buckhorn	Y	NA	Y	Y		N	R		Staff room access through stage lift in gym, assistance required.
Burnham	R	NA	N	N/R	N	N	R		No designated parking spot, west wing of school accessible for wheelchair. Boy's washroom has BF stall and lavatory.
C.R. Gummow	Y	Y	Y	Y	Y	N	Y	Y	
Camborne	Y	NA	N	Y		N	R		Restricted access to staff areas due to lack of clearance at doorways.
Central, Bowmanville	N	N	N	N	N	N	N		
Charles Bowman	Y	Y	Y	Y	Y	Y	Y	Y	
Chemong	R	NA	N	Y		N	R		No access to north wing (down 8 steps) restricted access to staff room due to lack of clearance at doorway.
Colborne	Y	NA	N	Y		N	Y		No designated parking spot.
Courtice North	Y	Y	Y	Y	Y	Y	Y	Y	
Dale Road	Y	N/A	N	N/R					Student washrooms have BF stall and lavatory.
Dr. Emily Stowe	Y	NA	Y	N/R		N			Student washrooms have BF stall and lavatory.
Dr. G.J. MacGillivray	Y	Y	Y	Y	Y	N	Y	Y	
Dr. M.S. Hawkins Sr P.S. @ PHHS	Y	Y	N	Y		N			BF washroom shared with students at front of high school, second floor accessed by elevator and stair lift.
Dr. Ross Tilley	Y	Y	Y	Y	Y	N	Y		
Duke of Cambridge PS	Y	Y	Y	Y	Y	Y	Y	Y	
Edmison Heights	Y	N	N	N	N	N	Y		
Enniskillen	R	NA	Y	Y		N	Y		Restricted to main level, gym and 2 classrooms not wheelchair accessible.

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Northumberland Hills	Y	Y	Y	Y	Y	N	Y	Y	
Norwood District P.S.	Y	NA	N	N/R		N	Y		BF washroom located within LLS classroom.
Orono	R	N	N	Y	N	N	Y		Multi levels of main floor wheelchair access via mobile lift requiring assistance.
Otonabee Valley	Y	Y	N	Y	Y	N	Y		
Percy Centennial	Y	NA	N	Y		N	Y		
Plainville	Y	NA	Y	N/Y	Y	N	Y		Student washrooms have BF stalls and lavatory.
Prince of Wales	N	N	N	Y	Y	N	N		
Queen Elizabeth	R	N	N	Y		N	Y		Parts of main floor not wheelchair accessible.
Queen Mary	N	R	Y	Y	N	Y	N		North wing is accessible.
R.F. Downey	Y	N	N	Y		N	Y		
Ridpath Junior	Y	NA	N	Y	Y	Y	Y		
Roger Neilson	Y	Y	Y	Y	Y	Y	Y	Y	
Roseneath Centennial	R	NA	N	Y		N	Y		South wing of main floor not wheelchair accessible.
S.T. Worden	Y	NA	Y	N/R	N	N	R		Restricted access to staff areas due to lack of doorway clearance. Student washrooms have BF stalls and lavatory.
Smithfield	N	N	N	N/R		N	N		Student washrooms have BF stalls and lavatory.
Spring Valley	R	N	N	N/R		Y	Y		Part of west wing not wheelchair accessible. Student washrooms have BF stalls and lavatory.
Stockdale	Y	NA	N	Y		Y	R		Restricted access to staff areas due to lack of doorway clearance. Student washrooms have BF stalls and lavatory.
Terry Fox	Y	NA	Y	Y		N	Y		
The Pines Senior	N	N	Y	Y		N	R		Gym and parts of music room not wheelchair accessible, restricted access to staff areas due to lack of doorway clearance.
Vincent Massey	Y	NA	N	Y		Y	R		Restricted access to staff areas due to lack of doorway clearance.
Warsaw	Y	NA	N	Y		N	Y		
Waverley	R	NA	N	Y	Y	N	Y		Gym not accessible to wheelchair.

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Westmount	R	N	N	Y		N	Y		Main floor accessible to wheelchair via back entrances.
SECONDARY SCHOOLS									
Adam Scott C.V.I.	Y	R	Y	Y	Y	Y		Y	Parking & access at back of school, second floor accessible by stair lift.
Bowmanville H.S.	Y	Y	Y	Y	Y	N	Y	Y	Wheelchair entrance at back of school.
Campbellford D.H.S.	Y	N	N	N/R	Y	N	R	N	Restricted access to staff areas due to lack of doorway clearance. LLS classroom has BF washroom, student washrooms have BF stalls and lavatory.
Clarington Central S.S.	Y	Y	Y	Y	Y	Y	Y	Y	
Clarke H.S.	Y	N	N	N/R		N	R	Y	Restricted access to staff areas due to lack of doorway clearance. Student washrooms have BF stalls and lavatory.
Cobourg C.I.	Y	Y	Y	Y	Y	Y	Y	Y	
Courtice S.S.	Y	N	N	Y		Y	R	Y	Restricted access to staff areas due to lack of doorway clearance.
Crestwood S.S.	Y	Y	N	Y		N	Y	Y	BF washroom only on first floor.
East Northumberland S. S.	Y	R	N	Y		N	Y	Y	Third floor not accessible to wheelchair.
Kenner C.V.I.	Y	Y	Y	Y		N	Y	Y	
Lakefield D.S.S.	Y	N	N	Y		N	R	Y	Second floor staff room not wheelchair accessible.
Norwood D.H.S.	Y	Y	N	N/R		N	R	N	Restricted access to staff areas due to lack of doorway clearance. BF washroom located in LLS classroom.
Peterborough Alternative & Continuing Education	N	N	N	N	N	N	N	Y	
Port Hope H.S.	Y	Y	N	Y		N		Y	BF washroom shared with students at front of high school, second floor accessed by elevator and stair lift.
Thomas A. Stewart S.S.	Y	Y	Y	Y		Y		Y	BF washroom located on main floor, south wing.
Clarington C.I.S.	Y	NA	NA	Y		N	R	Y	
Northumberland CIS at Grant Sine	Y	NA	N	Y		N	Y	Y	

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CENTRAL LOCATIONS									
Education Centre (KPR)	Y	Y	NA	Y	N	N	Y	Y	

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2 APPENDIX B: NON-KPR RENTAL VENUES

Non-KPR Rental Venues	
Descriptions:	
OBC Compliant	Meets the barrier-free (BF) requirements of the 2006 Ontario Building Code (OBC). The OBC definition for barrier-free means "that the building and its facilities can be approached, entered and used by persons with physical or sensory disabilities". This includes access to a parking area, BF path of travel, BF elevator and/or ramp, BF washroom and drinking fountain, and assistive listening devices in large assembly areas.
Visual Enhancement	Visual improvements have been made at the school for the visually impaired; may include Braille room signs highlighting of stair edges, visual contrasting stripes on posts and around doors.
Service Animal Protocol	The company/venue's Service Animal Protocol aligns with KPRDSB's Service Animal Protocol
All-Gender Washroom	There is a single stall washroom that meets the needs of an individual of any gender.
BF Washroom	There is a staff and/or private washroom that meets the requirements of the Ontario Building Code (OBC) for a BF washroom facility.
Scent Sensitive	There is an effort made to keep the environment scent free. Ex. Staff and clients are discouraged from wearing strongly scented products or perfumes, notices are displayed at entrances, and automatic air fresheners are not used, etc.
No. of Breakout Rooms	Breakout rooms and their capacity are indicated for workshops.
Open Internet Access	Internet availability for presentations and staff within the venue.
Cultural Sensitivity Training	The company requires staff to complete cultural sensitivity training.
Legend:	
Y	Yes
N	No
R	Some restrictions may apply, see comments
NA	Not applicable
Blank	Not determined
BF	Barrier-free
Rm.	Room
C.	Capacity

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VENUE/ COMPANY NAME	OBC Compliance	Visual Enhancement	Service Animal Protocol	All-Gender Washroom	BF Washroom	Scent Sensitive	No. of Breakout Rooms		Open Internet Access	Cultural Sensitivity Training
Peterborough Area										
Parkway Banquet Hall	Y	N	Y	Y	Y	N	Rm. 1 C. 444, Rm. 2 C. 40		Y	N
Sadlier House	Y	N	Y	Y	Y	Y	Rm. 1 C. 100, Rm. 2 C. 75, Rm. 3 C. 50		Y	N
Trent University		Y	Y	Y	Y		Rm 1. C. 380, Rm. 2 C. 215, Rm. 3 C. 130, Classrooms C. 30-60, Dining Halls C. 200		Y	N
Royal Canadian Legion Br. 402	Y	N	Y	Y	Y	N	Rm. 1 C. 160		Y	N
Peterborough Lions Community Centre	Y	Y	Y	Y	Y	N	Rm 1. C. 150, Rm. 2 C. 50, Rm 3. C. 50, Rm. 4 C. 15, Rm. 5 C. 10		Y	N
Evinrude Centre	Y	Y	Y	N	Y	Y	Rm 1. C. 452		Y	N
Royal Canadian Legion Br. 52	Y	N	Y	N		N	Rm. 1 C. 120		Y	N
Best Western Plus Otonabee Inn	Y	N	Y	N		N	Rm. 1 C. 100, Rm. 2 C. 60, Rm. 3 C. 20, Rm. 4 C. 15, Rm. 5 C. 10		Y	N
Keystone Links Golf and Country Club	Y	N	Y	N	Y	N	Rm. 1 C. 155		Y	N
Baxter Creek Golf Club	Y	R	Y	N	Y	N	Rm. 1 C. 150, Rm. 2 C. 50, Rm. 3 C. 25, Rm. 4 C. 50, Rm. 5 C. 35		Y	Y
Holiday Inn Peterborough Waterfront	Y	N	Y	N		N	Rm. 1 C. 300, Rm. 2 C. 80, Rm. 3 C. 40, Rm. 4, 5, 6, C. 40, Rm. 7 C. 12, Rm. 8 C. 12, Rm. 9 C. 20, Rm. 10 C. 80		Y	N
Northumberland Area										
Ganaraska Forest Centre	Y	N	Y	Y	Y	Y	Rm. 1 C. 200, Rm. 2 C. 50, Rm. 3 C. 20, Rm. 4 C. 50, Rm. 5 C. 400, Rm. 6 C. 60		Y	Y
Hamilton Township Bewdley Community Centre	Y	N	Y	Y	Y	Y	Rm. 1 C. 200		Y	Y
Baltimore Community Centre	Y		Y	Y	Y	Y	Rm. 1 C. 300		Y	N
Cobourg Community Centre	Y	Y	Y	Y	Y	N	Rm. 1 C. 280, Rm. 2 C. 280, Rm. 3 C. 700, Rm. 4 C. 50, Rm. 5 C. 50, Rm. 6 C. 50, Rm. 7 C. 100, Rm. 8 C. 50, Rm. 9 C. 50, Rm. 10 C. 14		Y	Y

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Cobourg Lions Community Centre	Y	N	Y	N		Y	Rm. 1 C. 500, Rm. 2 C. 200, Rm. 3 C. 200, Rm. 4 C. 25, Rm. 5 C. 40	Y	N
Cobourg Public Library	Y	Y	Y	Y	Y	N	Rm. 1 C. 120, Rm. 2 C. 6	Y	Y
Timber Ridge Golf Course	Y	N	Y	N	Y	N	Rm. 1 C. 130	Y	N
Clarington Area									
Clarington Public Library- Bowmanville Branch	Y	R	Y	Y	Y	Y	Rm. 1 C. 30	Y	N
Trillium Trails Banquet Hall	R	N	Y	Y	Y	N	Rm. 1 C. 250, Rm. 2 C. 35	Y	N
Deer Creek Golf & Banquet Facility	Y	N	Y	Y	Y	N	Rm. 1 C. 140, Rm. 2 C. 280, Rm. 3 C. 240, Rm. 4 C. 300, Rm. 5 C. 600, Rm. 6 C. 250, Rm. 7 C. 60	Y	N

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3 APPENDIX C: BOOKING INFORMATION

Please see below for contact information when booking a Non-KPR Rental Space:

Vendor	Phone Number	Email
Baltimore Community Centre	(905)372-5662	jmoore@hamiltontownship.ca
Baxter Creek Golf Club *The Clubhouse does not have signage or striping on the doors, but the large Banquet Room is located on the main level with accessible washrooms and an open concept clubhouse.	(705)932-8888	cwestington@baxtercreekgolf.com
Best Western Otonabee Inn	(704)742-3454	sales@bwotonabee.com
Bewdley Community Centre	(907)797-2535	jvansteijn@hamiltontownship.ca
Clarington Public Library *Only the public elevator has braille inscriptions on its buttons and on the sign for each floor.	(905)987-4844	info@clarington-library.on.ca
Cobourg Community Centre	(905)372-7371	ahaynes@cobourg.ca
Cobourg Public Library	(905)372-9271	jgard@cobourg.library.on.ca
Deer Creek Golf Club	(905)427-7737	ahuinink@golfdeercreek.com
Evinrude Centre	(905)876-8121	arenadivisionbookings@peterborough.ca
Ganaraska Forest Centre	(905)797-2721	info@grca.on.ca
Holiday Inn Peterborough Waterfront	(705)743-1144	hi-peterborough@whg.com
Keystone Links Golf	(705)876-8061	keystonelinks@gmail.com
Lions Community Centre- Cobourg	(905)372-6217	lionscentre@cobourglions.com
Lions Community Centre- Peterborough	(705)740-2288	info@peterboroughlions.ca
Parkway Banquet Centre	(705)742-4100	parkwaybanquet@gmail.com
Royal Canadian Legion (Fraserville)	(705)932-2837	legion402@nexicom.net
Royal Canadian Legion (Peterborough)	(705)745-6361	rcl52@bellnet.ca
Sadlier House	(705)742-3686	info@prcsa.ca
Timber Ridge Golf Course	(613)475-1022	info@timberridgegolf.net
Trent University	(705)748-1011	conferences@trentu.ca

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<p>Trillium Trails Banquet and Conference Centre *The building does not have automatic doors, but has a ramp and wheelchair accessible washroom on the main level.</p>	<p>(905)655-3754</p>	<p>admin@trilliumtrails.com</p>
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