



Accessibility Standards for Customer Service

Accessibility for Manitobans Act (AMA)

COMPREHENSIVE POLICY

The Cathedral Church of St. John

Diocese of Rupert's Land

Intent

This policy is intended to meet the requirements of *Accessibility Standards for Customer Service, Manitoba Regulation 171/2015* under the *Accessibility for Manitobans Act*, and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All services provided by the Cathedral Church of St. John shall follow the principles of dignity, independence, integration and equal opportunity.

Scope

This policy applies to the provision of services at St. John's Anglican Cathedral, 135 Anderson Ave., Winnipeg, MB. Henceforth, St. John's Anglican Cathedral will be referred to as SJAC.

This policy applies to SJAC employees and volunteers who deal with the public or other third parties that act on behalf of SJAC, including when the provision of services occurs off premises such as in the delivery of services. This policy applies to services offered by SJAC.

The section of this policy that addresses the use of service animals applies at 135 Anderson Ave., with the exception of areas where food preparation is occurring.

This policy shall also apply to all persons who participate in the development of SJAC policies, practices and procedures governing the provision of services to members of the public or third parties.

Definitions

Accessibility – Related to this legislation, accessibility means giving people of all abilities opportunities to participate fully in everyday life. Accessibility refers to the ability to access and benefit from a system, service, product or environment.

Assistive Device – is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Customer – for the purposes of this policy will mean any individual accessing SJAC for information or services.



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Disability – A disability is a condition that limits a person's daily activities. Persons with disabilities may have long-term physical, mental, intellectual or sensory impairments, which, in interaction with various barriers, may hinder their participation on an equal basis with others. A disability, aging, an injury and other life events may temporarily or permanently affect mobility, dexterity (use of hands), vision, hearing, communication, understanding or mental health.

Service Animal - A service animal is defined in The Human Rights Code to be “an animal that has been trained to provide assistance to a person with a disability that relates to that person's disability.” While an animal may not have received formal training, if the person relying on the animal can demonstrate that it is an integral part of their disability related treatment program, the animal may be considered a “service animal.”

Support Person – A support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to services.

General Principles

In accordance with the *Accessibility Standards for Customer Service, Manitoba Regulation # 171/2015*, this policy addresses the following:

- The Provision of Goods and Services to Persons with Disabilities
- Communication
- The Use of Assistive Devices
- The Use of Support Persons
- The Use of Service Animals
- Maintain Barrier-Free Access
- Notice of Temporary Service Disruptions
- Customer Feedback
- Training

The Provision of Goods and Services to Persons with Disabilities

- SJAC is committed to the Accessibility for Manitobans Act and its accessibility standards.
- SJAC is committed to excellence in serving all people including those with disabilities.
- Our policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity for all people with disabilities. Any policies of SJAC that do not respect and promote these principles will be modified or removed.



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Communication

SJAC will communicate with people disabled by barriers in ways that take into account the nature of the barrier. This may include the following:

- Easy to read fonts and plain language
- paper and pen available in the narthex and church offices
- All staff will be trained to recognize barriers to communication and work with the customer to determine what method of communication works best for them.

Assistive Devices

Persons with disabilities may use their own assistive devices as required when accessing services provided by SJAC.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of services. For example, where elevators are not available and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

Support Persons

If a customer with a disability is accompanied by a support person, SJAC will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations, SJAC will make every reasonable attempt to resolve the issue.

Consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Although in many (most) cases there would be no charge for a support person, if payment is required by a support person for admission to any event hosted by SJAC, SJAC will ensure that notice is given in advance by posting notice of admission fees for support persons where SJAC fees are posted.

Service Animals

A customer with a disability who is accompanied by a service animal will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to service animals.

If a service animal is excluded by law, SJAC will offer alternative methods to enable the person with a disability to access services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).



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Recognizing a Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, SJAC may ask:

- Is the animal assisting you?
- What assistance has the animal been trained to provide related to your disability?

Care and Control of the Animal:

The customer that is accompanied by a service animal is responsible for maintaining care and control of the animal at all times.

Balancing Rights:

If a health and safety concern presents itself, for example in the form of a severe allergy to the animal, SJAC will make all reasonable efforts to meet the needs of all individuals. Reasonable assessment of the situation will be required and a decision would be applied in favour of the party who would experience the greater discrimination.

Maintain Barrier-Free Access

SJAC will maintain barrier-free access by:

- Keeping aisles, hallways and waiting/meeting rooms clear of clutter such as boxes
- Keep entrance ways cleared of snow and ice
- Ensure that the placement of standing signage is not a tripping hazard
- Have space for mobility devices in the waiting area

Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of SJAC. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use SJAC services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

- services that are disrupted and the reason for the disruption
- anticipated duration
- a description of alternative services or options

When disruptions occur, SJAC will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the Diocesan website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or by any other method that may be reasonable under the circumstances.



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Feedback Process

SJAC shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available on the SJAC website or by contacting SJAC. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

Submitting Feedback:

Customers can submit feedback to Carol Hargreaves, Office Administrative Assistant; phone (204) 586-8385 or by email at office@stjohnscathedral.ca

Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted within 7 working days.

Training

Training will be provided to:

- all employees and volunteers who deal with the public or other third parties at SJAC; and,
- those who are involved in the development and approval of customer service policies, practices and procedures at SJAC.

Training will include:

- A review of the background and purpose of the *Accessibility for Manitobans Act*
- A review of the requirements of the *Accessibility Standards for Customer Service, Manitoba Regulation 171/2015*
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who use assistive devices or require the assistance of a service animal or a support person, including handling of admission fees for a support person.
- Instructions on how to use the equipment or devices on-site or otherwise provided, to help people access goods and services or facilities. These include:
 - Hearing assistive device
 - Large print worship service bulletin
 - Lifts to lower level
 - Microphone
 - Baby change table
- Instructions on what to do if a person with a disability is having difficulty accessing our goods, services, or facilities.
- Staff will be informed and/or trained when changes are made to our accessible customer service policies.