

## Inclusion and Support/Access and Equity for Persons with a Disability/Special Need

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| <b>Division:</b>      | Parks and Recreation | <b>Approved by:</b> | Parks and Recreation Directors |
| <b>Date Approved:</b> | March 1, 2000        | <b>Source:</b>      | Parks and Recreation           |
|                       |                      | <b>Category:</b>    | Parks, Forestry and Recreation |
|                       |                      | <b>Sub-cat:</b>     | Recreation                     |

### Policy Statement

The Parks and Recreation Division recognizes the need to include and support individuals with a disability/special need and provide them with equal access and choice to city programs, activities, services and facilities.

To this end the Parks and Recreation Division will:

- Provide support, modification and/or upgrades to ensure safe, diverse and high quality recreational opportunities.
- Ensure that "Equal Opportunity Standards" are met and that all possible accommodations will be made in the workplace so that persons with a disability/special need have equal access for staff and volunteer opportunities.
- Work with Community Partners to provide year round support and services (training, staffing, advocacy, resources, consultation, equipment etc.) to persons with a disability/special need pursuing recreation, leisure and/or cultural opportunities.
- Work towards reducing physical barriers in city operated facilities, parks and work locations and provide adaptive equipment for recreational programs.
- Advocate on behalf of persons with a disability/special need in the area of planning, administration, promotion, and citizens advisory groups and with policy and development.

### Definitions

#### INTEGRATED PROGRAM

Includes persons with a disability/special need who to the best of their abilities participate in recreation programs. In cooperation with staff, parents and agencies support should be available when necessary and where possible to facilitate the participation of persons with a disability/special need, in our programs.

#### ADAPTED/SPECIALIZED PROGRAM

Adapted programs that are modified to meet the specific needs for persons with a disability/special need.

#### INTEGRATION FACILITATORS/ SPECIAL NEEDS LEADERS

Part-Time Staff who provide support to participants with a disability/special need in recreation programs.

#### ADAPTED/SPECIALIZED EQUIPMENT

Equipment that allows persons with a disability/special need to participate fully in

recreation programs (e.g. sit skis, sledges, adaptive skate equipment, shower chairs and a variety of transitional equipment.)

#### SUPPORT/RESOURCES

Assistance in the way of training, staffing, resources, consultation, referrals and equipment to persons with a disability/special need to allow for participation in recreation programs.

#### Partnerships

As required, staff, participants, parents/guardians, agencies, advocates, community groups and citizen groups should be involved when planning for and implementing the inclusion process.

#### Training

Supervisors of Recreation and Facilities must ensure that Full-Time /Part-Time staff and Volunteers receive an orientation to the Inclusion/Support and Access/Equity Policy.

Where appropriate, specialized training will be provided to program staff working with persons with a disability/special need.

When designing a Leadership Training Program this Policy should be a component of the curriculum.

#### Registration

The Parks and Recreation Division recognizes that in some circumstances persons with a disability/special need may require special accommodation to register.

The registration staff will notify the appropriate Recreation Staff to arrange for program accommodations where possible.

#### Fees

Registration fees will not be charged to persons (e.g. volunteer, staff or parent) who provide assistance to participants with a disability/special need.

#### Medication

Refer to the Division's Policy on Administration of Medication

The Parks and Recreation Division reserves the right to decide whether the administration of medication can be done safely. In unique situations the Division understands that staff have the right to refuse administering medication to participants (e.g. blood test, restraint and administration of needles). In these circumstances parent/guardian will be responsible for the administration of medication.

#### Waiver/Model Release Form

Parent/guardian's signature is required for persons with a disability/special need over the age of 18 who do not have the ability to sign forms or understand their

content.

**Promotion**

It is the responsibility of all staff to promote the participation of persons/groups with a disability /special needs in our programs.

**Aggressive Behaviour**

Refer to Suspension, Banning and Trespassing Policy as well as the Child and Youth Guidance Policy.

**Permits**

Community permit holders must meet the Division's mandate to provide access to persons with a disability/special need. Failure to do so may result in cancellation of permit.

**Age Criteria**

Persons with a disability/special needs will be required to meet age guidelines as stated by the program outline. However, on a case by case basis, there may be circumstances where there may need to be variations to these guidelines. Staff must try to adhere to as close to the required age as possible. This discussion must be made in consultation with Full-time Staff and Parent/Guardian.

**Transportation**

Refer to the Transportation Policy

The Parks and Recreation Division does not, in most cases provide transportation for participants. Where transportation is provided, staff will attempt to provide accessible buses/taxis.

**Volunteers**

Refer to the Volunteer Policy

Volunteers must be screened, interviewed, trained, oriented and supervised by Staff.

While supporting a person with a disability/special need, volunteers will be placed according to their ability, sensitivity and comfort level.

**Related Document**

*Model Release Form Policy*

**Forms**

*Model Release Form*