

The ITA WEGMAN ASSOCIATION ACCESSIBILITY PLAN AND STATUS UPDATE 2022-2023

Element	Identified Barrier	Action to remove barriers and by when	Who will be responsible	Who will monitor progress	How will progress be measured/timeline	Progress Made
ARCHITECTURE	<p>1. Large garden greenhouse poly needs to be replaced and properly affixed</p> <p>2. Herb garden greenhouse needs to be procured and built and accessible beds need to be constructed</p> <p>3. Front stairs at the Big House need to be replaced, and a ramp installed</p> <p>4. Bunkhouse Renovation to add an additional bedroom</p>	<p>1. Assign labour hours to the maintenance team to complete the project. Materials are on site. One of two greenhouses complete. Weather permitting - October 2022 completion</p> <p>2. Expand herb workshop participation capacity, and increase workshop accessibility by increasing growing area (garden beds), erecting a greenhouse to extend the growing season on both ends, improve water use, connect to solar energy (big house roof project). Support additional participants with added work areas, expanding land base projects and build accessible garden beds. Increase storage areas for adaptive tools.</p> <p>3. Design needs to be re-created (August 2022). Materials need to be procured (September 2022), ramp needs to be</p>	<p>1. BA, FM, Maintenance Manager (MM), Garden Manager (GM)</p> <p>2. Herb workshop leader, FM, BA, MM, A&DC</p> <p>3. FM, H/C, and MM</p> <p>4. EG, FC, BA, FM, MM</p> <p>5. EG, FC, BA, FM, MM</p> <p>6. EG, FC, BOD, BA, A&DC, FM, MM</p> <p>7. Land Group, A&DC, EG, FC, BOD, Processing Kitchen Committee, BA, FM, MM</p>	<p>1. BA and GM</p> <p>2. EG, FM, BA, MM, A&DC</p> <p>3. FM and MM</p> <p>4. EG, FC</p> <p>5. EG, MM</p> <p>6. EG, BA, A&DC, FM</p> <p>7. EG, BA, FM, A&DC, MM, Processing Kitchen Committee</p> <p>8. EG, BA, FM, MM</p>	<p>1. Large greenhouse needs to be re-skinned and components installed. Project will need to be complete by October 2022 to take advantage of late and early season growing</p> <p>2. Plans completed (Spring 2021), budget completed (spring 2021), funding process initiated (Autumn 2021). Funding finalized (Summer 2022) Materials to be purchased (July 2022) Labour needs to be assigned and project completed (July 2022)</p> <p>3. Action items and key dates indicated will be tracked by FM.</p> <p>4. Work with external consultants to produce a renovation plan (Feb 2022). Create a budget (Feb 2022). Assign labour hours: in-house, (August 2022)</p> <p>5. Design to be created (Mar 2022), budget to be presented (June 2022), site preparation (July 2022), assign labour hours: in-house, and contract TBD (August 2022)</p>	<p>1. The small greenhouse has been completely re-skinned, components still need to be installed.</p> <p>2. Planning complete, 90% of funding received.</p> <p>3. Grant from BC Rehab received, design research has been initiated.</p> <p>4. Site has been identified. Plans have been finalized, budget has been identified</p> <p>5. Site has been identified, partially cleared, working with contractor for design and budget</p> <p>6. Planning and research completed (July 2021) Grant submitted to BC Gaming (Aug 2021), year-end appeal engaged (Dec 2021) Planning and research completed (May 2022)</p>



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	<p>5. Trillium addition, bathroom and storage</p> <p>6. Big house roof and solar</p> <p>7. Complete Harvest Hall - install processing kitchen</p> <p>8. Licensed residential renovations (ongoing projects tied to health and safety)</p>	<p>procured (September 2022), labour needs to be assigned (September 2022) and project completed (November 2022).</p>	<p>8. Care Group, Health and Safety Committee, BA, FM, FC, EG, MM</p>			<p>7. Project identified, Location identified, working groups identified.</p> <p>8. weekly check in with Care Group, monthly check in with Health and Safety Committee, EG, MM, BA, FM</p>
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ELEMENT	IDENTIFIED BARRIER	ACTION TO REMOVE BARRIERS AND BY WHEN	WHO WILL BE RESPONSIBLE	WHO WILL MONITOR PROGRESS	HOW WILL PROGRESS BE MEASURED/TIMELINE	PROGRESS MADE
ARCHITECTURE CON'T		<p>4. Increase Residential Coworker Capacity by creating an additional living space.</p> <p>5. Enable the Association to provide broader community engagement and inclusion. Increase health and safety measures.</p> <p>6. Replace the failing roof on the BH with a metal roof and</p>			<p>6. Research completed, grants received, appeal created and shared (2021), quotes received, review by external consultant complete.</p> <p>7. Project scope to be determined (July 2022) Tasks assigned (September 2022)</p> <p>8. FM will consult monthly with Health and Safety Committee, BA and MM</p>	



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		<p>install solar panels. (August 2022)</p> <p>7. Expand day program enrollment and activities. Increase food security and outreach opportunities, create additional administration space, create additional bathroom facilities, offset food expenses for residential program.</p> <p>8. Continue working to identify and complete required renovations on the licensed residential buildings</p>				
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ENVIRONMENT	Caution required when walking or transporting to on-farm locations - re: walking on pathways, slippery steps etc.	Coworkers to accompany Companions on pathways and stairs as necessary	Coworkers, FM, H&S Committee, MM	FM, MM, Health and Safety Committee	Coworkers disclosures of unsafe conditions and incidents – at monthly (or as needed) H&S meetings, annual walk through with external safety consultant (Firewise), identified issues resolved on an ongoing basis	Issues are identified and resolved in a timely manner, at monthly H&S meetings, or as needed
	Stairs in residences	Continued awareness of accessibility re: individual ability to use stairs in houses (ongoing evaluation of Companion mobility ability, accommodations presented as necessary)	All Coworkers and FM	H/C, FM, Care Group	H/C and FM continue to review the number of unsafe incidents and make accommodations as necessary – monthly review	H/C's are monitoring mobility needs on an ongoing basis. Stairs in 2 out of 3 licensed residences have non slip attached to stairs and 1 railing on each side of all staircases. the remaining house will have nonslip



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						attached to the stairs (July 2022) Companions with difficulty navigating stairs have been relocated to a single level accommodation
ATTITUDES	Access to and engaging with wider community resources and activities	Advocate on behalf of Companions to identify and access community resources and activities. Facilitate coordination and transportation to resources and activities	H/C, Care Group	H/C's, Care Group, FM	Review numbers of off-farm activity engagements bi-annually (April/September)	Continued successful referral and/or placements in community programming. (% of Companions joining community programs out of 17 residential Companions total: Special Olympics 54%, Track Shoes 36%, Choir 12%, local church group 6%, independent walks 30%, CTRA 12%, Qi Gong 6%)

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FINANCIAL	Create an annual budget, create a capital project budget	Finance Committee to draft an annual budget and a capital project budget to be presented to the EG and BOD for review, feedback and approval	Finance Committee	BA, Finance Committee, BOD	Review operating budget on a semi-monthly basis, report budget data to the BOD monthly. annual budget review process and data collection annually (January), present draft budget to EG and BOD (March) Compile a capital project review and associated budget annually (March)	Semi-monthly review of operating budget, monthly presentation to BOD of operating budget. Approved and balanced annual budget, and capital project budget annually (March)
EMPLOYMENT	Coworker and STCW recruitment	Review recruitment and retention efforts - ensure ongoing feedback received about what is working and what is not and make improvements - Implement strategies to target retention efforts	FM, BA, Care Group, Admissions Coordinator, EG	EG, FM, BA	Tracking numbers of Coworkers leaving and feedback received – reviewed upon Coworker / STCW departure and annually (August)	Adding feedback from Coworkers and STCW in annual planning efforts.



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COMPANION ADMISSIONS	Recruit Companions to join Day and Residential programs	Review Companion recruitment and retention efforts - ensure adequate and accessible activities, ensure Coworker coverage and capacity in workshop and residential activities meets participant needs. Work with funders on Companion applications, funding, and placement. Work with community organizations to facilitate program placements.	FM, BA, Admissions Coordinator, Care Group, EG	FM, BA,	Tracking numbers of Companion applications received. Place two new residential Companions (September 2022) and two new day program companions (July 2022)	Identified workshops and residences that can support additional Companions. Determined an approach for Companion placement with main government funder. Additional community organizations have been identified and communication has been initiated to increase program opportunities and enrollment.
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COMMUNICATION	Internal communication between leadership groups, all Coworkers and STCW inconsistent and not clearly defined channels of communication, mandates and decision making capacity of groups	Group mandates need to be clarified. Decision making capacity to be clarified. Channels of communication to be clarified and upheld During the onboarding process this information is shared with incoming Coworkers and STCW's	EG, CG, BOD	EG	Mandates for all groups to be reviewed, finalized and shared (May 2022) Decision making capacity to be clarified. (June 2022) Channels of communication to be clarified and upheld (June 2022)	Issues identified, leadership groups engaging in the process (Dec 2021) External consultant worked with leadership group in a three-day, on-farm retreat Follow up committee established (Jan 2022) to support work moving forward. Committee work begins (Aug 2022) OP8 A&B added to ECP4 Coworker Orientation



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	Place updated policies /procedures and strat plan on website	Finalize P&P review process and place on website. Finalize plan and report review and place strat plan on website File clean-up and re-organization	ATF	EG CG BOD	Updated policies /procedures and strat plan available on website – by July 2022 File clean-up and re-organization by July 2022	Out of date policies / procedures and strat plan are available on the Glenora farm website. ATF has reviewed all P&P ATF has reviewed all plans and reports File clean up has been initiated
	Consistent incident reporting	Regular documentation, increased follow up when an incident occurs – using training, house meetings, and Care Group to discuss critical and internal incidents and how to report Improve internal recording methods	All Coworkers	Facility Manager, Care Group	Improved documentation of incidents, and significant events. Improved follow-up and debriefing. Reduction in complaints about internal communication being challenging – by Sept. 2022 Companion database improvements including event logging	Coworkers have been trained with FM regarding incidents, complaints, debriefing and documentation CLBC and Island Health critical incident training has been completed and is ongoing for incoming / existing Coworkers
	Increase broader community engagement	1-2 times per year host events at Glenora Farm with information about Camphill movement and Glenora Farm available 3-4 times a year Glenora Farm Companions and Coworkers participate, or offer broader community events	All Coworkers FM, BA Admissions Coordinator, Admin and Dev. Coord. Fundraising Committee	EG CG Fundraising Committee	Event dates and times set with advanced advertising completed – by June 2022	Companion performance at Special Woodstock Aug 2022, Companion performance at 39 Days of July 2022, Christmas Fair 2022, Harvest Festival Sept 2022, Christmas Bell Choir Concert in local library Dec 2022, White Spot dinner Feb 2023 These community events will help to support increased awareness about Glenora Farm / Camphill



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TECHNOLOGY	Review technology plan / reports	Support all actions identified in plan/report to support technology needs	BA	BA	Technology plan/ report identifies needs – review movement made to meeting needs – completed March 2022	Efforts demonstrate compliance to following technology plan and identified strategies in plan
TRANSPORTATION	Retaining a certain amount of money for depreciation of vehicles and cost associated with maintenance.	Ensuring transportation is identified in operational budget Obtain and maintain fleet insurance	Finance Committee BA	BA	Transportation needs identified in Glenora Farm annual budget – by March 2022	Glenora Farm Budget identifies transit needs – working on addressing needs by 2022
COMPANION TRANSPORTATION	Companions traveling off the Farm independently	Ensuring registration with HandyDART is coordinated and supported. Companions who are not financially able to purchase a monthly pass will be supported with IWA funding	FM, H/C's, BA, Care Group, Finance Committee	FM, BA	Eligible Companions will be identified June 2022 Companion representatives will be informed June 2022 Participating Companions will be registered by July 2022 Companions travel to and from the Farm via HandyDART Aug 2022	Discussion at Care Group to initiate the process May 2022
COMMUNITY INTEGRATION						
ACCOMMODATIONS MADE	Companion compatibility	Continue to make scheduling and placement adjustments to ensure Companion compatibility, and accommodate changing individual support needs	Care Group, FM	FM	Reduce Companion behaviour disruptions, facilitate household harmony, and increase participation in workshop activities	Annual ISP identifies Companion strengths, challenges, and goals. Collaborative process in workshop placements, regular check-in's. Access to internal complaint / grievance process



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OTHER	Succession planning	BA, FM, EG and BOD to develop a succession plan	EG, BA, BOD	EG	Succession plan created - by February 2022	Succession plan completed - updated annual plans are (February annually)
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ACHIEVEMENTS

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CHANGES

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