



ARTS COUNCIL  
of LADYSMITH  
and DISTRICT

# Accessibility and Accommodation Procedures

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Effective Date: June 13, 2024

Approved by: Executive Director on June 12, 2024

## Purpose

The Arts Council of Ladysmith and District (ACLD) is committed to offering meaningful access and services to make our organization and programs as accessible and barrier-free as possible.

This procedure is developed in accordance with the ACLD Equity Policy.

## Accommodation by Role

### For Staff and Volunteers

The [BC Human Rights Code](#) and the [Canadian Human Right Act](#) legislate that employers cannot discriminate against persons with disabilities and require employers to provide reasonable accommodations.

The Arts Council of Ladysmith and District is committed to making reasonable accommodations within the workplace and during the interview process in order to allow individuals with disabilities to apply for jobs and fully perform the essential duties of a position. Such accommodations may include, but are not limited to, providing interview questions in advance; allowing flexible work schedules; installing computer software (e.g. text to speech or screen magnifiers); adapting physical workspaces (e.g. standing desks, monitor placement), and providing a quiet and well-lit workstation as required.

In addition, we are committed to providing an inclusive and welcoming environment through accessible and non-discriminatory language and behaviour.

Each employee and volunteer is invited to communicate any accessibility concerns or accommodation requests during the onboarding process or as the need arises. Such



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requests can be made to our Executive Director or President, and we respect the individual's right to privacy when discussing such requests.

## For Programming

The Arts Council of Ladysmith and District endeavors to provide arts programming to meet the needs and interests of all people wishing to participate. To that end, we offer subsidies to youth in our art camps and classes when funding is available, and we offer the use of student-quality art supplies for adults wishing to participate in our art classes and workshops. Physical accommodations for our art classes, concerts, and artist talks consist of adapting seating and work spaces as required, and care workers are welcome to attend and assist individual participants. Participants are invited to communicate any accessibility concerns or accommodation requests to our Programming Coordinator at [education@ladysmitharts.ca](mailto:education@ladysmitharts.ca).

## Accessibility Online

The Arts Council of Ladysmith and District is committed to ensuring digital accessibility for people with disabilities. We continually seek to improve the accessibility of our offerings to meet the needs of our users and welcome feedback at [info@ladysmitharts.ca](mailto:info@ladysmitharts.ca) or 250-245-1252.

## Location Specific Accessibility and Accommodation

ACLD currently has two locations, one for offices and classroom programs, and another for Gallery Exhibits and Boutique items.

### Offices and Classroom at 444 Parkhill Terrace, Ladysmith

This building is a school currently on temporary lease to ACLD for office and classroom space.

The main entrance to this building has three steps with a handrail. To the left of the main entrance are double doors that can be opened to provide access to our wheelchair accessible ramp that also has a handrail. Please call 250-245-1252 in advance to ensure this door is open.

There is one free accessible parking space in front of the main entrance of the Gallery along Parkhill Terrace. Additional parking is available. Visitors are advised to call ahead in snowy weather to ensure that entrances have been cleared of snow and ice if this is a concern.



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Once in the building, the classroom, washrooms, kitchen, and offices are all on the same level. Both have a handrail. There are no power doors, and staff are available to assist with holding or propping doors as needed.

All washrooms are gender neutral, and the washroom closest to the front entrance is wheelchair accessible. The wheelchair accessible washroom also has a low counter to serve as a baby change table, and soap and paper towels are available at a lower height.

Support workers and service animals are welcome in the classroom.

### Ladysmith Gallery at 32 High Street, Ladysmith - Exhibits and Boutique

The Gallery has two entrances located on High street. The entrance located on High Street that is closest to 1st Avenue is accessible to everyone including people using mobility aids such as wheelchairs, and seated knee scooters, with a minor lip over the doorway. The second entrance has a larger lip that may make it inaccessible to people with mobility limitations.

This location has no designated parking and visitors are encouraged to view the Town of Ladysmith downtown parking options here:

<https://www.ladysmith.ca/business-development/business-resources/downtown-parking>

Once in the gallery building, washrooms, and offices are all on the same level. There are no power doors, and staff are available to assist with holding or propping doors as needed.

There are two washrooms currently available for use by staff, volunteers, and visitors. All washrooms are gender neutral, and the washroom closest to the front entrance is wheelchair accessible and available to all staff, volunteers, and visitors.

Support workers and service animals are welcome in the gallery.

Visitors are invited to contact our Gallery Coordinator at [gallery@ladysmitharts.ca](mailto:gallery@ladysmitharts.ca) or call 1-604-880-4291 for more information.

## Conduct and Contact

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Any incidents or complaints related to accessibility and accommodation should be fully documented by a staff member or volunteer, who will bring it to the attention of the ACLD Board Chair and Executive Director.

If you require more information about accessibility and accommodation procedures at our facilities please contact our Board Chair at [president@ladysmitharts.ca](mailto:president@ladysmitharts.ca) or Executive Director at [delie@ladysmitharts.ca](mailto:delie@ladysmitharts.ca) or call 250-245-1252.