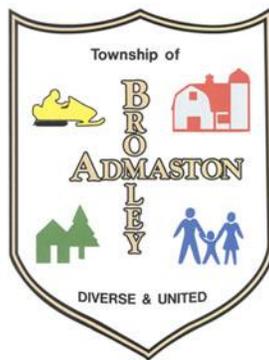


Municipal Accessibility Plan

**CORPORATION
OF THE
TOWNSHIP OF
ADMASTON/BROMLEY**



Submitted by:
Mayor and Council
Township of Admaston/Bromley

Multi-Year Accessibility Plan

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MULTI-YEAR ACCESSIBILITY PLAN

Aim

This plan describes the measures that the Township of Admaston/Bromley will take to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township, including staff.

Objectives

This plan:

1. Describes the process by which the Township of Admaston/Bromley will identify, remove and prevent barriers to people with disabilities;
2. Review earlier efforts to remove and prevent barriers to people with disabilities;
3. Lists the facilities, policies, programs practices and services the Township will review in the coming years to identify barriers to people with disabilities;
4. Describes how the Township will make this Multi-Year Accessibility Plan available to the public.

Introduction

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), as passed by the Provincial Government, is to achieve accessibility with respect to goods, services, facilities, employment, buildings, structures and premises by January 1, 2025. The AODA consists of the following accessibility standards: Customer Service, Transportation, Information and Communication, Employment and Built Environment. The Transportation standard does not apply to the Township of Admaston/Bromley. The Accessible Built Environment has not yet been approved by the Lieutenant Governor in Council. When approved, it will only apply to new construction and extensive renovation.

Under the ODA, all municipalities have a legal obligation to prepare multi-year accessibility plans. The ODA specifies that municipalities must consult with people with disabilities in preparing their accessibility plans.

The Township of Admaston/Bromley is committed to the identification and removal of barriers, as well as the prevention of new barriers, for persons with disabilities in the years ahead.

The accessibility plan examines all aspects of the Township of Admaston/Bromley's operations, including by-laws, practices, facilities, programs and services. The 2013-2018 Accessibility Plan identifies steps that should be taken over time to remove identified barriers and to prevent new ones. The plan also reviews accessibility accomplishments the Township has benefited from.

Accessibility planning encourages municipalities to think strategically about removing and preventing barriers. It will help ensure that Township services, policies, procedures and practices meet the needs of everyone with a disability, including Township residents, visitors, tourists and staff.

Description of the Township of Admaston/Bromley

The Township of Admaston/Bromley is located in Renfrew County. It is situated approximately 100 km. west of Ottawa, The Township of Admaston/Bromley is bordered by the Town of Renfrew, Township of Greater Madawaska, Township of Horton, Township of Bonnechere Valley, Township of Whitewater and the Township of North Algona/Wilberforce.

The Township has a population of approximately 2,844 with about 1,369 households. It has exceptional education opportunities, access to state of the art health care coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for everyone. Admaston/Bromley takes pride in its seasonal recreation facilities, which include many lakes, rivers, tent and trailer park, golf course, excellent hunting and fishing, outdoor rinks, and access to picturesque walking, hiking, snowmobile and ATV trails.

The Township owns a Municipal Building with offices and Council Chambers, two Public Works Garages, Fire Hall, Library, two Outdoor Rinks/Recreational Facilities, Historical Building and a Community Centre.

Council Commitment to Accessibility Planning

The Council of the Township of Admaston/Bromley is committed to:

- The continual improvement of access to all municipally owned facilities, premises and services for all those with disabilities;
- The provision of quality services to all members of the community who have disabilities

Council and Staff continue to show their commitment to creating a barrier free community for residents, businesses, and tourists by developing and implementing policies, procedures and practices to provide service to persons with disabilities.

Site Audit of Municipally-Owned Properties

Site audits of the municipally-owned properties have been completed and will be reviewed every 5 years. The purpose of the site audit is to assess any barriers that may still exist, and to make recommendations to removing those barriers in order to comply with the current legislation under the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.

BARRIERS

A “barrier” is anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice. Barriers prevent people with disabilities from going to school and to work.

Barrier Type	Example
Physical	A door knob that cannot be operated by a person with limited upper-body mobility and strength.
Architectural	A hallway or door that is too narrow to accommodate entry by a person in a wheelchair or motorized scooter.
Informational	Typefaces (fonts) that are too small to be read by a person with low vision.
Communication	A person who talks loudly when addressing a person who is deaf on the print on a brochure that is too small to read.
Attitudinal	A receptionist who ignores a customer in a wheelchair or assuming that all visually impaired persons can read Braille.
Technological	A website that does not provide for increased text size or contrast options.
Policy/Practice	Listing a driver’s licence as an employment qualification for an office position may prohibit persons with visual impairments from applying.

In 2004 a review was completed by a team assembled whose mandate was to identify barriers in order to comply with the legislation under the Ontarians with Disabilities Act. During the past several years, an individual hired by the Council of the Township of Admaston/Bromley conducted building condition assessments on Township owned facilities and provided recommendations for enhanced accessibility to these facilities. These recommendations formed the basis for our Accessibility Plan as they pertain to physical and architectural barriers.

In addition to physical and architectural barriers, other barriers are being identified in Customer Service, Employment Standards, Communication and Information, Training and Accessible Procurement.

People with disabilities and other groups will be encouraged to provide advice and recommendations on other barriers not addressed. Council will consider the priority of the removal of the barriers and address their importance each year keeping in mind budget restraints and feasibility.

Customer Service Standards

The Accessible Customer Service Standard regulations were approved by the Lieutenant-Governor and came into force on January 1, 2008. The Accessibility Standards for Customer Service, Ontario Regulation 429/07 mandates the development of policies, practices and procedures in the areas of communication, notice for disruption of services, service and support animals, assistive devices, training and customer feedback in relation to the core principles of standard; dignity, independence, integration and equal opportunity. All staff (including volunteers and other third parties who work on behalf of the Township) must have the mandatory customer service training. Training will be ongoing and shall occur after a person is hired or when changes are made to Township accessibility policies.

Employment Standards

The Employment Standards requires the Township of Admaston/Bromley to integrate accessibility into existing employment processes by ensuring that the needs of employees with disabilities are considered. Staff will be provided with a form to complete identifying whether or not they require assistance during workplace emergencies or evacuations. Taking into

consideration individual accommodation needs, a template document will be created to develop individual workplace emergency response plans with employee(s).

Information and Communication Standards

The Information and Communications Standards outlines requirements for organizations to create, provide and receive information and communications in ways that are accessible for people with disabilities. This standard also requires that the Township ensure that its emergency preparedness plans and public safety information is accessible and provided in alternate format upon request.

Training

The “Integrated Accessibility Standards” came into force on July 1, 2011. This Regulation combined the accessibility standards of **Information and Communication, Employment, and Transportation**. The Township will provide training on the requirements of the information and communications standards of the Integrated Accessibility Regulation of the Accessibility for Ontarians with Disabilities Act and the Human Rights Code. Training will be provided to all employees and volunteers, all persons who participate in developing Township policies and all other persons who provide goods and services on behalf of the organization. Training will be ongoing and shall occur after a person is hired or when changes are made to Township accessibility policies.

Accessible Procurement

The Township is committed to including accessibility criteria and features, when procuring or acquiring goods, services or facilities. When it is not practicable to do so, an explanation will be provided, upon request.

REPORT ON ACHIEVEMENTS TO DATE

The following items represent achievements and initiatives which have improved accessibility or removed barriers in the Township of Admaston/Bromley.

Customer Service Standards

1. Accessible Customer Service Policy and Procedures have been established.
2. Continued development and delivery of accessible customer service training (members of council, staff, committee members and volunteers).

Employment Standards

1. Accessible Workplace Emergency Response Information Forms for employees to complete identifying whether or not they require assistance during workplace emergencies or evacuations have been developed and will be reviewed when the employee moves to a different location, accommodation needs change or when the Township is reviewing its general emergency response policies.

Information and Communications

1. Municipal – Internet website and web content will be made available in an accessible format upon request and the Township will update to WCAG 2.0 Level A and Level AA through its Internet provider Smiling Host.
2. By-Laws, agendas, minutes of meetings, upcoming news, policies and other pertinent information are conveyed on the website. The municipality also communicates regularly within the local newspapers and through its Facebook page and twitter account.
3. Emergency procedures, plans and public safety information will be made available, upon request, in an accessible format as soon as is practicable.
4. Municipal Election Accessibility- ensures the coordination of municipal elections includes accessibility considerations. Investigated assistive voting technology opportunities.

5. Available at the library are large print books (in partnership with the CNIB) Audiobooks and Daisy Readers which are specially designed CD players which people with visual or physical impairments can borrow.
6. Delivery of books is made available to shut-ins who have difficulty making it to the library.

Accessible Procurement

1. A procurement policy is in place to incorporate accessibility criteria and features when procuring and acquiring goods, services or facilities.

Built Environment - Physical & Architectural Barriers

Municipal Office

1. Installed automatic door openers at main entrance and Council Chamber doors.
2. Constructed a counter at the proper height at the doorway leading into the office from the foyer.
3. Self-Closer on washroom door was removed.
4. Register in washroom was replaced.
5. Doorknobs on washroom doors were replaced with door handles.
6. Parking space has been designated and a sign erected indicating that the space is for disabled persons only.

Barr Line Community Centre

1. Parking space has been designated and a sign erected indicating that the space is for disabled persons only.
2. Installed automatic door opener.
3. Raised the grade outside the entrance to match the floor level inside the building.
4. Renovated the counter in the kitchen area so it is at the proper height to accommodate a person in a wheelchair.
5. Washroom has been renovated to accommodate a person in a wheelchair.

Library

1. Installed automatic door opener.
2. Relocated the items at the ends of the shelves at the library.
3. Repositioned the bookshelves.
4. Parking space has been designated for disabled persons only.

As of May 2014 the Library will be moved to a temporary location and a new building accommodating all accessibility barriers is being constructed through the Renfrew County Catholic School Board.

Douglas Outdoor Rink and Ball Field

1. Parking space has been designated for disabled persons only.

ARC Outdoor Rink - New Building

1. Main door is accessible.
2. Door handle has been replaced on main door.

REPORT ON FUTURE BARRIERS TO BE ADDRESSED

Further substantial barriers identified below will require more time and/or funding resolution. These items will be assessed during each annual budget review and prioritized accordingly. It will be the goal to resolve all identified items, recognizing other barriers could be identified and added, in an effective and financially responsible manner, taking into consideration additional capital costs for certain barriers.

Employment

- Ensure that recruitment planning, screening and selection processes provide and notify availability of accommodations.
- Ensure appropriate accommodations are provided to current employees as required.
- Ensure a return to work process with related accommodation support is in place.

- Ensure that performance management, career development and redeployment practices take into consideration the accessibility and accommodation needs of employees with disabilities.

Training

The Township will provide training on the requirements of the information and communications standards of the Integrated Accessibility Regulation of the Accessibility for Ontarians with Disabilities Act and the Human Rights Code. Training will be provided to all employees and volunteers, all persons who participate in developing Township policies and all other persons who provide goods and services on behalf of the organization. Training will be ongoing and shall occur after a person is hired or when changes are made to Township accessibility policies.

Built Environment

Municipal Office/Garage and Council Chambers on Stone Road

- Install a chair lift on the stairs leading to the office in the basement.
- Make FM equipment available at the office for the hearing disabled for regular Council or Committee meetings.
- Install a grab bar in the washroom at the Stone Road Site Garage.
- Install an eyewash system at the appropriate height at the Stone Road Site Garage.

Public Works Garage on Cobden Road

- Install a grab bar in the washroom.
- Install an eyewash system at the appropriate height.
- Renovate washroom to make it wheelchair accessible.

Public Library

- Ensure library website meets compliance for 2014.
- Post library accessibility policy to library website.
- Continue to review the availability of different assistive devices.

Historical Building

- Construct a ramp at the Historical Building.
- Change door knob to a door handle at the Historical Building.

Barr Line Community Centre

- Doorsill between the Community Centre and the offices must be renovated to allow access by a physically disable person in a wheelchair.

Douglas Outdoor Rink and Ball Field

- Change the entrance door to the players' bench to open at the proper width to accommodate a person with a physical disability.

ARC Outdoor Rink

- Bathroom taps must be replaced.
- Installation of a grab bar in the washroom.
- Bathroom door handle must be replaced.

Fire Hall

- Washroom and shower area to be renovated to permit wheelchair accessible.

Review and Monitoring of the Process

Council is committed to following through with this plan. The plan will be reviewed annually allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

Communication of this Review Plan

The plan will be available on the Municipal Web Site www.admastonbromley.com and on the Public Library Web Site www.admastonbromleylibrary.com for the general public as well as a hard copy will be available at the Municipal Office and the Public Library. Every

attempt will be made to ensure that this plan is available to individuals with disabilities for their perusal and review.

Staff will make every effort to accommodate any specific request to receive this Plan in any other format such as email, large print, or braille with the assistance of the Canadian Institute for the Blind.

The Township of Admaston/Bromley wants to work together with the members of the community to remove barriers that still exist within the community.

Feedback and Contacts

Members of the public are encouraged to make comments on the Township of Admaston/Bromley Multi-Year Accessibility Plan and accessibility matters in general.

To contact the Township, you may use

Email - info@admastonbromley.com or

Phone 613-432-2885 or

Fax 613-432-4052 or

or in person/postal mail at the Township of Admaston/Bromley, 477 Stone Road, RR 2, Renfrew, ON K7V 3Z5