

# The Corporation of the Town of South Bruce Peninsula

## By-Law Number 82-2013

### Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Multi-Year Accessibility Plan)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

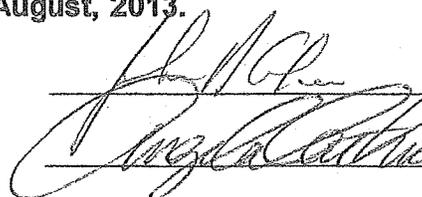
And whereas Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

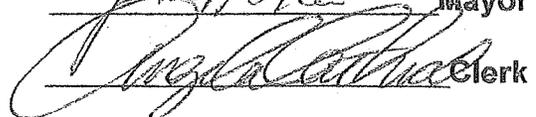
And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by adding a policy with regard to a multi-year accessibility plan.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enact as follows:

- 1) That Policy AD.7.5 Multi-Year Accessibility Plan be adopted as attached hereto and shall form part of the Municipal Policy Manual.
- 2) That all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.
- 3) That this by-law shall come into full force and effect upon the final passing thereof.

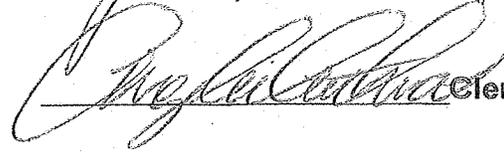
Read a first and second time this 20<sup>th</sup> day of August, 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

Read a third time and finally passed this 20<sup>th</sup> day of August, 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

Section: Administration	Policy Number: AD.7.5
Sub-section: Accessibility Standards	Effective Date: August 20, 2013
Subject: Multi-Year Accessibility Plan	Revision Date:

Page 1 of  
27

## Multi-Year Accessibility Plan

### Purpose:

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, municipalities shall put in place a multi-year accessibility plan which identifies barriers to accessibility to services and public places and the plan to remove such barriers.

### Application:

This policy applies to all Town facilities, parks and opens spaces unless otherwise exempted from the legislation. This policy does not apply to service facilities which are restricted to public access.

### Standards and Procedures

#### **Program**

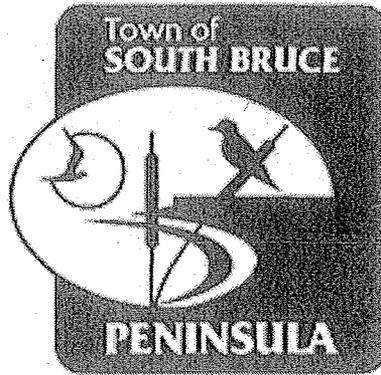
The attached Multi-Year Accessibility Plan outlines the program undertaken by the Town with regard to:

1. Background
2. Description of the Town of South Bruce Peninsula
3. Executive Summary
4. Commitment to Addressing Barriers to Accessibility
5. Accessibility Plan
6. Accessibility Team
7. Methodology for Identification & Removal of Barriers
8. Integrated Accessibility Standards Regulations
9. 2013-2017 Accessibility Initiatives
10. Communication of the Multi-Year Accessibility Plan
11. Contact Information

See attached Town of South Bruce Peninsula Multi-Year Accessibility Plan

#### **Annual Report**

On an annual basis, the Multi-Year Accessibility Plan will be reviewed and a public report made available on the progress for removing barriers to accessibility.

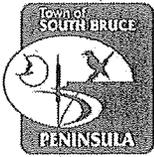


# **Town of South Bruce Peninsula**

## **Multi-Year Accessibility Plan**

**2013-2017**

This document is available in alternate formats upon request.



# Town of South Bruce Peninsula Table of Contents

1. Background
2. Description of the Town of South Bruce Peninsula
3. Executive Summary
4. Commitment to Addressing Barriers to Accessibility
5. Accessibility Plan
6. Accessibility Working Group
7. Methodology for Identification & Resolution of Barriers
8. Integrated Accessibility Standards
9. 2013-2017 Accessibility Initiatives
10. Communication of the Accessibility Plan
11. Contact Information

## **Schedule A**

Where to Look for Barriers to People with Disabilities

## **Schedule B**

Initiatives for Prevention or Barrier Removal in 2013

**Schedule C: Accessibility Plan - Facilities Open to the Public Year Round**

**Schedule D: Accessibility Plan - Facilities Open to the Public as Rentals**

**Schedule E: Accessibility Plan-Outdoor Facilities & Spaces Open to the Public**

**Schedule F: Facilities Restricted to Public Access**

# 1. Background

Ontario currently has two active accessibility acts – the **Ontarians with Disabilities Act, 2001 (ODA)** and the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**.

In 2008 the Customer Service Standard was the first accessibility standard to become law. Designated public sector organizations were required to comply by January 1, 2010.

The Integrated Accessibility Standards which regulate Information and Communications, Employment and Transportation came into effect on July 1, 2011, and is now law. Requirements under this standard will be phased in over time (2011-2021).

The purpose of the ODA is to improve opportunities for people with disabilities in Ontario by identifying, preventing and removing physical and other barriers that may limit opportunities for people with disabilities to fully participate in society.

Under the AODA, private, public and non-profit organizations are required to identify, remove and prevent barriers in order to make the Province accessible for all people with disabilities by 2025. Through the AODA, the provincial government has identified key areas for the development of “common” accessibility standards intended to set requirements across all organizations and sectors:

## 1. General - Customer Service, Policies, Procurement, Self-Serve Kiosks

Addresses how organizations provide their goods and services in an accessible manner – influencing attitudes and behaviour.

## 2. Information and Communications

Ensures the methods used by organizations are accessible to persons with disabilities with regard to sending/receiving information and communications.

## 3. Employment

Requires organizations to have a process on how to accommodate persons in activities such as interviews, workplace duties, performance, career development, etc.

## 5. Design of Public Spaces

Addresses access to and within buildings and outdoor spaces.

## 4. Transportation

Addresses ways to prevent and remove barriers to transportation so that everyone can more easily travel in Ontario.

# 2. Description of the Town of South Bruce Peninsula

**The Town of South Bruce Peninsula** is a lower-tier municipality in the County of Bruce, Ontario. Situated between Lake Huron and Georgian Bay, the Town has a population of 8,413 and is has a vibrant cottage industry. The Town comprises the communities of Adamsville, Colpoy's Bay, Hepworth, Hope Bay, Howdenvale, Mar, Mclvor, Oliphant, Park Head, Purple Valley, Red Bay, Sauble Beach, Sauble Beach North, Sauble Beach South, Sauble Falls, Skipness, Tolmie and Wiarton. The administrative centre of the region is found in Wiarton.

The vision for the Town of South Bruce Peninsula is: **“Distinct Communities working together for sustainable growth and prosperity”**.

### **3. Executive Summary**

The Staff Accessibility Team for the Town of South Bruce Peninsula has prepared a Multi-Year Accessibility Plan: 2013 to 2017 which describes the measures the Town will take to identify and address barriers to accessibility for the current and future years. A methodology was developed which provided an opportunity for persons with disabilities to provide comment on the plan and invited employees to provide their input. The Staff Accessibility Team identified a number of barriers and outlined measures to remove and prevent barriers to people with disabilities who use the facilities and services of the Town, including employees, residents and members of the community at large.

Over the next several years, the Accessibility Team recommends focusing on those barriers, with respect to both the built environment and information/communications that deny access to the Town's facilities and outdoor spaces on a day-to-day basis.

Our goal is to ensure accessibility for our employees and the public who work with and/or use our services, products and facilities. Employees need to be able to function effectively and customers need to receive timely, high quality services in a way that works for them.

As a local government, we want to provide excellent public service for all Ontarians. We want to reflect the public we serve in everything we do, and we want to attract the talented people we need to fill jobs. Building a dynamic and accessible organization will help us reach these goals.

### **4. Commitment to Addressing Barriers to Accessibility**

Improving accessibility is important for all residents, employees and visitors in the Town of South Bruce Peninsula. It is not only important, but it is the right thing to do given that so many of our residents are living with some form of disability; that is, approximately 15.5% or 1.85 million people in Ontario have a disability (i.e. – 1 in seven people), and that number is expected to grow significantly in the next 20 years as the population ages.

Accessibility is a powerful tool: it improves our communication; it brings more people together; and it increases our competitive advantage. In an accessible organization, a broader range of people will be able to work for the Town, and more people will have access to our services.

Our goal is to ensure accessibility for our employees and the public who work with and/or use our services, products and facilities. Employees need to be able to function effectively and customers need to receive timely, high quality services in a way that works for them.

As a local government, we want to provide excellent public service for all Ontarians. We want to reflect the public we serve in everything we do, and we want to attract the talented people we need to fill jobs. Building a dynamic and accessible organization will help us reach these goals.

The Town of South Bruce Peninsula is committed to:

- The continual improvement of access to Town facilities and services for people with disabilities.
- The consultation with people with disabilities in the development and review of its annual accessibility plans.
- The provision of quality services to all members of the community with disabilities.

## **5. Accessibility Plan**

Since 2004 all municipalities in the Province have had a legal obligation under the *ODA* to prepare annual accessibility plans. Under the *AODA*, accessibility planning requirements shift from annual to multi-year plans which must outline an organization's strategy to prevent and remove barriers and meet the requirements under the Integrated Accessibility Standard Regulation (IASR). The first multi-year plan must be in place by January 1, 2013; however, due to a significant number of staff vacancies and change in organizational structure, the Town's first multi-year plan was delayed until May 1, 2013.

The following Multi-Year Plan describes:

1. The measures that the Town intends to take over the next five years to remove barriers to people with disabilities.

2. The process by which the Town of South Bruce Peninsula is identifying, removing and preventing barriers to people with disabilities.
3. The continuing and new actions the Town will take during the current year to remove barriers to people with disabilities.
4. The communication of this accessibility plan.

## 6. Accessibility Team

An Accessibility Team included the Administrator and Facilities Supervisor who conducted the on-site inspections, with the Administrator overseeing the assessment process. Input was also received from General Staff (surveys) and members of the public from the disability community with regard to:

- confirming compliance or identifying existing barriers for the built environments (the Town's facilities and outdoor spaces);
- confirming compliance or identifying existing barriers related to information and communication; and
- recommending solutions to address such barriers over the next five years.

## 7. Methodology for Preparation of the Multi-Year Plan

The **Ontario Disability Act** gives organizations the flexibility to determine which barriers it will work to remove or prevent each year. This can include accessibility problems in:

- Physical facilities
- Site planning
- Service and program delivery to staff and the public
- Procurement policies and practices
- Interviewing, hiring, promotion and other human resource policies and practices
- Technologies
- Information and communication infrastructures
- Customer service for people with disabilities

## **Approaches to barrier identification:**

In preparation of an Accessibility Plan, the Accessibility Working Group endeavoured to identify as many barriers (and potential barriers) as possible. Many barriers are simple to remove or prevent. Recognizing them, however, may require effort if employees are not accustomed to thinking in terms of barriers.

The approaches described below were used to help generate a list of barriers. From this list, the Accessibility Working Group chose ones the organization will address in the coming year as well as other barriers to be addressed in succeeding years.

- **Input from employees in general:** Staff filled out surveys for their respective workplaces in which the barriers to look for were articulated with the option to include comments and identify additional barriers not referenced.
- **Input from persons with disabilities:** A separate survey was provided to persons with disabilities or caretakers of persons with disabilities to fill out on a volunteer basis. Several responses were received. A verbal response was also received regarding a person with impaired vision.
- **On-site Inspections:** The Accessibility Working Group conducted on-site inspections of all facilities, noting the input from employees and the public and referencing other barriers observed on the inspection.
- **List of Barriers to be Addressed in Multi-Year Plan:** The Staff Working Group prepared a list of barriers to be addressed during the five-year period.
- **List of Barriers to be Addressed if New Construction, Retrofit or Replacement:** Barriers were noted for consideration should new construction, a retrofit or replacement of the facility take place.
- **List of Facilities Not Open to the Public:** Schedule "F" lists facilities which, due to the nature of their operations, are not open to the public. If an employee is unable to perform the required duties due to injury or physical disability, consideration would be given to a modified work plan.

## **Types of Barriers:**

The following standards were referenced when assessing barriers at Town facilities and outdoor properties:

1. Architectural barriers: building design, areas adjacent to the building, shape of rooms, size of doorways, etc.
2. Physical barriers: objects added to the environment: doors, windows, elevators, furniture, workstations, recreational facilities, playgrounds, bathroom hardware, planters, etc.
3. Communication barriers: difficulties receiving information in person or by telephone; difficulties interacting with receptionists, security staff or other staff; difficulties receiving training, etc.

4. Information barriers: inadequate or incomprehensible signage; difficulties reading brochures, forms, manuals, web sites, fax transmissions, equipment labels, computer screens, etc.
5. Policy barriers: rules, regulations and protocols that prevent you from doing your job as well as possible or from serving the public; or that restrict public participation.
6. Attitudinal barriers: staff who do not know how to communicate with people with disabilities; staff who refuse to provide service; discriminatory behaviours, etc.
7. Technological barriers: computers, photocopiers, fax machines, telephones, and switches; inadequate or inappropriate assistive technologies; technologies that degrade rather than enhance access for people with disabilities, etc.

To assist with the identification process, also refer to Schedule "A" "Where to Look for Barriers to People With Disabilities".

## 8. **Integrated Accessibility Standards**

The Town continues to develop and implement accessibility initiatives under the **ODA** and meet compliance dates for accessibility requirements within the Integrated Accessibility Standards Regulation (IASR) under the **AODA** which became law on July 1, 2012.

The following outlines our commitments and our progress in meeting accessibility standards in the five key areas of: Customer Service; General; Information and Communication; Employment; and Procurement.

### **(A) Customer Service**

The Town of South Bruce Peninsula is committed to ensuring that all staff and customers, whatever their ability, work in an accommodating environment and receive accessible goods and services in a timely manner.

The Town will achieve this by:

- Reviewing and updating policies regularly to ensure high quality, accessible customer service.
- Embedding accessibility requirements into staff training and orientation materials.
- Reviewing customer feedback and taking appropriate action

Our accomplishments:

- Accessible Standards for Customer Service Policy AD.7.1 meets all the requirements of the customer service regulation and will be reviewed in 2014.
- Accessible Customer Service Training is provided to all staff and volunteers via in-house training by certified Accessibility Trainer, certified on-line accessibility training; and Customer Services Standards for Contractors, Agents, Volunteers, Etc. (available on the Town's website).
- An Accessibility Regulations for Contractors was developed and is available on the Town's website.
- Access to Community Recreation Facilities and Programs for Persons with Disabilities Policy AD.7.2 was developed and is available on the Town's website.

**(B) General**

The Town of South Bruce Peninsula has achieved the following general requirements:

- Established policies on how we will meet our obligations under the Integrated Accessibility Standards Regulation (by 2013)
- Developed a multi-year accessibility plan outlining strategies to prevent and remove barriers to accessibility and review the plan once every five years (by 2013)
- Trained employees, volunteers, all those who participate in developing the Town's policies, and all others who provide goods or services on behalf of the County, about the requirements in the Integrated Accessibility Standards Regulation, as well as the Human Rights Code as it relates to people with disabilities (by 2014)

**(C) Information and Communications**

Information and communications are a large part of the Town's daily business. It is because of this that it is so important to ensure that information and communications are created in a way that considers accessibility.

The Town will follow best practices when developing, implementing and maintaining information and communications strategies and products. This includes websites, intranet sites, print communications materials as well as face-to-face interactions.

The Town is committed to ensuring that information and communications are available and accessible to people with disabilities.

The Town has achieved this by:

- Ensuring that emergency information, procedures, plans and public safety information is available in alternate formats, when requested (2012)
- Achieving compliance with the Web Content Accessibility Guidelines to ensure that both internal and external websites are accessible to people with disabilities (2014)
- Developing guidelines and best practices for creating accessible documents for common desktop applications such as MS Word, Excel and PowerPoint
- Developing a training strategy to ensure that staff has the knowledge, tools and technical advice to create accessible materials.
- Introducing staff to the use of plain language when creating new or reviewing/revising existing documents (policies, procedures, forms, brochures, etc.)
- Ensuring that a process is in place for receiving and responding to feedback and make them available to people with disabilities in accessible formats or with appropriate communication supports, on request (2014)
- WCAG Level 2.0 AA Compliance (2021)

Our accomplishments:

- Website redesign in accordance with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A (2011)
- Documents are available in an alternate format, upon request.
- Produced an Emergency Preparedness Guide for People with Disabilities / Special Needs.

Still Under Review:

- Parking meters will be assessed for accessibility; and if required, a phased-in plan will be developed to replace same.

**(D) Employment**

The Town of South Bruce is committed to ensuring that the process of finding, getting and keeping a job is as inclusive as possible in order to build an effective workforce. The Town will be an employer of choice that enables and encourages persons with disabilities to participate fully in all aspects of the organization.

The Town has achieved this by:

- Enhancing workplace emergency responses through individualized emergency response information and assistance as required.(2012)
- Understanding employer obligations to provide employment accommodations.

- Reviewing on an ongoing basis, Human Resources policies, practices and procedures to ensure accessibility to persons with disabilities throughout the employment process, including recruitment, retention, career development and return-to-work.
- Notifying internal and external job applicants that, where needed, accommodations for disabilities will be provided, on request, to support their participation in all aspects of the recruitment process (2014)
- Notifying job applicants who have been invited to participate in recruitment, assessment or selection process that, where needed, accommodations for disabilities are available, on request, to support their participation in the process (2014)
- Notifying successful applicants of the Town's policies for accommodating employees with disabilities when offering employment (2014)
- Informing new and existing employees of the Town's policies for supporting employees with disabilities, including providing employment-related accommodations for disabilities (2014)
- Consulting with employees who have disabilities in order to provide them with the accessible formats and communications supports they require to do their jobs effectively and to be informed of information that is generally available to all employees in that workplace. (2014)
- Have in place a documented process for supporting employees who return to work after being away for reasons related to their disabilities (2014)
- Take into account the accessibility needs of employees with disabilities during the performance management process (annual performance reviews) (2014)
- When providing career development and advancement opportunity the Town will take into account the accessibility needs of their employees who have disabilities (2014)
- Redeployment processes will consider the accessibility needs of employees with disabilities when moving them to other positions, so that employees can continue to have their accommodation needs met (2014)

Our accomplishments:

- Developed an Emergency Evacuation Assistance Policy for Town employees who have a disability and who require assistance in evacuating the building in an emergency situation (2011)
- Have a process in place to create individual accommodation plans for employees with disabilities, upon request (2011)

**(E) Procurement**

The Town will ensure that procurement processes are inclusive so that all vendors can participate and are aware of the need to provide accessible goods and services. Accessibility features include technical features (software) and structural features (physical design, including hardware or product specifications).

The Town has achieved this by:

- Embedding accessibility requirements into the procurement process including the planning and document development stages
- Through policies and practices that include accessibility considerations, buyers are able to conduct business in a way that accommodates Ontarians of all abilities.

**(F) Transportation**

The Town will ensure licensed taxicabs provide information and follow standards to make it easier for everyone to travel who use this service.

The Town has achieved this by:

- Providing information to taxi cabs regarding accessibility and ensuring that they make information available to the public on accessibility equipment and features of their vehicles, routes and services.
- Ensuring that taxicabs do not charge a fare to a support person when the person with a disability requires a support person

**9. 2013-2017 Accessibility Initiatives**

The identified barriers to accessibility for respective facilities have been specified in Schedules "C", "D" and "E". A five-year financial plan has been developed to consider the barriers to be addressed in each year from 2013 to and including 2017.

**10. Communication of the Multi-Year Accessibility Plan**

The approved Multi-Year Accessibility Plan shall be posted on the Town's website and be provided in an accessible format upon request. The Plan will also be circulated to the County of Bruce and included in the Town's Municipal Manual Policy. There was prior consultation with Town Staff and various members of the public. A copy of the Multi-Year Accessibility Plan was forwarded to Department Heads.

## 11. Contact Information

The Town of South Bruce is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would be pleased to hear from you. Please contact us with your questions, ideas or comments.

**Phone** 519-534-1400

**Toll Free** 1-877-534-1400

**Mail** Administrator / Accessibility Coordinator  
Town of South Bruce Peninsula  
315 George Street, Warton, ON N0H 2T0

**Email** [sbpen@bmts.com](mailto:sbpen@bmts.com)

## **Schedule "A"**

### **Where to Look for Barriers to People with Disabilities**

#### **The Built Environment**

- Exterior to a building
- Interior of a building
- Parking areas
- Drop-off zones
- Hallways
- Floors
- Carpets
- Lobbies
- Reception areas
- Offices
- Cubicles
- Washrooms
- Cafeterias
- Elevators
- Escalators
- Stairs
- Stairwells
- Closets
- Storage areas
- Lighting

#### **Physical**

- Furniture
- Work stations
- Chairs
- Doorways
- Door knobs
- Windows
- Planters
- Bathroom hardware
- Locks
- Security systems

#### **Information**

- Books
- Printed information
- Web-based resources
- Signage
- Bulletin boards
- Brochures
- Forms
- Manuals
- Fax transmissions
- Equipment labels
- Computer screens

#### **Policies and Practices**

- Procurement and purchasing
- Job postings
- Hiring
- Interviewing
- Testing
- Meetings
- Planning & Subdivision Approvals
- Promotion
- By-laws
- Regulations
- Rules
- Protocols
- Safety and evacuation

## **Technological**

- Computers
- Operating systems
- Standard software
- Proprietary software
- Web sites
- TTYs
- Photocopiers
- Appliances
- Keyboards
- Mice
- Printers
- Fax machines
- Telephones
- Control panels
- Switches

## **Recreational Facilities**

- Playgrounds
- Gymnasiums
- Swimming pools
- Change rooms
- Theatres
- Auditoria - audience
- Auditoria - stage
- Picnic areas
- Tracks (indoors and outdoors)
- Playing fields
- Climbing bars
- Gymnasium equipment
- Toys
- Rail trails
- Recreational Trails

## **Communication**

- Training
- Receptionists
- Public announcements
- Security staff

## **Tools**

- Hand tools, manual
- Hand tools, electrical
- Machinery
- Carts and dollies

## **Service Delivery**

- In person
- By telephone
- By mail
- Carts and dollies
- Via the Web
- By e-mail

## **Transportation**

- Buses
- Trains
- Aircraft
- Water craft (e.g., ferries)
- Cars
- Vans

## Schedule "B"

### Initiatives for Barrier Prevention or Removal in 2013

Barrier	Action	Responsibility
<b>Customer Service</b> Potential barriers in delivering goods and services to customers	1. Continue to deliver Accessible Customer Service training to all new employees and volunteers.	Accessibility Coordinator / All Departments
	2. Review and update policies regularly to ensure high quality, accessible customer service	Accessibility Coordinator / Department Heads
	3. Review customer feedback and taking appropriate action	Accessibility Coordinator / Department Heads
<b>General Procurement</b>	1. Incorporate accessibility criteria and features into procuring or acquiring goods, services or facilities.	All Departments
<b>Policies</b>	2. Establish policies on how the County will meet its obligations under the Integrated Accessibility Standards Regulation.	Accessibility Coordinator
<b>Multi-Year Accessibility Plan</b>	3. Develop a multi-year accessibility plan.	Accessibility Coordinator
<b>Training</b>	4. Provide training on the requirements of the accessibility standards and on the Ontario Human Rights Code as it relates to people with disabilities.	Accessibility Coordinator
<b>Information and Communications</b> Potential barriers relating to information sharing	1. Accessible Communications Policy provided to all Staff for integration in documents	Accessibility Coordinator / All Departments
<b>Feedback</b>	2. Ensure that receiving and responding to feedback is made available in an accessible format upon request or with appropriate communication supports.	Accessibility Coordinator / All Departments
<b>Accessible Formats and Communications Supports</b>	3. Provide information and communicate in an accessible manner about goods, services or facilities to people with disabilities, upon request.	All Departments
<b>Employment Recruitment General</b>	1. Notify internal and external job applicants that accommodations for disabilities will be provided upon request.	All Departments

<b>Barrier</b>	<b>Action</b>	<b>Responsibility</b>
Recruitment, Assessment or Selection Process	2. Notify job applicants who have been invited to participate in the recruitment, assessment or selection process that accommodations for disabilities are available on request.	All Departments
Notice to Successful Applicants	3. Notify successful applicants of the policy for accommodating employees with disabilities when offering employment.	All Departments
Informing Employees of Supports	4. Inform new and existing employees of polices supporting employees with disabilities, and provide employment-related accommodations for disabilities.	Accessibility Coordinator / All Departments
Accessible Formats and Communication Supports for Employees	5. Consult with employees who have disabilities in order to provide them with accessible formats and communications.	Accessibility Coordinator
Documented Individual Accommodation Plans	6. Develop written individual accommodation plans for employees with disabilities.	Accessibility Coordinator
Return to Work Process	7. Have in place a documented process for supporting employees who return to work after being away for reasons related to their disabilities.	Accessibility Coordinator
Performance Management	8. Take into account the accessibility needs of employees with disabilities during the performance management process.	Administrator / Department Heads
<b>Employment</b> Career Development and Advancement	1. Provide career development and advancement opportunities that take into account the accessibility needs of employees who have disabilities.	Administrator / Department Heads
Redeployment	2. If redeployment processes are used, employers will consider the accessibility needs of employees with disabilities when moving them to other positions.	Administrator / Department Heads
<b>Built Environment</b> Inaccessible facilities	1. See Schedules "C", "D", "E" and "F" regarding identified barriers to accessibility for respective facilities and initiatives to remove same in 2013	Administrator / Department Heads pursuant to approved budget expenditures

**Schedule C: Accessibility Plan for Facilities Open to the Public Year Round**

**R/W Centre–Warton Library, 578 Brown St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot:</b> No standing handicap signs	Communications/ Physical	Install 2 standing handicap signs	2014
<b>Washrooms:</b> No Automatic Door for entry to washrooms	Physical	Consider installing automatic doors when replacement considered	2017 or unknown

**Sauble Beach Library, 27 Community Centre Dr., Sauble Beach (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot:</b> -No parking spaces designated for persons with mobility issues in close proximity of the entrance	Physical	Install two(2) parking spaces and standing handicap signs	2014
<b>Washrooms:</b> No automatic door opener	Architectural/Physical	<b>Permanent:</b> Install automatic door opener on the main door for each set of washrooms.	2015 and 2016
<b>Flooring:</b> -Mat at front doors moves around	Physical	<b>Replace mat</b> with one whose undersurface does not shift on floor surface	2014
<b>Obstacles: *</b> -Aisles not free from obstacles or tripping hazards. In the children's area, moveable items sometimes block access for persons using mobility devices.	Physical	<b>Relocate some items and monitor</b> To ensure there are no impediments for persons with mobility issues wishing to access information in the children's area	2013

**Warton Arena & Community Centre, 523 Taylor St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Washrooms:</b> No change table in either washroom	Physical	Install change table in one accessible washroom	2015



<p><b>Washrooms: either sex</b>  <u>Public washrooms with outside entrance</u>  - not accessible and grade not appropriate  - no grab bars or lower coat hooks  - toilet seats too low  - lever handles needed  - call button required for one washroom</p>	<p>Architectural/Physical</p>	<ul style="list-style-type: none"> <li>• Install accessible washrooms and proper grading when redesign or retrofit of building is considered.</li> <li>• Public Works to put in place remote door bells at first staff washroom on upper floor</li> <li>• Public Works to install grab bars or lower coat hooks *</li> <li>• Public Works to install 'right height' toilet seats *</li> <li>• Public Works to install lever handles where needed *</li> </ul>	<p>2017 or unknown</p> <p>2013</p> <p>* 2013, 2013 &amp; 2015</p>
<p><b>Communications: posters</b>  Posters will be placed at Town's facilities notifying the public about the availability of accessible formats</p>	<p>Communications</p>	<p>Administrator to develop and place posters at the three service counters and council chambers</p>	<p>2013 (June)</p>
<p><b>Communications: emergency information</b>  Emergency procedures, plans or public safety information is available in an accessible format</p>	<p>Communications</p>	<p>Administrator to include link to emergency procedures on accessibility web page</p>	<p>2013 (July)</p>

**Schedule D: Accessibility Plan for Facilities Open to the Public as Rentals**

**Elsinore Community Hall, 7179 Highway 21, Elsinore, ON (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: accessible spaces</b> No designated accessible parking spaces	Physical	Designate one (1) accessible parking space with stand-up sign Town to install stand-up accessible parking sign.	2016
<b>Entrances: automatic door</b> No automatic door	Architectural / Physical	Install automatic door. Community group to provide pending grant funding;	2017 or unknown
<b>Washrooms:</b> No automatic door Coat hooks, grab bars, and paper holders to be installed at accessible level Lever handles to be installed at sinks	Architectural/ Physical	<u>Permanent:</u> Consider Installing automatic door when redesign and retrofit occurs Community group to provide pending accessible grant funding;	<u>Interim:</u> 2013  <u>Permanent:</u> 2017 or Unknown

**Park Head Community Hall, 45 Park Head Rd., South Bruce Peninsula (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Entrances:</b> No automatic door Steps only (steps to hall entrance, step down to main room, step down to the washroom)	Architectural / Physical	Make exterior and interior entrances accessible. Community group to provide pending accessible grant funding.	2017 or unknown
<b>Washrooms:</b> No automatic door and no accessible features: coat hooks, grab bars, and paper holders to be installed at accessible level Lever handles installed at sinks	Architectural/ Physical	<u>Interim:</u> Community group to install coat hooks a paper holders at accessible levels.  <u>Permanent:</u> Consider Installing automatic door when redesign and retrofit occurs Community group to provide pending accessible grant funding.	<u>Interim:</u> 2014  <u>Permanent:</u> 2017 or Unknown

**Hepworth Community Centre, 465 Bruce St., Hepworth, ON (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Entrances: accessible</b> No accessible entrances	Physical	<b>Install minimum of one accessible entrance</b> Community group to provide pending grant funding and or redesign/retrofit of building.	2016 or unknown
<b>Floors</b> There is one step for each of several floor levels	Architectural	<b>Install highlighting strips</b> Community group to install highlighting strips for depth perception for each step	2013
<b>Washrooms:</b> No automatic door -Step before accessing washroom -No automatic door -Paper towel holder, grab bars and coat hooks to be installed at accessible levels -Lever handles required for taps	Architectural/ Physical	<b>Install accessible washroom should building be retrofitted</b> -Given the historical nature of this pre-existing building, no recommended changes are being made for the design of the washroom at this time -Other related items (coat hook and hand-towel dispenser at accessible level; grab bars, lever-handled faucets) would be addressed should washroom become accessible	Unknown

**Purple Valley Recreation & Community Centre, 565 Purple Valley Rd, South Bruce Peninsula (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Entrances: accessible</b> There is one step to main entrance, and one step to the stage	Physical	Community group to address pending accessible grant funding and or redesign/retrofit of building.	2017 or unknown
<b>Washrooms: accessible</b> No automatic door Paper towel holder, grab bars and coat hooks to be installed at accessible levels Lever handles required for taps	Architectural/ Physical	Community group to install accessible features  Consider Install automatic door when redesign and retrofit occurs Community group to provide pending accessibility grant funding.	2015  2017 or unknown

**Schedule E: Accessibility Plan for Outdoor Facilities & Spaces Open to the Public**

**Bannister Ball Diamond, 30 Community Centre Dr. Sauble Beach (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> There are no designated parking spaces for persons with mobility issues	Physical	Install four (4) accessible parking spaces in an area which is in close proximity of picnic tables and spectator stands. Town of SBP Public Works to undertake.	2014

**Don Davidson Ball Diamond & Dog Park, 108 Division St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> There are no designated parking spaces for persons with mobility issues	Physical	Install one (1) accessible parking space near first spectator area. Town of SBP Public Works to undertake	2016

**Bluewater Park Ball Diamond, 543 Brown St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> There are no designated parking spaces for persons with mobility issues	Physical	Install one (1) large-size parking space for persons with mobility issues near civic number sign. Town of SBP Public Works to undertake	2016

**Berford Lake Pavilion, 28 Berford Park Rd., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> No designated accessible parking space	Physical	Town to install a stand-up sign designating one accessible parking space	2015
<b>Washrooms: accessible</b> Two washrooms are not accessible and do not have accessible features	Architectural / Physical	Town to install accessible features Town to upgrade washrooms to accessible standards when retrofit or accessibility grant funding available	2015  2017 or unknown

**Bluewater Park Boat Launch/Dock, Bluewater Park Campground, Wiarton Train Station, Wiarton Willie Compound, 400 William St., Wiarton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: Barrier Free</b> Sidewalk area near walkway to pay at the Info Centre / Wiarton Train Station does not have a cut out to accommodate wheelchairs.	Architectural/Physical	Install cut out in sidewalk when parking area is paved or other work requiring repairs to sidewalk. Town of SBP Public Works to arrange.	2017 or unknown

**Bluewater Park Pavillion & Swimming Pool, 440 George St., Wiarton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: accessible spaces</b> No accessible parking spaces exists	Physical	Install 2 accessible parking spots and 2 accessible parking spaces in general area with stand up signs. Town of SBP Public Works to arrange	2014
<b>Entrance to Swimming Pool: accessible</b> The swimming pool is not accessible for wheelchairs	Architectural/Physical	Incorporate a wheelchair ramp when renovation or replacement considered. Town of SPB Public Works to arrange	2017 or unknown
<b>Washrooms: automatic doors</b> No automatic doors	Architectural/Physical	Install automatic doors for three washrooms when accessibility grant or retrofit is considered. Town of SBP Public Works to arrange	2017 or unknown

**Bluewater Park Tennis Courts, 440 George St., Wiarton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Entrance: accessible:</b> Latch mechanism not at accessible level	Physical	Town to locate latching mechanism at accessible level	2013

**Warton Information Centre & Train Station, 402 William St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> There are no designated parking spaces for persons with mobility issues	Physical	Install stand-up sign designating 1 accessible parking space	2016

**Bayview Cemetery: 441042 St., Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Parking Lot: number</b> There are no designated parking spaces for persons with mobility issues	Physical	Install a stand-up sign to designate one(1) accessible parking space near first spectator area.	2015

**Hope Bay Beach: 10 Hope Bay Road, Hope Bay, Warton (pre-existing)**

Barrier	Barrier Type	Strategy for removal or prevention / responsibility	Timeline
<b>Washrooms: automatic doors</b> No automatic doors or accessible features	Architectural/Physical	Install automatic doors for three washrooms when accessibility grant or retrofit is considered Town of SBP Public Works to arrange	2017 or unknown

**Schedule B: Facilities Restricted to Public Access and Workplace  
Consideration of Accommodation for Employees**

<b>Workplace Facility</b>	<b>Pre-existing</b>
1. Albemarle Works Garage, 503 Bruce Rd. 9, Warton, ON N0H 2T0	<b>Yes</b>
2. Amabel Works Garage, 413 Municipal Rd., Warton, ON N0H 2T0	<b>Yes</b>
3. Amabel-Sauble Water Treatment Plant, 28 D Line, Sauble Beach, ON N0H 2G0	<b>Yes</b>
4. Amabel-Sauble Water System, 555 Sauble Falls Pky, Sauble Beach, ON N0H 2G0	<b>Yes</b>
5. Foreman Water Treatment Plant, 44 Foreman Dr., Chesley Lake, ON	<b>Yes</b>
6. Huron Woods Water System, 23 Birch St., Warton, ON N0H 2G0	<b>Yes</b>
7. Huron Woods Water System, 14 Graham Crescent, Warton, ON N0H 2G0	<b>Yes</b>
8. Oliphant Water Treatment Plan, 7 Fiddlehead Dr., Oliphant, ON	<b>Yes</b>
9. Warton Water Treatment Plant, 897 Bayview St., Warton, ON N0H 2T0	<b>Yes</b>
10. Warton Works Garage, 441048 Elm St., Warton, ON N0H 2T0	<b>Yes</b>