

Proposed Access Plan 2020-2025

Township of Havelock-Belmont-Methuen

Township Council Presentation

October 2020



Summary of the Access Plan

2020	Complete Accessibility Compliance Audit - Township Buildings - Facilities
2021	Audit Work Program <ul style="list-style-type: none">• Priority One Facilities - Buildings Year One.
2022	Audit Work Program <ul style="list-style-type: none">• Priority One Facilities - Buildings Year Two;• Priority Two Facilities - Buildings Year One.
2023	Audit Work Program Priority Two Facilities - Buildings Year Two; Priority Three Facilities - Buildings Year One
2024	Audit Work Program <ul style="list-style-type: none">• Priority Three Facilities - Buildings Year Two.
2025	Re-evaluate Accessibility Compliance Audit Consider 2 nd Audit and Related Work Program (2026-2030)

Year 2020

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	<ul style="list-style-type: none"> • Update the General Customer Service Information brochure; • Training of all Senior Staff and Township Council; • Training of Volunteer Firefighters.
Employment	<ul style="list-style-type: none"> • Ensure all new employees are trained, Customer Service 5 Year Accessibility Plan; • Liaise with Stakeholder agencies regarding best practices, employment standards.
Standard	Plan Requirements
Information and Communications	<ul style="list-style-type: none"> • Monitor best practices - services; • Update on-line (and print resources) as required, including standard Township forms permit document templates.
Transportation	No actions required
Standard	Plan Requirements
Design of Public Spaces	<ul style="list-style-type: none"> • Carry-out Accessibility Compliance Audit (Fall); • Report presentation to Township Council (Late Fall); • Incorporate Senior Staff training - Audit Compliance Tool as part of the project; • 2021-2024 Budgetary Planning; and • Consider Wayfinding - Signage Audit Program (Year 2021-2022 Implementation).

Year 2021

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	<ul style="list-style-type: none"> • Ensure on-going customer service practices, programs and policies; • Provide information to community businesses and non-profit organization.
Employment	<ul style="list-style-type: none"> • Ongoing new employee training program
Standard	Plan Requirements
Information and Communications	<ul style="list-style-type: none"> • Ongoing monitor of best practices - services; • Provide sample templates - guidelines to community businesses and non-profit organizations.
Transportation	No actions required
Standard	Plan Requirements
Design of Public Spaces	<ul style="list-style-type: none"> • Implement Priority One - Accessibility Audit Program Priorities; • Ensure 2022 Township Budgetary provisions for priority two - Accessibility Audit Program Priorities, and completion of Priority one projects (from 2020); • Year One of Wayfinding - signage program.

Year 2022

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	<ul style="list-style-type: none"> • Ongoing training of any new employees and key volunteers.
Employment	<ul style="list-style-type: none"> • See above customer service; • Ongoing liaison with Stakeholder Agencies regarding best practices, employment standards.
Standard	Plan Requirements
Information and Communications	<ul style="list-style-type: none"> • Ongoing monitor of best practices - services; • Ongoing updating of the Township's forms, permits and document templates, as required.
Transportation	No actions required
Standard	Plan Requirements
Design of Public Spaces	<ul style="list-style-type: none"> • Implement priority two, year one - Accessibility Audit Program Priorities; • Completion of priority one, year two Accessibility program priorities; • Ensure 2022 Township Budgetary provisions for priority two - Accessibility Audit Program Priorities, and completion of Priority one projects (from 2021); • Year two of Wayfinding - signage program.

Year 2023

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	<ul style="list-style-type: none"> • Ongoing training of any new employees and key volunteers.
Employment	<ul style="list-style-type: none"> • See above customer service; • Ongoing liaison with Stakeholder Agencies regarding best practices, employment standards.
Standard	Plan Requirements
Information and Communications	<ul style="list-style-type: none"> • Ongoing monitor of best practices - services; • Ongoing updating of the Township's forms, permits and document templates, as required.
Transportation	No actions required
Standard	Plan Requirements
Design of Public Spaces	<ul style="list-style-type: none"> • Implement priority three, year one - Accessibility Audit Program Priorities; • Completion of priority two, year two Accessibility program priorities; • Ensure 2023 Township Budgetary provisions for priority two - Accessibility Audit Program Priorities, and completion of Priority one projects (from 2022); • Year three of Wayfinding - signage program.

Year 2024

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	<ul style="list-style-type: none"> • Ongoing training of any new employees and key volunteers.
Employment	<ul style="list-style-type: none"> • See above customer service; • Ongoing liaison with Stakeholder Agencies regarding best practices, employment standards.
Standard	Plan Requirements
Information and Communications	<ul style="list-style-type: none"> • Ongoing monitor of best practices - services; • Ongoing updating of the Township's forms, permits and document templates, as required.
Transportation	No actions required
Standard	Plan Requirements
Design of Public Spaces	<ul style="list-style-type: none"> • Completion of priority three, year two Accessibility program priorities; • Prepare summary report of all projects 2021-2024; • Prepare for 2025 Audit Compliance Update.

Year 2025

Provincial Standard	Township Accessibility Plan Requirements
Customer Service	Prepare 2026 - 2030 Accessibility Plan
Employment	Prepare 2026 - 2030 Accessibility Plan
Standard	Plan Requirements
Information and Communications	Prepare 2026 - 2030 Accessibility Plan
Transportation	Prepare 2026 - 2030 Accessibility Plan
Standard	Plan Requirements
Design of Public Spaces	Prepare 2026 - 2030 Accessibility Plan

Proposed Accessibility Compliance Audit



Proposed Accessibility Compliance Audit





Proposed Accessibility Compliance Audit

It is recommended that the Township carry-out an “Accessibility Compliance Audit” of all existing Township Facilities and Buildings in 2020. The Audit will serve the following purposes:

- to identify on a property by property (or building) basis, the current status of Township facilities relative to the Public Space Design Standard;
- to advance a 4-year work program to address any accessibility deficiencies (subject to annual Township Budget and other available financial resources);
- to review existing way-finding and signage attributes of Township Facilities - Buildings and to advance an overall upgrade program for such facilities;
- an opportunity to provide key Senior Staff with hands-on (direct) experience in conducting an Accessibility Compliance Audit; and
- to provide the Compliance Audit tool/program with the Township for potential sharing with community stakeholders (business owners, affordable housing providers) and the like.

Sample Audit

Facility- Audit Date	
<p>Port Whitby Marina August 11, 2006</p> <p>(View - outdoor patio area)</p> <p>Accessible area from main entrance walk-path</p>	
<p>Brooklin Community Centre August 22, 2006</p> <p>(View - front of building)</p> <p>Currently not an accessible entrance</p>	

Sample Audit

Rotary Centennial Park
August 22, 2006

(View- Park Gazebo - front)

Need for ramp access to the Gazebo stage



Whitby Civic Recreation Complex
August 23, 2006

(View- Main Reception Area)

Main reception counter needs modification (portion of counter to be lowered)



Seniors Activity Centre
August 25, 2006

(View - parking area/entrance, rear of building)

Entrance, back of building, meets standards



Sample Audit

Building	Recommended Priorities
Port Whitby Marina	<ol style="list-style-type: none">1. Main entrance parking and exterior walk-path2. Main public washrooms3. Hearing assistive device, auditorium
Brooklin Community Centre	<ol style="list-style-type: none">1. Parking-building entrance, rear of building2. Main public washrooms3. Hearing assistive device-auditorium and lower level meeting room

Sample Audit

4. Whitby Civic Recreation Complex

Main entrance accessibility General improvements/enhancements to the main entrance are required, including creating a new exterior walk-path from the accessible parking spaces (northwest of entrance) and curb ramping modifications.

Main floor washrooms access The main floor public washrooms doorways-entrances should be modified to meet standards. Options include a creating door-less entry (similar to major airports).

Pool family/disabled change-shower rooms The existing pool family/disabled person's change-shower facilities are NOT accessible. Consideration for a comprehensive re-design and re-assignment of space in this area is needed. The creation of a minimum of two change-shower rooms is recommended, and warranted given the capacity of the pools.

Service counters Modifying the two lobby reception counters (similar to either the Library Main Branch or the Municipal Building Clerk's Office) is recommended.

Questions

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