

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2004-12-20

A by-law to adopt the 2004 Accessibility Plan

WHEREAS the *Ontarians with Disabilities Act* requires every municipality to adopt an Accessibility Plan and to annually review the same

NOW THEREFORE the Council of the Corporation of the Township of Prince enacts as follows:

1. The Accessibility Plan dated October 2004 and attached hereto as Schedule "A" is hereby adopted.

Read a first, second and third time and passed in open Council this 23rd day of November 2004.


Reeve


Administrator



TOWNSHIP OF PRINCE
ACCESSIBILITY PLAN
FINAL - 2004

Executive Summary

The purpose of the Ontarians with Disabilities Act, 2001 (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in their life in the Province. To this end, the ODA mandates that each Municipality prepare an annual accessibility plan.

This is the second year plan (2004) prepared by staff of the Township of Prince. The report describes the measures the Township has taken in the past and the measures the Township will take during the current year to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Township, including staff and members of the community at large.

This year the Township committed itself to the identifying the barriers within the municipality and working towards continual improvement of access to municipal facilities including the electronic (World Wide Web) premises as well as the actual physical premises.

In 2004, the Sault Ste. Marie Accessibility Committee has invited the Township of Prince to attend Committee meetings and offered assistance with development and refinement of the Accessibility Plan. The Administrator has been attending these evening meetings.

Aim

This report describes the steps taken in 2003, measures taken or to be taken in 2004 and subsequent years to remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township, including staff.

Objective

This report

1. Describes the process which the Township of Prince will identify, remove and prevent barriers to people with disabilities.
2. Reviews 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 year to identify barriers to people with disabilities.
4. Describes the measures the Township will take in the coming year (s) to identify, remove and prevent barriers to people with disabilities.
5. Describes how the Township will make this accessibility plan available to the public.

Description of the Township of Prince

The Township of Prince is essentially rural in nature, bordered on the east and south by the City of Sault Ste. Marie, the north by the unincorporated Township of Dennis, and on the west by Lake Superior. The Township has a population of 1,010.

Municipal Buildings - 3042 Second Line West

The Community Centre is a renovated elementary school building, acquired by the municipality in 1987. The Community Centre houses the municipal office, a family resource centre, a public library and a museum classroom. There is also a banquet hall which is used for various community events, rented by the public for social occasions. A former classroom in the basement of the Community Centre is also used two nights a week for exercise classes.

A fire hall was constructed on the same property in 1991.

A former church is located on the Community Centre grounds and utilized as a museum. The Museum Board has also constructed a drive shed and implement shed on the property. A pioneer dwelling formerly located in north Prince was also reconstructed on the Community Centre grounds by the Museum Board.

A quonset building is located behind the Community Centre, which houses the municipal truck and grader. Bell Mobility leases part of the Community Centre grounds for a communications tower and utility building.

The municipality owns two parks - one at Deans Road and Walls Road, and one at Gros Cap (Second Line West). A public beach is located at the end of Pinder Drive.

There is one active cemetery at Walls Road and Second Line, as well as a closed historical cemetery at Town Line and Second Line.

Council commitment to accessibility planning

The Council of the Corporation of the Township of Prince is committed to:

1. the continual improvement of access to all municipally owned facilities, premises and services for all those with disabilities
2. the provision of quality service to all members of the community with disabilities

The legislation requires that each municipality prepare an accessibility plan that will enable Council to meet these commitments.

Recent Barrier – removal initiatives

When the Community Centre was acquired in 1987, a wheelchair ramp was constructed to give access to the Community Centre from the rear doors.

In 1996, the Council chamber was moved from the basement to share the museum classroom (original one room school) in an effort to improve accessibility to the Council chamber.

In 1997, a wheelchair ramp was constructed to the museum implement shed.

A landscape project of Community Centre grounds was undertaken by the Museum Board in 2000 providing wheelchair friendly walkways.

In 2002, renovations to the men's and women's washrooms were undertaken to provide wheelchair access. One handicap stall was constructed in each washroom.

Since adoption of the 2003 Accessibility Plan, the following actions have been taken:

- a. Ramp at north entrance to Community Centre has been investigated with respect to heaving – reconfiguration of rear yard, relocation of quonsot building and ditching has taken place which should alleviate or eliminate this problem. The situation will be monitored through the 2004-2005 winter season.
- b. Door at north entrance to Community Centre has been repaired to open more easily.
- c. The platform at the north entrance of the Community Centre is 8' x 5', exceeding the recommended 5' x 5'. A new platform will be constructed in the event that heaving continues (see a. above)
- d. Additional grab rails have been installed in the women's and men's washrooms
- e. Parent Child (Ontario Early Years Site) interior door has been replaced (minimum opening of 32")
- f. Parent Child (Ontario Early Years Site) exterior door has been replaced

While wheelchair accessibility has been the focus of construction projects and retrofits, it is also necessary to consider other disabilities (vision, hearing etc.)

Informal Site Audit of the municipally owned buildings

An informal site audit has been performed by staff in October 2004 to ascertain the status of barriers identified in 2003 and to assess any barriers not previously identified.

Barrier Identification Methodology

In order to identify barriers the following methodology will be used:

Methodology Status	Description	
Circulation to Council, boards and committees	A draft copy of the accessibility plan is to be provided to Council and Boards and Committees for input in assessing all municipally owned buildings for existing barriers	All comments should be received by 15 November 2004 in order that recommendations may be included in the Plan.
Sault Ste. Marie Accessibility Committee	A draft copy of the accessibility plan is to be provided to the Sault Ste. Marie Accessibility Committee for comment. The audit tool created by the Sault Ste. Marie Accessibility Committee has been utilized.	All comments should be received by 23 November 2004 in order that recommendations may be included in the Plan.

Barriers Identified

Barrier Identified	Type of Barrier	Strategy for Removal or prevention
Heaving of ramp accessing the Community Centre at the rear entrance	Architectural	Have entrance repaired so access would be possible. Relocation of Quonset hut and ditching/drainage in rear yard may mitigate. This situation should be monitored over the 2004-05 winter season. It may be necessary to excavate, insulate and rebuild.
Women's and Men's washroom - faucets & sinks	Physical	When replacing faucets and/or sinks replace as set out on schedule attached
Women's and Men's washroom - towel holders	Physical	Towel holders should be lowered as per schedule
Women's washroom handicapped stall door conflicts with main door	Physical	Either install audible alarm OR lock on inside of main door
Door width - interior door openings should be 32" - ideal is 36", however, cement walls sometimes preclude doing so	Architectural	Community Centre modifications required: Museum north entrance (now 31") Kitchen hall entrance (now 31") Kitchen hallway entrance (now 31.25") Banquet Hall entrance

		<p>south door (now 29") Parent Child entrance (replaced 2004) Library (now 31") Municipal Office (now 30.75")</p>
Alarm Types	Physical	In addition to audible alarms (fire, etc.) in public buildings, visible indicators should also be installed
Church Museum bridge	Architectural	Replace wheelchair bridge with ramp
Parking	Physical	<p>Community Centre north entrance - asphalt parking location and paint as shown on schedule Dimensions as set out on schedule East entrance - 1 handicap parking spaces to be made available, signage as shown on schedule Fire Hall - one parking space to be made available at rear door and signage as set out on schedule</p>

Handrails	Physical	Handrail at east entrance of Community Centre to be adapted as set out on schedule attached
Walkways	Architectural	Walkways at Community Centre and parks should be of a width not less than 1.1 metres (43") A walkway with a width of 1,5 metres (5 ft) is the optimum width for walkways. Suggested slope for walkways is 0% to 3% (0 to 1:33). Walkways should be constructed of a continuous hard, smooth, stable, non-slip material. Acceptable materials for walkways include finely ground stone, concrete, asphalt and brick. Concrete with a brushed surface is the most preferred.
Communication with residents	Communication	The municipality issues a monthly newsletter and maintains a municipal website. The newsletter will be printed in large font and the website reviewed to provide

		accessibility to those with sight impairments
Doors have knobs vs. handles	Architectural	Replace knobs with handles where required
Access to municipal documents - minutes, by-laws	Communication	Municipal documents will be prepared in large font. Upon specific request, documents may be provided in audio format.
Community Centre - signage	Communication	Where possible, signs should include braille (washrooms, etc.

Barriers to be addressed in 2005

1. Improved identification of handicapped parking spots. Addition of handicapped parking spot at Fire Hall
2. Consider replacement of at least some interior door handles to "L" type
3. Investigate cost of visual fire alarm
4. Repair of rear entrance ramp if and as necessary.
5. Improve web site.
6. Erect more visible signage in Community Centre for all services

Review and monitoring of the process

Council is committed to following through with this plan. This plan will be updated annually to allow Council, staff and the public to monitor the barriers identified and the direction to which the Township is moving to remove all barriers under the Ontarians With Disabilities Act.

Communication of the Plan

This plan will be available on the web site as well as at the municipal office and we will make every attempt to make it available to those with disabilities for their perusal and review. Should a copy in braille be requested, attempts will be made to comply with such a request.

Section 1

Parking and Passenger Loading Zones

Persons arriving to a location by vehicle have two options available to them: either park the vehicle or be dropped off.

This section outlines guidelines for the size, location and signage of parking spaces and drop off zones.

Parking Spaces

Parking spaces shall be located adjacent to the main accessible entrance to the building, and shall be of size, width and surface as prescribed in this section. Parking spaces shall be located such that persons do not travel behind parked cars nor across a drive aisle.

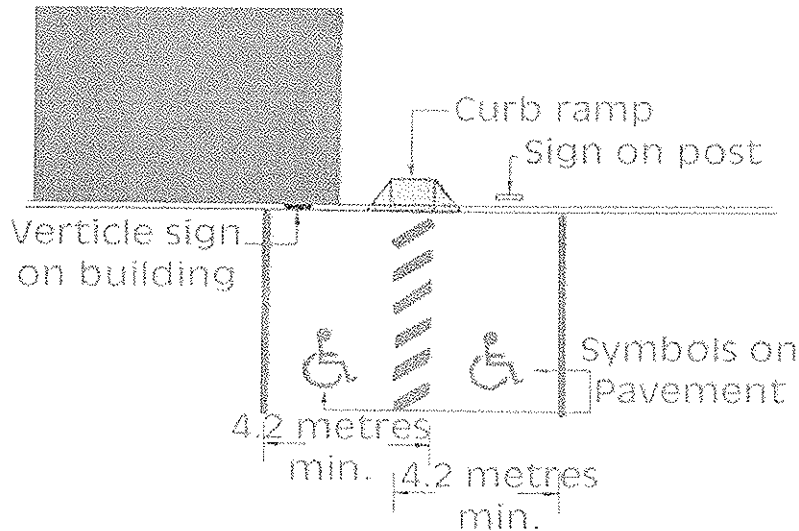


Illustration: Parking space, dimension and location.

Source: Accessibility Guidelines; City of Gloucester

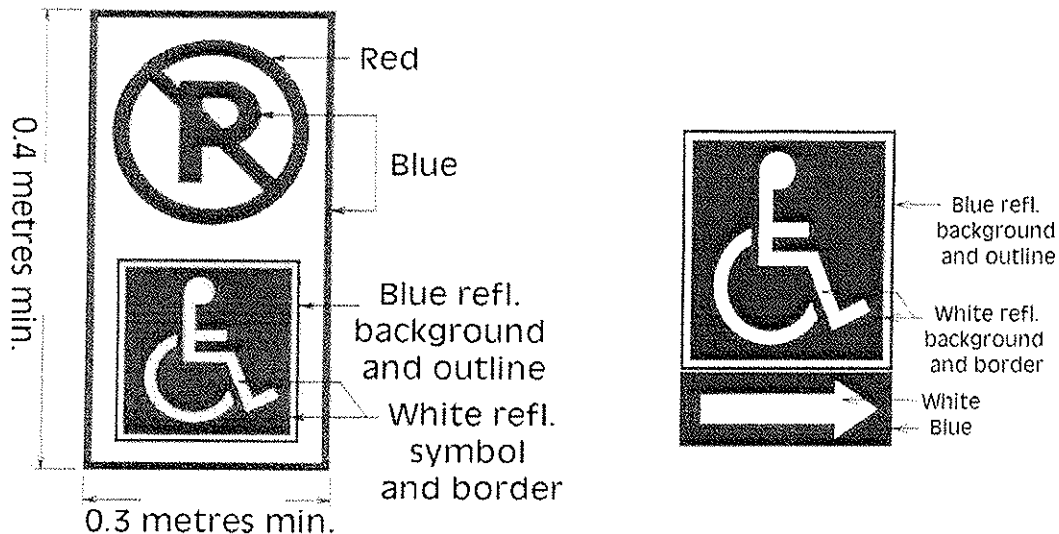
The recommended width of a parking space provides enough room for a wheelchair user to make a transfer from vehicle to chair. Distinctive signage is important since reserved parking spaces are often placed in desirable locations.

Guidelines

1. Parking spaces shall be at least 2.7 metres (8.85 feet) wide, 5.7 metres (18.7 feet) in depth and shall have an adjacent aisle with a minimum width of 1.5 metres (5 feet).
2. The parking space shall have a firm level surface with a slope not exceeding 1:100 (1%).
3. Overhead structures such as canopies that provide protection over parking areas or drop-off zones that provide access to the main entrance shall have a vertical clearance of not less than 2.75 metres (9 feet).
4. Wheelstops, landscaping or other design features shall be placed to prevent vehicles from protruding over walkways. Wheelstops should, if possible, be painted yellow to help visually impaired persons.

Signage: Parking & Passenger Loading Zones

Designated parking spaces and passenger loading zones shall be prominently identified by proper signage. Parking spaces must be designated by the Symbol of International Accessibility mounted both vertically on a sign as well as marked on the surface of the parking space. Both signs should be visible to vehicles approaching the parking stall. Passenger loading zones should be marked as such so that motorists do not confuse these areas with regular parallel parking spaces.



Guidelines

1. The International Symbol of Accessibility shall be painted onto the paved surface of the parking stall. The minimum length of the painted symbol should be 1 meter (3.3 feet). Paint colour should strongly contrast with the background (paved surface).
2. Accessible Parking Space signs (ground or wall mounted) shall be located 1.5 metres (5 feet) above ground level in front of each parking space and must be a minimum of 0.3 metres by 0.4 metres, (12 inches by 16 inches) size.
3. Signs shall be provided to direct persons to the location of designated spaces.

Section 2

Ramps, Staircases and Other Changes in Level

Where a change in level must be negotiated, a means of transition, helpful to all, shall be provided. Ramps and stairs must conform to all applicable standards. This section discusses the criteria for ramps, stairs and handrails.

Ramps

Ramps generally provided to assist wheelchair users and those who have mobility problems could also benefit and assist all persons. People with balance problems may find ramps difficult to negotiate unless handrails are provided. The slope of the ramp is important. An increase to the slope of a ramp, can pose difficulties to wheelchair users. Ice, snow and rain pose their own challenges to ramp users, and thus, the surface of the ramp should be constructed to form a well drained, non-slip surface and should be sheltered where possible. Landings should be incorporated into the design of long ramps because traveling up even the shallowest of inclines can be very laborious.

Guidelines

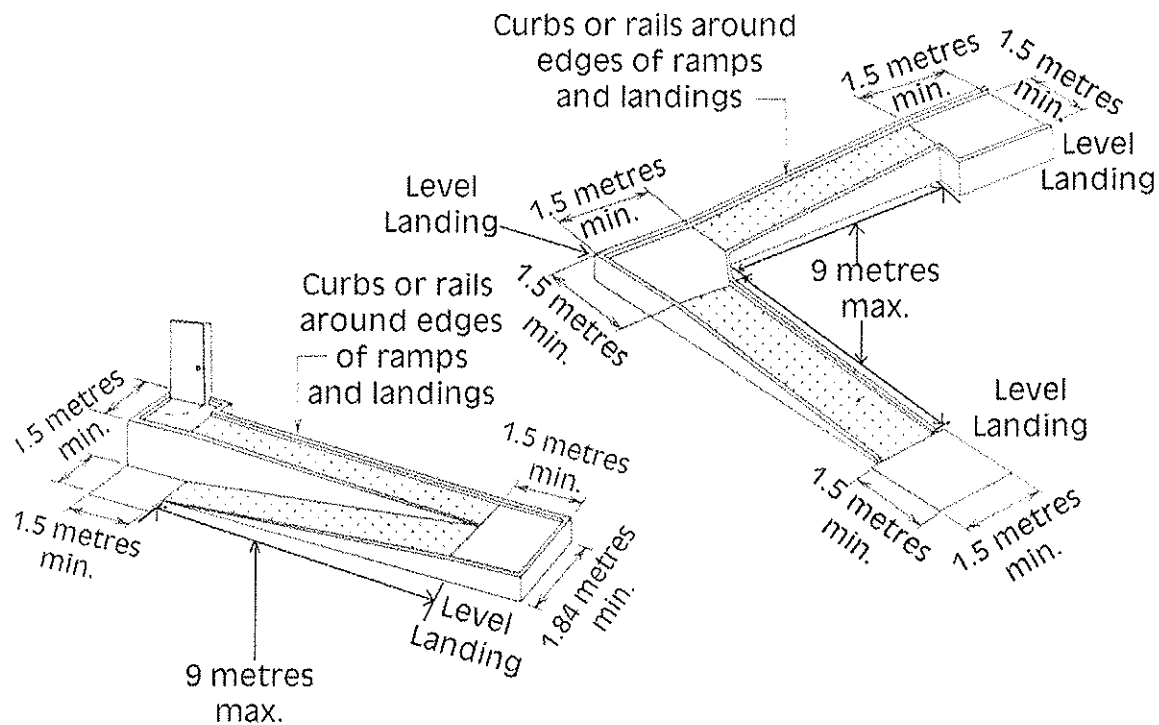
1. Ramps must have a minimum width of 0.87 metres (2 feet 10 inches) between handrails with 1.2 metres (4 feet) being the optimum width. Where a ramp is the only means of access to an entrance, the width must be 1.5 metres (5 feet).
2. There must be a level surface area of at least 1.5 metres (5 feet) by 1.5 metres (5 feet) at both the top and bottom of a ramp.
3. A ramp should have a level area of at least 1.5 metres (5 feet) long at intervals of not more than 9 metres (30 feet) along its length, or where there is an abrupt change in the direction of the ramp.
4. Handrails and/or guards must be provided on both sides of the ramp.
5. Wheelstops, in the form of a curb of 50 mm (2 inches) in height must be placed along the bottom edge of the ramp.
6. Acceptable ramp gradients vary with increases in vertical heights. (Table 1 outlines suggested slopes for varying vertical heights.)

Table 1: Recommended Ramp Slopes (with handrails)

Maximum vertical rise between landings	Slope
0.76 metres	1:15.1 to 1:20
0.6 metres	1:12.1 to 1:15
15 centimetres	1:10.1 to 1:12
7.5 centimetres	1:8 to 1:10

Recommended Ramp Slopes where there is no handrail 1:24

Illustration: Ramp with landing provision



Handrails

Handrails are common to both ramps and stairs. The guidelines are generally the same for both. The following is a summary of important specifications for handrails.

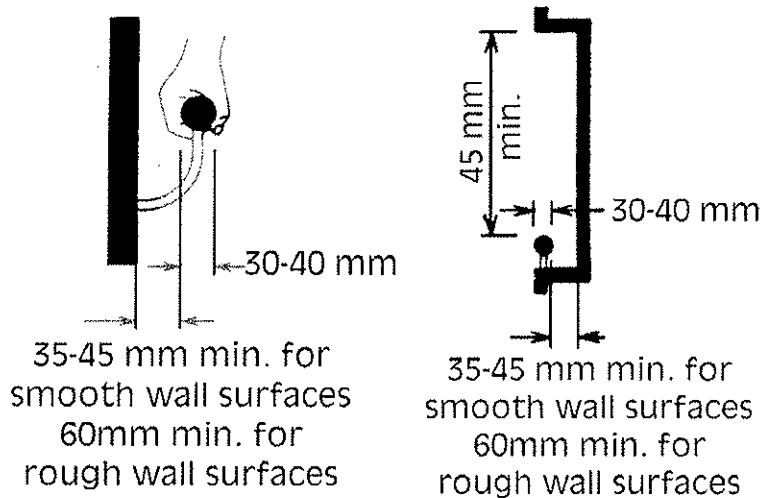


Illustration 1 & 2:
Handrail design Specifications

Guidelines

1. Where possible, handrails should be placed on both sides of the stairs or ramp. On wide stairs, additional handrails may be required in the middle.
2. Recommended height for handrails is 0.8 metres to 0.9 metres (32 to 36 inches).
3. Handrails should be extended at least 0.3 metres (12 inches) beyond the beginning and end of ramps and stairwells and should curve inwards at both ends.
4. Handrails used by children should have a lower set of handrails with a recommended height of 0.6 metres to 0.7 metres (24 to 28 inches). Where both young people and adults use the handrails extensively, a double set of handrails is suggested.
5. There should be a width of 40 mm (1.5 inches) between the handrail and the wall.

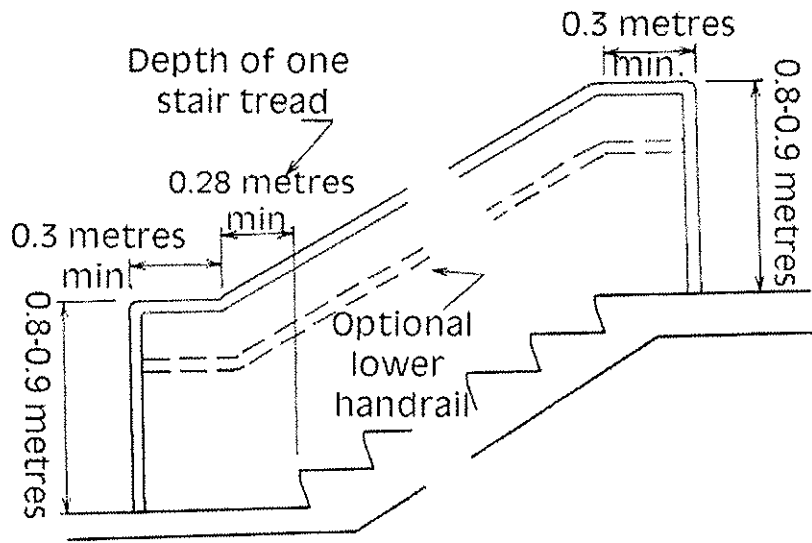


Illustration
Stairway handrail design

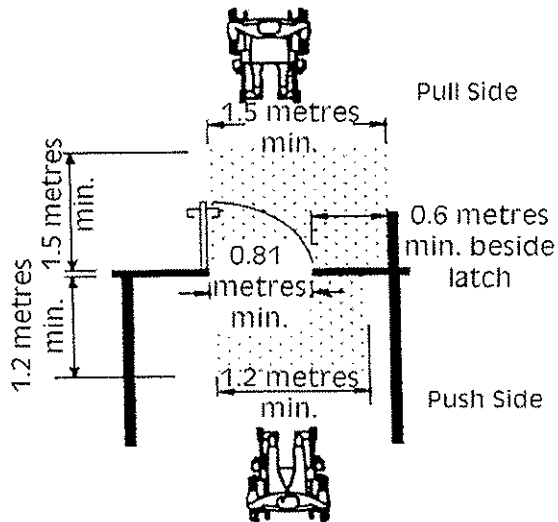
Section 3 Entrances

Doorways should be of ample width to allow the passage of wheelchair/scooter users, and be free of hazards such as doormats, thresholds and door furnishings. Doormats present a potential tripping hazard. Where doormats are deemed necessary, they should be recessed into the surface of the platform, and in no case should the mat height rise above the platform surface any higher than 13 mm (0.5 inches). A minimum width of 0.81 metres (32 inches) allows enough room for a wheelchair user to navigate through doorways.

Doors should be of a lightweight construction and door closures should be adjusted so that the force required to open them does not exceed 38 N (8.5 pounds) and 22 N (4.9 pounds) of pressure for interior doors.

Doorways should incorporate sight panels. The Ontario Building Code (O.B.C.) regulations govern the amount of window opening in a fire rated door. (Refer to the O.B.C. for specific details.)

Thresholds pose a tripping hazard to both elderly and disabled users. As such, thresholds should be less than 13 mm (0.5 inches) in height.



Guidelines

1. At least one primary entranceway must be accessible to all persons.
2. All wheelchair accessible entrances must have appropriate signage to clearly indicate their location.
3. A level platform of the dimensions 1.5 metres by 1.5 metres (5 feet by 5 feet) must be placed outside of the doorway.
4. A minimum of 0.6 metres (24 inches) must be provided between the latch and any obstructions on the pull side of the door. A minimum of 0.3 metres (12 inches) must be provided between the latch and any obstruction on the push side of the door.

5. Doorways must have a width of 0.81 metres (32 inches) or greater.
6. Where two door combinations are used, at least one door shall have a width of at least 0.81 metres (32 inches).
7. Where a vestibule exists between two sets of doors, the dimensions of the vestibule should have a distance of 1.2 metres (4 feet) plus one door width (if hinged door type) separating the two sets of doors.
8. Doormats must be no higher than 13 mm (0.5 inches) above the platform surface.
9. Handles on doors should be of a lever or paddle type.
10. Power assist doors should be considered for main entrances (and ideally as part of the path of travel with the building/structure).
11. Wherever possible, entranceways should be covered to keep snow, ice and rain off the front entranceway platform.
12. Transitional illumination in entrances should be utilized. The change in lighting should not be from very bright to very dark.

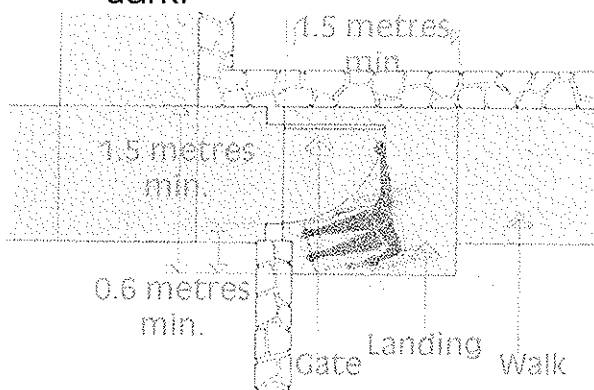
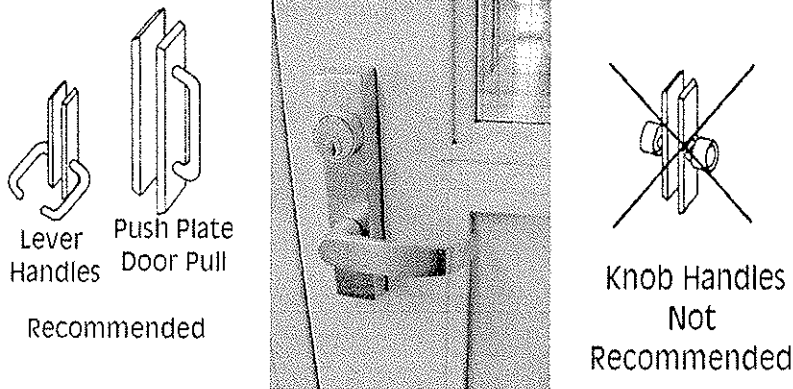


Illustration: Persons opening single door. Source: An Illustrated Handbook for Barrier Free Design: Washington State Rules and Regulations



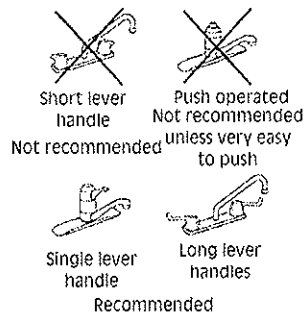
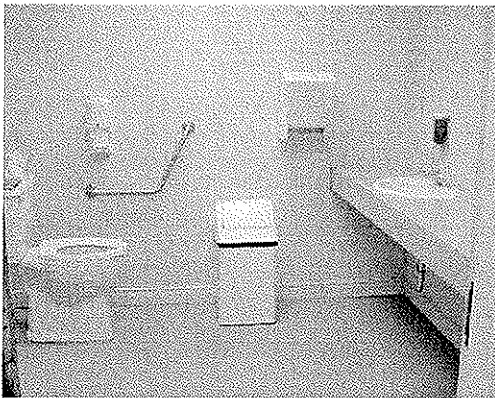
Section 4 Washrooms

Washrooms are a necessity in any building. They must be made accessible to all people. Several factors must be taken into consideration when designing accessible washrooms. There must be enough room to allow persons in a wheelchair to navigate through the washroom to the necessary stall. Once there, the individual must be able to manoeuvre within the stall. There must be enough room for a wheelchair or scooter to fit near the toilet so that transferring is simple and safe. To make transferring easier, grab bars should be positioned along the wall beside the toilet. (Refer to Appendix D for specific details). The grab bars must be positioned to be the most help. This includes considering the angle, length, width, depth and the positioning on the wall. The bars should be made of slip resistant material.

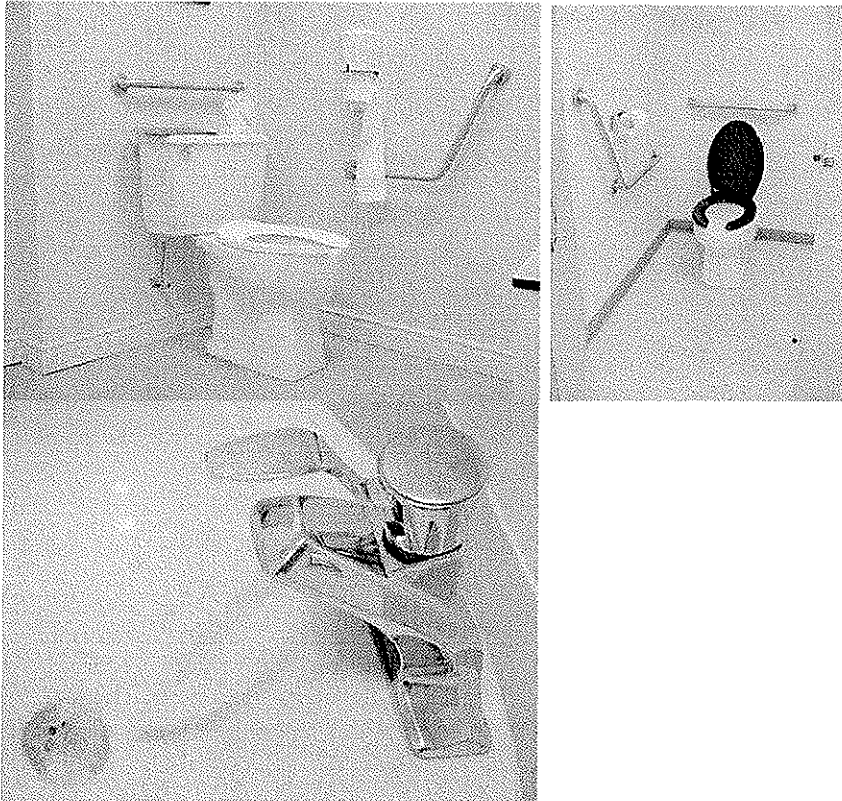
There are many design options for accessible washrooms. The preferred design has the doors opening out of the stall. Doors should

also close themselves behind the user by way of springs in the hinges. The doors should lock from the inside but should be able to be unlocked from the outside in case of an emergency. If the door must swing inwards, extra space should be provided so that a person in a wheelchair or scooter can be out of the way enough to allow the door to close.

Sinks and other accessories (such as soap dispensers, hand dryers, paper towels, etc.) should be placed so that persons in wheelchairs can reach them, but not so they become obstacles to the visually impaired. Accessories should be colour contrasting to their surroundings. The toilet and urinals should also be of contrasting colour. A toilet height of 45 centimetres (18 inches) is recommended (measured from floor to toilet seat). Any activation devices, (handles, faucets etc.) should be able to accommodate those with little to no dexterity. Automated or flip handles are recommended for faucets. Urinals should be wall mounted and slightly lower than other urinals. There should be a grab bar positioned above the urinal for stability.



Lighting within the bathroom should provide enough illumination, but without causing glare. Choosing non-reflective materials for the washroom will help to reduce the glare. Mirrors should be kept to a minimum, as well as being accessible to everyone. The inclusion of at least one full-length mirror is recommended to accommodate all persons.



Guidelines

1. Directional signs should be posted in visible areas around the building/site to direct persons with disabilities to the accessible washrooms
2. Ensure that the door clearance is 0.81 metres (2 feet 5 inches) and no less, even when the door is open.
3. For detailed specifications refer to Appendix D; excerpts from the Ontario Building Code with regard to accessible washrooms.